

Niles Buchanan Cass Area Transportation Study (NATS)



TRANSPORTATION ALTERNATIVES PROGRAM CALL FOR PROJECTS 2023-2026



TABLE OF CONTENTS

Introduction	3
Funding	3
Hot To Apply	3
Application Deadline/ Key Dates	3
Contacts	3
Summary of Eligibility	4
Transportation Alternatives Project Pre-Application Checklist	6
Sample Resolution	10
Submitting an Application in the MDOT Grant System	11

INTRODUCTION

The Niles-Buchanan-Cass Area Transportation Study (NATS) is issuing a call for Transportation Alternative Program (TAP) funded projects for the fiscal years of 2023–2026. TAP is a federally funded program designated by Congress for specific activities that enhance the intermodal transportation system and provide safe alternative transportation options.

FUNDING

NATS receives a direct allocation of TAP funds annually through the Michigan Department of Transportation (MDOT). This funding can be combined with other federal, state, and local funding sources to make a project whole. A local match of at least 20% of the project costs is required; the federal funds can only cover up to 80% of the cost.

NATS Estimated TAP Funding Allocation

YEAR	2023	2024	2025	2026	TOTAL
Estimated Funding	\$47,107	\$93,931	\$95,810	\$97,726	\$334,574

NOTE: TAP funding can be carried over to future years.

HOW TO APPLY

Applicants will submit their project using the MDOT Grant System (MGS). This can be accessed through the [MILogin for Third Party](#) website. Please see the Submitting an Application in the MDOT Grant System on page 11.

APPLICATION DEADLINE/KEY DATES

Please refer to the following pages for details on eligibility, application instructions

Date	Activity	Public Involvement
August 5, 2022	Call for TAP funded projects issued	X
September 9, 2022	Applications must be submitted through the MDOT Grant System	
September 16, 2022	Submitted projects available for public review and comment	X
Early October 2022	Project Review Committee recommends a fiscally constrained list of projects.	X
October-November 2022	NATS Combined TAC & Policy committee votes on the final list of fiscally constrained TAP projects.	X

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SUMMARY OF ELIGIBILITY

ELIGIBLE PROJECTS

The following are eligible project categories for TAP funding.

Bicycle and Pedestrian

- Construction of on-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990.
- 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 pedestrians, bicyclists, or other nonmotorized transportation users.
- Recreational Trails Program (RTP) eligible projects and activities.
- (SRTS) program eligible projects and activities, including:
 - Infrastructure-related projects
 - Non-infrastructure activities
 - SRTS coordinator
- Planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.

Historic Resources

- Historic preservation and rehabilitation of historic transportation facilities.
- Archaeological activities relating to impacts from implementation of a transportation project.

Environmental

- Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to:
 - Address stormwater management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff.
- Reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats.
- Community improvement activities, which include but are not limited to:
 - Inventory, control, or removal of outdoor advertising.
 - Vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control.
- Construction of turnouts, overlooks, and viewing areas

NON-ELIGIBLE PROJECTS

TAP funds cannot be used for:

- Promotional activities, except as permitted under the SRTS.
- Routine maintenance and operations.
- General recreation and park facilities, playground equipment, sports fields, campgrounds, picnic areas and pavilions, etc.

ELIGIBLE Applicants

Eligible project sponsors under this program include the following:

- County Road Agencies
- Cities or village
- Transit agencies
- State and federal natural resource or public land agencies
- Nonprofits responsible for the administration of local transportation safety programs
- Tribal governments

Other agencies which wish to submit a project must partner with an eligible agency to act as the official sponsor. Examples include:

- Townships
- School districts, local education agencies, or schools
- Nonprofit organizations

TRANSPORTATION ALTERNATIVES PROJECT

PRE-APPLICATION CHECKLIST

Before starting a grant application, an applicant and its partners should review the following questions and consider how well-prepared you are to provide detailed information on the following factors:

Financial Factors and Project Cost Estimate

Applicants should prepare realistic expectations for their concept.

- The federal TAP grant amount is capped at time of award. If the bids come in higher than expected, the applicant must cover the costs.
- The official applicant is responsible for the local match.
- If a township is managing a project the county road agency, as the Act 51 agency, will be responsible for any match not covered the township.
- If you are working with private donors for funding be prepared to cover any additional cost overruns.
- At least 20% of the eligible construction costs must come from a non-federal source. A DNR grant also does not count towards the local match.
- Cost estimates must be itemized; lump sums and vague scope items will not be accepted.
- Because grants are capped, it is to your advantage to devote resources upfront to be sure you have developed an accurate budget and project cost.
- A resolution from the applicant and funding agencies must be submitted stating that they will have the local match and will cover any costs above the TAP award.

Property Ownership

- MDOT and FHWA require that property be in the control of the applicant with fee simple rights or a permanent easement at the time of federal funds obligation.
- Will you need to acquire land for the project, and do you have the funds to do so?
- Have you considered how much time it will take to acquire property **before** you apply for funding to construct the project? Have you taken this into account by requesting funding for a future year?
- If the project falls within the ROW of another Act 51 agency, you must provide written documentation in the application from that agency confirming their willingness to allow construction in their ROW.
- The use of federal TAP funds requires the implementing agency to have legal control of the project properties for both construction and permanent operations and maintenance of the transportation facility.
- If the project falls within MDOT ROW, you must work with the local MDOT TSC to acquire a letter that supports the proposed project and indicates a future permit is acceptable to them for the work within MDOT ROW.

Engineering Costs

- TAP funding does not pay for preliminary engineering costs, design engineering costs, construction engineering costs, permit costs, soil testing, surveying, etc.
- Have you budgeted for the engineering costs so that you have enough local funding to finance engineering?
- Be aware that projects that are approved through the MDOT process can cost upwards of 25% more than using only local funding partially due to the engineering requirements.

Public Input

- The project should be the result of a community's stakeholder engagement process.
- A resolution from the agency's board must be submitted that demonstrates approval for the project.
- The public must be given an opportunity to review and comment on the proposed project.
- Projects should demonstrate a high level of public involvement from multiple partners.
- Outreach to the federally recognized Native American tribes within Michigan is required as part of the public comment process for any project that may impact any Native American tribe in anyway.
- SWMPC staff will follow the SWMPC public participation plan and solicit commit before any decision by the NATS Policy Committee.
- Based on the public review, the applicant should try to address any public concerns and make changes to the plan, if appropriate. You should discuss the public comment process and any related project scope changes in the application.

Environmental Impacts

- The use of federal funding requires applicants to complete the National Environmental Policy Act (NEPA) review process. Using the NEPA process, applicants evaluate the environmental effects and related social and economic impacts of their proposed project.
- Be aware that there are many federally and state-designated threatened and endangered species in Michigan. Four examples include the Eastern Massasauga rattlesnake, the Indiana bat, the Long-eared bat, and specific types of mussels. Because of the Michigan bat populations, there are restrictions on when trees can be removed for a project.
- It is recommended that applicants reach out to EGLE a preliminary transportation project review. More information on this review is available at https://www.michigan.gov/deq/0,4561,7-135-3313_3684_15299-11310--,00.html.
- Are there water features to work around? Water and/or wetland resources within the project limits will likely require working with the EGLE. This will add time and cost to the project.

Site and Design Considerations

- Have you completed a feasibility study to ensure this is the best location for the project? Although this isn't required for all types of projects, large-scale, regional trail projects that involve large structures should have evidence of an alternatives analysis to support the proposed project alignment and structure placement.
- Have you analyzed the best type of non-motorized facility for the site and users? This involves traffic and speed considerations and understanding the potential users of the facilities. Have you analyzed a variety of designs to determine the optimal choice? Be prepared to explain why you chose a particular facility type
- Have you reviewed all the federal and state design standards to be sure your project can accommodate those requirements? Design exceptions will not be given to projects that cannot meet federal and state standards. TAP funded project must follow AASHTO standards and ADA standards.
- Will retaining walls, bridges, or boardwalk be required? These scope items add significant cost to a project and take longer to construct and more time to maintain.
- Is there is enough room within the project limits to adjust alignments due to topography?
- Be prepared to work with the State Historic Preservation Office (SHPO) to be sure your project is not disturbing any historical features or areas of tribal significance.

Timeline and Schedule

- The project must be approved by the NATS Committee. MDOT will only review the project to ensure it meets MDOT & FHWA requirements.
- The development of a bid package can take six to nine months after a grant funding commitment is made.
- After the project is fully designed, there is a six to nine-month engineering review by MDOT's Local Agency Programs.
- Project construction does not typically begin until one or two years after the funding commitment is issued.

Communication

- If you are working with private donors for funding, be sure to communicate how long this process takes.
- If other public funding sources are part of the match for the project communicate this timeline with them.
- Have you advertised this project to the public with an expected date of completion? Is that date realistic based on the application and subsequent construction timeline outlined in this applicant guide?

Required Maintenance

- The use of federal TAP funding requires the applicant to operate and maintain the project in perpetuity.
- TAP funding cannot only be used to construct new facilities; it cannot be used to maintenance an existing facility. All maintenance if the responsibility of the applicant.
- The applicant should provide documentation of executed maintenance agreements if maintenance is to be completed by an entity that is not the applicant.
- Expect to begin maintenance on your project as soon as it is constructed. Frequent and consistent maintenance will save costs in the long run by extending the life of the facility.
- Have you established a funding source to pay for the labor and materials to maintain the project as often as will be needed?
- Provide a detailed outline of what is included in your annual maintenance plan, such as tasks, schedule, cost, source of maintenance funding, and responsible parties. The quality of the maintenance plan is included in TAP grant decision-making.

Sample Resolution

Resolution# _____

The following is Resolution _____ enacted by the _____ of _____, _____ County, Michigan, hereinafter referred to as the Local Public Agency (LPA), in the matter of the stated described project.

WHEREAS, the United States Congress has set aside monies for Transportation Alternative Program (TAP) projects through the State of Michigan, Department of Transportation (MDOT) and administered by the Southwest Michigan Planning Commission (SWMPC); and

WHEREAS; the **(Add project description here)** is a transportation activity eligible to receive federal TAP funding; and

WHEREAS, if requested funds are granted, the (County/City/Village, etc.) shall be responsible for at least 20% percent of the eligible costs.

NOW, THEREFORE BE IT ORDAINED by (Board of County Commissioners/Township/City/Village Council, etc.), that:

SECTION ONE: (Consultant/Engineer of Record) of said LPA is hereby empowered on behalf of the LPA to prepare and execute an application for TAP funds for the stated described project and to submit to the SWMPC for consideration of funding.

SECTION TWO: The total cost of the project is estimated to be \$_____, of which the LPA, if awarded the funds, commits to pay at least 20% (hereinafter known as the local match) of the actual cost, estimated to be \$_____. The local match shall be funded by the LPA using _____ (Source) funds. The LPA further agrees to pay 100 % of the cost over and above the awarded amount of TAP funding and for all non-participating costs associated with project development activities.

SECTION THREE: Upon completion of the described Project, and unless otherwise agreed, the LPA shall: (1) provide adequate maintenance for the described Project in accordance with all applicable state and federal laws, including, but not limited to, [23 USC 116](#); (2) provide ample financial provisions, as necessary, for the maintenance of the described Project; (3) if necessary, maintain the right-of-way, keeping it free of obstructions; and (4) if necessary, hold said right-of way inviolate for public highway purposes.

Passed: _____, 2022. (Date)

Attested: _____
(Clerk) (Officer of LPA - title)

Attested: _____
(Title) (President of Council)

Section 3 - Submitting an Application in the MDOT Grant System (MGS)

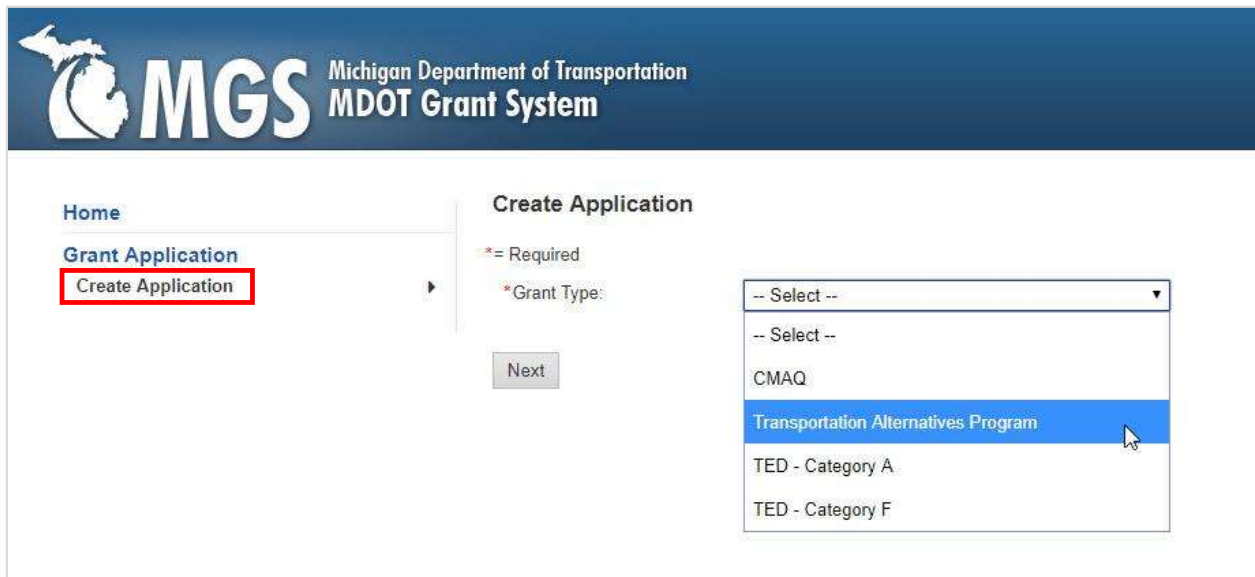
Introduction

All TAP and SRTS applications must be submitted online through the MGS. This requirement applies to applications submitted to MDOT and applications submitted to MPOs with their own TAP sub-allocations.

You must have an active MILogin account to access MGS and create an application. If you do not have a MILogin account, or if you have a MILogin account but don't have access to MGS, refer to the access instructions in Appendix A.

Starting an Application


1. To start a TAP application, log into your MGS account and click "Create Application" on the left-side menu.
2. Select "Transportation Alternatives Program" from the dropdown menu and click "Next."



4 - Create Application Screenshot

Only a few fields are available when you first begin an application. Completing these fields and saving the application will unlock the remaining application sections.

For security purposes, MGS automatically logs you out after 59 minutes. **Save your application early and often.** Failure to do so may result in the loss of information.

Tip: Click the information icon  to view the required instructions for that page in MGS.

Description Tab - Applicant Information

1. **Applicant Agency** – Select the type of applicant agency from the dropdown menu and enter the name of the agency. The applicant agency is typically the transportation agency with jurisdiction over the project location. This agency will enter into a contract agreement with MDOT if the application is approved for funding. Eligible applicants include county road commissions, cities, villages, regional transportation authorities, transit agencies, state and federal natural resource or public land agencies, nonprofits responsible for the administration of local transportation safety programs, and tribal governments.
 - MDOT is not eligible to directly apply for TAP funding but may partner with a local agency to apply for funding and implement the project.
 - Townships, trail groups, nonprofit and for-profit organizations, and other entities not listed are not eligible to apply directly for TAP funding and must partner with an eligible agency. Refer to Section 2 of this guide for more information on eligible applicants.
 - If there are partner agencies (e.g., a road commission applying on behalf of a township), type the name of the road agency followed by the name of the partner agency (e.g., Saginaw County Road Commission/Thomas Township).
 - If work is proposed in more than one road agency’s jurisdiction, contact a grant coordinator to discuss how to best organize the application. It might be necessary to split the application into separate sections, one for each jurisdiction/agency.

Description Tab – Project Description

1. **Project Name** – Enter a short project name (e.g., “East-West Trail Phase 2,” “2nd Street bike lanes,” “Oak Street Bridge Restoration,” etc.). The name you enter will be the official project title and will be used throughout the life of the project. It should be as short as possible yet descriptive enough to properly identify the unique character of the project.
2. **Type of Work** – Enter the type of work proposed for TAP funding (e.g., “multi-use path construction,” “historic bridge restoration,” etc.).
3. **Length** – Enter the approximate length of the project to the nearest tenth of a mile. For projects that don’t have a length (e.g., restoring a historic railroad depot), enter 0.1.

Description Tab – Project Location

1. **County** – Select the county where the majority of the work will occur. If your project crosses county lines, contact a grant coordinator prior to starting an application to discuss if separate application sections are needed.

2. **Region and Prosperity Region** – Fields will populate in MGS once the county has been selected.
3. **City/Village/Township** – Select whether the work will occur in a city, village, or township and select the appropriate city, village, or township from the dropdown menu.
 - If work is proposed in more than one jurisdiction, select the location where most of work will occur. As previously mentioned, discuss your project with a grant coordinator if work is proposed in more than one agency’s jurisdiction.
4. **Zip Code** – Enter the five-digit zip code where most of the construction work will occur.
5. **Route Number/Street Name/Facility Name** – Enter the route number or street name(s) where the proposed work will take place. For projects not located on or adjacent to a roadway (e.g., constructing a trail on an abandoned rail line), enter the facility name (e.g., “Pere Marquette Trail”).
6. **Project Limits** – Enter the beginning and ending points of the project. Use the nearest cross streets, when applicable, or enter a distance (e.g., “1st Street to 4th Street” or “Center Road to 1,500 feet south of Center Road”). For projects that do not have limits, enter the facility name or work type (e.g., Pere Marquette Railroad Depot). For projects involving multiple locations and limits, enter “See Narrative” and identify the project limits for each location on the Narrative Tab. The Narrative Tab becomes available when the first page of the application is completed and saved.

Establishing logical termini is critical for all TAP-funded pedestrian or bicycle facilities. Logical termini typically mean a connection to another nonmotorized facility (path/trail, sidewalks, paved shoulders, bike lanes) or delivery to a destination, such as the entrance to a park. Establishing logical termini is required even if the project is a single phase of a multi-phase project. Having logical beginning and ending points creates “independent utility” or a usable facility even if the project does not continue or expand into future phases.

7. **Physical Reference (PR) Numbers** – A Physical Reference (PR) number is part of a statewide referencing system to uniquely identify any point or section of roadway within Michigan’s transportation network. To determine the PR number, visit the MDOT PR Finder website at <https://www.mcgi.state.mi.us/prfinder/MCGI.aspx> and refer to the instructions in [Appendix B](#) of this guide.
8. **Metropolitan Planning Organization (MPO)** – If work is proposed in an MPO’s boundary, select the name of the applicable MPO from the dropdown menu. Select “Rural” if the work is proposed for outside an MPO area.
9. **Transportation Management Area (TMA)** – A Transportation Management Area (TMA) is an urbanized area with a population more than 200,000, as designated by the U.S. Department of Transportation. If work is proposed within a TMA boundary, select the applicable TMA from the dropdown menu. Select “Not in TMA” if the work is proposed for outside a TMA.
 - To determine if your project is located within an MPO or TMA, refer to

<https://hepgis.fhwa.dot.gov/fhwagis/ViewMap.aspx?map=MPO+Boundaries%7CMPO+Boundary>.

10. **Legislative Information** – Select the legislative districts where the proposed work will occur. If the work will cross legislative boundaries, enter all applicable districts.

- To identify legislative districts, refer to https://www.michigan.gov/sos/0,4670,7-127-1633_8721-265785--,00.html.

Description Tab - Project Category

1. Select the category that best fits the scope of work proposed for TAP funding. As noted in Section 2 of this guide, Michigan’s TAP program is more restrictive than the federal program and some federally eligible project categories are not competitive for funding in Michigan. The project categories that are most competitive in Michigan are:

- Facilities for pedestrians and bicyclists, including traffic calming and other safety improvements.
- Safe routes to school eligible activities.
- Historic preservation and rehabilitation of historic transportation facilities.

The remaining categories should not be selected unless pre-authorized in writing by a grant coordinator (upload authorization to the Documents Tab):

- Safe routes for non-drivers.
- Conversion and use of abandoned railroad corridors for trails.
- Turnouts, overlooks, and viewing areas.
- Inventory, control, or removal of outdoor advertising.
- Vegetation management practices in transportation ROW.
- Archaeological activities.
- Environmental mitigation activities.

Saving Your Application

Once you have completed all required fields (those marked with a red asterisk), click “Save” to save your application. Note that you cannot save your application until all the required fields are completed.

The screen will display a message confirming the grant application record was successfully created. MGS will also generate an application number that will be used for the life of the application/project. **Please include the application number whenever contacting MDOT with application-related questions.**

The saved application will appear in your work queue the next time you log into MGS. Click on the blue link in the Grant # column to return to the application. Refer to [Appendix C](#) for more information about using your MGS home page.

Saving your application will unlock several additional tabs that will appear near the top of the application. The remaining tabs can be completed incrementally, in any order, at your convenience.

Contacts Tab

The Contacts Tab is where the application preparer enters the contact information for key project stakeholders. To add a contact:

1. Click “Add.”
2. Complete the fields marked with a red asterisk.
3. Click “Save.”

The screenshot displays the 'Contacts' tab within the 'Application Details' section for 'TA 2018056.01 • East Lansing • Northern Tier Trail Phase IV • Open'. The 'Contacts' tab is selected among others like 'Description', 'Narrative', 'Documents', 'Budget', 'Schedule', 'Environment/Community', 'Maintenance', and 'Summary'. The 'Add/Edit Contact' form is visible, featuring a legend where a red asterisk indicates a field is 'Required to Save'. The form includes the following fields: '*Contact Type:' (dropdown menu), '*Prefix:' (dropdown menu), '*First Name:' (text input), '*Last Name:' (text input), '*Title:' (text input), '*Organization:' (text input), 'Address:' (text input), 'City:' (text input), 'State:' (dropdown menu), 'Zip:' (text input), '*Phone:' (text input), 'Extension:' (text input), 'Cell:' (text input), and '*Email:' (text input). At the bottom of the form are 'Save' and 'Cancel' buttons.

5 - TAP Application Contacts Tab Screenshot

At least one of each of the following contact types is required for all TAP applications:

1. **Application Preparer** – The individual who starts the application is automatically listed as the application preparer.
2. **Contact Person** – The contact person is the individual who TAP staff should contact for application-related questions. This person should be familiar with the project and be able to

provide project-related information upon request. The contact person does not need to be an employee of the applicant agency. However, **if the primary contact person does not work for the applicant agency, the contact information for an employee of the applicant agency must also be provided.** This person will be the secondary contact and should likewise be familiar with the project details.

3. **Chief Elected Official** – Examples of chief elected officials include mayors, village presidents, and county road commission chairpersons. If the project crosses jurisdictional boundaries, enter the chief elected officials for all applicable jurisdictions.
 - a. While townships are not eligible TAP grant applicants, if a township is working with an eligible agency, that township should also list its Chief Elected Official, such as a township supervisor.
4. **Chief Administrative Official** – The chief administrative official is the applicant’s representative who has the authority to submit an application on behalf of the applicant agency. Examples include city managers and county road commission managers. If the project crosses jurisdictional boundaries, enter the chief administrative officials for all applicable jurisdictions.
 - a. While townships are not eligible TAP grant applicants, if a township is working with an eligible agency, that township should also list its Chief Administrative Official, such as a township manager.

If one person is serving multiple required roles (for example, if the chief administrative official is also the contact person), you will need to enter this person’s contact information twice.

Other contacts to include, as applicable, are:

- Contact person for any organization providing matching funds.
- Local agency’s consultant, if not already listed as application preparer or contact person.
- Region/TSC contact (for MDOT-implemented projects).
- Sponsor.

A consultant may act as the contact person for an application. However, it is the responsibility of the local agency to monitor and review all the work provided by a consultant. Major changes in scope or funding must be approved by the local agency if the updates are going to be made in MGS by the consultant.

For SRTS projects, the following contacts are required in addition to the above:

1. **Principal** - This should be the school principal or head of school.
2. **Superintendent** - This should be the school district superintendent.
3. **Applicant’s Fiduciary** - This should be the school fiduciary for non-infrastructure funding.

NOTE: **Development Contact** is for Transportation Economic Development Fund Category A applications only and should not be used for TAP or SRTS applications.

Narrative Tab

The Narrative Tab is where the application preparer describes the project and explains why it is competitive for TAP funding. The application preparer should put a significant amount of effort into developing this section as completely and accurately as possible.

1. In a brief narrative, describe the proposed work and how the project will benefit the affected community(ies):

Provide a detailed but concise (4,000-character max) description of the proposed project and the benefits it will bring to the community. The focus should be on the project proposed for funding in the application, not a future project. For example, the proposed project may be a segment of a larger, multi-phased project to be completed over several years. While it's important to mention the larger project as a way of providing context, the narrative should focus primarily on the segment proposed for TAP funding in the application, not on the larger project when all phases are completed.

For nonmotorized facilities, the narrative should include the following details (as applicable):

- The type of facility proposed for funding (e.g., multi-use path, bike lanes, etc.).
- The project location.
- The project limits (specifically **from** point of beginning **to** the end point).
- The length and width of the facility (note any variations in width).
- The type of surface (note any variations in surface type).
- Major items of work (e.g., asphalt paving, retaining wall, boardwalk, pedestrian signals, bridges/culverts, etc.).
- The width and length of all boardwalk, bridges, or other proposed structures.
- The pedestrian or cyclist safety, capacity, or access issues this project will address.
- Connectivity to other local or regional nonmotorized or multimodal networks (trails, bus stops, bicycle routes, etc.).
- Potential local or regional impacts (economic or otherwise).
- The types of users the facility is expected to serve.
- The predicted demand (level of use) for the facility.
- If the project includes the construction of a trailhead:
 - Describe any proposed trailhead amenities, such as parking or restrooms.
 - Explain the rationale behind the proposed number of parking spots.
 - Indicate if any portions of the project site, building, or facility will be restricted to private or commercial use, or shared use if adjacent to or within an existing park.

In addition to the above, include the following details for pedestrian and bicyclist safety improvements proposed in traditional downtowns:

- Any proposed amenities and their locations (e.g., decorative lighting, benches, bike racks, etc.).
- Any additional construction work the TAP project will be paired with (e.g., road reconstruction, water/sewer replacement, etc.).

For projects that involve the preservation and rehabilitation of historic transportation facilities, the narrative should include the following details:

- Documentation confirming that the facility is listed or is eligible for listing on the National Register of Historic Places (<https://www.nps.gov/subjects/nationalregister/index.htm>).
Note: this is an eligibility requirement for historic preservation projects.
- The historical significance of the structure or facility.
- The current condition of the structure or facility.
- The scope of work, including all construction activities that will be required to preserve or rehabilitate the structure or facility.
- Documentation that engineers or architects experienced in historic rehabilitation were consulted during project planning.
- A detailed description of the sequence of all preservation or rehabilitation activities.
- For brick street restoration projects, include confirmation that the brick street contributes to a National Register-listed or eligible historic district. Also, indicate whether the bricks will be reused or replaced, and provide the rationale for the brick replacement, if applicable.
- The future use of the facility or structure. Explain how the public will use it when rehabilitated.

2. *Describe how this project is competitive for funding:*

In 4,000 words or less, describe how the proposed project meets the TAP competitiveness criteria. Refer to Section 2 of this guide for information on developing a competitive TAP project concept and application.

Documents Tab

The Documents Tab is where the application preparer uploads all supporting documentation related to the project, such as maps, photographs, cost estimates, and technical drawings. Files must be less than 100 MB and uploaded in a certain order. Refer to the ⓘ instructions icon on the Documents Tab in MGS for specific instructions on the types of documents, the requirements for each document type, and the required order of the documents.

Please test the documents after uploading to confirm that they open correctly and are readable.

Adding Documents

1. To add a document, click “Add.”
2. Enter a document description (e.g., “Regional Connectivity Map,” “Resolution of Support from City of Lansing,” “Kent County Nonmotorized Transportation Plan,” etc.)

[Back to Work Queue](#)

Application Details - TA 2018056.01 • East Lansing • Northern Tier Trail Phase IV • Open

[Description](#)
[Contacts](#)
[Narrative](#)
[Documents](#)
[Budget](#)
[Schedule](#)
[Environment/Community](#)
[Maintenance](#)
[Summary](#)

* = Required

* Document Description:

* Document Type:

* File: No file chosen
Max File Size 100 MB

6 - Uploading Documents Screenshot

3. Select the appropriate document type from the dropdown menu. Some file types are for other grant programs and should not be used for TAP applications. The choices are:

For TAP Applications	Not Applicable for TAP Applications (do not use)
Cross Section	Audit Report
Engineer's Estimate	CMAQ EPA Diesel Emissions Quantifier
Letter of Support	CMAQ Emissions Form
Map	Development Form
Other	Development Site Plan
Photograph	Evidence of Financial Viability
Plan View Sketch	Match Certification Form Received
Resolution	Match Certification Form Sent
Response to Reviews	Post Project Site Visit Form
Post Project Photos	Post Project Survey Received
	Post Project Survey Requested

7 - Appropriate Documents Table

Note that the SRTS category of TAP has additional document types available; they all begin with "SRTS."

4. Click "Choose File."
5. Locate the file on your computer and click "Open."
6. Click "Save."

[Back to Work Queue](#)

Application Details - TA 2018056.01 • East Lansing • Northern Tier Trail Phase IV • Open

Description Contacts Narrative Documents Budget Schedule Environment/Community Maintenance Summary

* = Required

* Document Description:

* Document Type:

* File: Project Location Map.pdf
Max File Size 100 MB

8 - Uploading Documents Screenshot

- The screen will display a message confirming the document was saved successfully, along with the uploader's MiLogin user name and the date the file was uploaded.

[Back to Work Queue](#)

Application Details - TA 2018056.01 • East Lansing • Northern Tier Trail Phase IV • Open

Description Contacts Narrative Documents Budget Schedule Environment/Community Maintenance Summary

✓ Document saved successfully

i

<input type="checkbox"/>	#	Type	Description	User	Date
<input type="checkbox"/>	1	Map	Project location map	alexandern2623	06/15/2018

9 - Upload Successful Message Screenshot

- Repeat as needed until all documents are uploaded.

Deleting Documents

1. To delete a document, click the checkbox to the left of the document to be deleted and click “Delete.”

[Back to Work Queue](#)

Application Details - TA 2018056.01 • East Lansing • Northern Tier Trail Phase IV • Open

Description | Contacts | Narrative | **Documents** | Budget | Schedule | Environment/Community | Maintenance | Summary

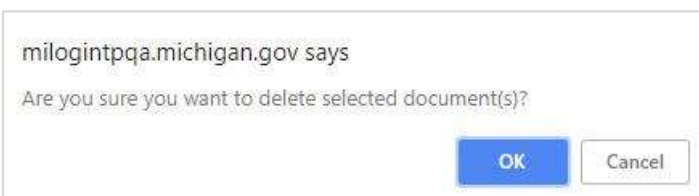
<input type="checkbox"/>	#	Type	Description	User	Date
<input type="checkbox"/>	1	Map	Project Location Map	alexandern2623	06/15/2018
<input type="checkbox"/>	2	Plan View Sketch	Plan View Drawing	alexandern2623	06/15/2018
<input type="checkbox"/>	3	Cross Section	Cross Section Drawings	alexandern2623	06/15/2018
<input type="checkbox"/>	4	Photograph	Site Photos - October 2017	alexandern2623	06/15/2018
<input type="checkbox"/>	5	Engineer's Estimate	Engineer's Estimate	alexandern2623	06/15/2018
<input checked="" type="checkbox"/>	6	Resolution	Resolution of Support - City of East Lansing	alexandern2623	06/15/2018

Page 1 of 1 10

[View Images](#) [Add](#) [Edit](#) [Save](#) [Delete](#) [Print](#) [Download](#)

10 - Deleting Document Screenshot

2. You will be asked to confirm the file deletion. Click “OK” to delete the file or “Cancel” to abandon the operation.



11 - Deletion Confirmation Message Screenshot

3. The screen will display a message confirming the document was successfully deleted.

Editing Document Order

1. To edit the order in which the documents are listed, click the checkbox to the left of the document to be moved and click “Edit.”

2. Fill in the new document number and click "Save."
3. The screen will display a message confirming the document order was updated successfully and the document will appear in its new location.

Editing Document Types and Descriptions

1. To edit document descriptions or file types, click the checkbox to the left of the document to be revised and click "Edit."
2. Select a new document type from the dropdown menu or edit the document's description.
3. Click "Save."

[Back to Work Queue](#)

Application Details - TA 2018056.01 • East Lansing • Northern Tier Trail Phase IV • Open

Description Contacts Narrative Documents Budget Schedule Environment/Community Maintenance Summary

i

<input type="checkbox"/>	#	Type	Description	User	Date
<input type="checkbox"/>	1	Map	Project Location Map	alexandern2623	06/15/2018
<input type="checkbox"/>	2	Plan View Sketch	Plan View Drawing	alexandern2623	06/15/2018
<input type="checkbox"/>	3	Cross Section	Cross Section Drawings	alexandern2623	06/15/2018
<input checked="" type="checkbox"/>	4	Photograph	Site Photos - October 2017	alexandern2623	06/15/2018
<input type="checkbox"/>	5	Engineer's Estimate	Engineer's Estimate	alexandern2623	06/15/2018

12 - Editing Document Information Table Screenshot

4. The screen will display a message confirming the document was updated.

[Back to Work Queue](#)

Application Details - TA 2018056.01 • East Lansing • Northern Tier Trail Phase IV • Open

Description Contacts Narrative Documents Budget Schedule Environment/Community Maintenance Summary


✓ Document(s) updated successfully

i

<input type="checkbox"/>	#	Type	Description	User	Date
<input type="checkbox"/>	1	Map	Project Location Map	alexandern2623	06/15/2018
<input type="checkbox"/>	2	Plan View Sketch	Plan View Drawing	alexandern2623	06/15/2018
<input type="checkbox"/>	3	Cross Section	Cross Section Drawings	alexandern2623	06/15/2018
<input type="checkbox"/>	4	Photograph	Site Photos	alexandern2623	06/15/2018
<input type="checkbox"/>	5	Engineer's Estimate	Engineer's Estimate	alexandern2623	06/15/2018
<input type="checkbox"/>	6	Resolution	Resolution of Support - City of East Lansing	alexandern2623	06/15/2018

13 - Edited Document Confirmation Message Screenshot

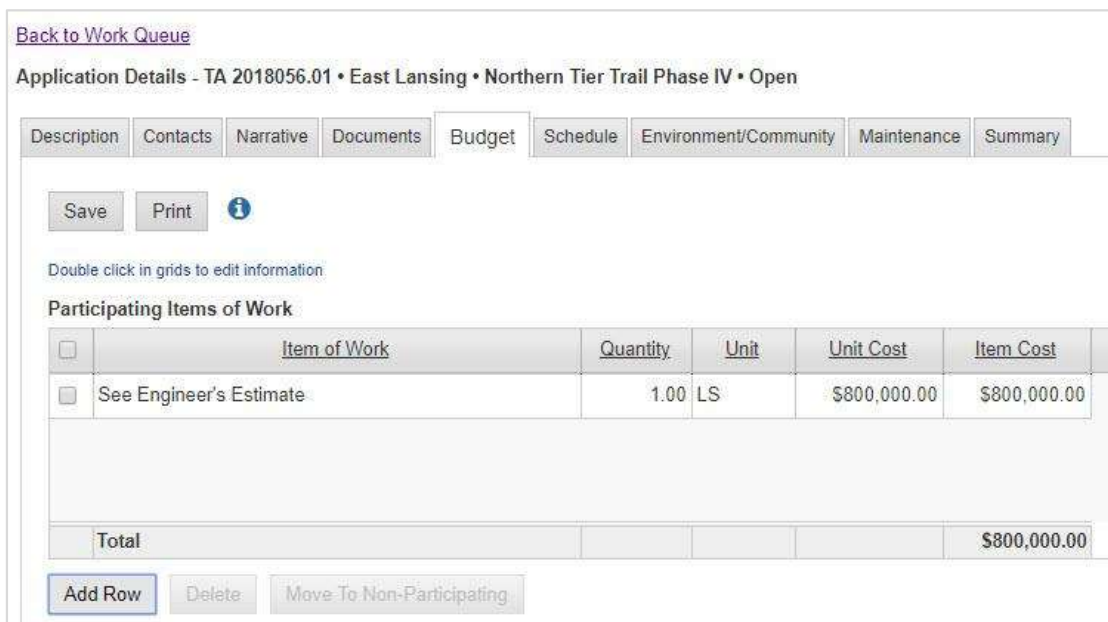
Budget Tab

A detailed engineer's construction cost estimate is required for each separate MGS application section. The estimate must be uploaded to the Documents Tab. Refer to the Competitiveness Section of this guide and the  instructions icon on the Budget Tab for more information on developing TAP budgets, including use of the MDOT-required Michigan Engineer's Resource Library (MERL) format.

Participating Items of Work

Complete the Participating Items of Work section as follows:

1. Click "Add Row."
2. Item of Work – enter "See Engineer's Estimate."
3. Quantity – enter 1.00.
4. Unit – enter LS or LSUM for lump sum.
5. Unit Cost – enter the full participating construction cost estimate.
6. Item Cost – automatically calculated by MGS.
7. Ensure the estimate has been separately uploaded to the Documents Tab.



The screenshot shows the 'Budget' tab selected in the application details for 'TA 2018056.01 • East Lansing • Northern Tier Trail Phase IV • Open'. The interface includes tabs for Description, Contacts, Narrative, Documents, Budget, Schedule, Environment/Community, Maintenance, and Summary. Below the tabs are 'Save' and 'Print' buttons, along with an information icon. A note states 'Double click in grids to edit information'. The 'Participating Items of Work' section contains a table with columns: Item of Work, Quantity, Unit, Unit Cost, and Item Cost. One row is present with 'See Engineer's Estimate', a quantity of 1.00, unit LS, and a unit cost of \$800,000.00, resulting in an item cost of \$800,000.00. A 'Total' row at the bottom shows a total item cost of \$800,000.00. At the bottom of the section are buttons for 'Add Row', 'Delete', and 'Move To Non-Participating'.

<input type="checkbox"/>	Item of Work	Quantity	Unit	Unit Cost	Item Cost
<input type="checkbox"/>	See Engineer's Estimate	1.00	LS	\$800,000.00	\$800,000.00
Total					\$800,000.00

14 - Screenshot of Budget Tab

Non-Participating Items of Work

Non-participating costs, if any, must be listed separately. Like participating costs, a non-participating estimate must be uploaded to the Documents Tab. Once the non-participating estimate has been uploaded, identify the source of the non-participating funds in the text box near the bottom of the page.

Do not list construction engineering, surveying, etc., as non-participating items of work. See Section 2 for more details on what are considered participating and non-participating items of work.

Non-Participating Items of Work					
<input type="checkbox"/>	Item of Work	Quantity	Unit	Unit Cost	Item Cost
<input type="checkbox"/>	See Engineer's Estimate	1.00	LS	\$14,000.00	\$14,000.00
Total					\$14,000.00
<input type="button" value="Add Row"/> <input type="button" value="Delete"/> <input type="button" value="Move To Participating"/>					

15 - Screenshot of Non-Participating Budget Table

Participating Match Details

Refer to Section 2 of this guide for additional information on matching funds. Complete the Participating Match Details fields as follows:

1. Click "Add Row."
2. Enter the name of the match source (e.g., City of Lansing). If matching funds are coming from another grant source, enter the name of grant program followed by the grant or application number. Use the following acronyms where appropriate:
 - Michigan Natural Resources Trust Fund = MNRTF
 - Recreational Trails Program = RTP
 - DEQ Coastal Zone Management = CZM

Thus, if the match source is a MNRTF grant with the grant number 18-001, enter it as "MNRTF 18-001".

3. Select the appropriate match type. The choices are City/Village, Community Development Block Grant, County Road Commission, Foundation, MDNR, MDOT, Other, Township, and Transit Agency.

Participating Match Details

<input type="checkbox"/>	Source	Type	Amount	Match Percentage
<input checked="" type="checkbox"/>	City of East Lansing	City/Village	\$100,000.00	12.50%
<input type="checkbox"/>	MNRTF - 18-011	MDNR		0.00%
		-- Select --		
		City/Village	0.00	12.50%
		Community Development Block Grant		
		County Road Commission		
		Foundation		
		MDNR		
		MDOT		
		Other		
		Township		
		Transit Agency		
Total			0.00	12.50%

Add Row Delete

Source of Non-Participating Funds:

Project Summary

Participating Items	\$800,000.00
Non-Participating Items	\$0.00
Project Total	\$800,000.00

Request Summary

Grant Funds	\$
Match	\$
Participating Costs	\$

Save Print

16 - Screenshot of selecting participating match source

- Enter the dollar amount that will be used as match for the TAP grant. Be careful to list only the portion that will qualify as match. For example, don't list the entire MNRTF grant amount if some funds from that grant will be used for purposes that are not eligible for TAP funding (e.g., design costs, boat launches, etc.).
- The match percentage is automatically calculated as a percentage of the overall participating budget estimate. The overall project budget ("Project Summary") and the proposed grant and match amounts ("Request Summary") are updated automatically.

Participating Match Details

<input type="checkbox"/>	Source	Type	Amount	Match Percentage
<input type="checkbox"/>	City of East Lansing	City/Village	\$100,000.00	12.50%
<input type="checkbox"/>	MNRTF - 18-011	MDNR	\$225,000.00	28.13%
Total			\$325,000.00	40.63%

Add Row Delete

Source of Non-Participating Funds:

City of East Lansing

Project Summary

Participating Items	\$800,000.00
Non-Participating Items	\$14,000.00
Project Total	\$814,000.00

Request Summary

Grant Funds	\$475,000.00	59.38%
Match	\$325,000.00	40.63%
Participating Costs	\$800,000.00	

Save Print

17 - Screenshot of match details and project funding summaries

- Repeat steps 1-4 as needed to account for all participating match sources.

Schedule Tab

The Schedule Tab is where the application preparer enters the target dates for completing several important project milestones. It is essential that the project schedule be realistic and allow adequate time for design as well as construction. Major changes or delays in the project schedule will jeopardize TAP funding. Refer to Section 2 of this guide for more information on developing TAP project schedules and Section 5 for information on project implementation.

1. Select “Construction” from the dropdown menu. Do not select “Acquisition” or “Other/Operations/Transit” unless specifically authorized by a grant coordinator.

18 - Screenshot on how to select the schedule type for the schedule tab

2. Enter all target dates using the mm/dd/yy format.

Project Milestones

1. **Plans and Estimate Complete** – Enter the target date for completing the final construction plans and engineer’s estimate. This date should be after the target date for submitting the Grade Inspection (GI) package to MDOT and before the target advertisement start date.
2. **Grade Inspection Package submitted to MDOT**—After the plans, special provisions, and construction cost estimate are complete, the local agency may forward its package to the LAP staff engineer and request a GI meeting. The GI package includes, but is not limited to, a completed MDOT LAP Program Application, construction plans, special provisions, cost estimate, progress clause, coordination clause, and any permit applications required for the project. Based on the review and outcome of the GI meeting, the local agency should be prepared to make updates to the GI package.
3. **Right of Way Certified** – All ROW must be secured by the grantee before the final project package is submitted. Certification includes submission and approval of attachments A and B of

the MDOT LAP Program Application.

4. **Matching Funds Certified** – Certification is accomplished by adoption of a resolution by the applicant’s legislative body stating that the nonfederal match funding is available for expenditure on the project. Be sure that the certifying resolution includes commitment to long term maintenance of the facilities.
5. **Project Listed in Approved TIP/STIP** – If the project is within an MPO boundary, the applicant must notify the MPO when applying for funding. If funding is granted, the applicant must inform the MPO and request inclusion of the project in an approved TIP. For projects outside of MPO boundaries, MDOT will take the necessary steps to include the project in the STIP. For confirmation of STIP approval, please contact your grant coordinator. Projects must be listed in an approved TIP/STIP before MDOT may request federal obligation of funds from the FHWA.
6. **Advertisement Start Date** – The statewide advertisement for bids typically starts five weeks before the construction letting date. Refer to [the LAP website](#) for the current Fiscal Year Project Planning Guide, which contains milestones related to bid advertisement and letting.
7. **Construction Letting Date** – Due date for bids. Refer to [the LAP website](#) for the current Fiscal Year Project Planning Guide.
8. **Construction Start Date** – Beginning of the construction project. Typically, six to eight weeks after the letting date.
9. **Construction End Date** – Completion of the construction project.

Other Schedule-Related Questions

1. If the TAP project will be paired with another construction project, click the “Yes” radio button. If the TAP project is not being paired with another project, click “No.”
2. Clicking “Yes” brings up additional questions regarding management of the other construction project. Click the appropriate radio button to indicate if the project will be managed by MDOT or locally. A “Yes” response on either will bring up a new text box.
3. In the text box, enter a brief description of the other construction project (type of work, dates of the proposed construction, job number, etc.).

The screenshot shows a web form titled "Other Schedule-Related Questions". It contains the following elements:

- A question: "*Will this project be paired with any other construction projects?" with radio buttons for "Yes" (selected) and "No".
- A question: "*1. Project with MDOT Management:" with radio buttons for "Yes" and "No" (selected).
- A question: "*2. Project with Local Management:" with radio buttons for "Yes" (selected) and "No".
- A text box with the prompt: "If yes, provide the project description (type of work, dates of the proposed construction, job number, etc.)".
- The text box contains the text: "The TAP project will be paired with a road reconstruction project scheduled for 2019. The MDOT job number is 202587."
- A character count at the bottom: "116 of 4000 characters (2%)".

19 - Screenshot example of other schedule related questions

4. Check the appropriate box to indicate whether the other construction project will be completed concurrently with (at the same time) or subsequent to (after) the TAP project.
5. Enter any additional comments related to the project schedule in the last text box.

Environment/Community Tab

The Environment/Community Tab is where the application preparer provides information related to potential environmental concerns, property acquisition, and public engagement. Refer to the Competitiveness Section of this guide for more information on public involvement.

For the first question, indicate whether any of the listed items are required for the project by checking all boxes that apply. If any are applicable, provide a description in the text box. The choices are:

- ROW/Construction Access Permit
- Recreational Lands
- State Historic Preservation Office Clearance
- Inland Lakes or Streams Permit
- Tree Removal
- Contaminated Sites
- Wetlands Permit
- Endangered Species
- Floodplains Permit
- Coastal Zone
- Other

2a. Describe the anticipated impact of the project on adjacent property owners, your efforts to inform them of the project, and responses to these efforts:

The applicant agency should directly engage adjacent property owners early in the planning process. This can be accomplished through direct mail, a door-to-door campaign, and/or a public meeting. While all TAP projects must be built on publicly owned ROW (i.e., fee simple ownership or permanent transportation easement), property owners will still be impacted if, for example, a path is constructed in front of their home. Affected property owners should be given the opportunity to provide feedback during the early planning stages and their comments should be taken into consideration as the project evolves.

In the text box, describe any anticipated impacts of the project on adjacent property owners, how the project was communicated to them, a summary of any comments or questions that were raised, and how those comments or questions were addressed.

2b. Is property acquisition necessary?

All TAP project activities must be on publicly owned ROW or ROW encumbered with a permanent transportation easement to a public agency. Note that the term “right of way” encompasses not only the property on which the project will be constructed but also any property needed for temporary use and other property rights required to complete the project. This may include land used for water drainage, land entered upon to adjust terrain slopes, land for stormwater management outfalls, land needed for construction staging, etc.

All ROW negotiations must follow the Federal Uniform Assistance and Real Property Acquisition Policies Act (https://www.fhwa.dot.gov/real_estate/uniform_act/). If practicable, MDOT encourages the applicant agency to secure ROW **prior** to application submission because ROW acquisitions can lead to significant schedule delays.

If property acquisition is not necessary, click “No.” If property acquisition is necessary, click “Yes.” Clicking “Yes” will bring up several options to indicate the status of the acquisition:

- Donation
- Willing Seller
- Appraisal Completed
- Purchase Option
- Purchase Agreement

Check all boxes that apply and, in the text box, identify all property owners and the status of the acquisitions. If the ROW has not been acquired, describe any negotiations to date including any monetary offers.

3a. How did you facilitate stakeholder engagement in the development of this project concept and what stakeholders were involved?

This question is similar to question 2a. However, whereas 2a refers to adjacent property owners, this question refers to the broader community and includes anyone who might have any stake in the project. In the text box, identify what stakeholders were involved during the planning process and how these stakeholders were engaged.

3b. Describe the stakeholder input you received. How did this input help shape this project concept?

In the text box, provide a summary of the comments, issues, and concerns that stakeholders identified during project planning and describe how this input shaped the final project concept.

4. If this project is identified in an adopted community, county, and/or region-wide plan, please describe (such as a master plan, comprehensive plan, trail plan, downtown development plan, etc.):

The most competitive TAP projects are listed on at least one, preferably several, local and regional plans. Indicate the plans on which this project appears. Provide web links to the plans, if possible, and indicate specifically where the project is named (such as “middle of page 3”).

5. Has your community adopted a Complete Streets policy?

Michigan state law encourages local agencies to adopt a Complete Streets policy. If your community has adopted a Complete Streets policy, click the “Yes” radio button. This will bring up additional questions. Upload a copy of the document to the Documents Tab.

5a.) What type of document is your policy? (Select all that apply.)

Indicate the type(s) of Complete Streets document the community has adopted by checking the applicable box(es). The choices are:

- Policy
- Ordinance
- Capital Improvement Program
- Resolution
- Master Plan
- Other

Upload the relevant pages of those document(s) to the Documents Tab.

5b.) How does this project support this policy?

In 2,000 characters or less, describe how the proposed TAP project supports the community’s Complete Street efforts. TAP gives competitive advantage to proposed projects that clearly support the local Complete Streets policy.

5c.) Describe what investment your community has made and/or activities you conducted to support your Complete Streets policy.

In 2,000 characters or less, describe any investments or activities the community has undertaken in support of their Complete Streets policy.

Maintenance

Federal law requires that a transportation asset created using federal funding be operated and maintained for its original purpose in perpetuity. Should a project cease to be maintained or become unavailable for its original purpose, the federal government has the right to require the recipient to provide an alternate facility accomplishing the same purpose or to reclaim the remaining value of its share of the asset.

MDOT passes the maintenance responsibility to the applicant agency via the project agreement (a contract). TAP applicants are expected to meet these responsibilities financially and operationally. In some cases, the applicant agency passes this responsibility on to another agency/entity via a third-party agreement.

1. *What agency is responsible for operation and maintenance of the completed project and what source of funds will be used?*

In 4,000 characters or less, identify the agency(ies) responsible for the operation and maintenance of the completed TAP project and indicate the specific funding source(s) that will be used. Providing draft or executed maintenance agreements will be included as part of the grant funding decision.

2. *Describe anticipated maintenance needs by task. (Indicate frequency of maintenance and estimated annual cost.)*

A maintenance plan can be entered in the text box or uploaded as a separate document to the Documents Tab. If a separate document is uploaded, enter “See Maintenance Plan in Documents” in the text box. Either way, list the specific anticipated maintenance tasks, the frequency of the tasks, and the estimated annual costs for each task. The quality of the maintenance plan is part of the grant funding decision.

Maintenance tasks may include, but are not limited to, the following:

- Inspecting the condition of pavement/surface.
- Inspecting the condition of sidewalk ramps.
- Repairing and crack sealing pavement/surface.
- Removing snow and ice.
- Brushing and sweeping.
- Weeding, pruning, tree trimming, and brush control.
- Litter and debris pick up and disposal.
- Maintaining lighting.
- Repair and painting of benches, trash cans, safety fencing, etc.
- Repairing or replacing regulatory or wayfinding signs.
- Repairing damage caused by vandalism.
- Inspection and structural maintenance of bridges.
- Annual inspection for rusting and repainting of steel members.
- Bi-annual inspection of superstructure.
- Deck sweeping.
- Replacement of bulbs in lighting fixtures.

Summary Tab

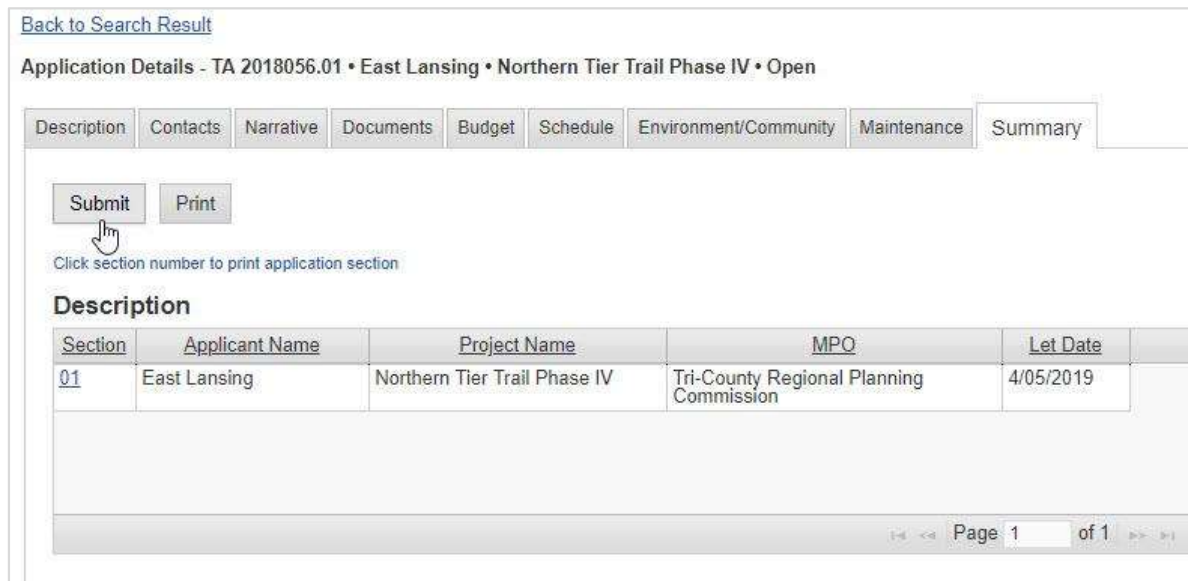
The Summary Tab is where the application preparer submits and/or prints their application. The Summary Tab also provides high-level information about the application, including the applicant agency, the project name, the applicable MPO, the proposed construction letting date, and a budget summary.

Printing the Application

To print a PDF of the application, click on the link under the Section column. Note that documents from the Documents Tab are **not** printed as part of the application summary and must be printed separately.

Submitting/Resubmitting the Application

To submit or resubmit the application, click Submit or Resubmit.



The screenshot shows a web application interface for 'Application Details - TA 2018056.01 • East Lansing • Northern Tier Trail Phase IV • Open'. At the top, there is a navigation bar with tabs: Description, Contacts, Narrative, Documents, Budget, Schedule, Environment/Community, Maintenance, and Summary. The 'Summary' tab is currently selected. Below the tabs, there are two buttons: 'Submit' and 'Print'. A mouse cursor is hovering over the 'Submit' button. Below the buttons, there is a link that says 'Click section number to print application section'. Underneath this link is a table titled 'Description' with the following data:

Section	Applicant Name	Project Name	MPO	Let Date
01	East Lansing	Northern Tier Trail Phase IV	Tri-County Regional Planning Commission	4/05/2019

At the bottom of the page, there is a pagination bar that says 'Page 1 of 1'.

20 - Screenshot of how to submit or resubmit an application

The application must be complete before it can be submitted. MGS has some auto-validation features. If MGS cannot validate the application because information is missing, you will receive an error message indicating which tabs need to be corrected.

[Back to Search Result](#)

Application Details - TA 2018056.01 • East Lansing • Northern Tier Trail Phase IV • Open

[Description](#)
[Contacts](#)
[Narrative](#)
[Documents](#)
[Budget](#)
[Schedule](#)
[Environment/Community](#)
[Maintenance](#)
[Summary](#)

! Please correct errors on the tabs indicated

[Click section number to print application section](#)

Description

Section	Applicant Name	Project Name	MPO	Let Date
01	East Lansing	Northern Tier Trail Phase IV	Tri-County Regional Planning Commission	4/05/2019

Page 1 of 1

21 - Screenshot of how errors are highlighted red on tabs in MGS

After submission, the grant coordinator will also validate that the application is complete. If it is not complete, it will be returned to open status to be completed and resubmitted.

Also, an application can be determined to be incomplete at multiple points during the application review process. At those times, the grant coordinator will re-open the application and communicate the need for the applicant to provide additional information or revise the application for continued MDOT review of the application.

Next Steps

The next section of this guide describes the TAP application review and decision-making process.

Section 4 - Application Review Process

The application review process for TAP grants is a multi-step process that begins with the submission of the grant application and concludes with a decision to fund, not fund, or obtain more information.

Every year a new planning guide for TAP applications is published online. This guide outlines the schedule in which applications will be reviewed by the TAP Application Review Committee (ARC). [Please click here to review the TAP Grant Application Planning Guide.](#)

Grant Coordinator Role

The role of the grant coordinator is to provide guidance to the applicant to assist in the submission of a complete, competitive application suitable for review by a technical team. The grant coordinator may ask for clarification and additional information after the initial review, after technical reviews, and/or after the ARC meeting. The grant coordinator may also suggest scope revisions, changes in project limits, etc., that may address eligibility issues or make the project more competitive to fund. The applicant is responsible for ensuring that the application meets the deadlines on the Grant Application Planning Guide. If the applicant fails to provide timely responses to the grant coordinator's information requests, the application may be moved to the next application review cycle.

Initial Application Review

Once the application is submitted, the grant coordinator will complete an initial review of the application. The grant coordinator reviews the application for missing information, inconsistent data entered on different forms and tabs, missing documents, and anything else necessary to ensure a complete application.

The grant coordinator may contact the agency with a list of items that are missing or need more clarification. The grant coordinator may reopen the application for the applicant to provide the additional information. Beginning this process far ahead of the target application due date is advised to keep the application in the current review cycle.

Internal Technical Reviews

After an applicant has submitted a complete application, as determined by the grant coordinator, the application is submitted to internal MDOT subject matter experts for technical reviews. These experts may include civil engineers, transportation planners, historians, bicycle and pedestrian safety experts, and other MDOT staff. The technical reviewers provide written comments on each project and participate in the ARC meeting that is explained below.

Based on comments from the technical reviewers, the grant coordinator may contact the agency with a list of items that need more clarification. The grant coordinator may reopen the application for the applicant to provide additional information or clarity as it relates to the technical review comments. A timely response will allow for the application to remain in the current review cycle. Should the applicant need to take more time for the response, let the grant coordinator know to move the application to the next review cycle. There is no penalty for moving to the next cycle.