

**Transportation Alternatives Program (TAP)
2020 Application – Funding Project Years:
FY 2021, 2022 & 2023**

Identification I.D. (Department use only)

Application deadline: February 2, 2020

Kick-Off Call for Applications: **September 23rd, 2019**, noon.

Applicants **MUST participate in a Pre-Application coordination meeting** with the District or LHTAC Coordinator and complete a Pre-Application Checklist for the Mid Application Screening.

Applicants **MUST submit a draft application to TAP@itd.idaho.gov for a Mid-Application screening** with the District or LHTAC Coordinator on or PRIOR TO: **November 8th, 2019**

During the Mid-Application Screening, a panel of Subject Matter Experts will review the draft applications and provide feedback to applicants that helps strengthen the proposals, returning these to the applicant by December 13th 2019. The final draft applications will be scored by a different group.

Applicants **MUST submit their Application to TAP@itd.idaho.gov** with the District or LHTAC Coordinator on or PRIOR TO: **February 2nd, 2020**

The Idaho Transportation Department is now soliciting applications for the Transportation Alternatives Program (TAP) to add projects to our fiscal year 2021*, 2022 and 2023 program. FY2021 is limited to non-infrastructure and construction only projects. 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. Applicant award capped at one \$500,000 in federal aid per year per funding source, not to exceed \$750,000 federal (not counting TAP-TMA or TAP statewide balancing). There is a Partial Award category in preferred funding year to accommodate small scale projects up to \$50,000 allowing applicants to apply for scalable project awards.

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 "2020 TAP Application" in the subject line along with the sponsor's name. For example, Subject: 2020 TAP Application - City of Lava Hot Springs.

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 Headquarters
Attn: Ryan McDaniel CFM, PMP
Project Manager, Contracting 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 _____

Applicant Information

Applicant: _____

Mailing Address: _____

City: _____

State: _____

Zip Code: _____

Contact Person 1: _____

Title: _____

Phone: _____

Email: _____

Contact Person 2: _____

Title: _____

Phone: _____

Email: _____

Co-Applicant (if different from Applicant): _____

Mailing Address: _____

City: _____

State: _____

Zip Code: _____

Contact Person: _____

Title: _____

Phone: _____

Email: _____

Sponsor certifies the following conditions of application:

- We are familiar with Transportation Alternatives Program eligibility criteria & TAP manual.
- All right-of-way (ROW) is acquired and no environmental issues are known to exist.
- Our budget accurately reflects the anticipated cost of the proposed project.
- The information in the application accurately reflects available knowledge of our staff.
- We understand this is a reimbursement grant and must furnish cash local match upfront and will be reimbursed as work progresses and invoices submitted with accompanying documentation.
- We acknowledge that there is no contingency funding beyond the amount budgeted in this application and all overruns will be borne by the local sponsor.
- The project must be brought to completion to receive funding.
- We accept responsibility for future maintenance and operating costs of the completed project.

Sponsor Signature (Authorized Official)

Date

Sponsor Printed Name

Date

Project Information

Project Name _____

Total Project Design Estimate _____
Total Project Construction Estimate _____
Total Non-Infrastructure Estimate _____
Define Partial Project Construction Estimate _____
Total Project Cost Estimate _____

Project location

(Please include street or trail name, city, county, and beginning/end points as applicable)
 (Maximum 500 Characters)

State 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 (for initial programming only, project may advance or delay at a later date)

Preference 1		Preference 2	
Non-Infrastructure		Non-Infrastructure	
2021	<input type="checkbox"/>	2021	<input type="checkbox"/>
2022	<input type="checkbox"/>	2022	<input type="checkbox"/>
2023	<input type="checkbox"/>	2023	<input type="checkbox"/>
Design		Design	
2021	<input type="checkbox"/>	2021	<input type="checkbox"/>
2022	<input type="checkbox"/>	2022	<input type="checkbox"/>
2023	<input type="checkbox"/>	2023	<input type="checkbox"/>
Construction		Construction	
2021*	<input type="checkbox"/>	2021*	<input type="checkbox"/>
2022	<input type="checkbox"/>	2022	<input type="checkbox"/>
2023	<input type="checkbox"/>	2023	<input type="checkbox"/>

Partial Award			Partial Award	
2021	<input type="checkbox"/> _____		2021	<input type="checkbox"/> _____
2022	<input type="checkbox"/> _____		2022	<input type="checkbox"/> _____
2023	<input type="checkbox"/> _____		2023	<input type="checkbox"/> _____

*Design must be completed to federal requirements for FY21 and any 'construction only' project and see TAP manual for additional requirements

Project Cost Estimate

Instructions:

1. Project estimate must include all related project costs, including administrative.
2. For both infrastructure and non-infrastructure type projects, the sponsor match is 7.34% of the total project cost.
3. **Infrastructure is Cash match only:** Non-cash items such as in-kind contributions are not eligible to count towards the sponsor's match, in-kind is eligible on non-infrastructure only.
4. Use the ITD provided TAP Project Estimating Worksheet to indicate the total project estimate. A copy of the worksheet can be accessed at <https://itd.idaho.gov/wp-content/uploads/2019/09/TAP-Estimating-Worksheet-SUBJECT-TO-CHANGE.pdf>
5. Separate applications must be submitted for infrastructure *and* non-infrastructure projects.
 - (a) Infrastructure: Federal reimbursement 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.

If the sponsor is applying for federal funds to participate in 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. Federal funds for construction activities require compliance with federal processes and procedures. Prior design of the project must also comply with federal process and procurement requirements. So, if federal funds are sought for construction only, then the preceding tasks to that construction must also have been federally compliant (NEPA, Davis Bacon Act, procurement process, et cetera).

Eligible Project Activities

For a list of eligible project activities, please reference FHWA publication "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 NEPA Categorical Exclusion level of review (i.e. a project expecting EA/ROD/FONSI are not eligible). The acquisition of right-of-way is not an eligible activity for TAP funding (all ROW acquisition activities must be completed prior to submitting an application). NEPA or ROW issues are cause for finding a project ineligible.

Eligible Project Sponsors

Only certain entities are eligible sponsors per 23U.S.C 133(h)(4)(b), select the 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
- 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)

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: _____

Traffic Calming: _____

Other: _____

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

Education materials and activities: Travel Plan Safety Booklets Other

Encouragement materials and activities: Bike Rodeo Walk/Bike to School Day Activities
Walking or Biking Technical Skills Training Pre-Drivers Education Rules of the Road

Project workplan needs approval from ITD within 30 days of executing the non-infrastructure SLA

(b2) Description of Project **15 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)

(c) This project implements or meets a Safe Routes to School (SRTS) non-infrastructure educational, encouragement or safety program project/need and is supported by the SRTS Coordinator. **3 pts.**

Yes, a TAP funded SRTS Coordinator provided a letter of support

No

Not Applicable

2. Property Ownership and Acquisition Information (Pass/Fail)

Applications that indicate a No response is cause for finding application ineligible.

(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

(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)

(c) Projects proposing to build facilities along or through railroad right-of-way must include evidence from the railroad granting a right of entry or an executed encroachment permit. Has the railroad **granted** a right of entry or **executed** an 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. Financial Readiness (15 pts)

(a) Is the proposed project in a Transportation Plan? **2 pts.**

Yes, by: _____

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, date of last update _____

No

Not Applicable

(c) Does your community have a written bicycle/pedestrian transportation plan, either as part of an overall transportation plan or a standalone? **2 pts.**

Yes, this project implement this plan by: _____ No

No

Not Applicable

(d) Do you have a written commitment to bring this project forward for approval of funds at a town meeting, through capital reserves funds, through inclusion in a capital improvement program/plan or any other available funds? **2 pts.**

Yes

No

Not Applicable

(e) Are the funds appropriated or programmed to be appropriated in an adopted budget? **2 pts.**

Yes

No

Not Applicable

(f) Please provide the details for (a)-(f) and provide details on the available financial management practices and accounting software used for this project. **5 pts.**

4. Mobility (20pts)

(a) Check the following connections that this project provides (within .25 miles of route): **1/2 pts ea**

- | | | |
|---|--|--|
| <input type="checkbox"/> Residential to Retail/Dining | <input type="checkbox"/> Residential to Recreation | <input type="checkbox"/> Residential to Employment |
| <input type="checkbox"/> Residential to Education | <input type="checkbox"/> Employment to Recreation | <input type="checkbox"/> Employment to Education |
| <input type="checkbox"/> Employment to Retail/Dining | <input type="checkbox"/> Recreation to Retail/Dining | |

(b) Does the project provide a new connection? **4 pts.**

- Yes
No

(c) Does the project fill a sidewalk or pathway gap? **4 pts.**

- Yes
No

(d) Will the project increase walking and biking trips after project completed? **4 pts.**

- Yes
No

(e) Briefly describe the improvements to mobility outlined in (a)-(g): **4 pts.**

5. Safety (20 pts)

(a) Does the project provide a safety improvement? **3 pts.**

Yes

No

(b) The safety improvements apply to (check all that apply): **3 pts.**

Bicyclists

Pedestrians

Children

Elderly

People with Disabilities

Others _____

(c) Will the project enhance awareness of cyclists and pedestrians outside the project limits? **3 pts.**

Yes

No

(d) 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, et cetera? **3 pts.**

Yes

No

(e) If a traffic safety issue has been identified in direct connection with this proposed project and proposed project location, are the applicants and/or their community based law enforcement partners already working with the ITD Office of Highway Safety (OHS) traffic safety grant programs (5pt), planning to work with OHS (3pt) or No/Not applicable (0 pt)? Please identify the primary contact at OHS. **3-5 pts.**

Yes, already working with OHS Contact _____

Yes, planning work with OHS Contact _____

No/Not Applicable

(f) Please describe the details of the safety improvements: **3 pts.**

6. Economic Opportunity (10 pts)

(a) The project improve economic opportunity by bringing more people to businesses. **2 pts.**

Yes

No (If no, the following answers are not needed to be completed)

(b) The project provides a NEW connection to small businesses. **2pts.**

Yes

No

(c) The project close a gap in existing walking and biking infrastructure to improve usability in a downtown, revitalization or business district. **3 pts.**

Yes

No

(d) Please give details that substantiate answers (a)-(g): **_3_ pts.**

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/ContractingServices/TAP/default.htm>

TAP Coordinator Endorsement *(Infrastructure projects only)*

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 or LHTAC 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): Aaron Bauges, (208) 334-8964
- District 4 (South-Central Idaho): Adrienne Woods, (208) 886-7841
- District 5 (Southeast Idaho): Melodie Halstead, (208) 239-3370
- District 6 (East Idaho): Mark Layton, (208) 745-5626
- LHTAC (Statewide): Amanda LaMott, (208) 344-0565

Please include as an attachment the documentation of District Coordination provided by the applicable District or LHTAC TAP Coordinator.

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 <https://itd.idaho.gov/funding/?target=advisory-boards>. 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 are to 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)
- Match Commitment
- Project Delivery Schedule
- District Coordination Letter

Additional Attachments

Question 1 – Project/Program Elements

- Site Map – Project Location
- Project Site Photos
- Environmental Screening (ITD-1983)
- site checklist

Question 2 – Property Ownership

- Right-of-Way Certificate
- 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

Question 7 – Bicycle and/or Pedestrian Count Data

Site Map of area(s) where counts have been conducted
If data has been collected over time, please provide all data