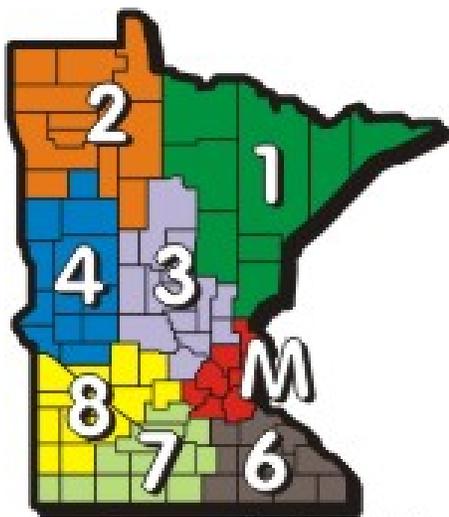


# Transportation Alternatives Program (TAP)

Solicitation  
Fall 2014  
*(for FY 19 funding)*



Area Transportation Partnership  
**Boundaries**

LETTER OF INTENT (LOI)  
WORKSHEET

# TRANSPORTATION ALTERNATIVES PROGRAM LETTER OF INTENT (LOI) WORKSHEET

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# Letter of Intent (LOI) Review Information

## **Review Process**

Interested applicants must first complete a Letter of Intent (LOI) for their project to be eligible to participate in the TAP project solicitation. Upon completion, the LOIs will be distributed to the appropriate Regional Development Organization (RDO), Metropolitan Planning Organization (MPO) or MnDOT District (see maps/contact information on following pages) for review before an applicant may proceed. The reviewing party should discuss the project with the applicant and either recommend or not recommend that the applicant proceed to the full TAP application. The goal of this initial review is to ensure project eligibility and determine project readiness prior to submittal of the full application. A recommendation to proceed will be received by the applicant on or before November 14, 2014.

## **Reviewers**

The TAP Letter of Intent should be, at a minimum, reviewed by the RDO, MPO or MnDOT District for the area in which the majority project is located. Additional reviewers may be recommended depending on project type, scale and/or scope. For example, if a project spans more than one region, multiple RDOs/MPOs/Districts may be asked to review the LOI. Additionally, for projects that are a part of a specific program (SRTS, Scenic Byways, etc.), the appropriate program coordinator may be asked to review the LOI as well.

## **Review Questions**

The following is a list of the type of questions that the reviewing party may discuss with the applicant prior to recommending the project to continue to the full application. Reviewers are responsible for determining the specific questions they feel are appropriate to ensure project eligibility and readiness.

1. Is the project eligible to receive federal funding through the Transportation Alternatives Program?
2. Does the applicant have a clear concept of the project for which they are applying for TAP funding as well as a clear understanding of the costs associated with the project?
3. Has the project received written support or equivalent from the sponsoring agency including elected officials and engineers responsible for project delivery?
4. Has the applicant and/or sponsoring agency developed a financial strategy to match the federal funding and any additional funding necessary to complete your proposed project?
5. Do the applicant and/or sponsoring have a plan or commitment to acquire or purchase the necessary right of way (if applicable)?
6. Is the applicant aware of the federal project development process and other requirements associated with the receipt of TAP funding, including the environmental documentation requirements?
7. Is the project identified in a Statewide and/or Regional Plan?
8. Is the project an approved Safe Routes to School project?
9. Is the projects primary function a transportation purpose?

# Related Documents

## **TAP Application Guidebook**

The document includes information on TAP program requirements, qualifying activities, eligible project sponsors, cost-sharing requirements and general project timeline guidance, as well as key regional contacts.

## **TAP Full Application Form**

The document is the full application form for the Transportation Alternatives Program solicitation.

# **Letter of Intent (LOI) Worksheet**

## **Worksheet**

NOTES: If you wish to apply, please use this worksheet to prepare all your responses before completing the Letter of Intent (LOI) online ([www.dot.state.mn.us/map-21/tap.html](http://www.dot.state.mn.us/map-21/tap.html)). TAP will only review LOI submitted through its website. All requests must be submitted by **October 31, 2014**. Throughout this LOI please be specific about the work for which you are seeking support and avoid jargon.

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**Name of Applicant Organization:**

**Contact Information:**

**Title of project:**

**Please provide the following information:**

1. One sentence description of the work for which you are seeking support:
2. Amount requested from TAP:
3. Total project budget. Please briefly explain the total estimated amount of financing needed. Include TAP request and other sources of financing, specifically how you will obtain the 20% match (100 words maximum):
4. Project request type (capital, planning, both):
5. Describe the work you want to do for which you are seeking TAP support. Provide a description of the project development activities for this project to date (250 words maximum):
6. Describe how your project meets a transportation purpose (100 words maximum):
7. List any adopted plans that your project has been identified in (statewide, regional, Safe Routes to School, Scenic Byways, etc.):
8. Describe your organization and/or the sponsoring agency's history with delivering Transportation Alternatives-type projects, including background working with federal funding requirements. If not applicable, identify the key steps and strategies that will be used to deliver the project (250 words maximum):
9. Have you contacted representatives from the sponsoring agency, including elected officials and county engineers? If so, please describe what has resulted from this conversation and if you have written support for the project (50 words maximum):