Greater Minnesota
Transportation Alternatives Solicitation

2017-2018 Full Application

Table of Contents

Table of Contents 2
2017-2018 Solicitation Timeline 3
Related Documents 3
Transportation Alternatives Solicitation Full Application 4
General Information 4
Project Information 4
Contact Information 4
Project Budget 6
Table A – Eligible Items 6
Table B –Non-Eligible Items 6
Total Project Budget 6
ATP Project Evaluation 6

Sponsoring Agency Resolution 15
Sample Resolution Language 15
Resolution Agreeing to Maintain Facility 16
Sample Resolution Language 16
Application Checklist 17
Signatures 18
Project Scoring 19

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.

2017-2018 Solicitation Timeline

- **Monday, October 2nd, 2017** – Announce solicitation / call for letter of intent.
- **Tuesday, October 31st, 2017** – Deadline for applicants to submit letters of intent.
- **Friday, November 17th, 2017** – Deadline for RDO / MPO / district review of letters of intent. Recommendation to proceed forward with full application given to applicants.
- **Monday, November 20th, 2017** – Official start of full application period.
- **Friday, January 12th, 2018** – Deadline for applicants to submit full applications.
- **Monday, April 16th, 2018** – Deadline for ATPs to select projects for inclusion in the State Transportation Improvement Program for fiscal years 2019 to 2022.

Related Documents

- **Transportation Alternatives Solicitation Letter of Intent Worksheet** – The document includes information on the letter of intent review process and a worksheet to assist with completing the online letter of intent form.
- **Transportation Alternatives Solicitation Full Application** – The document is the full application form for the transportation alternatives solicitation.

Transportation Alternatives Solicitation Full Application

General Information

Notes: If your overall project contains non-eligible or non-transportation related elements, please mention the entire project in the brief project description, but concentrate the application, budget, etc. on the elements that are eligible and transportation related.

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: Timberwolf Drive Schoolchild Pedestrian Crosswalk

Project is located in which area transportation partnership(s): ATP-7

Project is located in which county(ies): Blue Earth

Brief project description:

The City of Mankato is seeking support to meet a need for increased schoolchild and pedestrian safety through installation of a lighted crosswalk and pedestrian infrastructure upgrades servicing an elementary school and residential developments.

Project applicant:

City of Mankato - Pat Hentges

Contact Information

Contact person (from applicant agency / organization): Charles Androsky

Mailing address: 10 Civic Center Plaza

City: Mankato **State:** MN **Zip:** 56002-3368

Phone: (507) 387-8389 **Fax:** (507) 388-7530

Email: candrosky@mankatomn.gov

Sponsoring agency (if different than applicant): N/A

Contact person (from sponsoring agency, if different than applicant):

N/A

Signatures

(Applicant Signature)	*(Date)*
(Sponsoring Agency Engineer Signature)	*(Date)*
(Local Unit of Government Signature)	*(Date)*
(If in MPO area, signature of MPO Executive Director)	*(Date)*

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 sheet(s) if necessary.

Cost estimates are to be submitted in current year dollars[1].

Table A – Eligible Items

Eligible work / construction item	Estimated quantity	Unit cost	Total cost
Construction:	1	191805.38	$ 191,805.38
Please see			$ 0.00
attached spreadsheet			$ 0.00
for a detailed			$ 0.00
cost breakdown			$ 0.00

Table A: Total 191805.38

Table B – Non-Eligible Items[2]

Non-eligible work / construction item	Estimated quantity	Unit cost	Total cost
Administration/Bonding	1	11508.32	$ 11,508.32
Engineering	1	26852.75	$ 26,852.75
			$ 0.00
			$ 0.00
			$ 0.00

Table B: Total 38361.07

Total Project Budget

1. Total cost of proposed project (Total Table A + Total Table B): 230166.45
2. Items not eligible for Alternative funding (Total Table B): 38361.07
3. Total eligible costs – recommended range $100,000 to $1 million[3] (Total Table A): 191805.38
4. Applicant's contribution toward the eligible alternative project costs – minimum 20% match required: $ 38,361.07
5. Total amount requested in transportation alternatives funds (#3 minus #4): $ 153,444.31

[1] Grant recipients will need to provide a match based on the year of construction estimate developed when the grant is awarded

[2] Includes Right of Way or Land Acquisition (e.g. appraisal fees, legal fees, etc.), Administrative Costs (e.g. preliminary and construction engineering and contingencies)

[3] See ATP Project Evaluation section of this document for any additional requirements related to project costs

ATP Project Evaluation

Name of Project: Timberwolf Drive Schoolchild Pedestrian Crosswalk	
Legislative District: 19B	*Congressional District:* 1
For the nearest impacted roadway (if applicable):	
Route name/number: Timberwolf Drive/MSAS 139, Mankato, MN	
Functional classification: Minor collector	
AADT: 1250	*HCAADT:* N/A
Beginning reference post: Timberwolf/Heron intersection	*Ending reference post:* 900 feet northeast along Timberwolf
Total length of project: 900 feet	

Below are four criteria sections that the application must satisfy. Based on the information you provide, the ATP will determine project eligibility and prioritization.

1. ***Eligibility.*** The project is eligible for Transportation Alternatives funding.

    a. The project must fall within one of the eligible activities listed below (please check the appropriate category(ies)):

☐	Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation.
☒	Transportation projects to achieve Americans with Disabilities Act of 1990 compliance.
☒	Construction, planning, and design of infrastructure-related projects and systems that will provide Safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
☐	Conversion and use of abandoned railroad corridors for trails for pedestrian, bicyclists, or other non-motorized transportation users.
☐	Construction of turnouts, overlooks, and viewing areas.
☐	Inventory, control, or removal of outdoor advertising.
☐	Historic preservation and rehabilitation of historic transportation facilities.
☐	Vegetation management to improve roadway safety, prevent against invasive species, and to provide erosion control.
☐	Archaeological activities.
☐	Environmental mitigation to address storm water management.
☐	Reduce vehicle-caused wildlife mortality or restore/maintain habitat connectivity.
☒	Safe Routes to School projects
☐	Recreational trails
☐	Scenic byways

b. Describe the work you want to do for which you are seeking TA support. Provide a description of the project development activities for this project to date *(1750 character maximum):*

The City of Mankato is seeking support for increased schoolchild and pedestrian safety on Timberwolf Drive. The project entails two focus areas: 1) construction of a signalized crosswalk (HAWK) across Timberwolf Dr to service Rosa Parks Elementary School, and 2) strengthening pedestrian infrastructure at the intersection of Timberwolf and Heron Drive by upgrading the 3-way crosswalk to a 4-way. The project is a product of robust community engagement. City staff have met with stakeholders and have written support from the school's PTO, Principal, and Mankato Superintendent of Schools, among other pertinent parties. There is years-long documentation of need for pedestrian infrastructure servicing this area. This project has been designated by David Cowan, MnDOT SRTS Coordinator, as a SRTS project. The City's SRTS plan states only 17% of the school's enrollment walked to school. The SRTS plan states, "The primary issue that Rosa Parks parents indicated was the safety of the street crossings and intersections. Approx. 71% of parents said that if the safety of crossings and intersections were to be improved, they would probably let their children walk or bike to school." At school opening in 2010, enrollment was 320. As of 2018 enrollment is over 500. Not only is there historic demand for upgraded pedestrian facilities from the local community, the area's recent, continuing, and future urbanization makes the project even more crucial. The project will promote schoolchild & pedestrian safety in an urbanizing area, calm traffic, incentivize pedestrian and bicycle use, and promote healthier lifestyles. Mankato's City Engineers have prepared a budget and stand ready to proceed.

2. ***Serves a Transportation Purpose.*** *TA projects must serve a transportation purpose.*
For the TA program, "Transportation purpose" is defined as primarily serving a commuting purpose and / or that connect two destinations points; a facility may serve both transportation and recreation purposes; a facility that connects people to recreational destinations may be considered to have a transportation purpose (200 words maximum):

a. Describe how your project serves a transportation purpose. *(700 characters maximum)*

The entirety of the project is new/upgraded on-road pedestrian facilities connecting urbanized areas to each other and to a school.

b. Describe any potential for mode switch after the project is implemented (e.g. switching from driving to walking or biking, or transit, resulting in reduced VMT [vehicle miles traveled]). *(1050 characters maximum).*

Approximately 71% of parents stated if the safety of crossings and intersections were to be improved, they would probably let their children walk or bike to school. Installation of a signalized crosswalk and strengthening the pedestrian infrastructure of the existing intersection have significant potential impact on student walking preference and vast VMT reduction potential.

c. Describe how the proposed project will address or alleviate safety and accessibility issues or concerns. *(1050 characters maximum).*

The project will significantly alleviate pedestrian safety and accessibility concerns. All work will be ADA compliant. Even when not in use, the visibility of the project components (signage, paint, poles, etc.) will serve as traffic-calming devices.

d. Does this project involve new construction or is it a rehabilitation/replacement of existing infrastructure? *(1050 characters maximum).*

This project is installation of a new lighted mid-block crosswalk and upgrade of an existing 3-way crosswalk intersection to a 4-way (Timberwolf & Heron). The standard transverse crosswalks at the Timberwolf & Heron intersection will be upgraded to more visible continental striping, including a stop line for vehicles. The project also entails relocation of a vacant field driveway apron. City staff are working with the adjacent landowner to relocate the driveway access to a new location as the parcel has not been developed.

3. ***Planning.*** The project must be identified in a Plan that has undergone a public process. Examples of plans include: State, Regional, MPO Transportation Plan, Safe Routes to School Plan, Scenic Byway Corridor Management Plan, ADA Transition Plan, GreenStep City, Active Living Plan, Comprehensive/Land Use Plan :

   a. Preference will be given to projects identified in a plan(s) that has undergone a robust public planning process. From what planning process did this project emerge? Describe the goals of the plan and how this project will advance those goals. Explain how the public was involved in the planning process. *(1050 characters maximum).*

   The project is in line with the goals, spirit, and geographies outlined in the following plans, each of which underwent a community-wide public input process:

   1. Mankato Public School's Safe Routes to School Plan (2013) "...75% of parents said their biggest deterrent from letting their children walk or bike to and from [Rosa Parks Elementary] school is the safety of intersections and crossings." (pg. 45)

   2. City of Mankato Complete Streets Plan (2015) "The use of...crosswalks...should be prioritized whenever possible..." (pg. 7) "All roadway designs shall take into consideration pedestrian...use of all ages and abilities." (pg. 8)

   3. 2045 Mankato/North Mankato Area Planning Organization Long Range Transportation Plan (2015). "Develop and maintain a transportation system that promotes the safety of all users...[and]...prioritize transportation improvements that address safety and operational needs..." (pgs. 5-6)

b. Have there been objections to the project and how were they resolved? *(1050 characters maximum).*

This project has a years-long record of strong community support. All work will be done on the public right of way. As of application submission, the applicant is aware of zero objections. There are ongoing conversations with the landowner of the vacant field whose access driveway will be relocated. The landowner has expressed willingness to relocate the driveway, the new location is undetermined.

c. Is the project construction and future maintenance budgeted? Explain. *(1050 characters maximum).*

The City of Mankato is financially and operationally prepared to meet its portion of construction and maintenance costs. The City is prepared to pay its portion of cost through the Petition/Expansion/Major Streets category of C.I.P. funds. As the attached documentation indicates, this account has $225,000 allotted for 2021. The City has constructed and currently maintains a wide range of crosswalks and other pedestrian infrastructure.

d. When do you anticipate construction/implementation of the project to begin? When will construction/implementation be complete? *(1050 characters maximum).*

Depending on workload, the project will begin in either 2021 or 2022. Total construction time will take less than 6 months from beginning to end.

e. Is this project part of a larger plan or does it increase the connectivity of transportation facilities that have already been funded or implemented? *(1050 characters maximum).*

The project is part of the City's published Vision, particularly the Public Service Principle of being responsive to resident needs.

**Please include pages from the plan(s) that relate to or support the project described in this application (do not send the entire plan).*

4. ***Ensure Project Deliverability.*** *Transportation Alternative funds must be used in the federal fiscal year in which they are approved. In previous years, ATPs permitted projects to slide a year if they were not ready for construction. The ATP no longer has this flexibility. It is important that the applicant describe processes that have been completed/planned and will lead to timely project delivery:*

   a. Describe the Project Sponsor/Applicants role and support of the project (staff and elected official roles, project and maintenance funding, knowledge and commitment to on-going maintenance needs). If the applicant is different than the sponsor, describe how the responsibilities will be delegated. *(1050 characters maximum).*

      The City of Mankato will serve as both the Sponsor and Applicant. The City's governing body, the Mankato City Council, has passed resolutions of Support, Sponsorship, and Facilities Maintenance. Mankato City Manager Pat Hentges and the City of Mankato's departments of Engineering, Streets, Finance, and Community Development have an established record of similar project implementation and maintenance.

   b. Transportation Alternative projects must be submitted through/by a public agency, regional transportation authority, tribal government, county or a city with a population greater than 5,000 persons. Cities with less than 5,000 population, townships, school districts, and organizations must have their alternative application/project sponsored by their respective city. The sponsoring county or city must pass a resolution (see Section 3) indicating their willingness to be the project sponsoring agency with responsibility for seeing the project through to its completion, with compliance of all applicable laws, rules and regulations. **The local unit of government, if different from the Sponsoring Agency, must also adopt a Resolution of Support.**
      i. In Section 1: General Information, multiple signatures are required (from each involved governmental entity). In lieu of acquiring multiple signatures, each governmental unit may provide a "Resolution of Support".
      ii. If the project involves partnering with and / or crossing state or federal agency controlled land / rights of way, the full application should also include a ***Letter of Support*** from the agency(ies) involved.

c. Projects should have an estimated total eligible cost of at least $100,000 (TA subcommittee has the authority to recommend the amount of funding for each project) with a minimum of 20 percent match. Proposers may "bundle" projects together to meet this requirement. For instance, bundled projects could consist of signing and lighting a number of bike trails in several counties. Communities may want to consider using joint powers agreements for implementing bundled projects. If funded, from what sources will the match come*? If additional funds are needed due to unforeseen circumstances, from where will the additional funds come?

c. Projects should have an estimated total eligible cost of at least $100,000 (TA subcommittee has the authority to recommend the amount of funding for each project) with a minimum of 20 percent match. Proposers may "bundle" projects together to meet this requirement. For instance, bundled projects could consist of signing and lighting a number of bike trails in several counties. Communities may want to consider using joint powers agreements for implementing bundled projects. If funded, from what sources will the match come*? If additional funds are needed due to unforeseen circumstances, from where will the additional funds come? *(1050 characters maximum).*

Match funding will be drawn from the Petition/Expansion/Major Streets category of the City's 2021 C.I.P. funds. If additional funds are needed due to unforeseen circumstances, additional funds will be drawn from the Petition/Expansion/Major Streets fund, or from a separate infrastructure fund.

**Projects must have an assured match of at least 20 percent of the eligible construction costs of the proposed project. The match must be in hard dollars.*

Applicants should be aware of the following potential issues:

Does the project use Section 4(f) Park Lands or properties and / or Section 6(f)?	☐ Yes	☒ No
Does the project occur within any areas of effect on properties listed, or eligible for listing, on the National Register of Historic Places?	☐ Yes	☒ No
Does the project affect species or critical habitat protected by the Endangered Species Act?	☐ Yes	☒ No
Does the project have a high risk of hazardous materials involvement?	☐ Yes	☒ No
Does the project involve placement of fill into Waters of the U.S.?	☐ Yes	☒ No
Does the project encroach into a floodplain /wetlands?	☐ Yes	☒ No
Does the project significantly impact air quality in a negative manner?	☐ Yes	☒ No
Is the project anticipated to be controversial?	☐ Yes	☒ No
Will the project involve relocation of utilities? (water, sewer, electric, cable)	☒ Yes	☐ No
Will the project address ADA?	☒ Yes	☐ No
Does the project involve removal of trees?	☐ Yes	☒ No
Does the property involve redevelopment of an area?	☐ Yes	☒ No
Does the project involve properties with previous uses that involved hazardous materials?	☐ Yes	☒ No
Does the project come near (within 600') of railroad property?	☐ Yes	☒ No
Is the project within the airport influence zone?	☐ Yes	☒ No

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 (see the Transportation Alternatives Solicitation Guidebook for more information on appropriate sponsoring agencies). 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.

Resolution Language

Be it resolved that N/A agrees to act as sponsoring agency for a transportation alternatives project identified as [project name] 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:

[ ] on this [ ] day of [ ], [ ].

SIGNED:

WITNESSED:

(Signature)

(Signature)

(Title)

(Title)

(Date)

(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 (see the Transportation Alternatives Solicitation Guidebook for more information on appropriate sponsoring agencies). 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.

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: (see attached resolutions) [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 [ ] day of [ ], [ ].

SIGNED:

_____
(Signature)

_____
(Title)

_____
(Date)

WITNESSED:

_____
(Signature)

_____
(Title)

_____
(Date)

ATP-7 Application Checklist

CHECKLIST OF COMPLETION: This checklist is for the convenience of the Applicant to ensure all Transportation Alternative elements have been addressed. Applications must specifically and directly address each criterion to qualify and receive points.

CA **Applicant completed the Letter of Intent (LOI)**

X Regional Development Organization/MPO reviewed LOI and recommended that the project move forward to full application

_____ Regional Development Organization/MPO reviewed LOI and suggested applicant wait until project is further developed, but we are submitting anyway

_____ No LOI was submitted

CA **Application Form Information**

Section 1

X Provided project description

X Eligible Sponsoring Agency

X Project Applicant

X Contact Person/information

Section 2

x Itemized Project Budget

x Meets Minimum ($100,000) eligible cost

x Documentation of 20% or more funding match

Section 3

_____ Resolution of Sponsorship from Eligible Agency

Section 4

_____ Resolution to Maintain / Operate Facility

Section 5

x Project is eligible for TA funding

x Project was in a plan and a copy of the page was provided

x Identified how it serves a transportation purpose

x Project Deliverability – answered risk assessment questions

x Adequately identified role of Project Sponsor vs. Project Applicant

x Resolution of Support from Local Unit(s) of Government

_____ Letter of Support from State or Federal agency(ies), if applicable

_____ **Other Enclosures (where applicable)**

x Project Location Map (*with enough detail to show the proposed project in relation to surrounding*

x *features)* Documentation of financial support *(letters, agreements, etc)*

x Documentation of Plans and Public participation

x Maps, Graphics, photos

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)*

ATP-7 Project Scoring

All projects must meet the specified qualifying criteria to be eligible for funding consideration. If a project is submitted and the review committee does not believe the qualifying criteria have been met, that project may not be scored.

1. Project eligibility, description, and overview. a. *Project meets the criteria for at least one of the eligible activities.* b. Application thoroughly and accurately describes the proposed project. c. Project serves a transportation purpose.	25 points possible
2. Project was identified in, or helps implement, an existing plan. a. The project was identified in a plan that underwent a robust public input process. b. There is public consensus. c. The applicant included a copy of the page from the plan where the project was identified as well as a copy of the page from the plan outlining the public input process. d. The project addresses health, safety, and accessibility issues (how the projects affect your area). e. If Safe Routes to School (SRTS) project, the applicant included appropriate documentation from the MnDOT SRTS Coordinator. f. Rehabilitation of existing infrastructure.	20 points possible
3. The project demonstrates a high degree of deliverability. a. Applicant understood and was able to favorably answer all of the "risk assessment" questions (e.g. right-of-way acquisition, etc.). b. The project is not anticipated to be controversial. c. Licensed Engineer is overseeing project.	25 points possible
4. The project has a Project Sponsor and is supported by the local unit of government. a. All local units of government have come together to support the project. b. *Resolutions of support have been obtained and submitted.* c. *An "Agreement to Maintain Facility" resolution has been completed and submitted.* d. Applicant thoroughly describes the Project Sponsor/Applicant role and support for the project, including the need for on-going Maintenance. e. If the applicant is different than the Project Sponsor, the applicant clearly described how the responsibilities will be delegated.	10 points possible
5. Financial information. a. The application falls within the designated project $minimum identified for TA projects. b. *The project must have a match of at least 20% of the eligible construction costs. Identifies where these funds will come from.* c. Describe project's total budget and where the funds are coming from or are expected to come from (describe elements of the project are eligible for TA funding and which are not eligible). d. If this project is part of a larger project, in addition to TA funds, what other funding sources have been identified. e. If additional funds, beyond what is listed in your estimate, are needed to complete the project due to unforeseen circumstances, where will these funds come from? f. Describe the budget for operations and maintenance of the project and the source of the funds needed for operations and maintenance.	10 points possible

6. Other factors. This ranking criteria is not to be addressed specifically by the applicant, but will be rated using information provided throughout the application. It is an opportunity for the ranking team members to make judgments about the application in consideration of factors other than those specifically named in the application, including, but not limited to: a. Explanation of trail connections and trail gaps b. Communication with landowners on proposed use of land c. Explanation of later phases or special maintenance needs d. Geographic area or eligible activity that has received little TAP funding e. Sponsor's previous history with TA project implementation f. Provided project map/graphics/photos	10 points possible
SUBTOTAL	100 points possible 0
7. Project was reviewed through the LOI (Letter of Intent) process and recommended to move to full application. *(BONUS POINTS: +5)*	
TOTAL POINTS	0

Applications should be submitted on-line at: Submit

For more information contact:

Rebecca Arndt, Principal Planner
MnDOT District 7
2151 Bassett Drive
Mankato, MN 56001
rebecca.arndt@state.mn.us
507-304-6196