

WEST CENTRAL MINNESOTA AREA TRANSPORTATION PARTNERSHIP

APPLICATION FOR 2016 TRANSPORTATION ENHANCEMENTS FUNDING



PRELIMINARY APPLICATION DUE TO LOCAL RDC NOV. 11, 2011

FINAL APPLICATIONS DUE DEC. 9, 2011 to:

MN DEPARTMENT OF TRANSPORTATION
c/o Keven Anderson
1000 Highway 10 West
Detroit Lakes, MN 56501
218-846-7963

keven.anderson@state.mn.us

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IMPORTANT APPLICATION INFORMATION

September 7, 2011: Transportation Enhancement Workshop from 10:00 a.m. until Noon to be held at West Central Initiative, 1000 Western Avenue, Fergus Falls.

November 11, 2011: Prior to this date, the project manager or someone familiar with the project will be expected to attend a short field review of the project. Please mail one copy of your completed preliminary application to the Regional Development Commission (RDC) or Metropolitan Planning Organization (MPO) Office that covers your area. Contacts and addresses are listed below.

<p><u>West Central Initiative</u> Becker, Clay, Douglas, Grant, Otter Tail, Pope, Stevens, Traverse, Wilkin</p> <p>Wayne Hurley, Transportation Planning Director 1000 Western Avenue Fergus Falls, MN 56537 Phone: 218-739-2239 Fax: 218-739-5381 E-mail: wayne@wcif.org</p>	<p><u>Headwaters RDC</u> Mahnomen</p> <p>Matthew Dyrdaahl, Transportation Planner PO Box 906 Bemidji, MN 56619 Phone: 218-333-6531 Fax: 218-444-4722 E-mail: mdyrdaahl@hrdc.org</p>
<p><u>Upper Minnesota Valley RDC - Appleton</u> Big Stone, Swift</p> <p>Dawn Hegland, Director 323 West Schlieman Avenue Appleton, MN 56208 Phone: 320-289-1981 Fax: 320-289-1983 E-mail: Dawn.Hegland@umvrdc.org</p>	<p><u>Fargo/Moorhead Council of Governments</u></p> <p>Peggy Harter, Transportation Planner. 1 Second Street North, Suite 232 Fargo, ND 58103 Phone: 701-232-3242 Fax: 701-232-5043 E-mail: Harter@fmmetroco.org</p>

December 9, 2011: Ten copies of your final application are due to:

Keven Anderson
MnDOT District 4
1000 Highway 10 West
Detroit Lakes, MN 56501.

January , 2012: Applicants will be asked to give a brief presentation highlighting their project to the West Central ATP 4 Transportation Enhancement Sub-Committee. Applicants will be notified of the proposed date, time and location.

Proposals must specifically and directly address each qualifying and priority criteria to qualify and receive points. Proposals shall identify each criterion by number and then directly respond to it.

Pages in each proposal should be clearly numbered, and must include the application cover page, project summary page, project information page, project budget page, responses to the qualifying and priority criteria, and the other required attachments.

Proposals are limited to ten (10) 8½"x11" written pages (not including attachments).

Sponsors must have every intention to complete the project within a reasonable and timely manner if and when funds are awarded and must show an achievable implementation schedule. The year that is listed on the application is the year that the project is expected to be completed as part of the State Transportation Improvement Program (STIP). For sponsors who have obtained an enhancement project in the past, your previous project deliverability record will be considered when scoring.

If the project termini change and or the budget changes by \$50,000 the project sponsor **MUST** come back to the West Central ATP for further approval.

All projects must have a Registered Engineer to develop and sign the construction plan; and a Registered Engineer and Certified Technician to administer the construction. If the project has a Consulting Engineer, they must be a MnDOT approved engineer. The Project Sponsor (city, county, state) must have their engineer approve sign off on the consulting engineer selection and on final project.

All projects must have the reviewing signature of the area transportation planner to be considered a complete application.

PROGRAM PURPOSE

Transportation Enhancements are transportation-related activities that are designed to strengthen the cultural, aesthetic, and environmental aspects of the Nation's inter-modal transportation system. The transportation enhancements program provides for the implementation of a variety of non-traditional projects.

FEDERAL PROGRAM REQUIREMENTS

Transportation Enhancement projects are subject to the same requirements as all other federal transportation projects. Some or all of the following federal requirements will be applicable to an enhancement project: National Environmental Policy Act (NEPA), National Historic Preservation Act (NHPA), Endangered Species Act, Section 4(f)(park and recreation property), Uniform Act (for Right of Way acquisition), Farmland Protection Policy Act, Brooks Act (for consultant selection), Design Standards, Competitive Bidding, Disadvantaged Business Enterprise Goals (DBE), Required Contract Provisions, Air Quality, Noise Quality, Clean Water Act of 1977 (section 404), Floodplain Impact, Wetlands, Water Pollution, Hazardous Waste, Project Oversight, Matching Funds, Mitigation of Damages, Controversial Issues, Aesthetic Values, State Environmental Quality Board, and Federal Action Determination Statement.

Following is a listing of some of the regulations that specifically apply to any project receiving federal transportation funds. These requirements must be taken into consideration during the project development and project implementation stages.

Davis-Bacon and Copeland Acts:

Payment of pre-determined wage is applicable to all federal-aid construction contracts exceeding \$2,000 and to all related subcontracts, except for projects located on roadways classified as local roads or rural minor collectors.

ADA Requirements:

All transportation enhancement assisted projects must comply with the handicapped accessibility standards, as stated in Section 504 of the Federal Rehabilitation Act of 1973, Section 55, of the Minnesota State Building Code; and with the Public Service Provisions of the 1983 disability amendments, Minnesota Human Rights Act.

According to Title II of the Americans with Disabilities Act (ADA) "No qualified individual with a disability shall, by reason of that disability, be excluded from participating in or be denied the benefits of the services, programs or activities provided by a public entity, or otherwise be subjected to discrimination by such entity. ADA requires, among other things, modification of equipment and removal of physical barriers.

Anti-Discrimination Laws:

Title VI of the Civil Rights Act of 1964 requires that no person in the United States shall, on the grounds of race, color, national origin, age or handicap, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination.

Each sponsoring participant must display posters explaining the non-discrimination provisions of Title VI, including compliance procedures and must develop a procedure for processing Title VI related complaints.

Minnesota Statutes 363.073, part 5000.3535 (Subp. 7) also prohibits discrimination with regard to marital status, status with regard to public assistance, disability, age, or sexual orientation.

Note: Copies of the above referenced laws, rules and regulations, can be obtained by contacting Merle Earley, District State Aid Engineer at 1000 Highway 10 West – Detroit Lakes, MN 56501 or 218-846-3607.

WEST CENTRAL ATP TECHNICAL ADVISORS

These contacts are available to answer questions regarding the application and process; provide examples of previously funded projects, and must review applications prior to submittal. Regional Development Commissions (RDCs) identify the counties they cover below, and are also available for grant writing.

<p><u>West Central Initiative</u> Becker, Clay, Douglas, Grant, Otter Tail, Pope, Stevens, Traverse, Wilkin</p> <p>Wayne Hurley, Transportation Planning Director 1000 Western Avenue Fergus Falls, MN 56537 Phone: 218-739-2239 Fax: 218-739-5381 E-mail: wayne@wcif.org</p>	<p><u>Headwaters RDC</u> Mahnomon</p> <p>Matthew Dyrdaahl, Transportation Planner PO Box 906 Bemidji, MN 56619 Phone: 218-333-6531 Fax: 218-444-4722 E-mail: mdyrdaahl@hrdc.org</p>
<p><u>Upper Minnesota Valley RDC - Appleton</u> Big Stone, Swift</p> <p>Dawn Hegland, Director 323 West Schlieman Avenue Appleton, MN 56208 Phone: 320-289-1981 Fax: 320-289-1983 E-mail: Dawn.Hegland@umvrdc.org</p>	<p><u>Fargo/Moorhead Council of Governments</u></p> <p>Peggy Harter, Transportation Planner 1 Second Street North, Suite 232 Fargo, ND 58103 Phone: 701-232-3242 Fax: 701-232-5043 E-mail: Harter@fmmetrocog.org</p>

OTHER INFORMATION RESOURCES

Minnesota State Transportation Enhancement Coordinator

Holly Slagle
 395 John Ireland Blvd
 7th Floor North Mail Stop 620
 St Paul MN 55155
 651-366-3623
Holly.Slagle@state.mn.us

The National Transportation Clearinghouse (NTEC) exists to connect people with the information and resources they need to obtain and utilize Transportation Enhancement Funds
1-888-388-NTEC or www.enhancements.org

National Trust for Historic Preservation Midwest Office

53 West Jackson Blvd Suite 350
 Chicago IL 60604
 312-939-5547
mwro@nthp.org

MN State Historic Preservation Office

MN Historical Society
 345 Kellogg Blvd West
 St Paul MN 55102-1906
 651-296-2747
www.mnhs.org

PARTIAL LIST OF ALTERNATIVE FUNDING SOURCES

Please note that this list is not inclusive and funding sources are ever changing

Department of Natural Resources www.dnr.state.mn.us

- * Trail Recreation Programs
- * Habitat Improvement Programs
- * Land Conservation Programs
- * General Recreation Programs
- * Water Recreation Programs

Minnesota Department of Transportation:

- * Community Roadside Landscaping Partnership Program
- * Native Wildflower and Grass Establishment Program
- * Native Tree and Shrub Establishment Program
- * Historic Bridges Program
- * State Rail Banking Program
- * Safety Rest Area Program
- * Scenic Byways Program
- * Safe Routes to School

USDA Rural Development www.rurdev.usda.gov

- * Community Facility Guaranteed Loans (will fund " youth related recreational facilities"?)
- * *Community Facility Direct Loans and Grants (will fund activity centers for the handicapped, schools, libraries and other community buildings")*
- * Business and Industry Guaranteed Loans (will fund " tourist and recreation facilities, community facility-type projects,...."

Minnesota Initiative Funds:

- * Loans and grants for Rural Development

Soil Conservation Service (SCS):

Minnesota Council on Foundations:

- * Resource Information on Minnesota Foundations and Corporate Giving Programs

Legislative Commission on Minnesota Resources (LCMR):

Pull Tab and Other Local Sources

GENERAL TIMELINE FOR TRANSPORTATION ENHANCEMENTS FROM APPLICATION SOLICITATION TO PROJECT IMPLEMENTATION

TIMELINE	TASK	
August - November 2011	Transportation Enhancement Applications are solicited from cities, counties, agencies	
November 11, 2011	Transportation Enhancement Preliminary Applications due to area transportation planners.	
December 9, 2011	Transportation Enhancement Final Applications due to MN/DOT	
January 2012	Project sponsors are interviewed about projects. Applications are reviewed and rated, applicants notified of ranking of projects.	
February 2012	Recommendations are made and considered to include enhancements projects in the Area Transportation Improvement Program (ATIP)	
March – April 2012	Public meetings seek comments on the draft ATIP	
July to September, 2012	ATIP is reviewed and adjusted at the state and federal level	
September-December, 2012	State Transportation Improvement Program (STIP) receives Federal approval	
September-December, 2012	Transportation Enhancement Sponsors that have had their project accepted into the STIP are notified	
IF YOUR TRANSPORTATION ENHANCEMENT PROJECT IS INCLUDED IN THE STIP THE FOLLOWING PROCESS SHOULD BE INITIATED IMMEDIATELY TO ENSURE PROJECT IS COMPLETED WITHIN THE PROPER YEAR IT IS SELECTED FOR FUNDING.		
2 wks	Preliminary discussions and review scoping as to appropriate document	
8-10 wks	Local agency submits project memorandum and resolution from sponsor guaranteeing local match to District State Aid Engineer (DSAE) with original signatures	Must be submitted by April 15, of the year PRIOR to your funding year
14-18 wks	Are document components appropriate/correct? IF NO →	Contact local agency to resolve
22-28 wks	State Aid Engineer reviews; comments and/or approves If NO →	Local agency corrects and re-submits
26-33 wks	State Aid for Local Transportation notifies DSAE and local agency to proceed with right of way and plans	
28-35 wks	Plan review by District State Aid Engineer and State Aid for Local Transportation	
33-40 wks	Authorization to let project	
35-42 wks	Bid opening and certification of Disadvantaged Business Enterprises	
37-44 wks	Contractor secures bond and signs contract	
40-47 wks	Contract approval and sponsoring agency submits local share of project	
Total 90 weeks minimum after application is submitted, contractor can begin work		

**WEST CENTRAL ATP
TRANSPORTATION
ENHANCEMENTS**

**APPLICATION FORMS AND
CRITERIA**

2016

APPLICATION CHECKLIST

Please use this checklist to ensure that all the required information is included in you application. This page **DOES NOT** need to be attached to your application.

- _____ Application Form Cover Page
- _____ Checklist
- _____ Project Information Page
- _____ Project One Page Summary
- _____ Project Budget Page
- _____ Qualifying Criterion Responses
- _____ Priority Criterion Responses
- _____ Attachments

QUALIFYING CRITERIA ADDRESSED

- _____ 1. Project located within the boundaries of the ATP
- _____ 2. Eligibility (per SAFETEA-LU and ATP guidelines)
- _____ 3. Documentation of 20-50% Local Match is guaranteed
- _____ 4. Agreement to operate/maintain the facility
- _____ 5. Resolution from sponsoring agency
- _____ 6. **Minimum** total eligible cost of \$50,000
- _____ 7. Project is related to transportation
- _____ 8. Over and above normal transportation project
- _____ 9. Existing and proposed right of way is identified
- _____ 10. Signature of review of area Transportation Planner

PRIORITY CRITERIA ADDRESSED

- _____ 1. Project part of larger concept or plan and/or consistent with regional, state plan
- _____ 2. Public Impact and Benefit
- _____ 3. Project schedule is achievable and timeline is included in the proposal
- _____ 4. Physical Design

REQUIRED ATTACHMENT CHECKLIST

- _____ 1. Resolution of Support from Sponsoring Agency
- _____ 2. Agreement to Maintain Facility
- _____ 3. Copies of the applicable pages of the supporting Plan(s) referenced in Priority Criteria 1
- _____ 4. Digital photos or video illustrating the proposed project
- _____ 5. General location map(s)
- _____ 6. Detailed Location map(s)
- _____ 7. Other Letter(s) of support
- _____ 8. Signature of review of area Transportation Planner

APPLICATION COVER PAGE

INSTRUCTIONS: Please submit one (1) copy of your completed application package to the Regional Development Commission located in your area by November 11, 2011. See instructions on page 3. After a preliminary review of your application is completed send ten (10) additional copies of your final application to Keven Anderson, MnDOT listed on page 3.

The West Central Minnesota Area Transportation Partnership solicits "Transportation Enhancement" candidates on an annual basis. Applications for projects that are to be constructed during fiscal year 2016 will be accepted up to the December 9, 2011 deadline date and will be reviewed for consideration on January 2012. Recommendations will be made to the West Central Area Transportation Partnership in February 2012.

APPLICANT INFORMATION

County(ies) of Project origin: _____

Sponsor/Fiscal Agent: *(county, city > 5,000, tribal government or state agency)*

Sponsor Contact Person: *(name/title)*

Phone:

Signature:

Date:

Sponsor Engineer: *(name/title)*

Phone:

Signature:

Date:

Project Contact Person: *(name/title) – If different than Sponsor Contact*

Signature:

Date:

Mailing Address:

City, State, Zip:

Phone:

Email:

Local RDC/MPO Review: *(name/title)* Required.

Phone:

Signature:

Date:

PROJECT INFORMATION PAGE

Name of Project: _____

Eligible Enhancement Activities: (Mark as many as apply for your application)

- _____ Bicycle and Pedestrian Facilities (Non Motorized)
- _____ Provision of safety and educational materials for pedestrians and bicycles
- _____ Acquisition of Scenic Easements and Scenic or Historic Sites
- _____ Scenic or Historic Highway Programs
- _____ Landscaping and Other Scenic Beautifications
- _____ Mitigation of Water Pollution Due to Highway Runoff
- _____ Historic Preservation
- _____ Rehabilitation and Operation of Historic Buildings, Structures or Facilities
- _____ Preservation of Abandoned Railroad Corridors
- _____ Control and Removal of Outdoor Advertising
- _____ Archaeological Planning and Research
- _____ Establishment of transportation museums

Note: Explanations of these activities are given in the Guidebook. All projects must be related to surface transportation.

When is construction/implementation expected to begin?

Month: _____ Year: _____

When is construction/implementation expected to be completed?

Month: _____ Year: _____

PROJECT SUMMARY

Please provide a brief (one page maximum) summary of your project.

PROJECT BUDGET

NOTE: If the project termini change and or the budget increases by more than \$50,000 after this application is submitted and approved the project sponsor MUST come back to the West Central ATP for further approval.

Construction Item--- grading, paving, etc	Estimated Quantity	Unit Cost	Total Cost
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

LINE A: TOTAL _____

Land Acquisition for new trail corridors--- appraisal fees, legal fees, etc.

_____	_____	_____	_____
_____	_____	_____	_____

LINE B: TOTAL _____*

Administrative and Preliminary Engineering Costs---

_____	_____	_____	_____
_____	_____	_____	_____

LINE C: TOTAL _____*

* The West Central Area Transportation Partnership has determined the items under Line B and Line C are not eligible for reimbursement under this program.

PROJECT COST TOTALS

- | | |
|---|----------|
| 1. Total cost of proposed project: LINES A thru C TOTALED | \$ _____ |
| 2. Items NOT eligible for enhancement funding: LINE B and C TOTALS | \$ _____ |
| 3. Total of eligible costs (minimum of \$50,000) LINE A TOTAL | \$ _____ |
| 4. Applicant's contribution towards the eligible enhancement projects costs:
(20-50% of No. 3) | \$ _____ |
| 5. Total amount requested in enhancement funds
(No. 3 minus No. 4) | \$ _____ |

QUALIFYING CRITERIA

Below are nine (9) qualifying criteria that the application must meet and address. If these criteria are not addressed and met, the application shall be deemed ineligible and will not be considered for funding. Please respond to each of these nine qualifying criteria separately to demonstrate the transportation enhancement project does qualify for funding consideration.

Q1. Projects must be located within or partially within or significantly affect the counties served by the West Central MN ATP.

Application shall include a detailed map of the proposed project location. The map located on this documents cover depicts the West Central MN ATP.

Q2. Projects must be eligible for Federal Transportation Enhancement Funds.

SAFETEA-LU defines twelve (12) exclusive activities, which qualify for transportation enhancement funds. These activities are described below. One or more of these twelve must constitute at least 80 percent (80%) of the project cost. Unlisted activities (such as paving a parking lot, constructing buildings or providing restrooms) must constitute no more than 20 percent of the project cost.

1. Provision of Facilities for Pedestrians and Bicycles.

- A. Bicycle trails/paths
- B. Pedestrian sidewalks, trails, paths, bridges, crosswalks, tunnels
- C. Paved shoulders and wide curb lanes for bicycle lanes (beyond dimensions required by applicable road design standards)
- D. Benches, lighting landscaping and other related amenities, (limited to 5% of total project cost)
- E. Trail head facilities which provide access to trail systems
- F. Bicycle racks on buses, trains
- G. Bicycle parking, e.g. racks, lockers, shelters
- H. Traffic control signs and signals
- I. Bridges and tunnels (Design build not accepted)
- J. Traffic structures and devices for the purpose of traffic calming

Notes: Bicycle and pedestrian trails/paths are to be used only for non-motorized use. Land acquisition activities (i.e., appraisal and legal fees) for bicycle and pedestrian facilities is not an eligible expense as determined by West Central Area Transportation Partnership.

2. Provision of Safety and Educational Activities for Pedestrians and Bicyclists

- A. Pamphlets, signs or programs encouraging safe bicycling and walking

3. Acquisition of Scenic Easements and Scenic or Historic Sites

- A. Costs related to the direct purchase, donation, transfer or trade of property for specific sites or pullouts (fee acquisition has proven to be more effective and less costly method of preserving sites). Land must be in public ownership and open to the public.
- B. Costs related to acquisition of scenic easements by direct purchase, donation, transfer or trade should only be in a selective manner.

4. Scenic or Historic Highway Programs (including the provision of tourist and welcome center facilities)

- A. Planning, development and implementation of state or regional programs to develop and promote transportation corridors as a tourism and economic development resource
- B. Interpretation projects and site development projects, e.g. plaques, restoration of historic transportation sites, restoration of historic light standards
- C. Production of promotional media, e.g. brochures, publications and electronic communications
- D. Corridor management planning
- E. Information and route identification signing on historic routes, e.g. Yellowstone Trail, Glacial Ridge Trail
- F. Construction of a scenic overlook site or facility
- G. Rehabilitation of state entrance monuments
- H. Repair, renovation, expansion of interpretive sites
- I. Provision of tourist and welcome center facilities.

5. Landscaping and Other Scenic Beautification

- A. Highway and viewshed landscaping to address visual quality and habitat (above and beyond current practices in landscaping projects, i.e. mitigation or commitments made during project development to obtain plan approval)
- B. Site landscaping to address visual quality and habitat (park, rest area, historic site)
- C. Preservation or restoration of historic landscapes
- D. Incorporation of design elements into transportation structures to complement the surrounding environment (above and beyond current practices, i.e. mitigation or commitments made during project development to obtain plan approval)
- E. Environmental enhancement projects to improve habitat and promote diversity in biological species
- F. Implementation of living snow fences along federally eligible corridors using the living snow fence guidelines as developed by MNDOT

6. Historic Preservation

- A. Acquisition of historic sites
- B. Restoration and reuse of historic buildings for transportation-related purposes
- C. Access improvements to historic sites and buildings
- D. Historic highway programs
- E. Historic preservation and interpretation
- F. Construction of historical or geological interpretive sites

NOTE: Sites must have a substantial relationship to the past or current transportation system.

7. Rehabilitation and Operation of Historic Transportation Buildings, Structures or Facilities (Including historic railroad facilities and canals)

- A. Restoration of facilities including railroad depots, bus stations, lighthouses, tunnels, bridges, trestles, embankments, rails or other guide ways, non-operational rolling stock, canal viaducts, tow paths and locks, stations and other manmade transportation features integrally related to the operation and passenger or freight use of any mode of transportation.

8. Preservation of Abandoned Railroad Corridors (Including the conversion and use thereof for pedestrian and bicycle trails)

- A. Acquisition of abandoned railroad corridors
- B. Trail construction on abandoned railroad corridors

9. Control and Removal of Outdoor Advertising

- A. Projects to achieve consent among stakeholders and adoption of local ordinances regarding outdoor advertising
- B. Expenditures made to complete billboard inventories or removal of existing nonconforming signs, displays and devices on the interstate and federal-aid primary highway system under a legal process that bases payment on an equitable appraisal.

NOTE: A nonconforming sign is: one of which was lawfully erected, but which does not comply with the provisions of State law or State regulations passed on at a later date or which later fails to comply with State law or State regulations due to changed conditions. Illegally erected or maintained signs are not nonconforming signs.

10. Archaeological Planning and Research

- A. Preservation planning, research, and interpretation of archaeological sites. (This would not include data recovery).
- B. Development of interpretive signs exhibits and guides, inventories or surveys

11. Environmental Mitigation of Water Pollution due to Highway Runoff of Reduce Vehicle Caused Wildlife Mortality While Maintaining Habitat Connectivity

- A. Creation of wetlands or other structures to filter water transported by highway ditches and structures (detention and sediment basins)
- B. Runoff pollution prevention studies and planning to systematically manage water quality stemming from highway runoff and from water carried by highway ditches
- C. Stabilization and restoration of decaying stream banks
- D. Filter strips along ravine, gullies and ditches
- E. Stabilization of off-site sedimentation generators affecting roadways
- F. Wildlife underpasses

NOTE: Mitigation in this case means retrofitting existing roads and ditches to correct water quality problems or to achieve a net gain in water quality. Measures taken on a construction project or reconstruction project to correct water quality problems caused by the project are **not eligible**.

12. Establishment of Transportation Museums

- A. Conversion of railroad stations or historic properties to museums with transportation themes.

Q3. Projects must have an assured local match (non-federal dollars) of 20-50 percent of the eligible costs of the proposed project. The match must be in hard dollars not in-kind donations.

Discussion . . . SAFETEA-LU requires a non-federal match of 20-50 percent of the total project costs. Please identify the amount and source of local match, a resolution is required from the sponsoring agency guaranteeing the local match indicates a necessary level of support by the applicant to immediately proceed with project development and implementation. An additional match guarantee resolution is now required when the completed project memorandum is submitted to the District State Aid Engineer for processing. This must be completed by April 15 of the year prior to your funding year (For example, by April 15, 2012 all projects proposed for 2013 must have submitted a complete project memorandum and resolution of guaranteed match.). Applications not containing a resolution regarding match will not be considered. Once recommended for funding projects failing to submit completed project memorandums and match guarantees will be re-considered for funding.

- Q4. The project sponsor must assure it will operate and maintain the property and facility for the useful life of the improvement and not change the use of any right of way acquired without prior approval from the Minnesota Department of Transportation and the Federal Highway Administration (FHWA).**

Discussion...The FHWA requires that sponsors agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of any right of way acquired without prior approval from the FHWA. For projects implemented with transportation enhancement funds, this requirement should be applied to the project sponsor. Most physical construction (trails) are considered by the FHWA to have useful lives of 10 or more years. Bridges and building facilities have useful lives of 50 years. The useful life of the project should be defined in the maintenance agreement that must be attached to this application. Project sponsors are required to furnish a resolution with this application indicating their willingness to maintain the project for the useful life. See sample agreement and sample maintenance and operation plan.

- Q5. Transportation enhancement projects must be sponsored by a state agency, tribal unit of government, county or a city with a population greater than 5,000 persons. Cities with less than 5,000 population and townships must have their transportation enhancement application/project sponsored by their respective county or a state agency. The sponsor must pass a resolution indicating willingness to undertake the responsibility for seeing the project through to its completion, with compliance of all applicable laws, rules and regulations. *If a state agency is sponsoring this application, a resolution is not required, however, the agency is required to submit a letter from the Commissioner of that agency stating their intent to sponsor and deliver the project.* Project sponsors are required to furnish an additional resolution that guarantees the local match upon submittal to the final project memorandum.**

Discussion...State statutes require all federal funds distributed to Minnesota be accepted and disbursed by a designated state agency. The Minnesota Department of Transportation (Mn/DOT) is the agency designated to administer SAFETEA-LU transportation enhancement funds. Sponsors are required to provide up-front financing for all eligible costs, which are then reimbursed by Mn/DOT with federal funds. See sample resolution.

- Q6. Projects must have an estimated total eligible cost of at least \$50,000.**

Discussion...There are significant project processing requirements that come with federal funds. These requirements translate into expenditures of time and money on the parts of both the sponsoring agency, applicant, and the state agency administering the federal funds for the project. Sponsors can "bundle" related projects together to meet this requirement. For instance, bundled projects could consist of signing and lighting a number of bike trails in several counties. Sponsors may want to consider using joint powers agreements for implementing bundled projects.

- Q7. Projects must have a demonstrated relationship to transportation.**

Discussion...The SAFETEA-LU requires that transportation enhancement projects must have a direct relationship to the inter-modal transportation system. The nature of a proposed transportation enhancements project's relationship to surface transportation should be discussed in the project proposal. This relationship must be one of proximity/function, or proximity/impact. Proximity to a highway or transportation facility alone is not sufficient to establish a relationship to surface transportation. Additional discussion, beyond proximity, is needed in the transportation enhancement proposal to establish that relationship.

FUNCTION – Projects must facilitate transportation or meet the primary needs of transportation system users

PROXIMITY – Except for bicycle transportation and pedestrian walkway facilities, projects must be contiguous to or within sight of roads functionally classified as collector or above

IMPACT – Projects must deal with the interrelationship between transportation systems/users and the surrounding environment.

Q8. Projects which are normally part of the mitigation of a transportation project are not eligible.

Discussion...SAFETEA-LU requires that transportation enhancement funds not be used to implement mitigation of adverse impacts associated with implementation of transportation projects. The origin of transportation environmental enhancement is the FHWA Environmental Policy Statement of 1990. It states, "environmental enhancement means going beyond mere mitigation to use all practicable measures to harmoniously fit any proposed project into the advance communities and natural environment it traverses." The FHWA has emphasized that transportation enhancements are not mitigation. Environmental measures conducted as routine or customary elements of transportation projects or those provided to mitigate project impacts in compliance with the requirements of environmental, historic preservation or other laws are not eligible for transportation enhancement funding. With this interpretation, the category "mitigation of water pollution due to highway runoff" is limited to facilities and programs that are in addition to current requirements/procedures for mitigation. Transportation enhancement activities are over and above normal transportation projects. Typically, a normal transportation project involves mitigation, including landscaping, other permit requirements and provisions negotiated as a condition of obtaining a permit for the transportation project. If this proposal is an enhancement to a larger project, check the environmental document for these items. Is the proposed transportation enhancement part of the project description? Is it listed as mitigation? If so, the activity would not be "over and above" a normal project.

Permitting agencies might include the U.S. Forest Service, Bureau of Land Management or U.S. Corps of Engineers. State permitting agencies include: MN Department of Natural Resources; MN Pollution Control Agency; and the MN Historical Society. Regional agencies might include watershed districts and local might include cities/counties.

Q9. The existing and proposed right of way must be identified. Identify agreements that are in-place and what is still required.

PRIORITY CRITERIA

Below are four (4) priority criteria in which the review panel will use to score transportation enhancement applications. Please respond to each of the criteria separately.

P1. Project relationship in a larger context

- a) Identify the relationship of the proposed project with statewide, regional, or other larger perspective plans.**
- b) Completes or connects to a larger project, concept or plan. Identify the connectivity of your project to other projects or transportation facilities that have already been funded or implemented; and/or completes a larger project or plan.**
- c) Include a copy of the portion of the plan(s) that is related and/or supports this application.**

Discussion...Many state and regional agencies have plans addressing one or more transportation enhancement activities. Identify the relationship of the proposed project to any statewide or regional plans and explain how the project is consistent with these plans. Provide a copy of the portion of the plan(s) that is related and / or supports this application. (Examples of a larger plan: County Five- Year Project Plans, City Comprehensive or Capital Improvement Plan, State Comprehensive Trail Plans and Regional Development Commission Plans.)

There may be a number of larger projects that are missing a key or final element. Funding these missing elements with transportation enhancement funds could provide a sort of synergistic benefit that goes beyond the immediate benefits provided by the component that is funded.

Examples could include such things as bike or pedestrian trail segments that fill gaps in existing trails, historic preservation that completes the restoration of a historic transportation site/property that has already been partially or substantially restored or landscaping that completes an original concept/plan. These are only examples. Project sponsors are encouraged to look at their projects in light of the general concept identified here and describe how their project fits into a larger project, concept or plan which has been or soon will be implemented using another funding source.

The SAFETEA-LU transportation enhancement funds are limited and thus an applicant who can demonstrate that an effort to recruit other funding partners have been successful may receive additional consideration (see partial listing of alternative funding sources).

P2. Project Impact or Benefit

A project should demonstrate more than a local impact or benefit and is easily accessible to the public. Specify

- a) The benefits of this project; and**
- b) Who the anticipated users will be; and**
- c) What user accommodations are available for the facility.**

Discussion...Transportation enhancement dollars are federal funds. The amount of funds is limited and probably not sufficient to fund all projects submitted. For example, priority will be given to projects that benefit more than one community, or county, or are recognized as being of state or national significance. To determine the impact of a project, the applicant can estimate the origination of users; typical seasonal usage; recreation, physical fitness and education uses, historic or cultural aspects, economic impacts, and scenic or environmental production/protection.

Location of the project may also determine who will benefit from the project. For example: will there be parking space available for those who drive to use bike/walkways or facility/ project? Where does the project start and finish? Is the project in a residential area so that those who are not residents will not see or use it?

The planned facility must address user accommodations, i.e. parking, bathrooms. These should be available within a reasonable distance.

P3. The project schedule must be realistic and achievable.

Discussion...The project implementation schedule is to be presented and made a part of the application. A detailed schedule of events is required for all phases of the project. For projects involving construction, the questions below must be addressed to provide an itemization of activities during the various phases of engineering and actual project development. Applications involving non-construction projects are to provide a detailed discussion of the time frames involved for initiating and completing each phase of planned activities. See the general timeline on page 7.

1. When will the project manager be selected? (month and year)
2. What environmental document path will the project most likely follow?
 - Project Memorandum
 - Project Path Report
 - Environmental Assessment
3. When will the environmental document be completed? (month and year)
4. When will plans be completed? (month and year)
5. When will construction bids be advertised? (month and year)
6. When will bids be opened? (month and year)
7. When will construction begin? (month and year)
8. When will construction be completed? (month and year)

P4. Physical Design.

- a) Describe how the proposed project will address or alleviate the following issues or concerns:
 - safety
 - accessibility
- b) Describe how the proposed project is designed relative to existing conditions.
 - Current land uses at and adjacent to the proposed project.
 - Identify environmental issues or other complications that your project development has considered and how it was addressed.
 - Use graphics to delineate the project location, surrounding land uses, and project layout.

Discussion...Transportation enhancement projects that alleviate an unsafe transportation situation shall receive some priority. For example, a project that is partially designed and planned to remove bicycle riders and walkers from busy road shoulders and onto a trail that gets them to their destination. Another example is a project that is designed to create a safe parking area at a scenic overlook to alleviate cars from parking on shoulders to view the site.

Note: If the reviewing committee has a major safety concern about a transportation enhancement proposal's design or implementation the issue may be treated as a "Qualifying Criteria" and the application may not be scored. Reasons for this decision shall be forwarded to the applicant. The applicant may re-apply for transportation enhancement funds after safety concerns have been addressed.

Discussion...Projects should not have the potential to harm or negatively impact the environment. For example, projects that will have problems getting environmental clearances due to the nature of the site location and/or design, or that create conflicts with adjacent land uses or have chosen a site that is not intended or suited to the proposed project will receive lower scores in this category.

Additional Points

Additional points may be awarded at the discretion of the transportation enhancements ranking committee when there are elements to the project that make it stand out. Examples may include:

- Proposed projects that are within a geographic area or location that has not previously received transportation enhancement funding in prior funding years.
- Proposed projects in one of the twelve transportation enhancement activities that have had little or no funding in the past.
- Projects with multiple project partners / jurisdictions.
- And, at the discretion of the Enhancement Ranking Committee, if there are applicable transportation enhancement elements in the proposed project that are not addressed in the priority questions.

REQUIRED APPLICATION ATTACHMENTS

1. Resolution of Support from Sponsoring Agency (sample on page 23)
2. Agreement to Maintain Facility (sample on page 24)
3. Copies of the applicable pages of the supporting plan(s) referenced in Priority Criteria 1
4. Digital photos or video illustrating the proposed project
5. General location map(s) indicating the destinations served – entire trails system, cities, schools, shopping, etc.
6. Detailed location map(s) including but not limited to:
 - a. Project location
 - b. Surrounding land use
 - c. Appropriate surrounding project amenities (public bathrooms, parking lots, parks, etc)
 - d. Street and roadway names, bridges, railroads, other trails
 - e. Any facilities noted in the narrative portion of the application that support or conflict with the proposed project
 - f. Existing/Proposed right of way
7. Other letter(s) of support

SAMPLE RESOLUTION OF SUPPORT FROM SPONSORING AGENCY

Be it resolved that _____ act as sponsoring for a "Transportation Enhancements" project identified as _____ and acknowledges herewith that it is willing to be the project sponsor; knowing full well that such 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 _____ (Name of Primary Contact Person) is hereby authorized to act as agent on behalf of this applicant.

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 _____ day of _____ 20__.

SIGNED: _____ (Signature) **DATE:** _____

WITNESSED: _____ (Signature) **DATE:** _____

If a state agency is sponsoring this application, a resolution is not required, however, the agency is required to submit a letter from the Commissioner of that agency stating their intent to sponsor and deliver the project.

SAMPLE AGREEMENT TO MAINTAIN FACILITY

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 acquired without prior approval from the FHWA; and

WHEREAS: Transportation enhancement projects receive federal funding from the Surface Transportation Program (STP) of the 2005 Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU).; and

WHEREAS: the Minnesota Department of Transportation (Mn/DOT) has determined that for projects implemented with transportation enhancement funds, this requirement should be applied to the project sponsor; and

WHEREAS: _____(City, County or Agency Name) is the project sponsor for the transportation enhancement project identified as _____.

THEREFORE BE IT RESOLVED THAT the Project Sponsor hereby agrees to assume full responsibility for the operation and maintenance of property and facilities related to the aforementioned transportation enhancement 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 _____ day of _____ 20__.

SIGNED: _____ (Signature) **DATE:** _____

WITNESSED: _____ (Signature) **DATE:** _____