WisDOT FFY 2022-2023 BIL Supplemental

Transportation Alternatives Program (TAP) Application

<http://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/aid/tap.aspx>

# Review and utilize TAP guidelines and application instructions when completing this document.

# Complete and submit this application if you meet one or both of the following criteria:

Applicant seeking funds for a non-infrastructure Safe Routes to School (SRTS) programming project

**OR**

Applicant seeking funds for a non-infrastructure planning study (Including SRTS planning)

# This is a non-infrastructure-only solicitation. Design/construction proposals will not be evaluated in this solicitation.

**Project Applicant and Application Type**

|  |
| --- |
| **Select one and only one box to describe the geographic population area.**  Please note that project applicants will compete against other sponsors within these population areas.  **Geographic Population Area**  Area with population Less than 5,000  Area with population Between 5,000 and 50,000  Area with population Between 50,000 and 200,000  Area with population Greater than 200,000  **Name, Location of Public Sponsor and Sponsor Type:**  Project Sponsor:  Sponsor Type (Check appropriate box):  School District  City  Village  Town  County  Regional transportation authority  State or federal natural resource/public land agency  School district or school(s)  Non-Profit entities responsible for administration of local transportation safety programs  Tribal Nation  Project Title:  Describe location, boundaries and length of the project:  County:  Street Address of Project (if located on a highway or road): |

**Project Contacts**

**Primary Public Sponsor Agency Contact Information:**

Name: Title: Street Address: Phone: **(   )   -**

Municipality: State:  **WI** Zip:

E-mail:

**Secondary Public Sponsor Agency or Private Organization Contact Information (if applicable):**

Organization / Agency Name:

Name: Title: Street Address: Phone : **(   )    -**

Municipality: State:  **WI** Zip:

E-mail:

**Head of the Local Public Sponsor Agency or Private Organization Contact Information:**

Organization / Agency Name:

Name: Title: Street Address: Phone : **(   )    -**

Municipality: State:  **WI** Zip:

E-mail:

**Project Activity**

**TAP Eligibility Category:**

Indicate which **ONE** of below categories best identifies the proposed project:

Safe routes Planning Study Projects For applicants who do not have an existing SRTS plan or who seek to update planning documentation.

Safe Routes to School (SRTS) (this category includes infrastructure and non-infrastructure activities)

NOTE: Applicants proposing a project within the SRTS eligibility category MUST complete the ‘School Demographics’ and ‘Safe Routes to School Plan’ sections on page A-5 below.

Other (Describe in Summary)

**Project Summary** (400 words or less). Please copy and paste your response from a Word Document.

Applicants must fill out the project summary field below. This summary is also the first question in the narrative section.

|  |
| --- |
| Enter Project Summary Here |

**Project Benefit**

Check all applicable project benefits, then describe in application narrative:

**ENVIRONMENTAL**

Increases likelihood of modal shift to biking, walking or transit from utilitarian car travel.

Increases access and connection to the natural environment.

**PUBLIC HEALTH** - Project would have a demonstrable impact upon public health of applicant community.

**ECONOMIC JUSTICE** - Project would go beyond community enhancement to address a specific “communities of concern,” including elderly, disabled, minority, and low-income population? The project within ½ mile of public parks, schools, libraries, public transit, employment and/or retail centers, and residential areas. The project improves low-income access to transit, jobs, education, and essential services.

**SAFETY** -

Documented bike/pedestrian crash involving school age children or crossing guard at arrival/dismissal times near the school.

Crossings of state highways, main arterial roads or other high speed or high traffic volume roads.

Lack of bicycle and pedestrian facilities or lack of connectivity of facilities that do exist.

High level of parental concern documented in survey data.

Few or no children who live within 1 mile walk or bike. Busing may be offered to everyone because of documented hazards.

Children are walking but application shows that unsafe conditions exist.

**ECONOMIC DEVELOPMENT** – Project facilitates economic development by increasing bicycle/ pedestrian traffic in commercial corridors or by creating a destination that will help retail.

**Local Resolution of Support**

There is or there will be a local resolution of support for the proposed project, executed by a governing body that has the authority to make financial commitment on behalf of the project sponsor (i.e., County Board, City Council, or Regional Planning Commission Policy Board).

Yes  No

Please note that a resolution **will be required** for an application to be eligible, which means a **copy of the resolution** should be submitted to the **Region Local Program Manager** no later than **5:00 PM August 5, 2022.**

**Existing Facilities & Projects that Impact the Proposed Project**

County/State/Federal-Highway Proximity

Is your project location within 1,000 feet of a highway facility  Yes  No

Are students who walk or bike to school crossing /walking parallel to a highway?  Yes  No

Is the proposed project location in an area with known safety issues?  Yes  No

*If yes*, specify:  and (consider applying for Highway Safety Improvement Program (HSIP) funds if applicable)

Rail Facilities:

Does a railroad facility exist within 1,000 feet of the project limits?  Yes  No If yes, specify:  Choose an item.

If yes, does the project physically cross a rail facility? Yes  No

Owner of Rail Facility:

**Miscellaneous Issues**

**Other Concept Notes:** Provide any additional relevant project information that has not been covered in another section of the application.

**School Demographics**

**What are the name(s) and demographics for each school affected by the proposed program or project?**

**Optional: Alternatively, SRTS project applicants may submit a narrative response detailing school demographics provided that all fields below are answered in such attachment.**

School name:  School population: Grades of students at school:

Estimated number of students currently walking to school (if known):

Estimated number of students currently biking to school (if known):

Does the school have any policies related to walking or biking?

Distance eligibility for riding a bus:  Number of children not eligible for busing:

Number of students eligible for busing because of a hazard situation: Percentage of students living within one mile of the school:

Percentage of students living within two miles of the school:

Percentage of students eligible for free or reduced-cost school meals:

Community(s) served by school: Community(s) population:

**CONFIDENTIAL INFORMATION**

Complete the table below for the appropriate fiscal years of the application. In addition to the table below, **attach a detailed breakdown of project costs in Microsoft Excel.** This detailed breakdown must clarify assumptions made in creating the budget such that a third-party reviewer would be able to substantiate the assumptions.

**Application Cost Estimate**

Applicants may work with the Local Program Manager within their region for assistance to more accurately estimate costs. All estimates will be reviewed by WisDOT for consistency with current practices and approaches. Also, WisDOT may revise estimates in these categories due to the complexity of the project or other factors.

**For SRTS Programing Projects**: Use the following categories to describe programing activities:

**Education –** Teaching children about the broad range of transportation choices, instructing them in important lifelong bicycling and walking safety skills, and launching driver safety campaigns in the vicinity of schools.

**Enforcement –** Partnering with local law enforcement to ensure traffic laws are obeyed in the vicinity of schools (this includes enforcement of speeds, yielding to pedestrians in crossings , and proper walking and bicycling behaviors), and initiating community enforcement such as crossing guard programs.

**Encouragement –** Using events and activities to promote walking and bicycling.

**Evaluation –** Monitoring and documenting outcomes and trends through the collection of data, including the collection of data before and after the intervention(s).

|  |
| --- |
|  |

**SRTS Programming Projects**

**Schedule Preference:**  FFY 2022  FFY 2023

For this one-time solicitation, applicants are invited to consider one of the following SRTS program packages as a high-level guide. Project cost breakdown percentages estimates are provided below for your convenience. Using these percentages, provide your own fiscal estimates in the table below

Education-Emphasis: 70% Education, 20% Encouragement, 10% Evaluation

Highway-Safety Concerns: 40% Education, 50% Enforcement, 10% Evaluation

Outreach and Tracking-Emphasis: 30% Education, 35% Encouragement, 35% Evaluation

Build your own; Complete table below:

**Total Funding Federal (80%) Local (20%)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Education:** | $ | $ | $ |
| **Encouragement:** | $ | $ | $ |
| **Enforcement:** | $ | $ | $ |
| **Evaluation:** | $ | $ | $ |
| **Other: (**If you are unsure whether activities are considered eligible, include them here and in your cost detail estimate) | $ | $ | $ |
| **Total Cost Estimate** | $ | $ | $ |

**Planning Studies:**

Standard Planning Studies **OR**  SRTS Planning Projects:

FFY 2022  FFY 2023

**Total Planning Study Cost** (round to next $1,000) **$**

**Narrative Response**

Provide a narrative response attachment answering questions 1 through 6, making sure to provide information in response to each sub-question. Please limit the response to three (3) double-spaced pages, using a **minimum 11-point font size and a 1-inch margin**.

1. **PROJECT DESCRIPTION AND OVERVIEW.**

This is the summary from page A-3 of the application. The summary is a general overview of the project, including type of facility or project, location (please attach a location map or maps) and any other information about the project. It should be brief. Limited to about 400 words.

**2. PROJECT PLANNING & PREPARATION & LOCAL SUPPORT**

Describe the degree to which this project was planned for and the local support and commitment for the project. If this project is part of a plan, describe that plan and the project’s priority in that plan. If this is a planning project describe how this project will be integrated into other efforts. For SRTS projects, describe walk/bike audits, parent surveys and data on crashes that support the selection of this project. Provide data that supports the selection of your project.

**3. PROJECT UTILITY & CONNECTIVITY**

**For Planning Projects**

Implementation of plan would serve a broad geographic area and adds connectivity to the state’s multimodal transportation network. Describe how this project fills a multimodal gap or serves as a backbone to a local multimodal network.

**For Safe Routes to School Programming Projects**

Will the project get a higher percentage of children walking and biking to school? Project addresses clear safety problems for children already walking/biking. Address the following desired outcomes: reduction in parent concerns that keep them from allowing children to walk/bike; potential for changes in hazard busing; change in policy limiting walking/biking to school; increased school commitment to promoting walking/biking; improved driver behaviors in the school zone; making it more appealing for children to walk/bike; more law enforcement participation in walking/biking issues

**4.** **Project Benefit**

Describe the benefits likely derived from the proposed project, this description should correspond to the project benefit section on page A-3.

*NOTE: A TAP projects should contribute to a community benefit. Projects that contributes to more than one benefit or have significant impact on a particular benefit will receive more points.*

**5. HISTORY OF SPONSOR SUCCESS, DELIVERABILITY AND COMMITMENT TO MULTIMODAL**

How will the project be implemented on time? Have you ever had to turn back awarded federal funds? Please explain. If problems were experienced in the past, what will be done on this project to ensure successful completion? Describe the project sponsor’s commitment to multimodal programs and facilities generally like a complete street’s ordinance, advisory committees, or inclusion of multimodal accommodations in any other local program projects.

**Key Program Requirements Confirmation**

Please confirm your understanding of the following project condition by **typing your name, title and initials** at the bottom of this section. **A Head of Government/Designee with fiscal authority for the project sponsor must initial this section and sign this application. Sponsor consultant(s) should not initial or sign project applications.**

**WisDOT will deem ineligible any application that does not provide confirmation to this section.**

a. Private organizations proposing projects must have a public project sponsor such as a local government unit.

b. The project sponsor or private partner must provide matching dollar funding of at least 20% of project costs.

c. This is a reimbursement program. The project sponsor must finance the project until federal reimbursement funds are available.

d. The project sponsor will pay to the state all costs incurred by the state in connection with the improvement that exceed federal financing commitments or other costs that ineligible for federal reimbursement. In order to guarantee the project sponsor’s foregoing agreements to pay the state, the project sponsor, through its duly executed officers or officials, agrees and authorized the state to set off and withhold the required reimbursement amount as determined by the state from any monies otherwise due and payable by the state to the municipality.

e. The project sponsor must not incur costs for any phase of the project until that phase has been authorized for federal charges and the WisDOT Region has notified the sponsor that it can begin incurring costs. Otherwise, the sponsor risks incurring costs that will not be eligible for federal funding.

f. The project sponsor will follow the applicable federal and state regulations required for each phase of the project. Some of these are described in the Guidelines. The requirements include, but are not limited to, the following: a Qualifications Based Selection (QBS) process for design and engineering services (Brooks Act); real estate acquisition requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and amendments; competitive procurement of construction services; Davis-Bacon wage rates on federal highway right-of-way projects; WisDOT FDM & Bicycle Facilities Handbook; ADA regarding accessibility for the disabled; MUTCD regarding signage; U.S. Department of the Interior standards for historic buildings. Each WisDOT Region can provide copies of the current *Sponsor’s Guide to Non-Traditional Transportation Project Implementation*, and references for sections of the Facilities Development Manual (FDM) and other documents necessary to comply with federal and state regulations. **Applicants who plan to implement their projects as Local Let Contracts using the Sponsor’s Guide must become certified that they are capable of undertaking these projects.**

g. If applying for a bicycle facility, it is understood that All Terrain Vehicles (ATVs) are not allowed. Snowmobile use is only allowable by local ordinance. Trail fees may only be charged on a facility if the fees are used solely to maintain the trail. WisDOT reserves the right to require that facilities be snowplowed as part of a maintenance agreement where year-round use by bicyclists and pedestrians is expected.

h. The project sponsor agrees to maintain the project for its useful life. Failure to maintain the facility, or sale of the assets improved with FHWA funds prior to the end of its useful life, will subject the sponsor to partial repayment of federal funds or additional stipulations protecting the public interest in the project for its useful life.

i. If the project sponsor should withdraw the project, it will reimburse the state for any costs incurred by the state on behalf of the project.

j. The project sponsor agrees to state delivery and oversight costs by WisDOT staff and their agents. These costs include review of Design and Construction documents for compliance with federal and state requirements, appropriate design standards, and other related review. These costs will vary with the size and complexity of the project. The sponsor agrees to add these costs to the project under the same match requirements 80% / 20% match requirements.

k. Projects that are fully or partially federally funded must be designed in accordance with all applicable federal design standards, even if design of the project was 100% locally funded.

l. As the project progresses, the state will bill the project sponsor for work completed that is ineligible for federal reimbursement. Upon project completion, a final audit will determine the final division of costs as between the state and the project sponsor. If reviews or audits reveal any project costs that are ineligible for federal funding, the project sponsor will be responsible for any withdrawn costs associated with the ineligible work.

m. \*\*\*For 100% locally-funded design projects, costs for design plan development and state review for design are 100% the responsibility of the local project sponsor. Project sponsors may not seek federal funding only for state review of design projects.

n. The project sponsor acknowledges that the requisite project commencement requirement and that failure to comply with the applicable commencement deadline will jeopardize federal funding. Commencement is within four years of the date of the project award. The project must be commenced within four (4) years of the project award date according to Sec. 85.021, Wis. Stats. For construction projects, a project is commenced when construction is begun. For planning projects, a planning project is commenced when the planning study is begun. For non-infrastructure projects that do not fall within any of the above categories, a project is considered commenced on the date that WisDOT receives the first reimbursement request from the project sponsor, as noted on form DT1713 in the ‘Date Received’ field.

o. The project sponsor acknowledges that the requisite project completion timeline for approved TAP projects will be memorialized in a state-municipal agreement, and failure to comply with the applicable project timeline will jeopardize federal funding.

p. Federally-funded transportation construction projects, with the exception of sidewalks, are likely improvements that benefit the public at large. Improvements of this type cannot generally be the basis of levying a special assessment pursuant to Wis. Stat. § 66.0703. Municipalities who wish to obtain project funding via special assessment levied against particular parcels should seek advice of legal counsel. See Hildebrand v. Menasha, 2011 WI App. 83.

Please confirm your understanding of the following project condition by typing your name, title and initials at the bottom of this section. A Head of Government/Designee with fiscal authority for the project sponsor must initial this section and sign this application. Sponsor consultant(s) should not initial or sign project applications.

I confirm that I have read and understand project conditions (a) through (o) above:

Name:  Title:

**Accepted (please initial here):**

**Fiscal Authorization and Signature**

Application prepared by a consultant?  Yes  No

If yes, consultant information and signature required below.

Consultant Company Name: Company Location (City, State):

**Consultant Signature** (electronic only)**:  Date:**

**NOTE:** On Local Program projects, it is not permissible for a consultant to fill out applications gratis (or for a small fee) for a municipality and then be selected to do the design work on a project **unless** the municipality either:

**a.)** uses a one-step QBS process with the scope of work to include the grant application and the design services, if authorized; or

**b.)** uses a two-step QBS process with the scope of work for the first selection for the preparation of the grant application(s) and the second selection for the actual design(s).

**In either case, all costs incurred prior to WisDOT project authorization are the responsibility of the municipality. See FDM 8-5-3 for additional information:** [**https://wisconsindot.gov/rdwy/fdm/fd-08-05.pdf#fd8-5-3**](https://wisconsindot.gov/rdwy/fdm/fd-08-05.pdf#fd8-5-3)

Sponsor Agency:

Contact Person:  (Note: must be Head of Government or Designee)

Title:

Address:

Telephone:

Email:

Only one project sponsor is allowed per project. As a representative of the project sponsor, the individual that signs below is confirming that the information in this project application is accurate. A local official, not a consultant, must sign the application. I understand that completion of this application does not guarantee project approval for federal funding.

**Head of Government/Designee Signature** (electronic only)**:  Date:**

**Application and Attachments Checklist**

Submit applications and attachments utilizing the contact information contained in the corresponding TAP Pre-Scoping Application Instructions. Applicants must **submit eligible applications on or before 5PM on June 3, 2022**, and must include the following documents:

A completed application **in Microsoft Word format**

Narrative Response: maximum of **three double-spaced** pages,  **11-point font size with 1-Inch margins**

Cost Estimate Detail as required in the ‘**Project Costs** and Dates’ section of this application

If available, a **local resolution of suppor**t for the proposed project

**Non-Profit Entities Only:** A resolution ratified by “Secondary Municipal Agency” listed on page A-2, certifying the Non-Profit as “Responsible for administration of local transportation safety programs”

School Demographics Information (Page A-7)

Description of Existing Planning Efforts (400 words or less)

Up to **three pages** of additional attachments (photos, letters of support, etc.)

**FOR WISDOT USE ONLY –This information must be entered on the spreadsheet and on the application.**

WisDOT Region comments on application, including eligibility concerns:

Region Reviewer’s Name:

Reviewer’s Title:  Date Received: