



# Greater Minnesota Transportation Alternatives Solicitation

2019/20 Full Application

Funding in year 2024

**Proposals must be submitted in electronic format to  
Megan DeSchepper at  
[megan.deschepper@state.mn.us](mailto:megan.deschepper@state.mn.us) by 5:00 pm on  
January 3, 2020.**

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**Notes:** 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](#).

# Overview

For the 2019/20 application cycle, MnDOT is conducting a solicitation for Transportation Alternatives (TA) projects. Important eligibility requirements to be aware of are noted below.

- The TA funding available through this solicitation is for project construction in fiscal year 2024. TA funding requires a 20 percent local match. Only projects located outside of the seven-county metropolitan area are eligible for TA funding. Maximum funding awards are set by each Area Transportation Partnership.

See the TA Solicitation Guidebook for more information about the program and additional eligibility requirements.

## 2019/20 Solicitation Timeline

- **Tuesday, October 1st, 2019** – Announce TA solicitation. Open letter of intent period.
- **Thursday, October 31st, 2019** – Deadline for applicants to submit letters of intent.
- **Friday, November 15th, 2019** – Deadline for RDO/MPO/district review of letters of intent. Recommendation to proceed forward with full application given to applicants.
- **Monday, November 18th, 2019** – Official start of full application period.
- **Friday, January 3rd, 2020** – Deadline for applicants to submit full applications.
- **Wednesday, April 15th, 2020** – Deadline for ATPs to select TA projects.

## Related Documents

- **TA Solicitation Guidebook** – includes information related to the overall solicitation process and eligibility requirements for TA funding.

# Transportation Alternatives Full Application

## General Information

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### Notes:

- If the overall project contains ineligible elements, please mention the entire project in the brief project description but concentrate the application and budget on the elements that are eligible for the funding you are seeking.
- 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:** [Click here to enter text.](#)

**Project is located in which county(ies):** [Click here to enter text.](#)

**Brief project description:** [Click here to enter text.](#)

**Project applicant:** [Click here to enter text.](#)

### Contact Information

**Contact person (from applicant agency/organization):** [Click here to enter text.](#)

**Mailing address:** [Click here to enter text.](#)

**City:** [Click here to enter text.](#) **State:** [Click here to enter text.](#) **Zip:** [Click here to enter text.](#)

**Phone:** [Click here to enter text.](#) **Fax:** [Click here to enter text.](#) **Email:** [Click here to enter text.](#)

**Sponsoring agency (if different than applicant):** [Click here to enter text.](#)

**Contact person (from sponsoring agency, if different than applicant):** [Click here to enter text.](#)

# Project Budget

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## Notes:

- 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 sheets 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 B – Ineligible Items<sup>2</sup>

Ineligible work/construction item	Estimated quantity	Unit cost	Total cost

## Total Project Budget

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

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<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 (e.g. appraisal fees, legal fees), Administrative Costs (e.g. preliminary and construction engineering and contingencies)

<sup>3</sup> See the [ATP Project Evaluation section](#) of this document for any additional requirements related to project costs.

# ATP Project Evaluation

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**SW ATP Full Application Questions** (you may use this document directly to provide answers to the questions, no need to start another document. Please use a different font / colored font to easily distinguish answers from the original questions).

1. **Project description and overview.**
  - a. Provide a general overview of the project, including type of facility or project, location (**please attach a location map or maps**) and any other information about the project.
  - b. How does the project advance the goals of Transportation Alternatives or sub-programs, specifically related to the physical environment, safety, livability, economic impacts, quality of life, etc.?
  - c. Describe the impacts of the proposed project for the community or region. If there are any negative impacts, explain what you will do to avoid, minimize, and mitigate them.
  
2. **Planning and community context.** *The project must be identified in a Plan that has undergone a public process. Examples of plans include: State, Regional, Safe Routes to School Plan, ADA Transition Plan, GreenStep City, Active Living Plan, Comprehensive/Land Use Plan, Byway Corridor Management Plan, etc.*
  - a. From what planning processes (local, regional, statewide) did this project emerge? Please describe the goals of the plan and how this project will advance those goals.
  - b. Describe how the project was prioritized and selected through your planning process.
  - c. Describe how the public was involved in the local planning process and in deciding to submit this application.
  - d. Have there been objections to the project? If so, how were they resolved?
  - e. Is this project phased or part of a larger project (planned or implemented) or does it increase the connectivity of transportation facilities that have already been funded or implemented? If yes, explain.

**\* 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.** TA projects must serve a transportation purpose. For this application, “transportation purpose” is defined as primarily serving a commuting purpose and/or connecting 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. *(Examples of projects that do not serve a transportation purpose include a loop trail with overlapping start and end points, interpretive trails and other infrastructure that does not connect destinations or make it easier for the traveling public to complete purpose-driven trips.)*
  - a. Describe how your project serves a transportation purpose as defined above.
  - b. Who will be the primary users of your project once implemented?
  - c. Describe any potential for mode switch after the project is implemented. (i.e. switching from driving to walking or biking).
  - d. Describe what, if any, user accommodations will be available for the facility (i.e. a trailhead, parking, benches, waste receptacles, restrooms, etc.)

- e. Describe how the proposed project will address or alleviate safety and accessibility issues or concerns.
- f. Describe how the proposed project will provide system continuity. (i.e. a trail segment addresses gaps in your current trail system and/or makes a link to an established trail system network. If you are submitting an ADA ramps project, discuss if the ramps are connected to an ADA compliant sidewalk within the segments being improved.)

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 the applicant describe processes that have been completed / planned and will lead to timely project delivery.

- a. Describe the project development and deliverability using a timeline with estimated dates. (*Refer to the timeline guidance on page eight of the Transportation Alternatives Solicitation Guidebook for project development and consult an engineer if needed.*) Please describe if you've taken any project development steps (i.e. preliminary engineering, land acquisition, education/encouragement programming for the proposed project, etc.) prior to submitting this application.
- b. To ensure project delivery, as described in the project timeline outlined in the previous question, describe your approach to address the process to get permits and go through the appropriate processes (and your history with these processes, if applicable), if any of the following are applicable to your project, you may wish to refer to your LOI review:
  - i. Does the project use Section 4(f) Park Lands or properties or Section 6(f)?
  - ii. Does the project occur within an area that affects properties listed, or that are eligible for listing, on the National Register of Historic Places?
  - iii. Does the project affect species or critical habitat protected by the Endangered Species Act?
  - iv. Does the project involve the removal of trees (bat habitat)?
  - v. Does the project require right of way, temporary easements, minor access changes, etc.?
  - vi. Will existing or previous land use activities require hazardous materials abatement?
  - vii. Does the project involve placement of fill into Waters of the U.S.?
  - viii. Does the project encroach into a floodplain or wetlands?
  - ix. Does the project significantly impact air quality?
  - x. Is the project in any way controversial or anticipated to be controversial?
  - xi. Is the project within 600 feet of a railroad property?
  - xii. Is the project within the airport influence map zone?
  - xiii. Will utilities be impacted (pipeline, water, sewer, electric, cable)?
  - xiv. Will there be ADA Impacts?
  - xv. Has Environmental documentation been completed (NEPA)?
- c. Describe the applicant's and/or project sponsor's (if different from the applicant) role and support of the project (*staff and elected official's roles; knowledge and commitment to on-going maintenance; knowledge and experience with projects using federal dollars; etc.*). If the project sponsor is different than the applicant, describe how the responsibilities will be delegated. (*If the applicant and sponsor have an agreement defining the roles, please include a copy of that in your application.*)
- d. If the project takes place in a municipality, where the municipality is not the project applicant, nor the project sponsor, describe how all local units of government have come to support and approve the project. Attach resolutions of support from the applicant, the sponsor (if different from the applicant) and any other local unit of government affected by the project. (*Affected entities may include townships, tribal governments, school districts, municipalities, counties, byways, etc.*).

- e. Describe how the sponsoring agency or applicant will assure the project will be operated and maintained for the useful life of the improvement and no change in the usage of any right of way or land ownership acquired will be made without the prior approval from the Minnesota Department of Transportation and the Federal Highway Administration. *(Most physical constructions and total reconstructions are considered by FHWA to have useful lives of 20 years. Bridge construction and total reconstructions have useful lives of 50 years.)* Attach a maintenance agreement from the sponsoring agency and sub-agreement if sponsor is not the entity maintaining the project.
- f. Describe your project's total budget and where the funds are coming from or are expected to come from—what elements of the project are eligible for TA funding as well as elements that are not eligible for TA funding, as defined by the Minnesota Department of Transportation, and where will the minimum of 20% match come from? *(Note that projects must have an estimated total eligible cost of at least \$50,000. Applicants may "bundle" projects together to meet this requirement. For example, bundled projects could consist of signing, lighting and intersection improvements to a number of bike trails in several cities. However, there must be a primary sponsor if bundling projects. Communities may want to consider using a joint powers agreement for implementing bundled projects.)*
  - i. In addition to TA funds, what other funding sources will be used for this project?
  - ii. If additional funds, beyond what is listed in your estimate, are needed to complete the project due to unforeseen circumstances, from where will those additional funds come?
  - iii. Describe the budget for operations and maintenance of the project and the source of the funds needed for operations and maintenance. Include actual dollar amounts needed for operations and maintenance for the useful life of the project (20-50 years).
- g. If applicable, describe your (or the sponsoring agency's) past history of delivering a project that used federal transportation funds. For example, were you able to deliver the project in the year it was programmed? Have you ever had to turn back awarded federal funds? Please explain. If problems were experienced in the past, what will be done on this project to ensure successful completion?

# Sponsoring Agency Resolution

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## Notes:

- A resolution of sponsorship from the sponsoring agency is required for each project. The resolution must be approved by an eligible sponsoring agency. 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 [city, county or agency name] agrees to act as sponsoring agency for the project identified as [project name] seeking [type of funding seeking] 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 [sponsoring agency contact person name] 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 [city, county or agency name] on this [date] day of [month], [year].

SIGNED:

WITNESSED:

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

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

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

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

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

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

## Resolution Agreeing to Maintain Facility

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### Notes:

- 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. 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:

WITNESSED:

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

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

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

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

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

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

# Application Checklist

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## SW ATP Full 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. Proposals shall identify each criterion by number and then directly respond to it.

**Pages in each proposal should be numbered, and are limited to eight (8) 8 1/2" x 11" pages excluding other enclosures identified on the checklist below. Proposals must be submitted in electronic format to Megan DeSchepper at [megan.deschepper@state.mn.us](mailto:megan.deschepper@state.mn.us) by 5:00 pm on January 3, 2020.**

### Applicant completed the Letter of Intent (LOI) pre-qualifying step

- The Regional Development Commission reviewed the LOI and recommended that the project move forward to full application

### Application Form Information

- Application form information (answers to questions on pages 4 – 8)
- Sponsoring Agency Resolution (attach your own or use the sample language on page 9)
- Resolution Agreeing to Maintain Facility (attach your own or use the sample language on page 10)
- Application Signatures

### Additional Attachments to Include in Application (where applicable)

- Project location map
- Project lay out map (*with enough detail to show the proposed project in relation to surrounding features*)
- A copy, link or portion of all plans that are related to or support the project & document public participation
- Any other maps, graphics or photos to help explain your project
- Project timeline with estimated dates
- Detailed itemized project budget
- Documentation of 20% (or more) of matching funds – list in budget and provide a resolution, letter or other documentation of matching funds and their source for the project and any over runs
- Resolutions of support from applicant (if different from sponsor) and all other affected local units of government, if applicable
- Operations and maintenance plan and budget for the project's useful life (20-50 years)

### Application Reminders

- Minimum total eligible TA award is \$50,000
- Transportation Alternatives funds are federal funds

## Signatures

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Notes: Signatures are required from the following – project applicant; sponsoring agency engineer, if different than the project applicant; a representative of the local unit of government in which the project is located; and the MPO Executive Director, if the project is located in a MPO area.

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*(Applicant Signature)*

*(Date)*

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*(Sponsoring Agency Engineer Signature)*

*(Date)*

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*(Local Unit of Government Signature)*

*(Date)*

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

*(Date)*