



# Transportation Alternatives Program Project Application

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## 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 [stephen.hurst@dc.gov](mailto:stephen.hurst@dc.gov). You will receive an e-mail confirmation within one business day of submittal. If you do not receive confirmation or have questions about the application contact Stephen Hurst at 202.671.4580.

## 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: \_\_\_\_\_

## Project Type

*Check all that apply.*

- Facilities for pedestrians, bicyclists, and other non-motorized forms of transportation
- Safe routes for non-drivers
- Conversion and use of abandoned railroad corridors for trails
- Community improvement activities
- Environmental mitigation or pollution prevention
- Safe Routes to School
- Recreational Trail

## 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.

Design       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.

Project Phase	Start Date	TAP Funds	Other Funds	Total Cost
Design (PE)				
Construction Engineering (CE)				
Construction (CO)				
Totals	n/a			

## Feasibility & Project Readiness

If awarded TAP funding, the project must be completed within two years of obligating federal funds or approximately August 2016. Would the proposed project be able to meet this time line?

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

In some cases 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 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 linkage 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 and Sustainable DC? List any existing transportation plans or other relevant studies which include the project.

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

## 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 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](#).

### *Attachment B - Detailed Site Map*

All applicants must enclose a detailed site map. 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.

### *Attachment C - 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.

### *Attachment D - TPB Regional Application*

All applicants must enclose an application for Regional TAP funds. This allows projects to be jointly considered for funds administered by DDOT and sub-allocated funds administered by the Transportation Planning Board (TPB). The application can be found on the [DDOT TAP webpage](#) or at [www.mwcog.org/tap](http://www.mwcog.org/tap).

## 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

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Project Manager

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Date