

Transportation Alternatives Program Project Application



District Department of Transportation

Instructions

Complete application in the space provided. Applicants should consult the Transportation Alternatives Program Summary and Application Guide while completing this form. Applicants are limited to the application form and ten pages of attachments. Submit completed application and attachments electronically to transportation.alternatives@dc.gov. You will receive an e-mail confirmation within one business day of submittal. If you have questions about the application, contact Transportation.Alternatives@dc.gov.

General Information

Project Name: _____

Project Location: _____

Project Length (if applicable): _____ Start Location: _____ End Location: _____

Project Sponsor

Name of Project Manager: _____ Title: _____

Organization: _____

Address: _____ City: _____ State: _____ ZIP: _____

Telephone: _____ Email: _____

Project Advocate

Name: _____ Title: _____

Organization: _____

How did you hear about the District of Columbia's Transportation Alternatives Program? (i.e. e-mail, DDOT news)

Project Type

Check all that apply.

- Facilities for pedestrians, bicyclists, and other non-motorized forms of transportation
- Safe routes to school
- Environmental mitigation or pollution prevention
- Historic preservation
- Environmental mitigation
- Recreational trail
- Other _____

Purpose and Need

Describe the goals of the proposed project and the existing need which it intends to address.

Project Status

Provide a brief project history, including all actions taken and other state or federal agencies involved. If preliminary plans, survey work, 30% design, or other work has been completed, mention it here.

Project Manager Background

Describe the project manager’s level of experience including knowledge of federal procurement processes and regulations, oversight of past federal-aid projects, and experience with TAP’s forerunner, Transportation Enhancements.

Project Phase

Indicate which phase of the project will be funded under this application.

- Planning
 ROW Acquisition
 Preliminary Engineering (PE)
 Construction Engineering
 Construction

Cost Summary

Total cost is limited to the project described in this application based on the beginning and ending termini provided. This should not include costs for a larger multi-phased project outside the scope of the segment in this application. Federally funded projects require 20% of the project to be locally funded. Thus the TAP funding request would be 80% of the total project cost and the remaining 20% would be funded by another source.

Total Cost for Project Phase	Match (20% of total cost for project phase)	TAP Funding Request (\$ Value) (cannot exceed 80% of the total cost for project phase)	Who is providing the match?	Is there additional contribution beyond the 20%
\$	\$	\$		

Project Phase	Cost \$
Planning	
ROW Acquisition	
Preliminary Engineering (PE)	
Construction Engineering (CE)	
Construction (CO)	
Total Cost	

Feasibility & Project Readiness

If awarded TAP funding, the project must be completed within two (2) years of obligating federal funds. If a project is awarded funding for multiple phases, each phase for which funding was awarded needs to be completed within two (2) years. Would the proposed project be able to meet this timeline?

Yes No

If yes, are there any known contingencies that may delay the schedule (property acquisition, another project, assembly of additional funding, etc.)? Please explain.

Is the project adjacent to a [Historic Landmark](#) or in a [Historic District](#)? Please explain

Has DDOT had an opportunity to offer comments regarding the project scope and conceptual plans? Please explain.

Awarded projects will be funded in either FY23 or FY24 based on project readiness and availability of funds. Please indicate which year you would like funding (FY23 or FY24) and describe how you will bring this project to completion if the project is selected for a year other than selected.

In some cases, awarded projects may only be partially funded. Describe how you will bring this project to completion if

awarded less than the requested amount.

Maintenance Planning

TAP funds cannot be used for maintenance activities. Please describe how your organization will maintain the project. If the project is approved for funding, a signed maintenance agreement will be required.

Selection Criteria

- A. Describe the extent to which the project improves transportation choices or enhances the travel experience for users.

- B. Describe how the project provides a connection between modes or improves access for non-drivers to jobs and essential services. Include how the project will meet Americans with Disabilities Act (ADA) requirements.

C. Describe all public participation activities to date on the proposed project and the existing level of community support. If any District agencies, other government entities, or non-profits have been involved in coordinating the project, please explain their level of commitment and support as well.

D. Does the project address a missing link in the District’s transportation system or resolve an existing safety issue? Please explain.

E. How does this project support or enhance existing plans such as the Office of Planning’s Comprehensive Plan, move DC, and Sustainable DC? List any existing transportation plans or other relevant studies which include the project.

F. Describe any environmental benefits of the proposed project. Will the project result in reduced vehicle miles traveled, particulate matter, greenhouse gas emissions, or water pollution?

G. Please describe the technical data to support the proposed scope (e.g. traffic data, crash/injury data and surveys)

H. Describe how the project addresses the National Capital Transportation Planning Board's (TPB) goal to provide a comprehensive range of transportation options and improve accessibility of transportation facilities for pedestrians, bicyclists, and other non-drivers.

I. The TPB is committed to supporting accessibility for persons with disabilities, low income or minority groups, and limited English proficiency.

- a. Describe how this project enhances transportation facilities for those with special needs, pursuant to Americans with Disabilities Act requirements.
- b. Is this project located in an [Equity Emphasis Area](#)? (see interactive regional map at www.mwcog.org/tpb-equity-emphasis-areas)
 - i. Yes ___ No ___ .
- c. If yes, which Equity Emphasis Area?

J. The TPB aspires to optimize regional land-use balance to support a strong regional economy, including a healthy regional core and dynamic activity centers. This involves increasing jobs and housing around underused rail stations and Activity Centers with high-capacity transit.

d. Is any portion of the project located within a [Regional Activity Center](http://www.mwcog.org/activitycenters)? (see map at www.mwcog.org/activitycenters)

i. Yes ___ No ___

e. If yes, which Center?

f. Describe how this project will improve accessibility and increase transportation alternatives within the Activity Center.

g. Describe how the project will support increased jobs and housing within the Activity Center.

K. The TPB aspires to improve pedestrian and bicycle access to high-capacity transit stations.

h. Is this project within $\frac{3}{4}$ of a mile of a Metrorail station (commuter rail station, light rail/streetcar station, or bus rapid transit station)?

i. Yes ___ No ___

i. If yes, which station(s)?

j. Describe how this project will improve pedestrian and bicycle infrastructure connecting to the station(s).

k. Describe how the project will support increased jobs and housing near the station.

L. The TPB aspires to complete the [National Capital Trail](http://www.mwcog.org/maps/national-capital-trail). (see www.mwcog.org/maps/national-capital-trail)

l. Is this project within a 1/2 mile of the National Capital Trail?

i. Yes ___ No ___

m. Describe how this project will support the completion of the National Capital Trail.

M. Describe public participation activities to date on the proposed project and what has been done to obtain public and community support.

N. Describe project coordination with other agencies and jurisdictions.

O. Describe how the project fits within locally adopted master plans and specific goals of other organizations and local government agencies.

P. Describe how the project originates from planning work conducted in the jurisdiction. Note if the project is included in any official planning documents and how it supports the local land use plan.

Q. Does this project meet the federal eligibility requirements outlined for Safe Routes to School? (see https://www.fhwa.dot.gov/environment/safe_routes_to_school/)

i. Yes __ No __

Required Attachments

Attachment A - Detailed Project Budget

All applicants must enclose a detailed project budget. It should include individual line items, unit costs, and project phasing. Budget projections should reflect the total project cost for the phase of the project being advanced for TAP and delineate federal from non-federal costs. If the project takes place in public right-of-way, the budget should reflect the costs of implementing a traffic control plan. Likewise, projects in public space should include the cost of all required public space permits. More information can be found on [DDOT's Public Space Management website](#). Please use the [budget template](#).

Attachment B - Detailed Site Map and Survey

All applicants must provide a detailed site map showing the project location and land ownership. It should include ownership information for any right-of-way included as part of the project. Beginning and ending termini of the project should be clearly illustrated. If there is uncertainty in ownership, include a survey in the project proposal cost.

Attachment C - Timeline and Schedule

Provide a draft timeline that includes the estimated timeline and project milestones from TAP award to project completion. The TAP application process can take up to 4 months and it can take 6-9 months before the funds become available. Make sure to include the time needed to prepare a bid package, which can take several months.

Attachment D - Letter of Commitment

All applicants must enclose a letter of commitment. The letter should articulate their support for the project, detail involvement in project development to this point, and commit to implementing the project.

Other Attachments

When e-mailing the application, be sure to include any supportive documentation as separate file attachments. This can include preliminary plans, sketches or 30% plus design plans, photographs, and letters of support which provide additional detail on the project location, public involvement, planned improvements, or existing conditions and need.

Sponsor Certification

Project Manager certifies the following: (Read and check each statement below).

- We will provide technical guidance and oversight throughout project development
- Budget accurately reflects cost of proposed project
- Project development will comply with all state and federal regulations
- We understand these funds must be expended within (2) years of obligation
- We will be responsible for ensuring future maintenance and operating costs of the completed project
- We understand that there are local and federal project close-out processes that must be adhered to and agree to meet those requirements
- We shall follow the steps outlined in the close-out document.

Project Manager Signature

Date
