**Transportation Alternatives Program (TAP)**

**FY2018 Application**

Identification I.D. (Department use only)

Click here to enter text.

**Application deadline: December 1, 2017 at 12:00 p.m., Mountain Standard Time**

The Idaho Transportation Department is now soliciting applications for the Transportation Alternatives Program (TAP) to add projects to our fiscal years 2019\*, 2020 & 2021 program. The purpose of TAP is to provide for a variety of alternative transportation projects and to advance the Idaho Transportation Department’s (ITD) strategic goals of Mobility, Safety and Economic Opportunity while maximizing the use of federal funds. The TAP provides funding for programs and projects defined as transportation alternatives, including on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, and safe routes to school educational projects.

\*FY2019 is limited to non-infrastructure and construction only projects

Final applications must be submitted to ITD electronically. Applications including attachments must be submitted by e-mail to TAP@itd.idaho.gov. Additionally, all questions regarding this application are to be submitted to TAP@itd.idaho.gov. For all e-mail correspondence, please indicate "FY2018 TAPApplication" in the subject line along with the sponsor's name. For example (Subject: FY2018 TAPApplication - City of Moscow).

**Format:** Application form must be saved electronically and then transmitted to the Department. All supporting maps, letters and other documents must be saved as a pdf and transmitted to the Department with the application form. If the file size of any or all of the attachments exceeds e-mail transmittal capabilities (15MB), files may be saved to either a disc or thumb drive and submitted via postal mail. All postal mail is to be sent to the following address and must be received prior to the designated application deadline.

Idaho Transportation Department

Attn: Ken Kanownik (HQ - Planning Services)

P.O. Box 7129

Boise, Id. 83707-1129

If sponsor is submitting multiple applications, please prioritize them in order of importance from 1 to X with 1 being the most important project.

**Priority Number** Click here to enter text.

**Applicant Information**

Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Co-Applicant (if different from Applicant): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sponsor certifies the following:** (Read and check each statement below)

**[ ]** We are familiar with Transportation Alternatives eligibility criteria

[ ]  Budget accurately reflects cost of proposed project based on preliminary work performed.

[ ]  The information in this application accurately reflects the available knowledge to our staff

[ ]  We understand this is a reimbursement grant and must upfront costs and will be reimbursed as invoices are submitted with documentation.

[ ]  We will be responsible for ensuring future maintenance and operating costs of the completed project.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Sponsor Signature** (Authorized Official) |  | **Date** |
| **Sponsor Printed Name** |  | **Sponsor Title** |
|  |  |  |

Project Information

**Project Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total Estimated Project Costs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Project location**

(Include street or trail name, city, county, and beginning/end points as applicable)

(Maximum 500 Characters)

Click here to enter text.

**State Highway Route(s)** *if applicable \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Local Highway Route(s)** *if applicable \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Beginning Mile Posts(s)** *if applicable \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Ending Mile Posts(s)** *if applicable \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Project Area** [ ] Urbanized - Areas with population over 200,000

[ ] Urban - Areas with population of 5,001 to 200,000

[ ] Rural - Areas with population of 5,000 or less

|  |
| --- |
| Funding Year |
| Preference 1 |  | Preference 2 |
| **Non-Infrastructure** | **Non-Infrastructure** |
| 2019 | [ ]  | 2019 | [ ]  |
| 2020 | [ ]  | 2020 | [ ]  |
| 2021 | [ ]  | 2021 | [ ]  |
| **Design** | **Design** |
| 2019 | [ ]  | 2019 | [ ]  |
| 2020 | [ ]  | 2020 | [ ]  |
| **Construction** | **Construction** |
| 2019\* | [ ]  | 2019\* | [ ]  |
| 2020 | [ ]  | 2020 | [ ]  |
| 2021\*Design completed to federal requirements | [ ]  | 2021 | [ ]  |

Project Cost Estimate

Instructions:

\* Project estimate must include all related project costs, including administrative.

\* For both infrastructure and non-infrastructure type projects, the minimum sponsor cash match is 7.34% of the total project cost.

\* **Cash match only**: Non-cash items such as volunteer services or in-kind contributions (such as work performed by sponsor or right-of-way purchase) are not eligible to count towards the sponsor's match.

\* Use the ITD provided TAP Project Estimating Worksheet to indicate the total project estimate. A copy of the worksheet can be accessed at <http://itd.idaho.gov/alt-programs/>

*Separate applications need to be submitted for infrastructure and non-infrastructure type projects.*

(a) Infrastructure: Federal reimbursement is being requested for: (select all that apply) [ ]  Design activities

 [ ]  Construction activities

(b) Non-infrastructure: Federal reimbursement is being requested for:

[ ]  Non-Infrastructure: Safe routes to school coordination and education.

*Even if the sponsor is requesting federal funds for construction activities only, there are still administrative costs that ITD will incur in order to review project documents, provide oversight, and authorize a project for competitive bidding. The sponsor will need to account for these costs within the project estimate.*

Eligible Project Activities

For a list of eligible project activities, please reference FHWA's publication of the Transportation Alternatives at <http://www.fhwa.dot.gov/fastact/factsheets/transportationalternativesfs.cfm>

From the list below, select the main project activity that best describes proposed project.

[ ]  Infrastructure: Design and/or construction of infrastructure and systems that will provide safe routes for non-drivers.

[ ]  Infrastructure: Design and/or construction of infrastructure to improve the ability of students who live within two miles of the school building to walk or bicycle to school.

[ ]  Non-Infrastructure activities: Safe routes to school coordination and education.

Environmental requirements for infrastructure projects shall not exceed Categorical Exclusion.

The acquisition of right-of-way is not an eligible activity for TAP funding. All right-of-way acquisition activities must be completed prior to submitting an application. Environmental or right-of-way acquisition concerns may cause the application to be deemed ineligible.

Eligible Project Sponsors

Only certain entities are eligible sponsors. From the selection below, select the one description that best categorizes your organization as the project sponsor.

[ ] Local government

[ ] Regional transportation authority

[ ] Transit agency

[ ] Natural resource or public land agency

[ ] School district, local education agency, or school

[ ] Tribal government

[ ] Nonprofit entity responsible for the administration of local transportation safety programs

[ ] Any other local or regional governmental entity with responsibility for oversight of transportation or

[ ]  Recreational Trails (other than a metropolitan planning organization or a State agency) that the State determines to be eligible, consistent with the goals of subsection (c) of section 213 of title 23.

1. **Project/Program Elements (20 Points)**

(a1) For infrastructure type projects, this project includes the following facilities. (Select all that apply) 10 pts.

**Sidewalk**: Surface\_\_\_\_ Width\_\_\_\_\_ Length\_\_\_\_\_\_

**Crosswalk**: Width\_\_\_\_ Qty.\_\_\_\_\_\_

**Curb Ramps: #\_\_\_\_\_**

**On-Street Bicycle Facilities:** [ ] bike lane, [ ] shared lane, [ ] cycle track: Length\_\_\_\_\_\_\_

**Shared-Use Path**: Surface\_\_\_\_ Width\_\_\_\_\_ Length\_\_\_\_\_\_

**Signalization/Traffic Control:** Type\_\_\_\_\_

**Bicycle Parking/Racks/Amenities:** Type\_\_\_\_\_\_# Spaces\_\_\_\_\_\_\_\_\_\_

**Pedestrian Amenities/Streetscape (lighting, landscaping, etc.):** \_\_\_\_\_\_\_\_\_\_

**Transit Stops and Amenities:**\_\_\_\_\_\_\_

**Other**:\_\_\_\_\_\_\_\_\_\_\_\_\_

(a2) For non-infrastructure type projects, this project includes the following activities. (select all that apply) **10 pts.**

**Education materials and activities**: [ ] Travel Plan [ ]  Safety Booklets [ ] Other

**Encouragement materials and activities**: [ ] Bike Rodeo [ ]  Walk/Bike to School Day activities [ ] Walking or biking maps [ ]  Walk education

**Traffic education and enforcement activities**:

Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Non-Infrastructure awards will be required to develop a work plan as part of the agreement process

 (b) Description of Project **10 pts.**

Describe existing conditions and provide a clear description of the purpose of the project and the scope of work. Supplemental materials such as pictures, maps, project plans, exhibits, diagrams, etc. may be provided as necessary to explain existing conditions and proposed improvements. Vague descriptions may result in lower evaluation scores and lower ranking. Information about the project scope should be consistent with the project budget. (Max 1200 Characters)

**2. Property Ownership and Acquisition Information eligible/ineligible (ROW must be acquired or conditional upon award to be eligible, Non-Infrastructure can move to question 3)**

(a) Has all of the property needed for the project construction been acquired (select one)

[ ] Yes

[ ] No, Property must still be acquired for the project construction.

[ ] Not Applicable

Note: Applications that indicate a No response will be deemed incomplete.

(b) Have all necessary easements or access agreements been acquired for the project? (select one)

[ ] Yes

[ ] No

[ ] Not Applicable

If no, describe how and when the easement or access agreement will be acquired. Note: the application must include a commitment letter by the current property owner indicating an easement or access agreement is under development and will be granted. Applications that indicate a No response and do not include a commitment letter by the current property owner will be deemed incomplete. (Maximum 500 Characters)

Click here to enter text.

(c) Projects proposing to build facilities along or through railroad right-of-way must include documentary evidence from the railroad granting a right of entry or an executed encroachment permit. Has the railroad granted a right of entry or an executed encroachment agreement? (select one)

[ ] Yes

[ ] No

[ ] Not Applicable

If no, describe how and when the agreement will be executed. Note: the application must include a commitment letter by the railroad that a right of entry or an executed encroachment agreement is under development and will be granted. Applications that indicate a No response and do not include a commitment letter from the railroad will be deemed incomplete. (Maximum 500 Characters)

**3. Project History and Financial Readiness (15 pts)**

(a) Is the proposed project in a Transportation Plan? **3 pts.**

[ ] Yes

[ ] No

[ ] Not Applicable

(b) If project is in a Transportation Plan, is the plan current (updated and/or re-adopted within last 5 years? **2 pts.**

[ ] Yes

[ ] No

[ ] Not Applicable

 (c) Do you have a written commitment to bring this project forward for approval of funds at a city council, county commission or highway district meeting, through capital reserves funds, through inclusion in a capital improvement program/plan or any other available funds? **3 pts.**

[ ] Yes

[ ] No

[ ] Not Applicable

(d) Are the funds appropriated or programmed to be appropriated in an adopted budget? **3 pts.**

[ ] Yes

[ ] No

[ ] Not Applicable

(e) Please provide the details for (a)-(d) and provide details on the available financial management practices and accounting software used for this project. **4 pts.**

Click here to enter text.

**4. Mobility (25pts)**

1. Check the following connections that this project provides (within .25 miles of route): **1 pts. each**

[ ] Residential to Retail/Dining [ ] Residential to Recreation [ ] Residential to Employment

[ ] Residential to Education [ ] Employment to Recreation [ ] Employment to Education

[ ] Employment to Retail/Dining [ ] Recreation to Retail/Dining [ ] Residential to Residential\*

\*Connects disjoint neighborhoods

(b) Does the project provide a new connection? **2 pts.**

[ ] Yes

[ ] No

(c) Does the project fill a sidewalk or pathway gap (“missing link”)? **2 pts.**

[ ] Yes

[ ] No

(d) Will the project induce non-motorized trips? (People will bike/walk more after project completed) **2 pts.**

[ ] Yes

[ ] No

(e) Briefly describe the improvements to mobility outlined in (a)-(d): **10 pts.**

Click here to enter text.

**5. Safety (25 pts)**

1. Does the project provide a safety improvement?  **5 pts.**

[ ] Yes

[ ] No

1. The safety improvements apply to (check all that apply):  **6 pts.**

[ ]  Bicyclists

[ ]  Pedestrians

[ ]  Children

[ ]  Elderly

[ ]  People with Disabilities

[ ] Others \_\_\_\_\_\_

1. Will the project enhance awareness of cyclists and pedestrians outside of the project limits?  **2 pts.**

[ ] Yes

[ ] No

1. Is the project within two miles of a school and provide a safe connection between a residential community, the school, library, park, after-school activities, etc? **2 pts.**

[ ] Yes

[ ] No

1. Please describe the details of the safety improvements outlined in (a)-(d): **10 pts.**

Click here to enter text.

**6. Economic Opportunity (10 pts)**

1. Does the project improve economic opportunity by bringing more people to businesses? **3 pts.**

[ ] Yes

[ ] No

1. Does the project provide a NEW connection to small businesses? 1 pts.

[ ] Yes

[ ] No

1. Does the project close a gap of existing walking/biking infrastructure to improve usability in a downtown, revitalization or business district? **1 pts**
[ ] Yes

[ ] No

1. Please give details that substantiate answers (a)-(c): **5 pts.**

Click here to enter text.

Project Schedule

Instructions: \* Provide a project schedule showing critical project milestones and logical time lines for design and/or construction activities. A copy of the base schedule format can be found at <http://itd.idaho.gov/alt-programs/>

TAP Coordinator Endorsement *(Infrastructure projects only)*

Prior to submitting this application, consultation with the ITD District TAP Coordinator must ne initiated PRIOR TO NOVEMBER 10th, 2017. See list below for contact information. To find the district in which your project is located, use the ITD map located at <http://itd.idaho.gov/>

Select District TAP Coordinator:

[ ] District 1 (North Idaho): Greg Brands, (208)772-1274

[ ] District 2 (North-Central Idaho): Ken Helm, (208)799-4223

[ ] District 3 (Southwest Idaho): Blaine Schwendiman, (208)334-8925

[ ] District 4 (South-Central Idaho): Trey Mink, (208)886-7848

[ ] District 5 (Southeast Idaho): Melodie Halstead, (208)239-3370

[ ] District 6 (East Idaho): Eric Verner, (208)745-5667

[ ] State-wide (Off State Highway System): Amanda LaMott, (208)344-0565

Please include as an attachment the documentation of District Coordination provided by the applicable District TAP Coordinator (site checklist).

Metropolitan Planning Organization (MPO) Coordination

If a proposed project is located within a Metropolitan Planning Organization (MPO) boundary, the project applicant should coordinate with the MPO to have the proposed project reviewed and approved by the MPO. The MPO will require that the proposed project within their boundary be identified through their planning process and be consistent with their long-range transportation plan. Contact the appropriate MPO prior to submitting the application for more information and specific requirements designated by the affected MPO. A list of our MPO partners can be found at [http://itd.idaho.gov/funding/?target=advisory-boards.](http://itd.idaho.gov/funding/?target=advisory-boards.%20) As part of the application, if the project falls within an MPO boundary, provide a letter of support from the MPO.

Is the proposed project within an MPO boundary?

[ ] Yes

[ ] No

[ ] Not Applicable

If yes, has the proposed project been identified as part of the MPO planning process or is in any MPO planning document like a Long Range Transportation Plan or Bicycle and Pedestrian Transportation Plan?

[ ] Yes [ ] No

Does the MPO support the proposed project?

 *If proposed project is not within an MPO boundary, mark Not Applicable.*

[ ] Yes [ ] No [ ] Not Applicable

Select MPO area:

*If proposed project is not within an MPO boundary, mark Not Applicable.*

[ ] Bannock Planning Organization (BPO)

[ ] Bonneville Metropolitan Planning Organization (BMPO)

[ ] Community Planning Association of Southwest Idaho (COMPASS)

[ ] Kootenai Metropolitan Planning Organization (KMPO)

[ ] Lewis-Clark Valley Metropolitan Planning Organization (LCVMPO)

[ ] Not Applicable

Attachments

The following attachments **MUST** be completed and submitted with the application:

[ ] Detailed Project Cost Estimate (Infrastructure) Project Budget (Non-infrastructure)

[ ] Letters of Support (Minimum Local Government or Facility Owner, additional encouraged)

[ ] Environmental Screening (ITD-211)

[ ] Right-of-Way Certificate (ITD-1983)

[ ] Match Commitment

[ ] Project Delivery Schedule

[ ] District Coordination Letter/Site Checklist

[ ] Project Location Map (Infrastructure Projects)

[ ] MPO Support (If Applicable)

Additional Attachments – Not required, but recommended

**Question 1 – Project/Program Elements**

[ ] Site Map – Project Location (detailed) [ ] Project Site Photos

**Question 2 – Property Ownership**

[ ] Other

**Question 3 – Financial Readiness**

[ ] Other

**Question 4 – Mobility**

[ ] Site Map of connections labeling Land Use Types

[ ] Documentation on capacity/trip induction

**Question 5 – Safety**

[ ] Documentation

[ ] Other

**Question 6 – Economic Opportunity**

[ ] Site Map showing location of small businesses in relation to the project

[ ] Letters of Support from Local Businesses

[ ] Other