Greater Minnesota

Transportation Alternatives & Safe Routes to School Joint Solicitation

2019/20 Solicitation Letter of Intent Worksheet

Table of Contents

[Table of Contents 2](#_Toc523146623)

[Overview 3](#_Toc523146624)

[Worksheet Instructions 3](#_Toc523146625)

[Related Documents 3](#_Toc523146626)

[2019/20 Solicitation Timeline 4](#_Toc523146627)

[LOI Review Process 4](#_Toc523146628)

[Letter of Intent Worksheet 5](#_Toc523146629)

[Applicant Information 5](#_Toc523146630)

[Project Information 5](#_Toc523146631)

**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.](https://metrocouncil.org/Transportation/Planning-2/Transportation-Funding/Regional-Solicitation.aspx?source=child)

# Overview

For the 2019/20 application cycle, MnDOT is conducting a solicitation for Transportation Alternative projects. The application will follow previous years where applicants meet eligibility requirements to be considered for the program. Important eligibility requirements are noted below.

* The Transportation Alternatives funding available through this solicitation is for project construction in fiscal year 2024. Transportation Alternatives funding requires a 20 percent local match. Only projects located outside of the seven-county metropolitan area are eligible for Transportation Alternatives 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.

# Worksheet Instructions

Please use this worksheet to prepare your responses before completing the letter of intent online. All final LOIs must be submitted through the [solicitation website](http://www.dot.state.mn.us/ta/). In completing the LOI, please be specific about the work for which you are seeking support and write in plain language. **This Word document is not the form to be submitted.**

# Related Documents

* **TA Solicitation Guidebook –** includes information related to the overall solicitation process and eligibility requirements for Transportation Alternatives funding.
* **TA Solicitation Full Application** – the full application form for the Transportation Alternative solicitation. Full application documents are available from each [ATP](http://www.dot.state.mn.us/ta/documents/TA%20Regional%20Contacts_2018-19.pdf) directly.

# 2019/20 Solicitation Timeline

* **Tuesday, October 1st, 2019** – Announce Transportation Alternatives 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.

# LOI Review Process

Interested applicants are strongly recommended to complete a letter of intent for their project prior to submitting a full application. Upon completion, the LOIs will be distributed to the appropriate regional development organization, metropolitan planning organization or MnDOT district for review. The reviewing party will discuss the project with the applicant and either recommend or not recommend that the applicant proceed to the full application. The goal of this initial review is to ensure project eligibility and determine project readiness prior to submittal of the full application. A recommendation to proceed will be received by the applicant on or before the start of the Transportation Alternatives’ full application period.

# Letter of Intent Worksheet

## Applicant Information

**Name of applicant organization:** Click here to enter text.

**Title of project:** Click here to enter text.

**Name of contact:** Click here to enter text.

**Address:** Click here to enter text.

**City:** Click here to enter text. **State:** Click here to enter text. **Zip:** Click here to enter text.

**County:** Click here to enter text.

**Phone:** Click here to enter text. **Email:** Click here to enter text.

## Project Information

1. **One sentence description of the work for which you are seeking support:** Click here to enter text.
2. **Amount of funding requested:** $Click to enter amount.
3. **Total project budget. Please briefly explain the total estimated amount of funding needed for the project. Include the amount requested through this application and other sources. If interested in being consider for Transportation Alternatives funding, specifically identify how you will obtain the 20 percent match (100 words maximum):** Click here to enter text.
4. **Project request type (capital, planning, both):** Click here to enter text.
5. **Describe the work you want to do for which you are seeking support. Include a description of the project development activities for this project completed to date (250 words maximum):** Click here to enter text.
6. **Describe how your project meets a transportation purpose (100 words maximum):** Click here to enter text.
7. **List any adopted plans that your project has been identified in (statewide, regional, Safe Routes to School, Scenic Byways, etc.):** Click here to enter text.
8. **Is the proposal an initiative of a local Safe Routes to School program?** [ ] **Yes** [ ] **No**
9. **Does the proposal benefit a designated Scenic Byway?** [ ] **Yes** [ ] **No**
10. **If yes, which Scenic Byway?** Click here to enter text.
11. **Describe your organization and/or the sponsoring agency’s history with delivering federally funded projects, focusing on infrastructure projects. If not applicable, identify the key steps and strategies that will be used to deliver the project (250 words maximum):** Click here to enter text.
12. **Have you contacted representatives from the sponsoring agency, including elected officials and county engineers? If so, please describe what has resulted from this conversation and if you have written support for the project (50 words maximum):** Click here to enter text.