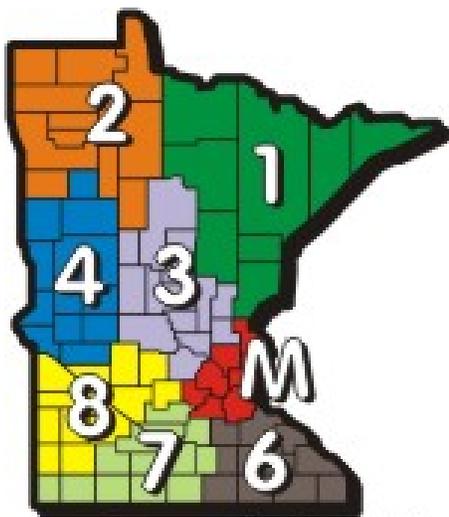


# Transportation Alternatives Program (TAP)

Solicitation  
Fall 2013



Area Transportation Partnership  
**Boundaries**

**FULL APPLICATION  
GUIDEBOOK & APPLICATION FORM**

# TRANSPORTATION ALTERNATIVES PROGRAM GUIDEBOOK & FULL APPLICATION

September 2013

## Table of Contents

Transportation Alternatives Program Information.....	3
Federal Program Requirements.....	3
Qualifying Activities.....	3
Non-Qualifying Activities .....	4
Eligible Project Applicants .....	6
Eligible Project Sponsors .....	7
Local Match and Cost Sharing Requirements .....	7
Timeline Guidance for Project Development .....	8
Application Form .....	9
Section 1: General Information.....	10
Section 2: Project Budget.....	11
Section 3: Sponsoring Agency Resolution .....	12
Section 4: Resolution Agreeing to Maintain Facility .....	13
Section 5: ATP-7 Project Evaluation .....	14
Section 6: ATP-7 Application Checklist.....	16
Section 7: ATP-7 Resolution of Support from Participating Local Unit of Government .....	17
Section 8: ATP-7 Project Scoring.....	18

# Transportation Alternatives Program Information

## **Federal Program Requirements**

Following is a partial listing of the regulations that apply to any project receiving federal transportation funds. These requirements must be taken in to consideration during the project development and project implementation stages.

Davis-Bacon and Copeland Acts: Payment of pre-determined wage is applicable to all federal-aid construction contracts exceeding \$2,000 and to all related subcontracts.

ADA Requirements: All Transportation Alternatives projects must comply with the federal and state handicapped accessibility mandates.

Anti-Discrimination Laws: Each sponsoring participant must comply with applicable federal and state Anti-discrimination laws and be able to demonstrate compliance.

Project Supervision: All projects must be under the direct supervision of a Minnesota Licensed Professional Engineer.

Additional Requirements and Specifications: Successful applicants will be provided with additional information as needed by MnDOT.

## **Qualifying Activities**

Federal law defines the following activities as eligible for Transportation Alternatives Program (TAP) funding:

1. Transportation Alternatives as defined in 23 U.S.C. 101(a)(29) (MAP-21 §1103):
  - a. Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990 ([42 U.S.C. 12101](#) et seq.).
  - b. Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
  - c. Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users.
  - d. Construction of turnouts, overlooks, and viewing areas.
  - e. Community improvement activities, including—
    - i. inventory, control, or removal of outdoor advertising;
    - ii. historic preservation and rehabilitation of historic transportation facilities;
    - iii. vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control; and
    - iv. archaeological activities relating to impacts from implementation of a transportation project eligible under this title.
  - f. Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to—

- i. address storm water management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff, including activities described in sections [133 \(b\)\(11\)](#), [328 \(a\)](#), and [329](#); or
  - ii. reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats.
2. The recreational trails program under section 206 of title 23. [NOTE: This program is administered through separate process]
3. The safe routes to school program eligible projects and activities listed at section 1404(f) of the SAFETEA-LU:
  - a. [Infrastructure-related projects](#).
  - b. [Noninfrastructure-related activities](#).
  - c. Safe Routes to School coordinator.
4. Planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.

TAP projects are not required to be located along Federal-aid highways.

### **Non-Qualifying Activities**

Federal law identifies the following activities as ineligible for Transportation Alternatives Program (TAP) funding:

- State or Metropolitan Planning Organization (MPO) administrative purposes, except for SRTS administration, and administrative costs of the State permitted for RTP set-aside funds.
- Promotional activities, except as permitted under the SRTS.
- General recreation and park facilities, playground equipment, sports fields, campgrounds, picnic areas and pavilions, etc.
- Routine maintenance and operations.

Careful consideration should be given to whether an activity falls within the eligibilities created under TAP. Section 1103 of MAP-21 eliminated the definition of Transportation Enhancement activities in section 101 of title 23 and inserted in its place a definition of Transportation Alternatives. The Transportation Alternatives definition contained in 23 U.S.C. 101(a)(29) created different categories of activities than those included under the previous transportation enhancement definition. As a result, some activities that were previously eligible as independent Transportation Enhancement projects are no longer eligible; some categories of eligibility remain, but for a different range of activities. In some cases, activities that are no longer eligible for funding as independent TAP projects may be eligible for FHWA participation under other title 23 provisions, such as project mitigation measures when determined necessary to mitigate project impacts (including the impacts of a TAP project).

Transportation Enhancement categories that are no longer expressly described as eligible activities under the definition of Transportation Alternatives are:

- Safety and educational activities for pedestrians and bicyclists. **Exception:** Activities targeting children in Kindergarten through 8th grade are eligible under SRTS (an eligible activity under the TAP funding). **Note:** Some of these activities may be eligible under HSIP. Non-construction projects for bicycle safety remain broadly eligible for STP funds.

- Acquisition of scenic easements and scenic or historic sites (including historic battlefields), and scenic or historic highway programs (including tourist and welcome center facilities). **Exceptions:** A few specific activities under this category are eligible for funding as TAP projects, including construction of turnouts, overlooks, and viewing areas; historic preservation and rehabilitation of historic transportation facilities; and bicycle and pedestrian facilities.
- Landscaping and other scenic beautification. However, under the "community improvement activities" category, projects such as streetscaping and corridor landscaping may be eligible under TAP if selected through the required competitive process. States may use TAP funds to meet junkyard screening and removal requirements under 23 U.S.C. 136 if selected through the competitive process. Landscaping and scenic enhancement features, including junkyard removal and screening, may be eligible as part of the construction of any Federal-aid highway project under [23 U.S.C. 319](#), including TAP-funded projects.
- Historic preservation, and rehabilitation and operation of historic buildings, structures, or facilities (including historic railroad facilities and canals). Historic preservation activities now are limited to historic preservation and rehabilitation activities relating to a historic transportation facility. See section 101(a)(29)(E). Operation of historic transportation facilities is not eligible under TAP.
- Archaeological planning and research. Under TAP, archaeological activities must relate to impacts from implementation of a transportation project eligible under title 23.
- Establishment of transportation museums. There is no eligibility for this activity under TAP.

***Eligible projects must not be part of the mitigation of a transportation project.***

Federal law requires that alternative funds not be used to implement mitigation of adverse impacts associated with implementation of transportation projects. Environmental measures conducted as routine or customary elements of transportation projects or those provided to mitigate project impacts in compliance with the requirements of environmental, historic preservation or other laws are not eligible for alternative funding. With this interpretation, the category "mitigation of water pollution due to highway runoff" is limited to facilities and programs that are in addition to current requirements/procedures for mitigation.

Alternative activities are over and above normal mitigation of transportation projects. Typically, a normal transportation project involves mitigation, including landscaping, other permit requirements and provisions negotiated as a condition of obtaining a permit for the transportation project. Permitting agencies might include federal agencies such as the US Forest Service, Bureau of Land Management or US Corps of Engineers. State permitting agencies might include the Minnesota Department of Natural Resources, Minnesota Pollution Control Agency or the Minnesota Historical Society. Regional agencies might include watershed districts and local might include cities/counties.

The Minnesota Department of Transportation (MnDOT) has elected that the following activities are also considered ineligible for TAP funding, even if not prohibited federally.

- Engineering activities
- Purchase of Right-of-Way

## **Eligible Project Applicants**

Federal law identified the following entities as eligible to receive Transportation Alternatives Program (TAP) funding:

- Local governments;
- Regional transportation authorities;
- Transit agencies;
- Natural resource or public land agencies;
- School districts, local education agencies, or schools;
- Tribal governments; and
- Any other local or regional governmental entity with responsibility for oversight of transportation or recreational trails (other than a metropolitan planning organization or a State agency) that the State determines to be eligible, consistent with the goals of subsection (c) of section 213 of title 23.

State DOTs and MPOs are not eligible entities and therefore are not eligible project sponsors for TAP funds. However, State DOTs and MPOs may partner with an eligible entity project sponsor to carry out a project.

Nonprofit organizations are not eligible as direct grant recipients for TAP funds unless they qualify through one of the eligible entity categories (e.g., where a nonprofit organization is a designated transit agency or a school). Nonprofits are eligible to partner with any eligible entity on a TAP project, if State or local requirements permit.

- Local government entities include any unit of local government below a State government agency, except for a Metropolitan Planning Organization. Examples include city, town, township, village, borough, parish, or county agencies.
- Regional transportation authorities are considered the same as the Regional Transportation Planning Organizations defined in the statewide planning section (23 U.S.C. 135(m)).
- Transit agencies include any agency responsible for public transportation that is eligible for funds under the Federal Transit Administration.
- Natural resource or public land agencies include any Federal, Tribal, State, or local agency responsible for natural resources or public land administration. Examples include:
  - State or local park or forest agencies
  - State or local fish and game or wildlife agencies
  - Department of the Interior Land Management Agencies
  - U.S. Forest Service
- School districts, local education agencies, or schools may include any public or nonprofit private school. Projects should benefit the general public, and not only a private entity.

## **Eligible Project Sponsors**

If an applicant is not a State Aid city or county the applicant will need a State Aid city or county to be a sponsor on the project. For a full description of State Aid sponsor requirements please review the State Aid manual at: <http://www.dot.state.mn.us/stateaid/manual/sam2011/SAM2011.pdf>.

## **Local Match and Cost Sharing Requirements**

For all Transportation Alternatives Program (TAP) projects, including Safe Routes to School (SRTS) projects funded with TAP funds, the Federal share is the same as for the general Federal-aid highway program: 80 percent Federal/20 percent State or local match subject to the [sliding scale adjustment](#). (23 U.S.C. 120)

As provided in 49 CFR 18.24 "Matching or cost sharing", the following requirements are emphasized:

- *18.24(b) Qualifications and exceptions-(1) Costs borne by other Federal grant agreements. Except as provided by Federal statute, a cost sharing or matching requirement may not be met by costs borne by another Federal grant. This prohibition does not apply to income earned by a grantee or subgrantee from a contract awarded under another Federal grant.*
- *(3) Cost or contributions counted towards other Federal costs-sharing requirements. Neither costs nor the values of third party in-kind contributions may count towards satisfying a cost sharing or matching requirement of a grant agreement if they have been or will be counted towards satisfying a cost sharing or matching requirement of another Federal grant agreement, a Federal procurement contract, or any other award of Federal funds.*

## Timeline Guidance for Project Development

26-52 weeks	Eligible agency completes planning and preliminary work to describe and estimate cost of project. (26-52 weeks but public input and collaboration with land owners could take longer)		
	↓		
52-78 weeks	Project is selected in four year State Transportation Improvement Program (STIP). (26 weeks)		
	↓		
78-130 weeks	Eligible agency completes preliminary engineering to assess social, environmental and economic impacts and to apply design criteria. (26-52 weeks)		
	↓		
80-132 weeks	Preliminary discussions and review scoping as to appropriate document. (2 weeks)		
	↓		
84-145 weeks	Eligible agency prepares environmental document (4-13 weeks)		
	↓		
90-153 weeks	Eligible agency submits document to District State Aid Engineer (DSAE) with original signatures. (6-8 weeks)	←	Eligible agency corrects and resubmits
	↓		↑
96-161 weeks	Are document components appropriate/correct? (Add 6-8 weeks if second draft is needed)	→ NO →	Contact eligible agency to resolve.
	↓		
104-171 weeks	State Aid Engineer reviews; comments and/or approves. (8-10 weeks)		
	↓		
105-173 weeks	State Aid for Local Transportation notifies DSAE and eligible agency to proceed with right of way and detailed plans. (1-2 weeks)		
	↓		
128-199 weeks	Eligible agency completes and submits plans and completed right-of-way. (13-26 weeks)		
	↓		
138-209 weeks	Plan review by District State Aid Engineer and State Aid for Local Transportation. (10 weeks)		
	↓		
143-214 weeks	Authorization to let project. (5 weeks)		
	↓		
145-216 weeks	Bid opening and certification of Disadvantaged Business Enterprises. (2 weeks)		
	↓		
147-218 weeks	Contractor secures bond and signs contract. (2 weeks)		
	↓		
150-221 weeks	Contract approval and initiation of construction. (3 weeks)		
<b>Total</b> 150-221 weeks			

# Application Form

## Section 1: General Information

NOTES: If your overall project contains non-eligible or non-transportation related elements, please mention the entire project in the brief project description, but concentrate the application, budget, etc. on the elements that are eligible and transportation related.

Sponsoring Agencies, if sponsoring for another project applicant, are advised to have dialog with the project applicant to ascertain the level of commitment by the applicant to follow through on delivery of the project – including the potential use of Eminent Domain.

Desired year of construction:     Summer 2017 (FY17)     Summer 2018 (FY18)

**Name of Project:** \_\_\_\_\_

**Project is located in ATP(s)** \_\_\_\_\_, **In the county(ies) of** \_\_\_\_\_

**Brief Project Description:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Sponsoring Agency:** \_\_\_\_\_

**Project Applicant contact person:** \_\_\_\_\_

**Contact Person (from sponsoring agency):** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**County:** \_\_\_\_\_    **Phone No:** \_\_\_\_\_    **Fax No:** \_\_\_\_\_

\_\_\_\_\_  
*(Applicant Signature)*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Sponsoring Agency Engineer Signature)*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Local Unit of Government Signature)*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(If in MPO area, signature of MPO Executive Director)*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(If Safe Routes to School project, signature of MnDOT SRTS Coordinator)*

\_\_\_\_\_  
*(Date)*

## Section 2: Project Budget

Please identify what costs will be incurred to carry out the proposed project, using the following budget categories as a guideline. Where appropriate, break down your costs by units purchased. For example: number of acres, cubic yards of fill, etc. (Attach additional sheet(s) if necessary.)

**Cost Estimates are to be submitted in 2013 dollars.**

<u>Eligible Work/Construction Items</u>	<u>Estimated Quantity</u>	<u>Unit Cost</u>	<u>Total Cost</u>
		<b>Line A: Total</b>	_____

<u>Non eligible Items (list) *</u>	<u>Estimated Quantity</u>	<u>Unit Cost</u>	<u>Total Cost</u>
		<b>Line B: Total</b>	_____

- |  |          |
|--|----------|
| 1. Total cost of proposed project: (line A + B )   | \$ _____ |
| 2. Items not eligible for Alternative funding: (line B)                                  | \$ _____ |
| 3. Total eligible costs – recommended range \$100,000 to \$1 million** (line A)          | \$ _____ |
| 4. Applicant’s contribution toward the eligible alternative project costs (line A x .20) | \$ _____ |
| 5. Total amount requested in alternative funds (# 3 minus # 4)                           | \$ _____ |

*\*Includes Right of Way or Land Acquisition (appraisal fees, legal fees, etc.), Administrative Costs (preliminary and construction engineering and contingencies), Others*

*\*\* See ATP Project Evaluation section of this document for any additional requirements related to project costs*

### **Section 3: Sponsoring Agency Resolution**

A Resolution of Sponsorship from the Sponsoring Agency is required for each project. The resolution must be approved by an eligible sponsoring agency (see the Transportation Alternatives Program Information section of this document for more information on appropriate sponsoring agencies). Please attach an original signed copy of the resolution. An example of sample language which can be used by a sponsoring agency is listed below.

#### **[SAMPLE LANGUAGE]**

Be it resolved that \_\_\_\_\_ agrees to act as sponsoring agency for a  
*(City, County or Agency Name)*  
"Transportation Alternatives" project identified as \_\_\_\_\_ and has reviewed and approved the project as proposed. Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations.

Be it further resolved that \_\_\_\_\_ is hereby authorized to act as agent on behalf  
*(City, County or Agency Name)*  
of this sponsoring agency.

#### *Certification*

I hereby certify that the foregoing resolution is a true and correct copy of a resolution adopted by

\_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
*(City, County or Agency Name)*

SIGNED:

WITNESSED:

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Title)*                      *(Date)*

\_\_\_\_\_  
*(Title)*                      *(Date)*



## Section 5: ATP-7 Project Evaluation

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

<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

category):

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

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

2. **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.
  - 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.*

3. **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.*
- 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, resulting in reduced VMT [vehicle miles traveled]).
  - d. Describe how the proposed project will address or alleviate safety and accessibility issues or concerns.
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.*
- 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, school district, tribal government, county or a city with a population greater than 5,000 persons. Cities with less than 5,000 population, townships, 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”.
  - d. Projects should have an estimated total eligible cost of at least \$50,000 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 costs of the proposed project. The match must be in hard dollars.*

## **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. Pages in each proposal should be numbered, and are limited to ten (10) 8 1/2" x 11" pages excluding maps, drawings and other photos. Proposals must be in typewritten format.

- \_\_\_\_\_ **Applicant completed the Letter of Intent (LOI) pre-qualifying step**
  - \_\_\_\_\_ Regional Development Commission reviewed LOI and recommended that the project move forward to full application
  - \_\_\_\_\_ Regional Development Commission reviewed LOI and suggested applicant wait until project is further developed

### \_\_\_\_\_ **Application Form Information**

#### **Section 1**

- \_\_\_\_\_ Indicated desired year of construction
- \_\_\_\_\_ 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**

- \_\_\_\_\_ Agreement 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

### \_\_\_\_\_ **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
- \_\_\_\_\_ Over and above normal transportation project description
- \_\_\_\_\_ \_\_\_\_\_

**Section 7: ATP-7 Resolution of Support from Participating Local Unit of Government**

A Resolution of Support from each participating Local Unit of Government (LUG) is required for each project. The resolution must be approved by the governing body of the LUG. Please attach an original signed copy of the resolution. An example of sample language which can be used by a participating LUG is listed below.

**[SAMPLE LANGUAGE]**

Be it resolved that \_\_\_\_\_ is a party to a "Transportation Alternatives" project identified as \_\_\_\_\_ and has reviewed and approved the project as proposed. As a participating member the LUG understands their role in the project, which includes a willingness to secure and guarantee the local share of costs associated with this project as appropriate as well as the responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations.

Be it further resolved that \_\_\_\_\_ is hereby authorized to act as agent on behalf of this Local Unit of Government.

*Certification*

I hereby certify that the foregoing resolution is a true and correct copy of a resolution adopted by

\_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
(City, County or Agency Name)

SIGNED:

WITNESSED:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title) (Date)

\_\_\_\_\_  
(Title) (Date)

## 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 the it is also qualifying criteria*

<p><b>1. Project 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 relates to surface transportation.</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>15 points possible</p>
<p><b>2. Project was identified in, or helps implement, an existing plan (local, regional, state).</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> </ul>	<p>10 points possible</p>
<p><b>3. Project addresses health, safety, and accessibility issues.</b></p> <ul style="list-style-type: none"> <li>a. The project improves/addresses the health, safety and accessibility issues within the community/region.</li> <li>b. The project results in reduced vehicle miles traveled/mode shift.</li> <li>c. If Safe Routes to School (SRTS) project, the applicant included a signature from the MnDOT SRTS Coordinator.</li> </ul>	<p>10 points possible</p>
<p><b>4. The project serves a transportation purpose.</b></p> <ul style="list-style-type: none"> <li>a. <i>The project serves a transportation purpose.</i></li> <li>b. The application describes and quantifies the social, economic, and environmental effects of the proposed project (how the project affects your area).</li> </ul>	<p>10 points possible</p>
<p><b>5. 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>6. 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” form has been completed and submitted.</i></li> </ul>	<p>10 points possible</p>

<p><b>7. 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 project costs. Identifies where these funds will come from.</i></li> <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>10 points possible</p>
<p><b>8. 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 obvious needed 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> </ul>	<p>10 points possible</p>
<p><b>SUBTOTAL</b></p>	<p>100 points possible</p>
<p><b>9. 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:

Ronda Allis, Principal Planner  
MnDOT District 7  
2151 Bassett Drive  
Mankato, MN 56001  
[ronda.allis@state.mn.us](mailto:ronda.allis@state.mn.us)  
507-304-6196