

## Section 5: ATP-7 Project Evaluation

<i>Name of Project:</i>	
<i>Legislative District:</i>	<i>Congressional District:</i>
<b><i>For the nearest impacted roadway:</i></b>	
<i>Route name/number:</i>	
<i>Functional classification:</i>	
<i>AADT:</i>	<i>HCAADT:</i>
<i>Beginning reference post:</i>	<i>Ending reference post:</i>
<i>Total length of project:</i>	

Below are four criteria sections that the application must satisfy. Based on the information you provide, the ATP will determine project eligibility and prioritization.

1. **Eligibility.** The project is eligible for Transportation Alternatives Program funding.
  - a. The project must fall within one of the eligible activities listed below (please check the appropriate category):

MAP-21 requires that the project be an "eligible activity".

Items 2 – 4 have been designated as "additional criteria" by the TAP subcommittee.

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | On-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation.     |
| <input type="checkbox"/> | Transportation projects to achieve Americans with Disabilities Act of 1990 compliance.                                  |
| <input type="checkbox"/> | Safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs. |
| <input type="checkbox"/> | Conversion and use of abandoned railroad corridors.   |
| <input type="checkbox"/> | Construction of turnouts, overlooks, and viewing areas.   |
| <input type="checkbox"/> | Inventory, control, or removal of outdoor advertising.  |
| <input type="checkbox"/> | Historic preservation and rehabilitation of historic transportation facilities.   |
| <input type="checkbox"/> | Vegetation management to improve roadway safety, prevent against invasive species, and to provide erosion control.      |
| <input type="checkbox"/> | Archaeological activities.  |
| <input type="checkbox"/> | Environmental mitigation to address storm water management.   |
| <input type="checkbox"/> | Reduce vehicle-caused wildlife mortality or restore/maintain habitat connectivity.                                      |
| <input type="checkbox"/> | Safe Routes to School projects  |

- b. 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):

2. **Serves a Transportation Purpose.** *TAP projects must serve a transportation purpose. For the TA program, “Transportation purpose” is defined as primarily serving a commuting purpose and / or that connect two destinations points; a facility may serve both transportation and recreation purposes; a facility that connects people to recreational destinations may be considered to have a transportation purpose (200 words maximum):*

- a. Describe how your project serves a transportation purpose.
- b. Who will be the primary users of your project once implemented?
- c. Describe any potential for mode switch after the project is implemented (e.g. switching from driving to walking or biking, **or transit**, resulting in reduced VMT [vehicle miles traveled]).
- d. Describe how the proposed project will address or alleviate safety and accessibility issues or concerns.
- e. **Does this project involve new construction or is it a rehabilitation/replacement of existing infrastructure?**

3. ***Planning.*** The project must be identified in a Plan that has undergone a public process. Examples of plans include: State, Regional, MPO Transportation Plan, Safe Routes to School Plan, Scenic Byway Corridor Management Plan, ADA Transition Plan, GreenStep City, Active Living Plan, Comprehensive/Land Use Plan (250 words maximum):

- a. Preference will be given to projects identified in a ~~state or regional~~ plan(s) that has undergone a robust public planning process. From what planning process did this project emerge? Describe the goals of the plan and how this project will advance those goals.
- b. Who does the project benefit and how?
- c. Describe the impact of the proposed project on the community/region.
- d. Have there been objections to the project and how were they resolved?
- e. How was the project selected?
- f. Is the project construction and future maintenance budgeted? Explain.
- g. When do you anticipate construction/implementation of the project to begin? When will construction/implementation be complete?
- h. Is this project part of a larger plan or does it increase the connectivity of transportation facilities that have already been funded or implemented?

*\*Please include a copy of the portion of the plan(s) that is related to or supports the project described in this application.*

4. ***Ensure Project Deliverability.*** *Transportation Alternative funds must be used in the federal fiscal year in which they are approved. In previous years, ATPs permitted projects to slide a year if they were not ready for construction. The ATP no longer has this flexibility. It is important that the applicant describe processes that have been completed/planned and will lead to timely project delivery (100 words maximum):*

- a. Describe the Project Sponsor/Applicants role and support of the project (staff and elected official roles, project and maintenance funding, knowledge and commitment to on-going maintenance

needs). If the applicant is different than the sponsor, describe how the responsibilities will be delegated.

- b. Describe the project development and deliverability using a timeline with estimated dates (refer to the timeline guidance in this document and/or consult an engineer if needed).
- c. **Transportation Alternative projects must be submitted through/by a public agency, regional transportation authority, tribal government, county or a city with a population greater than 5,000 persons. Cities with less than 5,000 population, townships, school districts, and organizations must have their alternative application/project sponsored by their respective county.** The sponsoring county or city must pass a resolution (see Section 3) indicating their willingness to be the project sponsoring agency with responsibility for seeing the project through to its completion, with compliance of all applicable laws, rules and regulations. **The local unit of government, if different from the Sponsoring Agency, must also adopt a Resolution of Support.**
  - i. In Section 1: General Information, multiple signatures are required (from each involved governmental entity). In lieu of acquiring multiple signatures, each governmental unit may provide a “Resolution of Support”.
  - ii. If the project involves partnering with and / or crossing state or federal agency controlled land / rights of way, the full application should also include a **Letter** of Support from the agency(ies) involved.
- d. Projects should have an estimated total eligible cost of at least \$5100,000 (and a maximum of \$400,000 [TAP subcommittee has the authority to recommend funding projects at less/more than, the \$400,000 maximum]) with a minimum of 20 percent match. Proposers may "bundle" projects together to meet this requirement. For instance, bundled projects could consist of signing and lighting a number of bike trails in several counties. Communities may want to consider using joint powers agreements for implementing bundled projects. If funded, from what sources will the match come\*? If additional funds are needed due to unforeseen circumstances, from where will the additional funds come?

*\*Projects must have an assured match of at least 20 percent of the eligible construction costs of the proposed project. The match must be in hard dollars.*

These questions will help reduce any potential for project “slippage”. Applicants should be aware of the following potential issues:

Does the project use Section 4(f) Park Lands or properties?

Yes  No (I am  25%  50%  75%  100% certain)

Does the project occur within any areas of effect on properties listed, or eligible for listing, on the National Register of Historic Places?

Yes  No (I am  25%  50%  75%  100% certain)

Does the project affect species or critical habitat protected by the Endangered Species Act?

Yes  No (I am  25%  50%  75%  100% certain)

Does the action require ~~no or minor amounts of~~ new right of way or temporary easement, ~~minor~~ access change, ~~no or~~ relocations, ~~and has low risk of hazardous materials involvement?~~

**Does the project have a high risk of hazardous materials involvement?**

Yes  No (I am  25%  50%  75%  100% certain)

If the project impacts railroad property, have you been in contact with the railroad?

Yes  No (I am  25%  50%  75%  100% certain)

Does the project involve placement of fill into Waters of the U.S.?

Yes  No (I am  25%  50%  75%  100% certain)

Does the project encroach into a floodplain?

Yes  No (I am  25%  50%  75%  100% certain)

Does the project significantly impact air quality in a negative manner?

Yes     No    (*I am  25%  50%  75%  100% certain*)

Is the project anticipated to be controversial?

Yes     No    (*I am  25%  50%  75%  100% certain*)

## **Section 6: ATP-7 Application Checklist**

CHECKLIST OF COMPLETION: This checklist is for the convenience of the Applicant to ensure all Transportation Alternative elements have been addressed. Applications must specifically and directly address each criterion to qualify and receive points.

- \_\_\_\_\_ **Applicant completed the Letter of Intent (LOI)**
- \_\_\_\_\_ Regional Development Commission/MPO reviewed LOI and recommended that the project move forward to full application
- \_\_\_\_\_ Regional Development Commission/MPO reviewed LOI and suggested applicant wait until project is further developed, but we are submitting anyway
- \_\_\_\_\_ No LOI was submitted

### **Application Form Information**

#### **Section 1**

- \_\_\_\_\_ Provided project description
- \_\_\_\_\_ Eligible Sponsoring Agency
- \_\_\_\_\_ Project Applicant
- \_\_\_\_\_ Contact Person/information

#### **Section 2**

- \_\_\_\_\_ Itemized Project Budget
- \_\_\_\_\_ Meets Minimum (\$50,000) and Maximum (\$400,000) eligible cost
- \_\_\_\_\_ Documentation of 20% or more funding match

#### **Section 3**

- \_\_\_\_\_ Resolution of Sponsorship from Eligible Agency

#### **Section 4**

- \_\_\_\_\_ Resolution to Maintain / Operate Facility

#### **Section 5**

- \_\_\_\_\_ Project is eligible for TAP funding
- \_\_\_\_\_ Project was in a plan and a copy of the page was provided
- \_\_\_\_\_ Identified how it serves a transportation purpose
- \_\_\_\_\_ Project Deliverability – answered risk assessment questions
- \_\_\_\_\_ Adequately identified role of Project Sponsor vs. Project Applicant
- \_\_\_\_\_ Resolution of Support from Local Unit(s) of Government
- \_\_\_\_\_ Letter of Support from State or Federal agency(ies), if applicable

### **Other Enclosures (where applicable)**

- \_\_\_\_\_ Project Location Map (*with enough detail to show the proposed project in relation to surrounding features*)
- \_\_\_\_\_ Documentation of financial support (*letters, agreements, etc*)
- \_\_\_\_\_ Documentation of Plans and Public participation
- \_\_\_\_\_ Maps, Graphics, photos
- \_\_\_\_\_ \_\_\_\_\_



## Section 8: ATP-7 Project Scoring

All projects must meet the specified qualifying criteria to be eligible for funding consideration. If a project is submitted and the review committee does not believe the qualifying criteria have been met, that project may not be scored.

*Italics indicates that it is also qualifying criteria*

<p><b>1. Project eligibility, description, and overview.</b></p> <ul style="list-style-type: none"> <li>a. <i>Project meets the criteria for at least one of the eligible activities.</i></li> <li>b. Application thoroughly and accurately describes the proposed project.</li> <li>c. Project serves a transportation purpose.</li> <li>d. The project results in reduced vehicle miles traveled/mode shift.</li> <li>e. <del>The project improves/addresses the health, safety and accessibility issues within the community/region.</del></li> </ul>	<p>25 points possible</p>
<p><b>2. Project was identified in, or helps implement, an existing plan (<del>local, regional, state</del>).</b></p> <ul style="list-style-type: none"> <li>a. The project was identified in a plan that underwent a robust public input process.</li> <li>b. There is public consensus.</li> <li>c. The applicant included a copy of the page from the plan where the project was identified as well as a copy of the page from the plan outlining the public input process.</li> <li>d. The project addresses health, safety, and accessibility issues (how the projects affects your area).</li> <li>e. If Safe Routes to School (SRTS) project, the applicant included appropriate documentation from the MnDOT SRTS Coordinator.</li> </ul>	<p>20 points possible</p>
<p><b>3. The project demonstrates a high degree of deliverability.</b></p> <ul style="list-style-type: none"> <li>a. Applicant understood and was able to favorably answer all of the “risk assessment” questions (e.g. right-of-way acquisition, etc.).</li> <li>b. The project is not anticipated to be controversial.</li> </ul>	<p>25 points possible</p>
<p><b>4. The project has a Project Sponsor and is supported by the local unit of government.</b></p> <ul style="list-style-type: none"> <li>a. All local units of government have come together to support the project.</li> <li>b. <i>Resolutions of support have been obtained and submitted.</i></li> <li>c. <i>An “Agreement to Maintain Facility” resolution has been completed and submitted.</i></li> <li>d. Applicant thoroughly describes the Project Sponsor/Applicant role and support for the project, including the need for on-going Maintenance.</li> <li>e. If the applicant is different than the Project Sponsor, the applicant clearly described how the responsibilities will be delegated.</li> </ul>	<p>10 points possible</p>
<p><b>5. Financial information.</b></p> <ul style="list-style-type: none"> <li>a. The application falls within the designated project \$minimum and project \$maximum identified for TAP projects.</li> <li>b. <i>The project must have a match of at least 20% of the eligible <del>project construction</del> costs.</i></li> </ul>	<p>10 points possible</p>

<p><i>Identifies where these funds will come from.</i></p> <ul style="list-style-type: none"> <li>c. Describe project’s total budget and where the funds are coming from or are expected to come from (describe elements of the project are eligible for TAP funding and which are not eligible).</li> <li>d. If this project is part of a larger project, in addition to TAP funds, what other funding sources have been identified.</li> <li>e. If additional funds, beyond what is listed in your estimate, are needed to complete the project due to unforeseen circumstances, where will these funds come from?</li> <li>f. Describe the budget for operations and maintenance of the project and the source of the funds needed for operations and maintenance.</li> </ul>	
<p><b>6. Other factors.</b></p> <p>This ranking criteria is not to be addressed specifically by the applicant, but will be rated using information provided throughout the application. It is an opportunity for the ranking team members to make judgments about the application in consideration of factors other than those specifically named in the application, including, but not limited to:</p> <ul style="list-style-type: none"> <li>a. Explanation of trail connections and trail gaps</li> <li>b. Communication with landowners on proposed use of land</li> <li>c. Explanation of <del>obvious-needed</del> later phases or special maintenance needs</li> <li>d. Geographic area or eligible activity that has received little TAP funding</li> <li>e. Sponsor’s previous history with TAP (former TE) project implementation</li> <li>f. Provided project map</li> </ul>	<p>10 points possible</p>
<p><b>SUBTOTAL</b></p>	<p>100 points possible</p>
<p><b>7. Project was reviewed through the LOI (Letter of Intent) process and recommended to move to full application.</b></p> <p style="text-align: right;"><i>(BONUS POINTS: +5)</i></p>	
<p><b>TOTAL POINTS</b></p>	

Applications should be submitted on-line at: [include link](#)

For more information contact:

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