Greater Minnesota

Transportation Alternatives Solicitation

2019/20 Full Application

Funding in year 2024

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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.](http://www.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 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

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

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[[1]](#footnote-1).

### Table A – Eligible Items

| Eligible work/construction item | Estimated quantity | Unit cost | Total cost |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Table B – Ineligible Items[[2]](#footnote-2)

| 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[[3]](#footnote-3) (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.

## ATP Project Evaluation

*Each ATP is responsible for developing this section of the TA application. This section should include the additional information and questions required in order to implement the specific project selection process and criteria developed by each ATP. The information requested in this section should be above and beyond what is already asked for in the previous pages of this document, not duplicated.*

## MPO Project Evaluation

*For projects in MPO areas, the MPO may have its own ranking criteria. Each MPO is responsible for developing this section of the TA application. This section should include the additional information and questions required in order to implement the specific project selection process and criteria developed by each MPO. The information requested in this section should be above and beyond what is already asked for in the previous pages of this document, not duplicated.*

## Sponsoring Agency Resolution

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:

*(Signature)*

*(Title)*

*(Date)*

Witnessed:

*(Signature)*

*(Title)*

*(Date)*

## Resolution Agreeing to Maintain Facility

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:

*(Signature)*

*(Title)*

*(Date)*

Witnessed:

*(Signature)*

*(Title)*

*(Date)*

## Application Checklist

Each ATP is responsible for developing a checklist for as a tool for the applicant to ensure all the required information and documentation has been included prior to submittal. The checklist should reflect both the standard application components as well as the information requested specific to each ATP.

## Signatures

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.

*(Applicant Signature) (Date)*

*(Sponsoring Agency Engineer Signature) (Date)*

*(Local Unit of Government Signature) (Date)*

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

1. Grant recipients will need to provide a match based on the year of construction estimate developed when the grant is awarded. [↑](#footnote-ref-1)
2. Includes Right of Way or Land Acquisition (e.g. appraisal fees, legal fees), Administrative Costs (e.g. preliminary and construction engineering and contingencies) [↑](#footnote-ref-2)
3. See the [ATP Project Evaluation section](#_ATP_Project_Evaluation) of this document for any additional requirements related to project costs. [↑](#footnote-ref-3)