

## Project Application Information

### Jackson MPO Transportation Alternatives Program (TAP)

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| <b>1. Project Sponsor</b>                   | Name of submitting agency   |
| <b>2. Sponsor Contact</b>                   | Name of person responsible for completing the project application   |
| <b>3. Telephone</b>                         | Phone number for the person responsible for completing the application  |
| <b>4. Email Address</b>                     | Email for the person responsible for completing the application   |
| <b>5. Mailing Address</b>                   | Office mailing address for the submitting agency  |
| <b>6. Additional Sponsors</b>               | Name of any co-sponsors <i>(if applicable)</i>  |
| <b>7. Co-Sponsor Contact Name(s)</b>        | Name of co-sponsor person responsible for helping to complete the application <i>(if applicable)</i>  |
| <b>8. Project Title</b>                     | Provide a brief one sentence description of the location and the type of project (e.g. bike lane striping along ABC Street)   |
| <b>9. Project Type</b>                      | Specify the proposed project type: bike path/separate facility, paved shoulder, striped bike lane or signed bike route  |
| <b>10. County</b>                           | List the County or Counties the project is located within   |
| <b>11. Municipality</b>                     | List the Municipality or Municipalities the project is located within <i>(if applicable)</i>  |
| <b>12. Project Location</b>                 | Describe the project location and clearly show the project limits and area of major work by including a map (Attachment B) of the proposed project. Include photographs of existing facility and drawings of proposed project. Include a site plan of proposed construction or illustrations of proposed work; be sure to include beginning and ending termini, project right-of-way and typical cross-sections (if applicable). Attached documents for Attachment B should be on an 8 ½ x 11 inch or 11 x 17 inch paper. |
| <b>13. Detailed Project Description</b>     | Provide a one to two paragraph detailed description of the project. List and describe the benefits of the proposed project. Describe the connectivity between the project and the existing transportation system or facilities. The degree and type of public support for the project should be discussed, as well as the projected demand for the facility.  |
| <b>14. Overall Project Budget</b>           | Provide a complete budget. All cost estimates must meet current design standards for the type of improvement requested. A copy of the estimate computations, together with the source of those figures should be included as Attachment C. Include any detailed estimates that have been prepared for the proposed work.  |
| <b>15. Federal TAP Funds Requested</b>      | Provide the amount of Federal funds you are requesting for the proposed project.  |
| <b>16. Minimum Local Match</b>              | Provide the amount of required match being provided by the local jurisdiction. Transportation Alternatives Program Projects require a minimum 20% local match for construction costs. A resolution by the Board of Alderman/City Council or Board of Supervisors agreeing to pay the required funding share, plus any amount above the minimum requirement must be included as Attachment A in the application.   |
| <b>17. Local Overmatch Provided</b>         | Provide the amount of local funds being provided for construction costs over the minimum requirement of 20% for TAP funding.  |
| <b>18. Total for TAP Portion of Project</b> | Add Columns 15, 16, and 17 together to provide the total costs for the TAP portion or <b>construction costs</b> for the project.  |

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| <b>19. Source of Local Funds</b>                  | If multiple jurisdictions are contributing matching funds for this project, list each contributing jurisdiction and the amount of funds being provided by each jurisdiction.   |
| <b>20. Milestone Dates</b>                        | Provide estimated completion dates for each phase of the project. If a phase has already been completed please list the date it was completed.   |
| <b>21. Right-of-Way Acquisition</b>               | ---  |
| <b>a. ROW</b>                                     | Indicate whether or not the project requires right-of-way acquisition.   |
| <b>b. ROW</b>                                     | Indicate whether or not ROW acquisition has begun.   |
| <b>c. ROW</b>                                     | Indicate whether less than or more than 50% of the ROW acquisition has been completed based on the scope of the project.   |
| <b>d. ROW</b>                                     | Provide a brief explanation of steps completed to-date involving ROW acquisition and whether or not the steps completed have been made in compliance with MDOT approval.   |
| <b>22. Utility Relocation</b>                     | ---  |
| <b>a. Utility Relocation</b>                      | Indicate whether or not the project requires utility relocation.   |
| <b>b. Relocation Started</b>                      | Indicate whether or not the utility relocation process has begun.  |
| <b>c. % Relocation Complete</b>                   | Indicate whether less than or more than 50% of the utility relocation has been completed based on the scope of the project   |
| <b>d. Utility Relocation</b>                      | Provide a brief explanation of the steps completed to-date involving utility relocation and whether or not the steps completed have been made in compliance with MDOT approval.  |
| <b>23. Project Design</b>                         | ---  |
| <b>a. Preliminary Design</b>                      | Indicate whether or not preliminary design work has been completed.  |
| <b>b. Preliminary Design</b>                      | Describe any design work that has been completed to-date.  |
| <b>24. Environmental</b>                          | ---  |
| <b>a. Categorical Exclusion</b>                   | Indicate whether or not the project meets a categorical exclusion.   |
| <b>b. Environmental Process</b>                   | Indicate whether or not the environmental process has begun.   |
| <b>c. Environmental Process</b>                   | Provide a brief explanation of the environmental process and the steps that have been completed to-date.   |
| <b>d. Federal Approval</b>                        | Indicate whether or not the project has completed the environmental process and received Federal Approval.   |
| <b>25. Potential Delays</b>                       | Provide a brief description of any known factors that may cause potential delays with the project slowing down the project schedule.   |
| <b>26. Connectivity</b>                           | Specify the level of connectivity to be created as a result of the proposed project once completed. Project improves access and connectivity to existing bike and pedestrian facilities, transit service locations/stops and/or schools. |
| <b>a. Existing Bike and Pedestrian Facilities</b> | Indicate whether or not the project connects to existing Bike and Pedestrian Facilities  |
| <b>b. Public Transportation</b>                   | Indicate whether or not the project connects to Transit service locations/stops  |
| <b>c. Schools</b>                                 | Indicate whether or not the project connects to schools  |

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| <b>27. Facility Type</b>                     | Is the facility a bike path, paved shoulder, bike lane or bike route?  |
| <b>28. Enhances Landscaping</b>              | ---  |
| <b>a. Included</b>                           | Will vegetation management practices be included in the proposed project?  |
| <b>b. Landscaping List</b>                   | List the vegetation to be included in development of the project.  |
| <b>29. Support Facilities</b>                | ---  |
| <b>a. Included</b>                           | Are support facilities included in the proposed project?   |
| <b>b. Facilities List</b>                    | List the support facilities to be included in development of the project.  |
| <b>30. Required Attachments</b>              | <ol style="list-style-type: none"> <li><b>1. Attachment A – Resolution</b><br/>Acknowledges amount of Federal funds requested, local match requirement, and compliance with all applicable Federal and State laws regarding TAP funding.</li> <li><b>2. Attachment B – Project Map</b><br/>Map showing the project location with the proposed improvements labeled preferably on an 8 ½ x 11 inch or 11 x 17 inch paper.</li> <li><b>3. Attachment C – Project Budget</b><br/>Provide a complete budget with cost estimates and the source of those figures for the entire project.</li> </ol> |
| <b>31. Additional Supporting Attachments</b> | Any additional information the project sponsor would like to provide to document the need or the “project readiness” elements of the project application.  |