

Transportation Alternatives Program Application Booklet



Deadline:
August 20, 2013



Federal Fiscal Year 2013-14

FY 2013-14 CMAP Transportation Alternatives Program Application Booklet

With the passage of Moving Ahead for Progress in the 21st Century (MAP-21), Congress created the new Transportation Alternatives program (TAP) to support non-motorized transportation. The Chicago Metropolitan Agency for Planning (CMAP) is using a competitive process to select projects to fund under this program. Eligible project sponsors are encouraged to submit bicycle and pedestrian facilities for consideration in CMAP's FY 2013-14 Transportation Alternatives program. Projects will be evaluated based on their regional benefits and their ability to proceed quickly to construction.

The application begins on page 5 below.

Overview

Through its FY 2013-14 Transportation Alternatives program, CMAP plans to fund bicycle and pedestrian facilities totaling \$17.5 million. There are no upper or lower dollar limits on the cost of each project, but only a small number of facilities are expected to be funded. Projects must be located entirely within CMAP's service area, as found at <http://www.cmap.illinois.gov/about#map>. Sponsors must provide at least 20 percent of the total project cost using non-federal sources, and these matching funds must already be committed when the project is submitted to CMAP. Bicycle and pedestrian projects that have already been submitted for, but not fully funded under, CMAP's FY 2014-18 Congestion Mitigation and Air Quality (CMAQ) program will automatically be considered under TAP without requiring a separate application.

CMAP's program will not fund Phase I Engineering. In order to be considered for funding, sponsors must have submitted a final Project Development Report (PDR) to the Illinois Department of Transportation (IDOT) by October 15, 2013 or have already received Phase I design approval for their projects. CMAP staff will follow up with IDOT after October 15 to determine whether a final PDR has been submitted. Furthermore, sponsors must show that their project is featured in at least one formally adopted or approved bike plan, comprehensive plan, or other plan by a local government, subregional council, CMAP, or the State of Illinois in order to be considered.

Evaluation of the proposed facilities is expected to emphasize the development of multi-use trails identified in the Northeastern Illinois Regional Greenways and Trails Plan (2009 Update), available at <http://www.cmap.illinois.gov/bike-ped/greenways-and-trails>. In addition, priority projects will be those that, because of their design and proximity to potential users, are expected to be used heavily and that improve the safety and attractiveness of using non-motorized transportation. Evaluation of the projects for TAP will not include an air quality analysis.

Deadlines and How to Apply

CMAP's call for projects begins on Friday, July 19, 2013 and ends at the close of business on Tuesday, August 20, 2013. To apply, submit this application to jelam@cmap.illinois.gov with the required attachments in PDF form. Applications are only being accepted electronically.

It is anticipated that sponsors will be notified of project selection in January 2014.

Relationship to Illinois Transportation Enhancements Program

Please note that IDOT is maintaining its own program, from the same federal funding source, called the "Illinois Transportation Enhancements Program" (ITEP). This program will fund additional project categories beyond bicycle and pedestrian facilities. Sponsors may apply to both IDOT and CMAP programs. The application materials for ITEP can be accessed at <http://www.dot.state.il.us/opp/itep.html>. The ITEP application period also ends Tuesday, August 20, 2013.

Cost Item Eligibility and Other Requirements

It is anticipated that the eligibility criteria for bicycle and pedestrian facilities listed on pp. 7-9 of the [ITEP 2013 Guidelines Manual](#) will also apply to CMAP's Transportation Alternatives program. Some cost items will not be eligible for Transportation Alternatives funding even if the overall project is approved. Examples of cost items that will not be approved include trash bins, picnic tables, campgrounds, and general park facilities.

Sponsor Eligibility

Eligible sponsors include any local or regional governmental entity with responsibility for transportation or multi-use trails. Private non-profit or for-profit entities are not generally eligible. More detailed guidance is available at <http://www.fhwa.dot.gov/map21/guidance/guidetap.cfm>.

Funding Sunset and Accomplishment Goals

Funds from CMAP for the Transportation Alternatives program will only be available for three years from the end of each federal fiscal year (for example, FY 13 funds will be available until the end of September 2016). To ensure that projects proceed in a timely way, CMAP is asking that project sponsors meet interim milestones. Otherwise funding may lapse and become unavailable to the region.

For projects not requiring easements or right-of-way (ROW) acquisition, the following milestones should be met:

- By the end of February 2014, project sponsors must submit locally-executed agreements for Phase II Engineering to IDOT (if Phase II Engineering will be federally funded).
- By the end of April 2014, a Phase II Engineering kickoff meeting between the sponsor and IDOT's Bureau of Local Roads and Streets must have taken place.
- By the end of June 2015, pre-final plans must have been submitted to IDOT.
- By the end of September 2015, federal authorization of construction must have taken place.

For projects requiring easements or ROW acquisition, the following milestones should be met:

- By the end of February 2014, project sponsors must submit locally-executed agreements for Phase II Engineering to IDOT (if Phase II Engineering will be federally funded)
- By the end of April 2014, a Phase II Engineering kickoff meeting between the project sponsor and IDOT's Bureau of Local Roads and Streets must have taken place.
- By the end of June 2014, plats and legal documentation must have been prepared.
- By the end of September 2014, appraisals must have been prepared.
- By the end of March 2015, ROW negotiations must be concluded.
- By the end of June, 2016, pre-final plans must have been submitted to IDOT.
- By the end of September 2016, ROW must be certified by the IDOT Bureau of Land Acquisition.
- By the end of September 2016, federal authorization of construction must have taken place.

As an attachment to the application, sponsors need to submit a project milestones schedule (<http://tinyurl.com/m3o475f>) to help CMAP staff assess whether the proposed timeline is realistic given the project description. Following project selection, CMAP will monitor the sponsor's progress toward completing the project. CMAP reserves the right to reprogram funds from projects that do not meet their milestones. More information about the project development process and the milestones above can be found at [Federal Aid Project Flow Chart: Initiation to Completion](#). CMAP's goal is to have projects built within three years.

Considerations for Federal Funding

Projects carried out using TAP funds must comply with applicable provisions in title 23 of the United States Code dealing with Federal-aid highways, such as project agreements, authorization to proceed prior to incurring costs, prevailing wage rates (Davis-Bacon), Buy America, competitive bidding, and other contracting requirements, regardless of whether the projects are located within the right-of-way of a Federal-aid highway. Applicants are urged to familiarize themselves with title 23 requirements.

Federal aid, including Transportation Alternatives funding, is generally most efficiently used for substantial facility improvements. The administrative burden of a federal-aid project can be

substantial. Thus, a small project is often best accomplished with local funds to avoid this burden. For help understanding the federal-aid process, IDOT has developed the *Mechanics of Project Management: FHWA Process for Project Implementation*, which is available at <http://tinyurl.com/kkpb8vt>.

One of the federal requirements for project implementation is that the project has logical termini. The cost estimates, scoping, and project application forms should reflect this requirement. This may require extensive cooperation among governments. For example, a trail may logically extend beyond the borders of the sponsoring municipality. For more information on logical termini, contact the IDOT Bureau of Local Roads and Streets staff at www.cmap.illinois.gov/cmaq/project-contacts.

Municipal applicants are advised to confer with their subregional council prior to submittal. Doing so helps Planning Liaisons (PLs) with each council coordinate projects. A list of different councils along with contact info for the PLs can be found at <http://tinyurl.com/n7c8loh>.

Questions?

Contact Jesse Elam, CMAP's program manager for the Transportation Alternatives program, at 312.386.8688 or jelam@cmap.illinois.gov.

Application begins on next page



I. PROJECT IDENTIFICATION	
Project Sponsor	Contact Information – Name, Title, Agency, Address, Phone, E-mail
Project Title	
II. PROJECT NARRATIVE	
<i>Maximum of 1,500 characters, including spaces. Please describe clearly, accurately, and succinctly the project's scope of work – stating simply and precisely what will be constructed, where, and over what time period(s).</i>	
III. LOCATION <i>(Project sponsor should attach a color map clearly showing the exact project location(s) and extents. Make sure that off-street trails show access points.)</i>	
Project Limits (North/West Reference Point/Cross St/Intersection) →	
Project Limits (South/East Reference Point/Cross St/Intersection) →	

IV. PROGRAMMING CONSIDERATIONS

Will additional right-of-way or easements be required for project construction?

☐ Yes ☐ No

☐ Final PDR has been submitted to IDOT for signatures (date submitted _____) or design approval has already been granted (attach documentation from IDOT)

☐ Final PDR has not yet been submitted to IDOT for signatures (sponsor has until October 15 to do so)

Estimated completion year →

The project must be included in at least one formally adopted or approved bike plan, comprehensive plan, or other plan by a local government, subregional council, CMAP, or the State of Illinois. Attach relevant pages of plan to application.

Indicate name(s) of plan recommending project and URL. →

If this project is a result of a safety study, explain the expected safety benefits. *(Maximum of 1,000 characters, including spaces. Please describe clearly, accurately, and succinctly the crash history, how the project was selected as a countermeasure, and how specific features of the proposed facility will improve safety.)*

V. FUNDING REQUEST				
	Starting Federal Fiscal Year	Total Phase Costs	TAP Funds Requested	Sponsor Share
Engineering Phase 2		\$	\$	\$
Right-Of-Way Acquisition		\$	\$	\$
Construction (Including Construction Engineering)		\$	\$	\$
Total Project Costs		\$	\$	\$
Source(s) of local matching funds →				
Have the matching funds been secured? (please provide details) →				
Does the sponsor have the financial ability to begin Phase II Engineering immediately in Spring 2014? (please provide details) →				
Has the project received funds programmed from other fund sources? (please provide details) →				
If the project is part of a larger highway or transit improvement, please describe it and provide CMAP's Transportation Improvement Program (TIP) ID number, if available (see http://www.cmap.illinois.gov/tip/tip-map to find your project). →				

VI. ATTACHMENTS

Please attach the following as PDFs to this application:

- Project map
- Project milestone schedule (available at <http://tinyurl.com/m3o475f>)
- Detailed cost estimate (available at <http://tinyurl.com/kngtsm6>)
- If project has design approval already, attach document from IDOT granting design approval (see section IV)
- Pages from approved/adopted plans featuring the proposed project (see section IV)



Chicago Metropolitan
Agency for Planning

233 South Wacker Drive, Suite 800
Chicago, IL 60606

312.454.0400
info@cmap.illinois.gov

www.cmap.illinois.gov