2014-2017 Twin Cities Area Transportation Study

Directions for Completing the Online
Transportation Improvement Program Application
<u>Transit Projects</u>

Project applications must submitted online by 12:00 pm, Monday, February 25, 2013

Please review this entire information packet prior to submitting your project information for the TwinCATS 2014-2017 Transportation Improvement Program. There is some additional information that is being requested. That information will be used to help prioritize projects if funding requests exceed funding allocations. Please note that **all carry-over projects from the 2011-2014 TIP must be re-submitted for inclusion in the 2014-2017 TIP.**

Please be advised that once you start the application you must be prepared to complete it. It is not possible to save an incomplete application and return to it later.

Prior to going online to submit your application we recommend the following:

- o Create narrative summaries in a word document. The narrative can be cut and paste into the online application.
- o There are some fields that require data, *(Traffic Counts, PASER Ratings, Plans, Schedules, etc.)* All of this data should be in ready to submit prior to going online.
- o The online application has the capacity to upload three different documents in the following formats: PDF, Word, JPG, Excel. If you have additional documents (more than three) they should be emailed to **manig@swmpc.org.**

Below you will find a detailed description of all of the elements and questions that are in the online application. The questions are divided into sections; *Applicant and Project Information, Project Funding, Preservation and Maintenance, Compatibility with Long Range Plan Goals, Public Participation, Environmental Justice and Planning Support.*

Once you have all of the information required there are two ways to access the online application.
- o [Click here](#) to access the NATS Transit application.
- o Cut and paste this http://www.formstack.com/forms/?1382245-F5EfiPfjKK into your browser window.

We hope this new online application process will create a seamless submission process for local agencies and also improve the efficiency in processing the applications and the selection process.   If you would like to speak to someone regarding your application, **contact Gautam Mani, *MPO Transportation Planner* at (269) 925-1137 x 24 or manig@swmpc.org.**

Public Transit Projects

Sec. 1 APPLICANT AND PROJECT INFORMATION

ONLINE APPLICATION QUESTION	IMPORTANT INFORMATION REGARDING ONLINE APPLICATION PROCESS
Submitting Agency	Name of sponsoring agency for the proposed project
Contact Person	Please note that the designated "Contact Person" is the only contact point for all "2014-2017 Call for Projects" communications from SWMPC. All SWMPC correspondence, questions, inquiries soliciting clarification of information contained in applications, etc., will be directed to the identified contact person.
E-mail Address	Email address of the agency contact person submitting the application.
Phone Number	Phone number and extension of agency contact person.
Name of Project	The name entered in this field will be used in the 2014-2017 TIP to identify the project.
Project Description Summary:	The summary should include a purpose-and-need statement that describes the conditions that warrant the proposed project and explain the intended benefits of that project. This summary will be used on all MPO agenda items and reports. (Limit 300 characters)
Does this represent a design change over existing conditions? If yes how?	Provide a brief summary if this project will change capacity, lane width, drainage or non-motorized access. (Limit 300 characters) **HINT:** Design change can also include - Complete Streets design elements (ie: bike lanes, sidewalks, ADA accessible crosswalks, pedestrian crossings, etc.) Safety Improvements (i:e: 4 to 3 lane conversions, signage and/or signal upgrades, lane re-striping, turn lane additions, etc.)
What is the primary work type for this project?	The applicant must indicate the work type of the proposed project from the drop down menu of options found on the online application. This choice will appear on the 2014-2017 TIP.
Indicate jurisdiction of project.	Be sure to select all of the jurisdictions that your project impacts. *(You can select more than one jurisdiction)*
Indicate project limits	The limits are the spatial starting and ending point of the project. This information will appear in the TIP (e.g., Fair Ave to Riverview Dr.)
Length in miles	Submit the total project length. Report mileage to one decimal point (i.e. 2.6 miles)

Traffic volume	If an average daily traffic count report is available for the proposed project segment the count and date of the report should be indicated here. Reports can be obtained by contacting Gautam Mani at manig@swmpc.org
In what fiscal year should project be funded?	Select the year in which the federal funds are to be expended in the TIP.
Do you have a proposed implementation schedule that includes major benchmarks?	Provide a detailed schedule of the proposed project. Identify and describe key milestones (obligation and letting dates), major tasks and activities, and the final deliverables/ products. For additional guidance: Tasks Required to Deliver a Local Agency Program (LAP) Project
Estimated completion date	Indicate the month and year the proposed project will be completed.
What month do you plan to submit the program application to Local Agency Programs?	Indicate the month the proposed project application will be submitted to the MDOT Local Agency Program. **Click here** for the MDOT Local Agency Programs FY 2013 Project Planning Guide.
Does your project have an MDOT job number?	If this project is a carry-over from the 2011-2014 TIP indicate the assigned MDOT job number that appears in the current TIP. **Click here** to reference the NATS 2011-2014 TIP **Click here** to reference the TwinCATS 2011-2014 TIP If there is no MDOT job number indicated, move on to the next question.

What is the project phase?	Indicate what phase of the project the requested funds will be used for in this application. *Each phase requires a separate application.*
	
	    o CON: Construction
	    o ROW: Right of Way
	    o T-OPS: Traffic Operations
	    o EPE: Early Preliminary Engineering
	    o PE: Preliminary Engineering
	    o TCAP: Transit Capital
	    o TOP: Transit Operations
	    o SUB: Sub-phase
	    o UTL: Utility

Sec. 2: FUNDING

ONLINE APPLICATION QUESTION	IMPORTANT INFORMATION REGARDING ONLINE APPLICATION PROCESS
Indicate the sources of funding that this phase of the project will be using and the dollar amount.	At least one funding source must be selected. However, you may select up to three sources per funding category (Federal, State, Local) Be sure to indicate all funding sources that you will be using for the project.
Total Project Cost:	Indicate the total project cost for the <u>entire project</u>, which includes all of the phases. *Applicant is required to fill out separate applications for each phase of the project.*
Engineering Cost:	If there will be engineering costs associated with the proposed project, indicate the total amount for the project.

Sec 4: COMPATIBILITY WITH LONG RANGE PLAN GOALS

The goal of the transportation improvement programming process is to develop a TIP that makes optimal use of available funds and resources to serve the MPO's transportation needs. The TIP implements the goals of the long-range transportation plan (LRTP). The LRTP covers a 25-year planning period and all projects included in the TIP must be drawn from the LRTP goals.

Applicant should be prepared to include a short summary of how the project impacts each of the following goals of the 2013-2040 MPO Long Range Transportation Development.

HINT: Write the short summary in a word document and then cut and paste the narrative into the online application.

ONLINE APPLICATION QUESTION	IMPORTANT INFORMATION REGARDING ONLINE APPLICATION PROCESS
Will this project enhance the economic vitality of Southwest Michigan?	If yes, prepare a brief summary describing how the project enhances the economic vitality of Southwest Michigan. (300 character limit)
Will this project help produce a regional transportation system that connects people safely with their destinations?	If yes, prepare a brief summary on how this project helps produce a regional transportation system that connects people with their destinations. (300 character limit)
Will this project help promote livable communities and environmental responsibility?	If yes, prepare a brief summary on how this project helps promote livable communities and environmental responsibility. (300 character limit)
Will this project help maintain existing transportation resources?	If yes, prepare a brief summary on how this project helps maintain existing transportation resources. (300 character limit)
Will this project produce a safer transportation system?	If yes, prepare a brief summary on how this project helps produce a safer transportation system. (300 character limit)
Will this project help ensure equal access among users of the transportation system?	If yes, prepare a brief summary on how this project will help ensure equal access among users of the transportation system. (300 character limit)

Sec 5: PUBLIC PARTICIPATION

Projects funded with FHWA and FTA dollars should include substantial public participation. Applicants are encouraged to engage the general public to identify problems, to produce possible solutions, and to be involved in the municipal decision-making processes during the development of the project.

ONLINE APPLICATION QUESTION	IMPORTANT INFORMATION REGARDING ONLINE APPLICATION PROCESS
Is this project addressing public concerns raised or an issue that had media attention?	If yes, the applicant may be asked to provide documentation on how the concerns were addressed in the scoping of the project at a later date.
Was a public meeting held?	If yes, the applicant may be asked to provide a copy of the minutes later date.
Was a press release/legal notice sent out?	If yes, the applicant may be asked to provide a copy the legal notice later date.
Any public comments received?	If the proposed project has a high amount of documented stakeholder consensus. Documents can be uploaded at the end of this application process or mailed.

Sec. 6: ENVIRONMENTAL JUSTICE

As the agency responsible for coordinating the transportation planning process, the MPO must make sure that all segments of the population have been included in the planning process. The impact of proposed transportation investments on underserved and under represented population groups must be part of the evaluation process. In particular, the following questions are important in addressing Title VI/Environmental Justice issues in the planning process:

HINT: *The 2010 Environmental Justice Maps may help answer these questions. Please go to this link to view the maps. If you have questions please contact Gautam Mani at manig@swmpc.org , (269) 925-1137 x24*

ONLINE APPLICATION QUESTION	IMPORTANT INFORMATION REGARDING ONLINE APPLICATION PROCESS
Will this project reduce travel time to jobs/training, medical and social services and food for population in EJ areas?	Answer yes to this if the proposed project is located in a designated EJ area and contains any of these Complete Streets design elements (ie: bike lanes, sidewalks, ADA accessible crosswalks, pedestrian crossings, etc.)
Is this project located in a census designated EJ area?	The most current EJ maps can be found at this link If you have questions please contact Gautam Mani at manig@swmpc.org or by phone (269)925-1137 x24

Were outreach materials and public meetings made accessible to encourage participation from EJ populations?	Answer yes to this question if there were "meaningful opportunities for public involvement" by the EJ populations during project planning and development. **HINT:** Specific invitations to community leaders representing low-income and minority populations, elderly, special needs populations, limited-English proficient (LEP) residents or business owners, people who are completely reliant on public transit, and social service providers. Meetings held at ADA-accessible facilities.
Did EJ populations submit comments?	If the proposed project has a high amount of documented stakeholder consensus. Documents can be uploaded at the end of this application process or mailed.

Sec 7: PLANNING SUPPORT

Proposed projects should have support from the public and impacted agencies. The project must be approved by the project sponsor to ensure there is consensus on the project scope, commitment to the local matching funds, and that the project is ready to advance into the PE phase.

ONLINE APPLICATION QUESTION	IMPORTANT INFORMATION REGARDING ONLINE APPLICATION PROCESS
Was the project selected through a local decision-making process? *(Meeting minutes may be requested in the future)*	Your answer would be *yes* if relevant elected officials or board members have considered or approved this project.
Is the project part of another local plan or development project? *If yes, provide plan name and page number.*	If yes, indicate the name of the plan, and the page number where the project is referenced. **HINT:** Relevant letters of support can be included in the project application. Documents can be uploaded at the end of this application process or mailed.
Is this project derived from a coordinated public transit-human services transportation plan? *If yes, please provide the name of the coordinated plan.*	Your answer would be *yes* if the proposed project addresses identified needs documented in the 2010 Coordinated Public Transit Plan . Indicate the page(s) number where the addressed need is documented.

ONLINE APPLICATION QUESTION	IMPORTANT INFORMATION REGARDING ONLINE APPLICATION PROCESS
Do you as the applicant understand that a resolution of commitment for local funds/match must be completed six months prior to start of project?	All agencies beginning in FY 2014 (October 1, 2013) will be required to submit a formal resolution of support from their local agency stating that they will provide the local match and complete the project.
REQUIRED ATTACHMENTS- 1. Map(s) detailing the project location and impacted areas.	The online application has the capacity to upload three different documents in the following formats: PDF, Word, JPG, Excel **Additional documents** (more than three) can be emailed or mailed to: **By Email:** flowerss@swmpc.org (NATS) or manig@swmpc.org (TwinCATS). **By Mail:** SWMPC/Transportation Dept., 185 E. Main St. Ste. 701, Benton Harbor, Michigan 49022 *The project name that is referenced in this application must be included with the attachments. The applicant will receive a confirmation by email that the additional attachments were received.*