

# Transportation Alternatives Solicitation

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## Full Application

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Note: The solicitation for transportation alternatives funding for the seven-county Twin Cities metropolitan area (Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington counties) is conducted by the Metropolitan Council and the Transportation Advisory Board. For more information about the metro area solicitation, visit the [Met Council website](#).

# Related Documents

## [Transportation Alternatives Solicitation Guidebook](#)

The document includes information on the transportation alternatives solicitation requirements, qualifying activities, eligible project sponsors, cost-sharing requirements and general project timeline guidance, and key regional contacts.

## [Transportation Alternatives Solicitation Letter of Intent Worksheet](#)

The document includes information on the [letter of intent](#) review process and a [worksheet](#) to assist with completing the online letter of intent form.

# Transportation Alternatives Solicitation Full Application

## 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.

### Project Information

**Name of project:**

**Project is located in which area transportation partnership(s):**

**Project is located in which county:**

**Brief project description:**

**Project applicant:**

### Contact Information

**Contact person (from applicant agency / organization):**

**Mailing address:**

**City:**

**State:**

**Zip:**

**Phone:**

**Fax:**

**Email:**

**Sponsoring agency (if different than applicant):**

**Contact person (from sponsoring agency, if different than applicant):**

## Signatures

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*(Applicant Signature)*

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*(Date)*

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*(Sponsoring Agency Engineer Signature)*

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*(Date)*

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*(Local Unit of Government Signature)*

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*(Date)*

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

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*(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 current year dollars<sup>1</sup>.

**Table A - Eligible Items**

Eligible work / construction item	Estimated quantity	Unit cost	Total cost

**Table A: Total**

**Table B -Non-Eligible Items<sup>2</sup>**

Non-eligible work / construction item	Estimated quantity	Unit cost	Total cost

**Table B: Total**

### Total Project Budget

1. Total cost of proposed project: (Total Table A + Total Table B):
2. Items not eligible for Alternative funding: (Total Table B):
3. Total eligible costs – recommended range \$100,000 to \$1 million<sup>3</sup> (Total Table A):
4. Applicant’s contribution toward the eligible alternative project costs – minimum 20% match required:
5. Total amount requested in transportation alternatives funds (#3 minus #4):

<sup>1</sup> Grant recipients will need to provide a match based on the year of construction estimate developed when the grant is awarded.

<sup>2</sup> Includes Right of Way or Land Acquisition (appraisal fees, legal fees, etc.), Administrative Costs (preliminary and construction engineering and contingencies)

<sup>3</sup> 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 Solicitation Guidebook 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 Resolution Language

Be it resolved that \_\_\_\_\_ agrees to act as sponsoring agency for a 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 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 \_\_\_\_\_

SIGNED: \_\_\_\_\_  
(Signature) \_\_\_\_\_  
(Title) \_\_\_\_\_  
(Date) \_\_\_\_\_

WITNESSED: \_\_\_\_\_  
(Signature) \_\_\_\_\_  
(Title) \_\_\_\_\_  
(Date) \_\_\_\_\_

## Section 4: Resolution Agreeing to Maintain Facility

A Resolution agreeing to maintain the facility for its useful life is also required for each project. The resolution must be approved by an eligible sponsoring agency (see the Transportation Alternatives Program Application Guidebook 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 Resolution Language

WHEREAS: The Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right of way or property ownership acquired without prior approval from the FHWA; and

WHEREAS: Transportation Alternatives projects receive federal funding; and

WHEREAS: the Minnesota Department of Transportation (MnDOT) has determined that for projects implemented with alternative funds, this requirement should be applied to the project proposer; and

WHEREAS: [city county or agency name] is the sponsoring agency for the transportation alternatives project identified as [project name].

THEREFORE BE IT RESOLVED THAT the sponsoring agency hereby agrees to assume full responsibility for the operation and maintenance of property and facilities related to the aforementioned transportation alternatives project.

### Certification

I hereby certify that the foregoing resolution is a true and correct copy of a resolution adopted by [city, county or agency name] on this [date] day of [month], [year].

SIGNED:

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

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

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

WITNESSED:

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

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

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

## Section 5: ATP Project Evaluation

<i>Name of Project:</i>	
<i>Legislative District:</i>	<i>Congressional District:</i>
<b><i>For the nearest impacted roadway (if applicable):</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 funding.
  - a. The project must fall within one of the eligible activities listed below (please check the appropriate category(ies)):

<input type="checkbox"/> Construction, planning, and design of 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"/> 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.
<input type="checkbox"/> Conversion and use of abandoned railroad corridors for trails for pedestrian, bicyclists, or other non-motorized transportation users.
<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
<input type="checkbox"/> Recreational trails
<input type="checkbox"/> Scenic byways

- b. Describe the work you want to do for which you are seeking TA support. Provide a description of the project development activities for this project to date *(1750 character maximum)*:

2. ***Serves a Transportation Purpose.*** *TA 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. *(700 characters maximum)*

b. 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]). *(1050 characters maximum).*

c. Describe how the proposed project will address or alleviate safety and accessibility issues or concerns. *(1050 characters maximum).*

- d. Does this project involve new construction or is it a rehabilitation/replacement of existing infrastructure? (1050 characters maximum).

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 :
  - a. Preference will be given to projects identified in a 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. Explain how the public was involved in the planning process. (1050 characters maximum).

b. Have there been objections to the project and how were they resolved? *(1050 characters maximum).*

c. Is the project construction and future maintenance budgeted? Explain. *(1050 characters maximum).*

d. When do you anticipate construction/implementation of the project to begin? When will construction/implementation be complete? *(1050 characters maximum).*

e. Is this project part of a larger plan or does it increase the connectivity of transportation facilities that have already been funded or implemented? *(1050 characters maximum).*

*\*Please include pages from the plan(s) that relate to or support the project described in this application (do not send the entire plan).*



- c. Projects should have an estimated total eligible cost of at least \$100,000 (TA subcommittee has the authority to recommend the amount of funding for each project) 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? (1050 characters maximum).

*\*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.*

Applicants should be aware of the following potential issues:

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| Does the project use Section 4(f) Park Lands or properties and / or Section 6(f)?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does the project occur within any areas of effect on properties listed, or eligible for listing, on the National Register of Historic Places? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does the project affect species or critical habitat protected by the Endangered Species Act?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does the project have a high risk of hazardous materials involvement?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does the project involve placement of fill into Waters of the U.S.?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does the project encroach into a floodplain /wetlands?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does the project significantly impact air quality in a negative manner?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the project anticipated to be controversial?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will the project involve relocation of utilities? (water, sewer, electric, cable)   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will the project address ADA?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does the project involve removal of trees?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does the project involve redevelopment of an area?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does the project involve properties with previous uses that involved hazardous materials?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does the project come near (within 600') of railroad property?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the project within the airport influence zone?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

## 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 Organization/MPO reviewed LOI and recommended that the project move forward to full application
- \_\_\_\_\_ Regional Development Organization/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 (\$100,000) 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 TA 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 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.

Be it resolved that \_\_\_\_\_ is a party to a “Transportation Alternatives”

*(City, County or Agency Name)*

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

*(Name and Title)*

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 \_\_\_\_\_

*(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.

<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> </ul>	<p>25 points possible</p>
<p><b>2. Project was identified in, or helps implement, an existing plan.</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 affect your area).</li> <li>e. If Safe Routes to School (SRTS) project, the applicant included appropriate documentation from the MnDOT SRTS Coordinator.</li> <li>f. Rehabilitation of existing infrastructure.</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> <li>c. Licensed Engineer is overseeing project.</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 identified for TA projects.</li> <li>b. <i>The project must have a match of at least 20% of the eligible construction 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 TA funding and which are not eligible).</li> <li>d. If this project is part of a larger project, in addition to TA 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>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 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 TA project implementation</li> <li>f. Provided project map/graphics/photos</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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507-304-6196