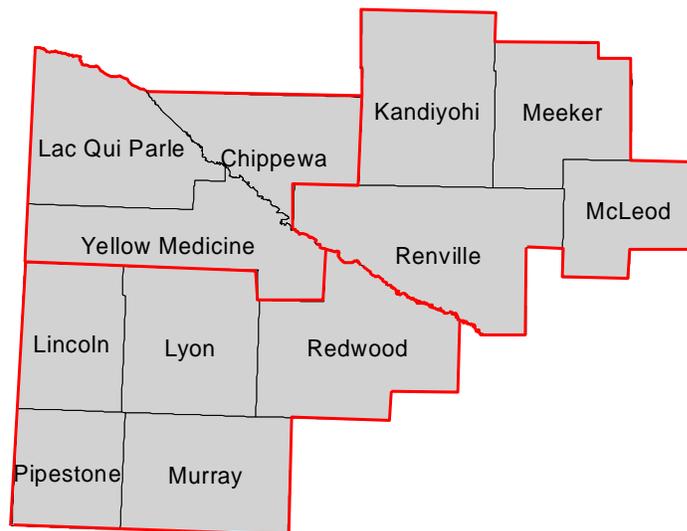


SOUTHWEST MINNESOTA AREA TRANSPORTATION PARTNERSHIP

GUIDEBOOK FOR

2016-2017 TRANSPORTATION ALTERNATIVES SOLICITATION

Guidebook



FINAL APPLICATIONS DUE January 13, 2017 to:

**SOUTHWEST AREA TRANSPORTATION PARTNERSHIP
c/o Donn Winckler
Mid-Minnesota Development Commission
333 SW Sixth Street, Suite 2
Willmar, MN 56201
320.235.8504
Donn.winckler@mnrdc.org**

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Transportation Alternatives Solicitation 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

As identified in federal law, transportation alternatives funds may be obligated for projects or activities described in 23 U.S.C. 101(a)(29) or 213, as such provisions were in effect on the day before the date of enactment of the FAST Act.

Former 23 U.S.C. 213(b)(1):

1. Transportation Alternatives as defined in section 101 [former 23 U.S.C. 101(a)(29)]:

The term “transportation alternatives” means any of the following activities when carried out as part of any program or project authorized or funded under this title, or as an independent program or project related to surface transportation:

- Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized 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.).
- 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.
- Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other nonmotorized transportation users.
- Construction of turnouts, overlooks, and viewing areas.
- Community improvement activities, *which include but are not limited to*:
 - 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 title 23.
- Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to:
 - i. address stormwater management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff, including activities described in sections 23 U.S.C. 133(b)(3) [as amended under the FAST Act], 328(a), and 329 of title 23; or
 - ii. reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats (Former 23 U.S.C. 213(b)(2)-(4)).
- 2. The [recreational trails program](#) under 23 U.S.C. 206 of title 23.
- 3. The [safe routes to school program](#) eligible projects and activities listed at section 1404(f) of the SAFETEA-LU:
 - Infrastructure-related projects.
 - Noninfrastructure-related activities.
 - SRTS coordinator. SAFETEA-LU section 1404(f)(2)(A) lists “managers of safe routes to school programs” as eligible under the noninfrastructure projects.
- 4. Planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.
 - See [Boulevards from Divided Highways](#) for examples.

There are no location restrictions for transportation alternatives set-aside infrastructure projects; they are not required to be located along highways.

For SRTS noninfrastructure projects, traffic education and enforcement activities must take place within approximately two miles of a primary or middle school (kindergarten through 8th grade).

Non-Qualifying Activities

As identified in federal law, transportation alternatives funds cannot be used for the following activities because there is no authorization under the Federal-aid Highway Program:

- State or metropolitan planning organization administrative purposes. Exceptions:
 - See FHWA’s [Memo Allocating Indirect Costs to Projects](#), dated September 4, 2015.
 - RTP administrative costs of the State for RTP set-aside funds.
- Promotional activities, except as permitted under the SRTS (200 CFR 200.421(e)(3)).
- Routine maintenance and operations, except trail maintenance as permitted under the RTP.
- General recreation and park facilities, playground equipment, sports fields, campgrounds, picnic areas and pavilions, etc.

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

- Engineering activities
- Purchase of right-of-way

Project Sponsors and Applicants

Sponsors

Federal funds for transportation alternative projects are passed through MnDOT to recipients that are adequately staffed and equipped to undertake and satisfactorily complete the requirements associated with federally-funded work. MnDOT determined that state aid cities (i.e. cities with population of over 5,000 persons) and counties are qualified recipients for federal funds. The transportation alternatives solicitation requires their participation as a sponsor and / or applicant. If an eligible applicant is not a state aid city or county, then the applicant will need a state aid city or county to be a sponsor on their 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/2015esam.pdf>

Applicants

Project applicants must be an entity eligible to receive the transportation alternatives funding. Eligible applicants are:

1. a local government: Local government entities include any unit of local government below a State government agency, except for an MPO. Examples include city, town, township, village, borough, parish, or county agencies.
2. a regional transportation authority: 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)).
3. a transit agency: Transit agencies include any agency responsible for public transportation that is eligible for funds as determined by the Federal Transit Administration.
4. a natural resource or public land agency: Natural resource or public land agencies include any Federal, Tribal, State, or local agency responsible for natural resources or public land administration. Examples include:
 - o State or local park or forest agencies;
 - o State or local fish and game or wildlife agencies;
 - o Department of the Interior Land Management Agencies; and
 - o U.S. Forest Service.
5. a school district, local education agency, or school: 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.
6. a tribal government.
7. a nonprofit entity responsible for the administration of local transportation safety programs: Examples include a nonprofit entity responsible for:
 - o a local program implementing 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; and
 - o a safe routes to school program.
8. any other local or regional governmental entity with responsibility for, or oversight of, transportation or recreational trails (other than an MPO or a State agency) that the State determines to be eligible, consistent with the goals of this subsection.

State DOTs and MPOs are not eligible entities as defined under 23 U.S.C. 133(h)(4)(B) and therefore are not eligible project sponsors for transportation alternatives 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 subrecipients for transportation alternatives funds unless they qualify through one of the eligible entity categories (e.g., where a nonprofit organization is a designated transit agency, school, or an entity responsible for the administration of local transportation safety programs). Nonprofit entities are eligible to partner with any eligible entity on an eligible project, if State or local requirements permit.

The RTP set-aside funds retain the RTP eligible project sponsor provisions under 23 U.S.C. 206 (23 U.S.C. 133(h)(5)(C)).

Local Match and Cost Sharing Requirements

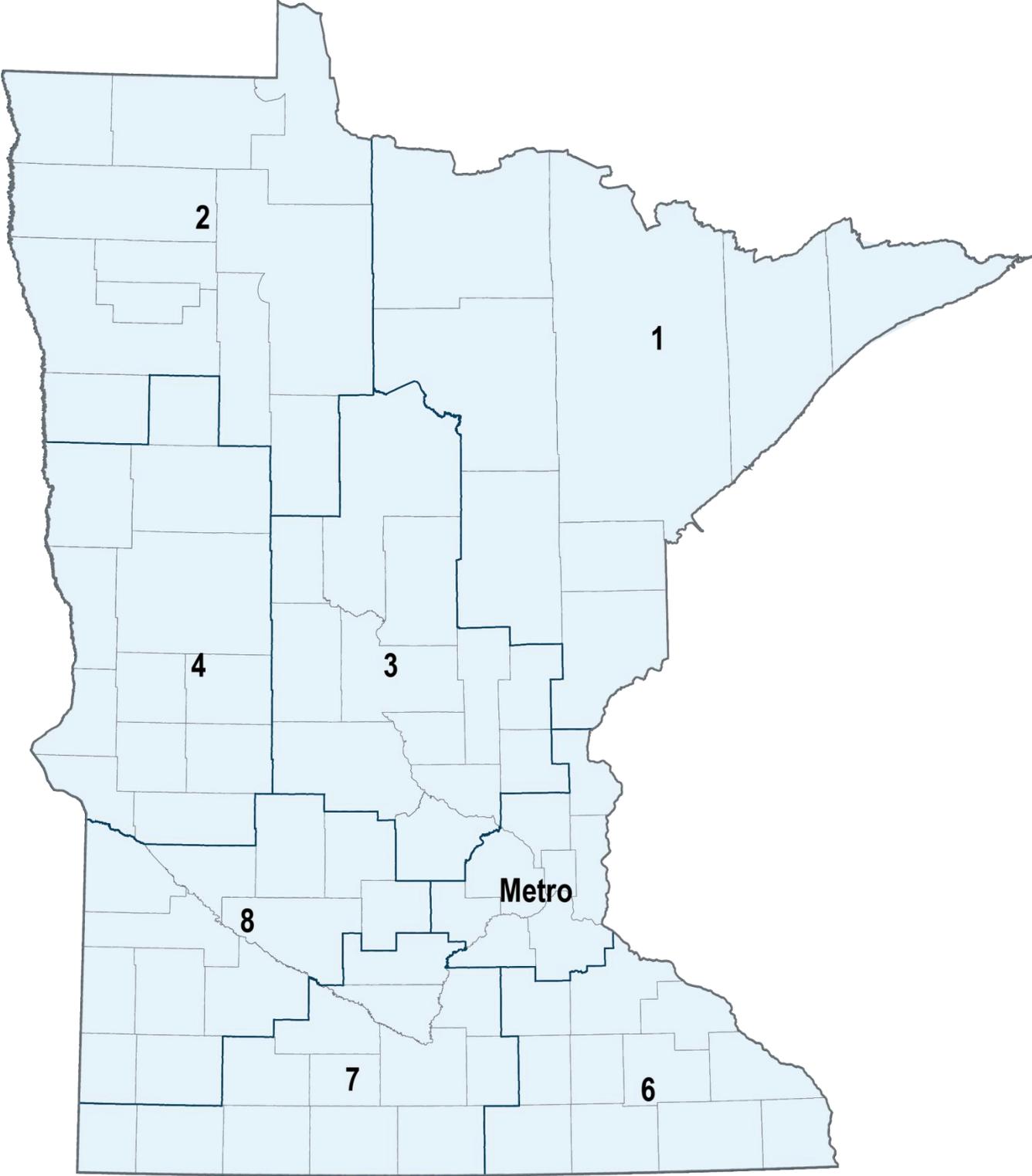
For all projects, including SRTS projects, funded with transportation alternatives funds, the federal share is the same as for the general federal-aid highway program: 80 percent Federal / 20 percent state or local match subject to the [sliding scale adjustment](#). (23 U.S.C. 120)

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.

Time from funding award	Activity and duration
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 may take longer)
52-78 weeks	Project is selected in four-year State Transportation Improvement Program. (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 with original signatures. (6-8 weeks)
96-161 weeks	District State Aid Engineer reviews the documents. Are document components appropriate / correct? If no, eligible agency is contacted to resolve. Eligible agency corrects and resubmits. (Add 6-8 weeks if second draft is needed)
104-171 weeks	District State Aid Engineer reviews; comments and / or approves. (8-10 weeks)
105-173 weeks	State Aid for Local Transportation notifies District State Aid Engineer and eligible agency of environmental clearance approval and to proceed with right of way, detailed plans and necessary documentation for federal authorization. (1-2 weeks)
128-199 weeks	Eligible agency completes and submits plans, right of way certification and required documentation to the District State Aid Engineer. (13-26 weeks)
138-209 weeks	Plan review by District State Aid Engineer and State Aid for Local Transportation. (10 weeks)
143-214 weeks	Federal 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)

ATP Contact Information



Area Transportation Partnership Contact Information

ATP	Counties served	Address & phone	Website
1	Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, Pine, St. Louis	MnDOT District 1 1123 Mesaba Ave Duluth, MN 55811 218-725-2700	www.nemnatp.org
2	Beltrami, Clearwater, Hubbard, Kittson, Lake of the Woods, Marshall, Norman, Pennington, Polk, Red Lake, Roseau	MnDOT District 2 3920 Highway 2 West Bemidji, MN 56601 218-755-6500	www.dot.state.mn.us/d2/atp
3	Benton, Cass, Crow Wing, Isanti, Kanabec, Mille Lacs, Morrison, Sherburne, Stearns, Todd, Wadena, Wright	MnDOT District 3 7694 Industrial Park Road Baxter, MN 56425 218-828-5700	www.dot.state.mn.us/d3/atp
4	Becker, Big Stone, Clay, Douglas, Grant, Mahnommen, Otter Tail, Pope, Stevens, Swift, Traverse, Wilkin	MnDOT District 4 1000 Highway 10 West Detroit Lakes, MN 56501 218-846-3600	www.dot.state.mn.us/d4/atp
Metro	Anoka, Carver, Chisago, Dakota, Hennepin, Ramsey, Scott, Washington	MnDOT Metro District 1500 West Co Rd B-2 Roseville, MN 55113 651-234-7500	www.dot.state.mn.us/metro
6	Dodge, Fillmore, Freeborn, Goodhue, Houston, Mower, Olmsted, Rice, Steele, Wabasha, Winona	MnDOT District 6 2900 48 th Street NW Rochester, MN 55901 507-286-7500	www.dot.state.mn.us/d6/atp
7	Blue Earth, Brown, Cottonwood, Faribault, Jackson, LeSueur, Martin, Nicollet, Nobles, Rock, Sibley, Waseca, Watonwan	MnDOT District 7 2151 Bassett Drive Mankato, MN 56001 507-304-6100	www.dot.state.mn.us/d7/atp
8	Chippewa, Kandiyohi, Lac qui Parle, Lincoln, Lyon, McLeod, Meeker, Murray, Pipestone, Redwood, Renville, Yellow Medicine	MnDOT District 8 2505 Transportation Road Willmar, MN 56201 320-231-5195	www.dot.state.mn.us/d8/atp

SW ATP TECHNICAL ADVISORS

These contacts are available to answer questions regarding the application and process; provide examples of previously funded projects, and must review the Letter of Interest (LOI) prior to final application submittal. Regional Development Commissions (RDCs) identify the counties they cover below.

<p><u>Mid-Minnesota RDC - Willmar</u></p> <p>Kandiyohi, Meeker, Renville, McLeod Donn Winckler 333 SW Sixth Street, Suite 2 Willmar, MN 56201 Phone: 320-235-8504 ext 225 Fax: 320-235-4329 E-mail: donn.winckler@mrrdc.org</p>	<p><u>Southwest RDC - Slayton</u></p> <p>Lincoln, Lyon, Redwood, Pipestone, Murray Annette Fiedler 2401 Broadway Avenue, Suite 1 Slayton, MN 56172-1142 Phone: 507-836-1631 Fax: 507-836-8866 E-mail: phydev@swrdc.org</p>	<p><u>MnDOT District 8 State Aid Engineer</u></p> <p>Todd Broadwell 2505 Transportations Road Willmar, MN 56201 Phone: 507-537-2044 E-mail: todd.broadwell@state.mn.us</p>
<p><u>Upper Minnesota Valley RDC - Appleton</u></p> <p>Lac qui Parle, Yellow Medicine, Chippewa Dawn Hegland 323 West Schlieman Avenue Appleton, MN 56208 Phone: 320-289-1981 Fax: 320-289-1983 E-mail: michelle.bouta@umvrdc.org</p>		<p><u>MnDOT District 8 Planning Director</u></p> <p>Lindsey Knutson 2505 Transportations Road Willmar, MN 56201 Phone: 320-214-6333 Cell Phone: 320-979-5534 Fax: 320-214-6305 E-mail: lindsey.knutson@state.mn.us</p>

Other Key Contacts

SRTS, Scenic Byway & Recreational Trails Program Coordinator Contact Information

Name	Role	Address & Phone	Email
Dave Cowan	MnDOT Safe Routes to School Coordinator	395 John Ireland Blvd MS 315 St. Paul, MN 55155 651-366-4189	Dave.cowan@state.mn.us
Holly Slagle	MnDOT Scenic Byway Coordinator	395 John Ireland Blvd MS 620 St. Paul, MN 55155 651-366-3623	Holly.slagle@state.mn.us
Dan Golner	MnDNR Recreational Trails Coordinator	500 Lafayette Road Box 39 Saint Paul, MN 55155 651-259-5599	Daniel.golner@state.mn.us

General Transportation Alternatives Contact Information

Name	Role	Address & Phone	Email
Chris Berrens	MnDOT Transportation Alternatives Contact	395 John Ireland Blvd MS 440 St. Paul, MN 55155 651-366-3755	Chris.berrens@state.mn.us
Katie Caskey	MnDOT Transportation Alternatives Contact	395 John Ireland Blvd MS 440 St. Paul, MN 55155 651-366-3901	Kathryn.caskey@state.mn.us

MN State Historic Preservation Office (SHPO)

Minnesota Historical Society
345 Kellogg Blvd. W.
St. Paul, MN 55102-1903
Phone: 651-259-3450
Fax: 651-282-2374
mnshpo@mnhs.org

2016-2017 Solicitation Details

Solicitation Timeline

- **Friday, September 30, 2016** – Announce solicitation / call for letter of intent.
- **Monday, October 31st, 2016** – Deadline for applicants to submit letters of intent.
- **Friday, November 18th, 2016** – Deadline for RDO / MPO / district review of letters of intent. Recommendation to proceed forward with full application given to applicants.
- **Friday, January 13th, 2017** – Deadline for applicants to submit full applications.
- **Monday, April 17th, 2017** – Deadline for ATPs to select selection project for inclusion in the State Transportation Improvement Program for fiscal years 2018 to 2021.

Note: The tentative date for TA applicant presentations to the ATP 8 TA Subcommittee meeting is January 27, 2017. As part of the application process, applicants are required to present their project to ATP 8 TA Subcommittee. The meeting is planned to be held at the Granite Falls City Offices. As the date and location for this meeting is still tentative, the TA subcommittee will contact you with further details.

Related Documents

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

The document is the full application form for the transportation alternatives solicitation.

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.

1. *Project description and overview. (Total Maximum Score: 20)*

- Applicant should describe how their project fits or meets the criteria for at least one of the six eligible activities for TAP.
- Provided a detailed overview of the project.
- How the project advances the goals of the Transportation Alternatives Program or sub-programs, specifically related to the physical environment, safety, livability, economic impacts, quality of life, etc.?
- Application should describe the impacts of the proposed project for the community or region, including negative impacts.

2. *Planning and community context. (Total Maximum Score: 25)*

- Description of the planning process from which the project emerged.
- How was the project prioritized and selected in the planning process?
- How was the public involved in the planning process?
- Describe any previous objections to the project? If so, how were they resolved?
- Is the project part of a larger plan or does it increase the connectivity of transportation facilities already funded or implemented?

Note: A copy of the pages of the plan(s) that is related to or supports the project described in this application should be included as part of the application.

3. *Serves a Transportation Purpose. (Total Maximum Score: 25)*

- Described how the project serves a transportation purpose.
- Primary users of the project?
- What is the mode switch potential?
- What user accommodations are provided?
- Described how the proposed project will address or alleviate safety and accessibility issues or concerns.

4. *Ensure Project Deliverability. (Total Maximum Score: 30)*

- Project development and deliverability are clear and attainable, shown by a timeline.
- Described their approach to address the process to get permits and go through the appropriate processes.
- Described the applicant's and/or project sponsor's role and support of the project.
- Describes how all local units of government have come to support and approve the project. Has included all relevant resolutions and attachments.
- Described how the sponsoring agency or applicant will assure the project will be operated and maintained for the useful life.
- Described the project's total budget and where the funds are coming from or are expected to come from.
- Described past history of delivering a project that used federal transportation funds.
- Addressed concerns identified in the Letter of Intent (LOI) Review.