Transportation Alternatives Program

TAP Logo

Applicant Guide

February 2019

Contents

Acronyms

AASHTO –	American Association of State Highway Transportation Officials (https://www.transportation.org/)
ARC –	Application Review Committee
CC –	Conditional Commitment
CE –	Construction engineering
CFDA –	Catalog of Federal Domestic Assistance
CMAQ –	Congestion Mitigation and Air Quality Program
CS –	Control Section
CZM –	Coastal Zone Management
DDA –	Downtown Development Authority
DEQ –	Department of Environmental Quality
DNR –	Department of Natural Resources
EPA –	Environmental Protection Agency
FAST Act –	Fixing America's Surface Transportation Act
FHWA –	Federal Highway Administration
FY –	Fiscal Year
GI –	Grade Inspection
LAROW –	Limited Access Right-Of-Way
LAP –	Local Agency Program (www.michigan.gov/mdotlap)
MDOT –	Michigan Department of Transportation (www.michigan.gov/mdot)
MAP-21 --	Moving Ahead for Progress in the 21st Century Act
MERL –	Michigan Engineer's Resource Library (www.michigan.gov/mdotlap)
MGS –	MDOT Grant System
MMUTCD –	Michigan Manual on Uniform Traffic Control Devices (https://mdotjboss.state.mi.us/TSSD/tssdHome.htm)

MNRTF – Michigan Natural Resources Trust Fund

MPH – Miles per hour

MPO – Metropolitan Planning Organization

NEPA – National Environmental Policy Act

OED – Office of Economic Development

PE – Preliminary engineering or design engineering

PR – Physical Reference

PSF – Pounds per square foot

ROW – Right-Of-Way

RTP – Recreational Trails Program

SHPO – State Historic Preservation Office

SRTS – Safe Routes to School

(S)TIP – State Transportation Improvement Plan (STIP) or individual MPO Transportation Improvement Plan (TIP) (https://www.michigan.gov/mdot/0,4616,7-151-9621_14807_14808---,00.html)

TA – Transportation Alternatives

TE – Transportation Enhancements

TAP – Transportation Alternatives Program

TMA – Transportation Management Area

TSC – Transportation Service Center

U.S.C. – United States Code

Section 1 - Overview

The Transportation Alternatives Program (TAP) is a competitive grant program for projects such as bike paths, pedestrian and bicycle safety improvements, and preservation of historic transportation facilities that enhance Michigan's intermodal transportation system and provide safe alternative transportation options. These investments support place-based economic development by offering transportation choices, promoting walkability, and improving quality of life. The program uses federal transportation funds designated by Congress for these types of activities.

TAP was created by the Moving Ahead for Progress in the 21st Century Act (MAP-21), signed into law in July 2012. TAP continued as a set-aside to the Surface Transportation Block Grant Program with the passage of the Fixing America's Surface Transportation Act (FAST Act), signed into law in December 2015.

Approximately $24.5 million is available annually. Of this, $17.6 million is available through a competitive grant process administered by the Michigan Department of Transportation (MDOT) Office of Economic Development (OED). The other $6.9 million is available through competitive grant processes administered by the metropolitan planning organizations (MPOs) in urban areas with populations greater than 200,000.

The Michigan TAP program is under the oversight of MDOT OED. MDOT is responsible for overseeing the implementation of all TAP grants, regardless of which agency selects them. Based on the MDOT-Federal Highway Administration (FHWA) Stewardship Agreement, MDOT agrees to establish which eligible types of federal transportation funding can be implemented through MDOT.

TAP applications may be submitted online at any time. Funding commitments are typically issued several times per year for future fiscal years.

This manual generally reflects guidance for state-selected TAP funding, where the grant projects are selected by the MDOT OED. The intended audience for this guide is local agencies of government that are seeking statewide TAP funding for a project. The statewide TAP may be more restrictive than the federal program and may vary from other states' programs and from guidance presented on the websites of the FHWA or the TAP Clearinghouse. This manual is intended to help local agency applicants understand Michigan's program to determine its appropriateness as a funding source for a potential project, and to serve as a reference for the life of the project.

For additional information on statewide TAP and vignettes on past projects, please visit the TAP website: http://www.michigan.gov/tap.

TAP Mission

The TAP enhances Michigan's intermodal transportation system by providing assistance to communities developing safe alternative transportation projects.

TAP Vision

The TAP Vision is to support a multimodal transportation system that is functional, safe, cost-effective, in harmony with its surroundings, environmentally sound, and attractive.

Funding

Michigan's federal TAP funding amount may vary from year to year, depending on congressional action. To explain the funding structure, Fiscal Year (FY) 2018 will be used as an example in Table 1 below.

Michigan's estimated TAP funding (otherwise known as apportionment) for 2018 was $27.4 million. This amount includes a sub-apportionment for the Recreational Trails Program (RTP), which is taken off the top of the total TAP funding. RTP receives $2.9 million annually and is administered by MDOT and the Michigan Department of Natural Resources. Of the remaining balance, 50 percent is sub-allocated based on population, while the other 50 percent may be used in any area of the state. In Michigan, the six MPOs with populations more than 200,000 administer about $6.9 million, and MDOT administers about $17.6 million.

Image 1: Michigan's TAP Funding Structure

1 – TAP Funding Flow Chart

Eligible Applicants

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 may partner with a local agency to apply for funding and implement the project. Other organizations, such as townships or trail groups, may partner with an eligible agency to apply.

Competitiveness

All TAP projects are required under federal law to be selected using publicly transparent competitive criteria, which may vary from one MPO to the next or from the criteria established for the state-selected TAP grants.

For information on the competitive criteria for each of the six MPO TAP programs, please visit www.michigan.gov/tap and click on MPOs That Administer TAP Funding PDF under "Resources."

For the purpose of this applicant guide, the focus will be on projects that are considered competitive for state-selected TAP funding.

For more detailed information on application competitiveness, please continue to the next section, Developing a Competitive Application.

Section 2 - Developing a Competitive Application

Introduction

The TAP program offers local communities and state agencies the opportunity to apply for grants to assist with enhancing intermodal transportation systems and provide safe alternative transportation options. This section of the applicant guide will highlight some of the factors that applicants should consider when designing a project proposal to submit to the TAP program. The purpose of this section is to prepare applicants for all the information that should be considered and gathered **prior** to submitting a grant application. For more information on what specific data is required to complete an online application for TAP funding, please see Submitting an Application in the MDOT Grant System (MGS).

It is expected and highly recommended that potential applicants read this entire Applicant Guide, including appendices, and then contact the regional grant coordinator before beginning a TAP application. For grant coordinator contact information, go to the online OED Grant Coordinator Contact Map.

If you are considering partnering with a local MDOT office on a TAP application, please contact a grant coordinator to discuss the specifics of that process.

Competitiveness Details

Competitiveness Goals and Objectives
The competitiveness and eligibility guidance contained in this section pertains only to the $17.6 million of TAP funding available per year through the competitive process administered by MDOT as outlined in Section 1. Approximately $7 million is available per year through competitive grant processes administered by MPOs in urban areas with populations greater than 200,000. For applicants in those areas, please consult with the respective MPO for competitiveness details.

The MDOT TAP program prioritizes funding for projects that **demonstrate a competitive concept and a high likelihood of constructability.** Both are needed for a project to earn TAP funding**.** Historically, the annual funding requested from TAP has been four times greater than the amount of annual TAP funds available; based on TAP funding limitations alone, some projects will not be approved.

For information on the competitive criteria for each of the six MPO TAP programs, go to https://www.michigan.gov/documents/mdot/2016_MPOs_Map_530075_7.pdf.

Competitiveness of Project Concepts
Projects that fall into one of the following descriptions listed in Table 2.1 are considered more competitive for funding under the MDOT TAP Program than other project types.

Compared to the competitiveness of the project concept, **equal importance** is placed on the capacity of the proposed project to be constructed to state and federal standards, and to be delivered on time and on budget. Generally, the following areas must be addressed and documented in the application:

- Proposed schedule demonstrates an excellent grasp of how long federal aid projects take to implement.
- Proposed design elements and major scope items are developed far enough to demonstrate that state and federal design standards can be met without any design exceptions.
- Implementing agency can obtain all necessary easements, rights of way (ROW), and permits within the proposed project timeline.

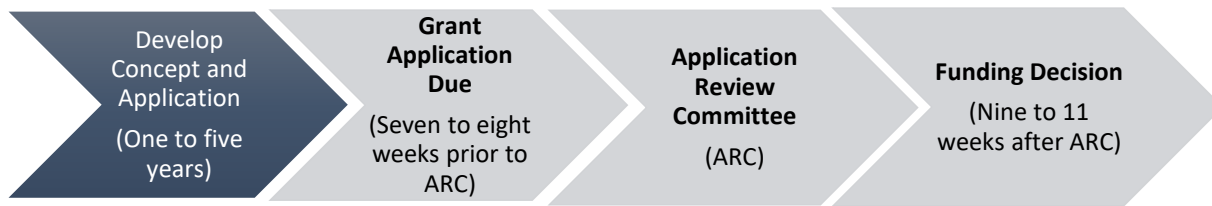| TABLE 2.1 COMPETITIVE TAP PROJECT TYPES	
Pedestrian and Bicycle Facilities	▪ Connect and develop documented regional or statewide trail systems. ▪ Appropriate for the need and use types targeted. ▪ Benefit state tourism or economic development initiatives. ▪ If locally significant, have strong transportation connection and involve planning efforts to serve as connectors to regional trails. ▪ Are a priority on MDOT, county or regional trail plans. ▪ Address documented safety deficiencies. ▪ Part of a broader non-TAP-funded pedestrian and bicycle system. ▪ Include amenities that increase usability of bicycle and pedestrian facilities. ▪ Address pedestrian safety deficiencies in traditional/historic downtowns.
Historic Preservation Projects	▪ Enhance National Register-listed historic districts, locally designated districts or National Heritage Areas. ▪ Preserve original structure on site (off site if only option available for bridges). ▪ Promote cultural tourism.

The Safe Routes to School (SRTS) category is also eligible for TAP Funding. In Michigan, MDOT partners with the Michigan Fitness Foundation to manage the SRTS program. For instances where topics address SRTS applications, they will only be generally noted in this applicant guide.

For more detailed information on competitiveness details for SRTS applications, please go to the SRTS website at http://saferoutesmichigan.org/.

Overview of Project Life Cycle
More information on the specifics of the grant and application deadlines are outlined further in this section under Schedule and Timeline. However, it should be noted that the conceptual stage of most successful TAP projects can take years to develop the project concept into an application that is ready for review by the Application Review Committee (ARC). See the example project application timeline below.

| Develop Concept and Application (One to five years) | Grant Application Due (Seven to eight weeks prior to ARC) | Application Review Committee (ARC) | Funding Decision (Nine to 11 weeks after ARC) |

2 - Project Life Cycle Flow

The first step in the process is developing a concept, which can take several years. Whether this concept is for a nonmotorized trail or a pedestrian safety streetscape project, incubating an idea takes time, typically many years, before a concept is detailed enough to be ready to request funding assistance from the TAP Grant Program.

Once the concept is fully detailed, the applicant can request TAP funding. Applicants should know that the application review process from start to finish takes at least five months, and normally takes six to nine months, before a funding decision is made. The additional time is typically determined by how long it takes the applicant to respond to technical questions. This delay can be avoided with a more well-developed concept.

After a grant decision is made, the project implementation period begins. This includes finalizing any easements or acquisitions and development of a full set of engineering plans, complete with all easements, permits, etc. After the project is fully designed, there is a six to nine-month engineering review by MDOT's Local Agency Programs Unit (LAP). **The LAP engineering review typically needs to be initiated by the fall of the calendar year prior to the proposed construction year.** For more information on implementation, please see the Implementation Section.

Minimum and Maximum TAP Grant Requests

Minimum Construction Grant Amount: $200,000.

There are no maximum grant request amounts for Michigan TAP funds; however, it should be considered that the actual grant commitment may be less than the requested amount. Conditional Commitments (CCs) may be recommended for a lower amount based on review of the Application Review Committee.

The Michigan TAP budget is limited annually. Grant requests for large amounts will be considered; however, the following items will be taken into consideration during the review process and may affect the potential grant amount:
- Past TAP grant distributions received by the applicant.
- Comparison of the request with the remaining TAP funding for the proposed construction year.

The following items will be considered and may increase the competitiveness of a grant request:
- Additional match commitment over the required 20 percent.
  - Over-match at 50 percent or more is expected for large TAP requests.
  - A portion of match is expected from the applicant, not just other grant funding sources.

- Defined regional need, documented on multiple master plans and regional maps.
- Documentation of feasibility study to warrant the use of public funds:
  - Exceptions will be considered for trails on abandoned rail corridors.
  - The study should document how all possible routes were investigated, noting the analysis of each route and what risks are associated with each one.
  - A detailed description of the selected route should be provided as to why that route is the most feasible.

For more detailed information on match for SRTS applications, please go to the SRTS website: http://saferoutesmichigan.org/.

Project Constructability
High importance is placed on the capacity of the applicant to construct the proposed project to state and federal standards, and to be delivered on time and on budget.

The pre-application checklist provided at the end of section outlines the competitiveness and constructability factors that are considered when an application is being reviewed for potential funding. One factor does not carry more weight than another. All aspects of the project must be considered and accurately documented in the application to be considered a wholly competitive project, thus making it a good investment of public funds.

It is recommended that you **print the pre-application checklist** and have it available to take notes on as you review the remainder of this applicant guide. Additional details on many of the listed factors will be provided in subsequent sections. After you review the applicant guide and take notes on questions you may have, please schedule a time to discuss your project with our regional grant coordinator.

Applicant Responsibilities

It is the responsibility of the applicant to fully understand what is required to complete a TAP project and to operate and maintain it in perpetuity. The applicant is responsible for the timely completion of each phase of a TAP project, starting with application submission through construction letting by MDOT as stated in the application. The level of responsibility that falls upon a local agency when accepting federal funding should not be underestimated. For more information on applicant responsibilities, please see the specifics outlined in Section 5 - Implementation. Each project phase is discussed in detail in additional sections of this manual. It is recommended that an applicant review the entire manual prior to starting a TAP application.

1. Public Input

Public input is required for projects that are seeking federal transportation funding. MDOT expects to see well-documented information on how a project concept was presented to the public and how that concept was received. It is MDOT's responsibility to vet and commit funding to projects that demonstrate a high level of local support and that have an engaged group of stakeholders. Public involvement is a fundamental component of effective transportation planning, project development, and implementation.

Documentation on public input received must include:

- A notice of the meeting and where that notice was posted.
- Meeting agenda with the specific conceptual project listed.
- Recorded meeting minutes.

If significant public comment and/or opposition is received, the applicant should provide information on how the comments were incorporated into the proposed project and how the opposition was addressed.

When preparing documentation for a TAP application, provide a description of how you facilitated communications with the following groups:

- Adjacent property owners for which the project could have potential impacts.
- Stakeholders who were involved with the development of the conceptual project.
- Members of the public who may have interest in the project.
- Any local citizens or groups who may not support the project.
  - Be prepared to document concerns or controversy and how you worked to address the issues stated, including any subsequent scope revisions.

To make an application more competitive, provide well-documented information on how public input and stakeholder involvement went above and beyond what is required. Examples include:

- The project's inclusion in multiple public planning documents (master plans, transportation plans, local and regional nonmotorized plans, parks and recreation plans, etc.).
- Minutes from recent public meetings where the specific project was discussed (i.e., city council, township board, etc.).
- Resolutions of support from additional relevant local units of government.
- Soliciting direct feedback from stakeholders in the project area (door-to-door engagement, community forums, etc.).
- The community's adopted Complete Streets policy, ordinance, or resolution.

A NOTE ABOUT COORDINATING WITH MPOs:
Applicants who have a project located within an MPO region must notify the MPO of the proposed project and must obtain a letter of support prior to submitting a TAP application. This letter must be included with the application for an application to be considered complete. The applicant should keep the MPO up-to-date as the project progresses through the approval stages (or its disapproval, should that occur). Regional MPOs are critical to the proper implementation of transportation projects in Michigan, as they maintain the regional Transportation Improvement Plans (TIP) and can help local agencies coordinate regional efforts as projects, such as trails, extend from one jurisdiction to another.

2. Eligible Applicants and Partners

The chief administrative official is the applicant agency's representative who has the authority to initiate and submit an application on behalf of the applicant agency. Be aware that any inaccurate information submitted could jeopardize funding and proposed grant timelines.

Consultants should not solely represent the community or make decisions on their behalf. Consultants can assist the applicant agency as the application preparer. It is the responsibility of the applicant to oversee the development of an application by their consultant.

The following organizations are eligible to apply for TAP funding:

- County road commissions/departments
- 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
- Tribal governments

Schools are eligible only in the SRTS category.

NOTE: MDOT is not a legal applicant but may implement a project on behalf of a legal applicant through an established partnership.

Project Partners
MDOT encourages any organization not eligible to apply for TAP funding to collaborate with an appropriate eligible agency as partners in planning, financing, developing and implementing TAP projects. See the Implementation section for more detailed information.

Project partners may include such entities as the following:

- Private organizations
- Nonprofit organizations
- Community groups
- Private individuals
- Townships
- Trail groups
- Downtown Development Authorities (DDAs)

Working within MDOT Right of Way
Applicants need to be aware of all the requirements that are associated with working within MDOT-owned road ROW. If a proposed project will touch or enter MDOT ROW in any way, the local agency is required to contact the local MDOT Transportation Service Center (TSC) regarding the project and obtain a TSC letter of support. This letter must be included in the application at the time of review for an application to be considered complete. Depending on the complexity of a project, it may take several months and some level of engineer drawings to receive a letter of support from the TSC. It is highly recommended that applicants begin conversations with TSC staff at the start of project planning.

In addition to the TSC letter of support at the time of application, TSC review and written approval of final project plans will be required prior to obligation of funds and advertisement for bids.

If the project affects an interstate, or I route (e.g., I-75, I-696, etc.), FHWA approval will be required. I routes are limited-access ROW (LAROW). These ROWs are owned by FHWA. Projects involving LAROW will require FHWA approval prior to construction. This level of approval will add significant time to the project timeline and should be planned out at the beginning of project development. Avoid affecting I routes if possible.

3.   Match Requirements

TAP requires a minimum cash match of 20 percent of the construction cost. Beyond that, leveraging investment of funds from a variety of local sources is an MDOT goal.

Projects awarded funding in the past have averaged a match of 35 to 45 percent of project construction cost. At the same time, MDOT recognizes that the capacity to raise matching funds varies among communities. Level of match is weighed along with "ability to pay" and other factors during the program review. MDOT expects that local communities contribute financially to a project to demonstrate how strongly the project is desired by the local community, and as an indicator that the community is prepared to further invest in operations and maintenance after it is constructed.

This cash match may come from local governments, state funds, private for-profit or nonprofit corporations, foundations, individuals, and a few federal funding sources. In general, the higher amount of TAP funding requested, the higher the expected match percentage.

SRTS projects have separate rules for match. For more information, please go to the SRTS website at http://saferoutesmichigan.org/.

4.   Schedule and Timeline

The application review and grant selection process involves five stages of activity, generally outlined below. For specific annual TAP Planning Guide information, go online to TAP Planning Guide.

Recommended Contact with Grant Coordinator	Application Due Date – Only COMPLETE Applications	Application Revisions Completed, or Application Moved to Next Review Cycle	Application Review Committee Meeting (ARC)	All Application Issues Addressed, or Application Moved to Next Review Cycle	Tentative Funding Decision Date
At least eight weeks before Application Due Date	Seven to eight weeks before ARC	Two weeks before ARC	ARC	Four to five weeks after ARC	About nine to 11 weeks after ARC

3 - TAP Planning Guide – Application Review Schedule

Note that the project implementation timeline, which begins once a funding commitment is issued, includes a six to nine-month engineering review with MDOT's LAP, which typically needs to be initiated by the fall of the calendar year prior to the construction year.

When looking at the TAP Planning Guide, note that only **complete** applications are reviewed and considered by the MDOT Application Review Committee. If a grant request gets submitted prematurely, resulting in the applicant being unable to answer all the questions asked in the TAP application in detail, the application is incomplete. The applicant must make revisions and/or submit additional documentation before the review process can continue. If these revisions are extensive, it should be expected that the review of the project will have to wait one, if not multiple, review cycles to be reviewed. At each of these stages, a proposed project can remain in consideration or be denied for funding. **It is imperative that applicants work extensively with a grant coordinator long before the desired application deadline.**

For detailed information on how to prepare and submit a TAP application in the MDOT Grant System (MGS), please see the next section, Submitting an Application in the MDOT Grant System.

Progression through the TAP application review process is at the discretion of the regional grant coordinator and TAP program manager. Please work with a grant coordinator to determine the best timeline for application submission, review and desired funding fiscal year.

For grant coordinator contact information, go to the online [OED Grant Coordinator Contact Map](#).

Combining Grant Funds

For nonmotorized trail projects, TAP funds are sometimes matched with a Michigan Natural Resources Trust Fund grant or another state grant. It is important to understand these programs **do not** run on the same timeline as TAP, nor do they have identical eligibility requirements. It is the responsibility of the applicant to fully understand the requirements of each grant program and to know when exactly secured match and other documents are required.

MDOT cannot expedite the review process because an applicant requires match documentation for another grant program outside of the normal TAP review schedule. It is recommended that TAP applicants apply to TAP at least six months prior to applying to any other grant program.

5. Participating Costs and Eligible Costs

Project costs for scope items in a TAP grant are "grant-participating," generally called participating costs. Participating costs equal those costs covered by the TAP funding and matching funds. Other construction costs incurred on TAP projects, which are not a part of the TAP grant, are "non-grant-participating," generally called non-participating costs. Non-participating items are construction pay items that the TAP grant is not covering, such as fishing piers or road construction. Non-participating items may also be items that are eligible for TAP funding but are not a part of the approved grant scope of work. A true non-participating cost is one that is a construction item that MDOT bills to the local agency at 100 percent of the cost. If costs that are eligible for TAP funding are not necessary to deliver the scope items listed in the grant summary, they are not grant-participating, making them non-participating costs.

Applicants may desire to add minor amounts of similar work beyond the grant scope to limit area construction to one project. This additional work beyond the grant scope is non-participating. Note that all non-participating work must also meet state and federal standards.

Project development costs, including design or construction engineering costs, permitting fees, project administration, etc., are not considered participating or non-participating, and should not be listed on cost estimates or the budget tab of the application.

Take care to estimate your project cost as accurately as possible in your application. The grant you receive will be based on the information included in the application and may not be increased once obligated. **The applicant will be responsible for all cost overruns or any additional costs needed to complete the project scope.**

In addition to being labeled as participating or non-participating, costs may also be characterized as eligible or ineligible. Eligible costs are those costs determined by federal TAP program guidance and MDOT to be consistent with achieving the program goals. Some project development costs may meet the federal eligibility criteria but are ruled ineligible by MDOT for programmatic purposes, primarily to enable the limited TAP funds to support more projects.

For many projects, the ineligible project element costs may be characterized as non-participating costs. However, both the eligibility and participation of these types of costs may vary depending on the negotiated terms among partners, including MDOT, on individual projects.

Eligible Project Elements Examples:

Nonmotorized Facilities for Pedestrians and Cyclists

- Pedestrian and bicycle facilities, including shared use traffic lanes, shared use paths, paved shoulders, boardwalks, bridges and approaches, sidewalks and walkways, and separate pathways, that:
    - Connect and develop documented regional or statewide bicycle and pedestrian transportation networks.
    - Are appropriate for the need and user types targeted.
    - Benefit state tourism or economic development initiatives.
    - If locally significant, have strong transportation connection and involve planning efforts or serve as connectors to regional networks.
    - Are listed as a priority on statewide, regional, or county nonmotorized transportation plans.
    - Address documented safety deficiencies.
    - Are part of a broader non-Transportation Enhancement or non-TAP-funded bicycle and pedestrian transportation network.

- Amenities that increase usability of such facilities, provided that such elements are allowed in the current Michigan Manual of Uniform Traffic Control Devices (MMUTCD) and American Association of State Highway and Transportation Officials (AASHTO) guidance, such as:
    - Location signs
    - Directional signs
    - Safety or other use signs (stop, yield, warning, etc.)
    - Pedestrian and street lights and appurtenances
    - Pedestrian signals and appurtenances

- Pedestrian safety improvements that:
  - Are located in established traditional downtowns or historic districts, including areas with high pedestrian activity or of a context that promotes pedestrian transportation.
  - Use a creative design approach that enhances pedestrian safety and takes into account the community identity, history, context, and the human environment.
  - Accomplish multiple goals (traffic calming, pedestrian safety, tied with other initiatives, etc.).
  - Receive input and support from citizens, local businesses, economic developers, traffic engineers, historians, etc.

Historic Preservation and Repair of Transportation Facilities

- Historic preservation projects that:
  - Enhance National Register-listed historic districts, locally designated districts, or National Heritage Areas.
  - Preserve original property in place (certain bridges designed to be either moved or disassembled and reassembled at another location are an exception).
  - Promote cultural tourism.

Other Eligible Activities

- Other eligible activities defined in the FAST Act but not specifically listed here are generally not competitive in Michigan for TAP funds. In certain instances, OED will consider these other eligible activities for funding when the local agency applicant demonstrates that funding such activity will provide a significant benefit to the state.

Non-Eligible Project Element Examples:

Such ineligible elements can be included in a federally funded project as nonparticipating items, but all requirements of the federal aid program apply to these elements.

Please note that the MDOT OED may allow these elements to be eligible for federal funds and be included in a specific project. If such allowance is made, OED will include such work in the grant award summary that it issues to the local agency for the specific project.

- Professional engineering services (design engineering, geotechnical investigation, analysis, and reporting; construction engineering, inspection, testing, surveying; contractor staking; etc.).
- Other professional services associated with property acquisition (legal fees, surveying, site investigation and remediation, property appraisals, recording, etc.).
- Purchase of property or property rights for wetland mitigation.
- Purchase of property or property rights for wetland mitigation credits.
- Required system operation and maintenance including purchase of replacement, stockpile, or storage items.

- Work associated with construction, reconstruction, replacement, or modification of existing roads and streets, unless the work is part of a streetscape project that constructs traffic calming devices.
- Relocating or causing to relocate existing utilities in public easements or ROW for the convenience of the project.
- Burying overhead utilities or appurtenances.
- Curb and gutter (negotiable in a water quality project).
- Electronic speed detection devices, similar to stationary radar speed detectors and signs, unless such devices are supported by required and approved engineering, law enforcement, and safety studies.
- Decorative street signs.
- Gateway structures and signs, arches, archways, welcome signs.
- Wayfinding devices or signs that are primarily for vehicular use.
- Advertisement signs or any such signs that include names of companies, departments or agencies, or names of persons.
- Informational or other such signs, signals, or devices that are not in compliance with the current MMUTCD.
- Building facades or structural repair or improvements, except for transportation-related buildings and structures that have a historic designation.
- Aesthetic items or features, such as clock towers, decorative fountains, public art, annual plantings, banners, etc.
- Irrigation systems, in whole or in part, including construction or extension of any part of a public or private water supply system.
- Movable, temporary, or portable items such as planters, benches, waste receptacles, etc.
- Electrical systems for temporary, holiday, or seasonal displays, including tree lighting.
- Flag poles, bases, and appurtenances.
- Items required as federal aid project mitigation (except for water quality).
- Sound systems, in whole or in part, including electrical or other utility infrastructure required for the system.
- Landscaping items on private property located beyond public ROW and easements.
- Buildings and site amenities, such as water systems, and sanitary facilities and appurtenances.

Implementation

Applicants should be aware that TAP grant projects are implemented via the MDOT bid letting process, which follows the federally required reimbursement method. MDOT lets a contract with the successful low bidder. MDOT pays for all project costs with state funds. Then federal funding sources are billed for reimbursement to MDOT, and the grantee agency is billed for the remainder. If the TAP grantee intends to use funds from other grants on the project, the TAP grantee must collect them. The TAP grantee will not be given grant funding up front, nor will the grantee be reimbursed for any costs for the project. The grantee will receive invoices from MDOT for its match and any non-participating portions of the project.

All TAP grant projects are administered through the MDOT bid letting process; please see the section on Implementation for more information on how grant projects are constructed and how payments are finalized.

The next section of this applicant guide outlines how to complete a TAP application in the online MGS.

MDOT TAP 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** – Applicants should prepare realistic expectations for their concept.

- A high level of overmatch increases competitiveness of an application (50 percent or higher).
- Cash match is expected from the applicant. Can you provide this level of match?
- Non-participating work that contributes to the project is considered in a competitiveness review.

☐ **Project Cost Estimate** – Grants are capped at the time of award.

- Any costs that exceed the grant amount are the responsibility of the applicant.
- Cost estimates are to be itemized; lump sums and vague scope items will not be accepted.
- Do you have the financial capacity to cover any extras and overruns at 100 percent local cost?
- Because grants are capped it is to your advantage to devote resources upfront to be sure you have developed an accurate budget.

☐ **Property Ownership** – MDOT and FHWA require that property be in the control of the applicant agency 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?
- Who owns the land you need for the project?
- 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, provide written documentation in the application from that agency confirming their willingness to allow construction in their ROW. Note that the use of federal TAP funds requires the implementing agency to have legal control of the project property(ies) for both construction and permanent operations and maintenance of the transportation facility.
- If the project falls within MDOT ROW, 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.

☐ **Public Input** – Is your project the result of a community's stakeholder engagement process?

- All TAP projects must have allowed for the public 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 any way.

- Notify the regional MPO, if applicable, that you are applying for federal funding and receive a letter of support from the MPO regarding this federal project.
- Based on the public review, the applicant should try to address any public concerns and make changes to the plan, if appropriate. Discuss the public comment process and any related project scope changes in the application.

☐ **Updating Planning Documents** – Have you considered the amount of time it takes to be listed on region-wide transportation plans and community masterplans?

- The proposed project should be listed in a community masterplan, transportation plan, nonmotorized plan or recreation plan. Updates to these documents takes time.
- It is the responsibility of the applicant to be sure that their project is listed on the regional transportation plan (Transportation Improvement Plan (TIP) or State Transportation Improvement Plan (STIP)) before the project funds can be obligated. This is not required at the time of application but should be built into the project schedule.
- The STIP/TIP process can take some time and should be figured into the project timeline to be sure the project is listed on the transportation plan after a conditional commitment is issued and well in advance of bid letting.

☐ **Engineering Costs** – TAP funding does not pay for engineering costs on local agency projects; engineering is the responsibility of the applicant.

- 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?

☐ **Environmental Effects** – 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 effects of their proposed project.
- Are you 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. Did you know that 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 the Michigan Department of Environmental Quality (DEQ) for 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.

☐ **Site and Design Considerations –** How feasible is your project?

- 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 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.
- 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.
- Are there water features to work around? Water and/or wetland resources within the project limits will likely require working with the Michigan DEQ. This will add time to your project timeline.
- Do you have enough room within your 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** – Is the length of this review process what you expected? Have you managed the expectations of the public?

- The TAP application review process takes at least five months, and normally takes six to nine months.
- The development of a bid package can take another 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 LAP.
- Project construction does not typically begin until one or two years after the funding commitment is issued.
- Based on the timelines mentioned above, can the project be constructed in the anticipated fiscal year?

☐ **Communication** – Have you relayed this timeframe to potential donors and other public funding sources?

- 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 your match for the project, have you communicated this timeline to the other public funding sources?
- 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** – Have you budgeted for the approximate cost of long-term operations and maintenance?

- The use of federal TAP funding requires the applicant to operate and maintain the project in perpetuity.

- 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.
- The applicant should provide documentation of executed maintenance agreements if maintenance is to be completed by an entity that is not the applicant.

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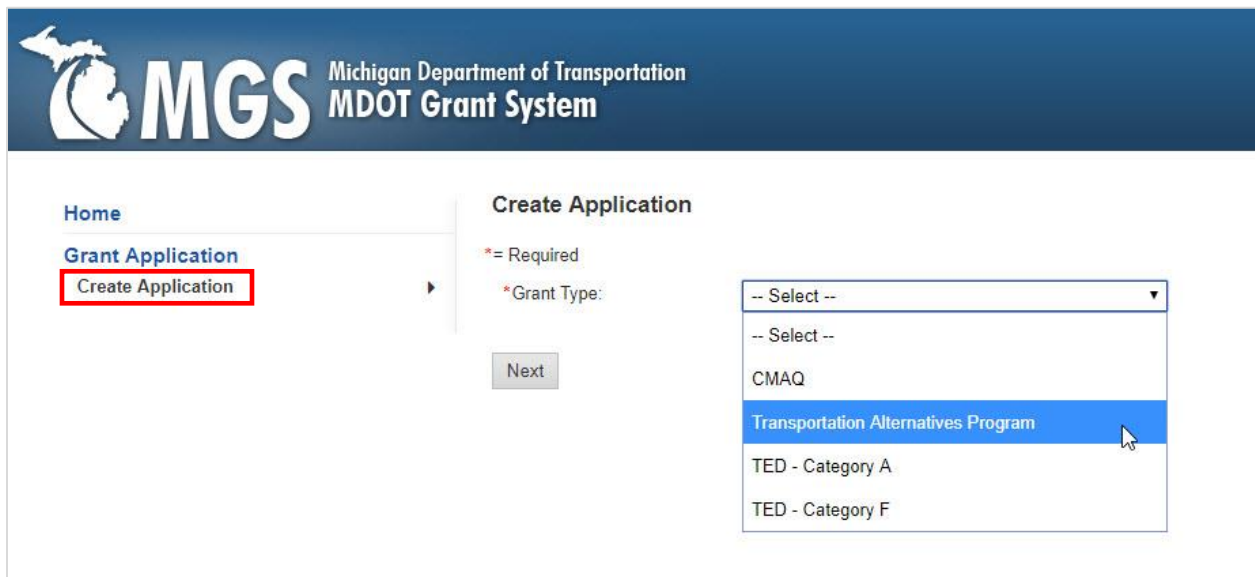
Introduction

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^t 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."

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.)

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."

8 - Uploading Documents Screenshot

7. 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.

9 - Upload Successful Message Screenshot

8. 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."

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."

12 - Editing Document Information Table Screenshot

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

13 - Edited Document Confirmation Message Screenshot
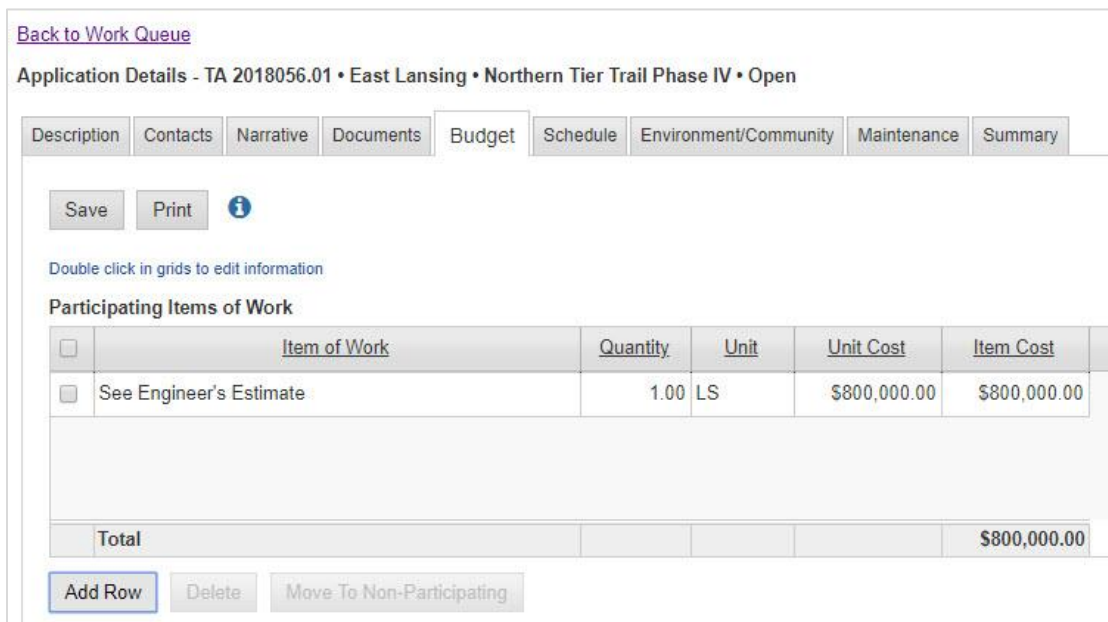
Budget Tab

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.

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

Save   Print   ⓘ

Double click in grids to edit information

Participating Items of Work

☐	Item of Work	Quantity	Unit	Unit Cost	Item Cost
☐	See Engineer's Estimate	1.00	LS	$800,000.00	$800,000.00
	Total				$800,000.00

Add Row   Delete   Move To Non-Participating

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.

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.

16 - Screenshot of selecting participating match source

4. 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.).

5. 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.
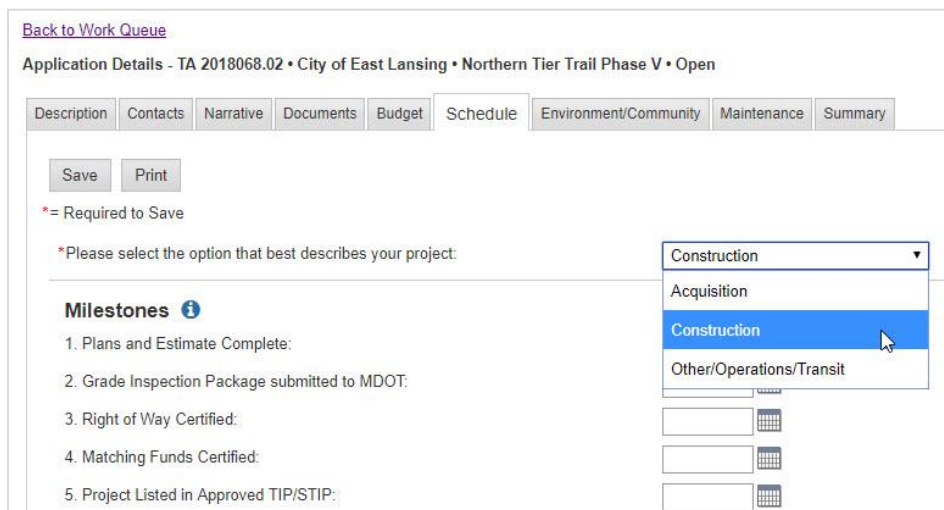
17 - Screenshot of match details and project funding summaries

6. 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.).

*Will this project be paired with any other construction projects?	● Yes ○ No
*1. Project with MDOT Management:	○ Yes ● No
*2. Project with Local Management:	● Yes ○ No

If yes, provide the project description (type of work, dates of the proposed construction, job number, etc.)

The TAP project will be paired with a road reconstruction project scheduled for 2019. The MDOT job number is 202587.

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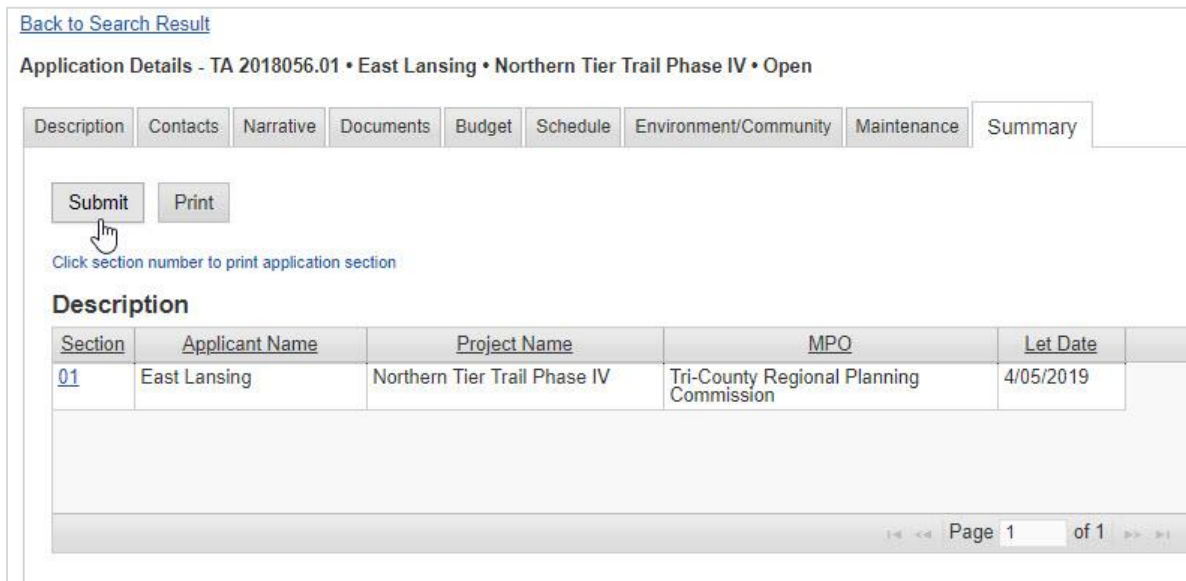
The Summary Tab is where the application preparer submits and/or prints their application. The Summary Tab also provides high-level information about the application, including the applicant agency, the project name, the applicable MPO, the proposed construction letting date, and a budget summary.

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.

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.

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.

Application Review Committee (ARC) Meeting

The ARC includes regional representatives, technical experts, large MPO representatives, and program representatives who gather to review and discuss current applications.

This stage of the review process weighs projects in relation to the broad mission, vision and goals for the Michigan TAP program. The grant coordinator who worked on the subject application provides an overview of the application and answers reviewer questions. Reviewers then apply program priorities, budget constraints, and competitiveness factors to the pool of candidate projects.

Based on the discussion at the ARC meeting, the grant coordinator may contact the agency with a list of items to address. The grant coordinator may reopen the application for the applicant to respond as it relates to the ARC review comments. The degree of clarification or additional information requested may require review of the revised application at a future ARC meeting.

Recommendations and Executive Approval

Review of applications submitted via MGS will occur periodically in preparation for project selection and issuance of tentative funding approvals in the form of Conditional Commitments (CC). Based on the whole review process, available remaining funds, and input from department experts, OED staff provide their funding recommendations to the OED administrator. These recommendations may include the level of funding to provide, the scope of the work to be approved, or, if warranted, a denial of funding.

The OED administrator's funding recommendations are then sent to the MDOT director for approval to issue a CC.

Communication of Funding Decisions

A CC is MDOT's formal written pledge that TAP funding will be provided for an applicant agency's project upon that agency's completion of the conditions set forth in the document. This assumes the project schedule has been maintained and that program funds have been made available by Congress.

At this stage, the CC document sets 1) conditions that must be met to receive a funding award, and 2) a grant funding year in which to meet the conditions. Typical conditions include, but are not limited to, the following:

- Submission of the Quarterly Report form documenting project progress,
- Completion of engineering design to current state and federal standards,
- Certification of possession of the property or ROW required, including use of federal standards for any acquisitions,
- Acquisition of any permits needed, including any permanent or temporary grading permits,
- Completion of and compliance with the NEPA environmental clearance process,
- TIP or STIP listing, as appropriate,
- Certification that matching funds are committed/available, and
- All conditions are met in time for MDOT to request federal obligation within the fiscal year of the Grant Year listed in the CC.

The CC provides the applicant with confidence to proceed with engineering design, acquisition of property or ROW, and raising the match funding, secure in the knowledge that these activities, **when completed on an agreed-upon schedule,** will result in MDOT issuing a TAP funding award.

This is the last stage of the application process. Once the conditions of the CC have been satisfied, the applicant will receive a funding award. With a funding award, the applicant may enter into a contract with MDOT that signifies the beginning of the implementation process. For more information on how to prepare for the implementation process, please see Section 5 of this applicant guide.

Section 5 - Implementation

What is a Conditional Commitment (CC)?

A CC provides official documentation to the applicant agency that its proposed project will receive TAP funding, contingent upon the project meeting certain conditions. The CC is distributed by e-mail from MGS to the Act 51 agency, elected officials, and other contacts regarding the status of the application. This process may be used for TAP grants from MDOT, as well as from an MPO.

The conditions of the CC are shown in the grant summary. Read each condition carefully to ensure it is fully understood. A design kick-off meeting may be requested to help communicate these conditions.

The grant summary also includes the capped grant amount, the fiscal year when the funding is available, the project location/trail route, and major scope items. MDOT considers the grant summary to be the project scoping document and, as such, expects that the Act 51 agency will complete the project in accordance with that approved scope. No time extensions or revisions to the grant should be expected.

Regardless of the agency that issues the CC, MDOT expects that the applicant will meet the CC requirements so that the TAP funds can be obligated within the fiscal year identified in the CC. Failure to meet that schedule will result in withdrawal of the CC. No costs incurred in satisfying the conditions are eligible for reimbursement with TAP funds. No costs of any kind are reimbursable prior to the obligation of funding, execution of a project agreement (contract), and subsequent written authorization to proceed with project work.

The MDOT LAP Unit's active role in a TAP-funded project begins with the issuance of a CC through MGS. LAP is responsible for reviewing all aspects of TAP project implementation for the local agency up to construction contract award. After this point, the responsibility for oversight of the project is transferred to the appropriate TSC.

What to Do Upon Receipt of a CC

1. **Update Project Schedule** – Within 30 days, review the project schedule in MGS and make updates, if necessary, based on the grant summary. The new project schedule should target project start and end dates consistent with the CC and its Grant Year. Refer to the current Fiscal Year Project Planning Guide on the LAP website (www.michigan.gov/mdotlap) for approved bid letting dates to use in completing the milestone dates on the Schedule tab. MDOT OED will monitor the project schedule until all milestones are completed. **Expect cancellation of the CC for failure to reach the construction letting date on schedule.**

2. **File Quarterly Status Reports** – As the grantee responsible for implementing this project, it is your responsibility to show that your project is making adequate progress toward fund obligation in the approved fiscal year.

    a. On the Quarterly Report, certify acceptance of the conditions of the CC.

b. To show continued progress, you must submit a quarterly status report (MDOT form #3197) in MGS on or before the first business day of the months of January, April, July, and October. **Expect cancellation of this CC for failure to submit a satisfactory quarterly report every quarter. Also, expect cancellation of this CC for lack of adequate progress every quarter.** Adequate progress means that no milestone has been missed that will prevent the project from meeting scheduled fund obligation and construction targets. It may also involve failure to meet a special condition, such as "Award for this Phase 2 grant will be conditional upon completion of construction of Phase 1 of this trail." **The OED is the sole authority for defining lack of adequate process; stay in communication with the grant coordinator.**

3. **Satisfy All Conditions of the CC** – Every project must meet the following conditions:

    a. **Certification of possession of the ROW or property required to develop the project.** This certification is accomplished through completion of the program application. Program application forms are designed to ensure that certain federal requirements are met by the recipient of federal funding.

    In the Grade Inspection (GI) package, the specific forms used to meet the ROW certification requirement are currently identified as *Attachment A, ROW and Civil Rights Agreement,* and *Attachment B, ROW Certification*. If the project involves the **acquisition** of ROW or property, both Attachment A and Attachment B must be completed. For projects for which all property is already in the possession of the recipient of federal funding, only completion of Attachment B is necessary.

    b. **Completion of the engineering design for the project.** Engineering design must be accomplished by the recipient of federal funding. Contact LAP with any questions during the development of your engineering design. When plans reach 80 – 100 percent complete, they must be submitted to LAP for review. A GI meeting is then scheduled. At the GI, final notes on the plans are provided, along with instructions on developing and processing the project bid package.

    c. **Certification that non-federal matching funds are secured, available, and committed for use in constructing the project.** Certification is accomplished by adoption of a public resolution of the recipient agency's legislative body confirming that the level of non-federal match funding indicated in the CC is available for expenditure on the project.

    Implicit in this commitment action is the assumption that the legislative body has control over the funds being committed. In cases where some or all of the match funding will be provided to the recipient agency by other organizations, the resolution should cite by what means the agency is assured control over that money (by way of contract or letter, and/or adopted resolutions from the contributing organizations, similarly committing funding to the specific project). **Copies of such agreements and resolutions should be provided with the agency's certification resolution.**

d. **Other conditions as defined in the grant summary.** Project-specific conditions may exist about design standards, property constraints, historic preservation standards or easements, funding participation, permit requirements, or any number of other factors.

4. **Complete a Program Application -** LAP is responsible for assisting the Act 51 agency in delivering its project from design through award of a contract for construction. Local Act 51 agencies can become familiar with the funding requirements by reviewing the guidance documents and information on the LAP website ([www.michigan.gov/mdotlap)](www.michigan.gov/mdotlap). To access the program application form, click on the "Transportation Alternatives Program" link on the lower left side of the webpage, then click on the "Forms" link in the section headed "Requirements," then click on the link to MDOT Form 0259, Program Application for Local Agency Federal Enhancement Projects.

    The LAP website has information available that outlines the documents local agencies need to submit to LAP as part of the GI package. **A design kick-off meeting may be requested to help grantees understand CC conditions, LAP role, program application documentation requirements, and the MDOT bid/let process and transition of MDOT oversight from LAP to TSC.**

Projects Impacting MDOT Property

Projects that involve work within any MDOT ROW will require coordination with the local MDOT TSC. Applicants should consult with the TSC early in the project planning process, prior to determining project scope and completing the preliminary engineering necessary for developing a TAP grant application, in order to acquire the TSC's conceptual letter of support that is required in the TAP grant application. During the design phase of the project, the local agency must submit the project design to the TSC to assure that they will obtain a formal permit to work within the MDOT ROW. Include the entire permit, including appendix information, to LAP as part of the final plan submittal.

If the proposed work may also impact limited-access ROW, FHWA approval may be required, which will take much longer.

Grant Award

Upon evidence of compliance with all conditions, and assuming continued federal TAP authorization, federal appropriation of TAP funding, and availability of TAP funding allocated to Michigan, OED will upgrade the CC to a full grant award for the project. The request for grant award typically comes from MDOT LAP once final design is accepted and the project is ready for obligation of funds and advertising for bids. The grant award must be made before federal obligation of funds can be obtained. For more information on this and bidding a project through the federal aid process, click here.

Section 6 - Post-Grant Survey

The TAP performance management plan includes a post-grant survey following the completed implementation of a TAP grant project. The data gathered will help MDOT better manage the TAP program in Michigan.

Procedure

Requests for the surveys will normally be issued once a year by e-mail. Surveys will be sent to all TAP grantees with grants obligated two years prior, beginning in 2018 with projects obligated in FY 2016. Every TAP project will have a general program survey, and some TAP projects will have additional category specific surveys.

Survey requests will be sent to the MGS contact type called "Contact Person" from the grant application. Others who may be copied on the request include the chief administrative official and project consultant (if listed in MGS).

A survey recipient will have three weeks to complete the survey. If there is no response within three weeks, MDOT staff may initiate a follow-up call to the contact person.

Please note:

1. Lack of survey responses will be considered when reviewing future TAP grant applications from the same community.
2. Furthermore, the content of responses will also be used when considering grant applications for future projects in that area, along that trail route, etc.

Section 7 – Enabling Legislation

The Transportation Alternatives Program (TAP) was created by MAP-21, signed into law in July 2012. MAP-21 codified the TAP under sections 213(b) and 101(a)(29) of title 23, United States Code (U.S.C.). TAP continued as a set-aside to the Surface Transportation Block Grant Program with the passage of the FAST Act, signed into law in December 2015.

The FAST Act repealed section 213, removed the former 101(a)(29), and re-codified the TAP (as a set-aside of STBG funding) under 23 U.S.C. 133(h). For administrative purposes, the FHWA is calling these funds the "Transportation Alternatives Set-Aside" or "TA Set-Aside." The FHWA continues to use the term "Transportation Alternatives" to describe TA Set-Aside-eligible programs and projects, which include most activities historically funded under the former Transportation Enhancements, Recreational Trails, and SRTS programs.

Federal TA Set-Aside guidance is accessible on the FAST Act website at https://www.fhwa.dot.gov/fastact/ and through the FHWA Policy and Guidance Center. When referencing eligibility on the FHWA website, remember that, as provided in law, Michigan has tightened the eligibility requirements to focus on Michigan program objectives and to address the increased competitiveness level resulting from lower funding levels. See Section 2, Developing a Competitive Application, for specifics.

Appendix

Creating a MILogin User Account and Accessing the MDOT Grant System

All TAP applications, including applications for the SRTS category, 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.

The first step in the application process is to create a MILogin user account. MILogin is a web portal that allows users to access multiple State of Michigan applications with a single ID and password. If you do not have a MILogin account, follow the steps below to create one. If you already have a MILogin account but don't have access to MGS, begin with step 13.

1. Open your web browser (e.g., Internet Explorer, Google Chrome, Mozilla Firefox, etc.)
2. Go to https://milogintp.Michigan.gov.
3. Click "Sign Up."
4. Complete all required fields.

22 - Screenshot of the browser window to request access to MGS through MILogin

5. Read the Terms and Conditions and check the "I agree to the terms & conditions" box.
6. Click "Next."

7. Create your user ID and password following the listed guidelines.

23 - Screenshot of MILogin screen creating your password

8. Select your preferred password recovery method(s).

24 - Screenshot of security options set-up for MILogin

9. Click "Create Account."
10. Verify your account via the chosen security option and click "Confirm."

25 - Screenshot of verifying the PIN for MILogin

11. The screen will display a message confirming your account was successfully created.
12. Click "Login."
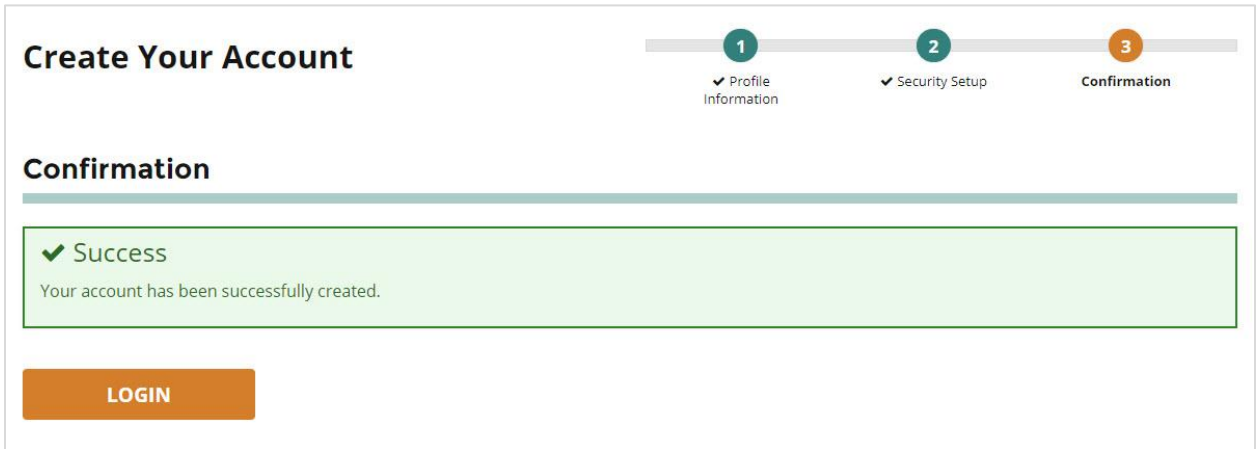
26 - Screenshot of successful creation of your account in MILogin

13. Enter your user ID and password and click "Login."
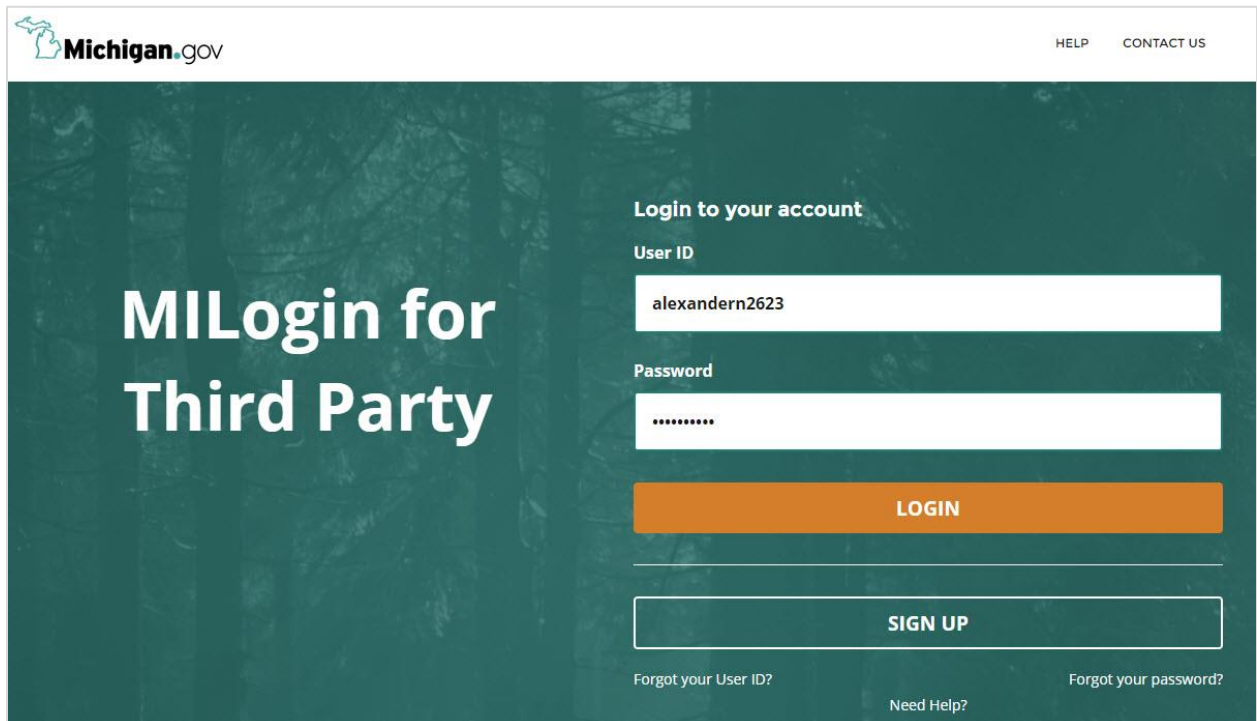
27 - Screenshot of MILogin login screen

14. Click on the "Request Access" link.
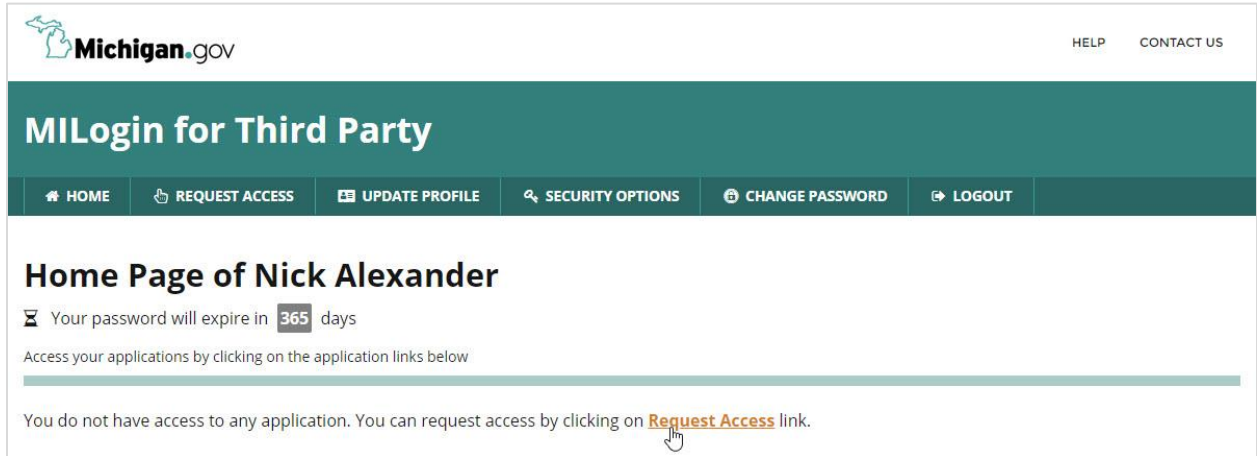
28 - Screenshot showing location of the request access link

15. From the Select Agencies dropdown menu, select "Michigan Department of Transportation."
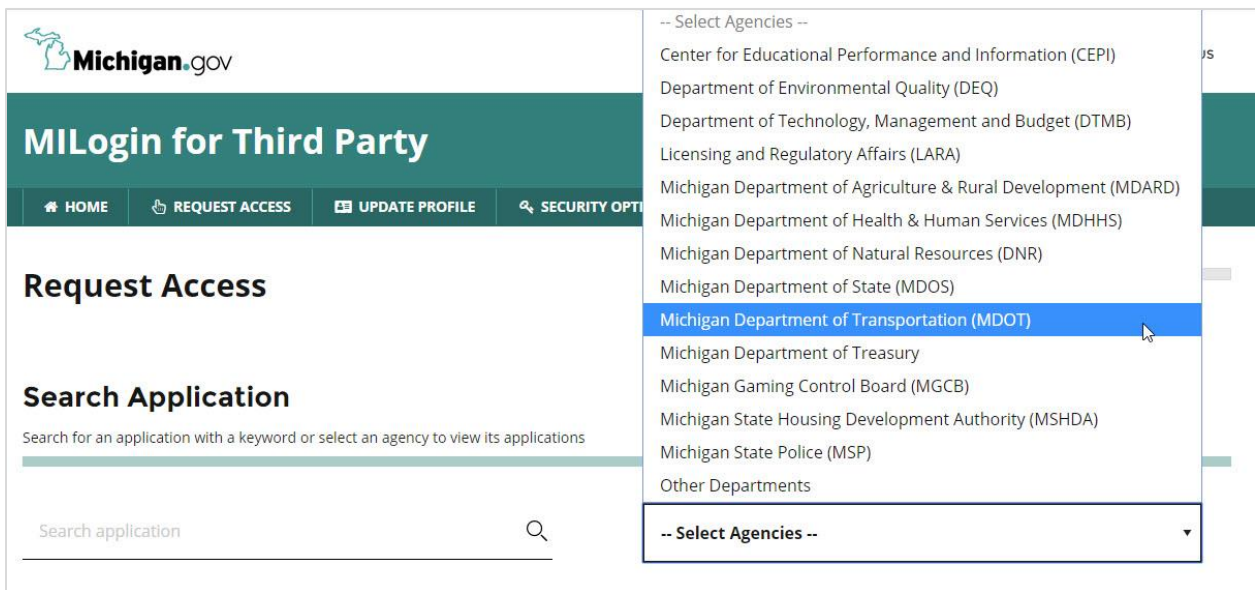
29 - Screenshot showing the drop down menu option for MDOT as agency for application

16. Select "MDOT Grant System" from the list of applications.

30 - Screenshot of list of MDOT applications, select MDOT Grant System

17. Click "Request Access."

31 - Screenshot requesting access to MDOT Grant System, click "request access"

18. You will receive an automated e-mail confirming that your account was created successfully.
19. Verify your e-mail address and phone number and click "Submit."
20. The screen will display a message confirming your request for access was successful.
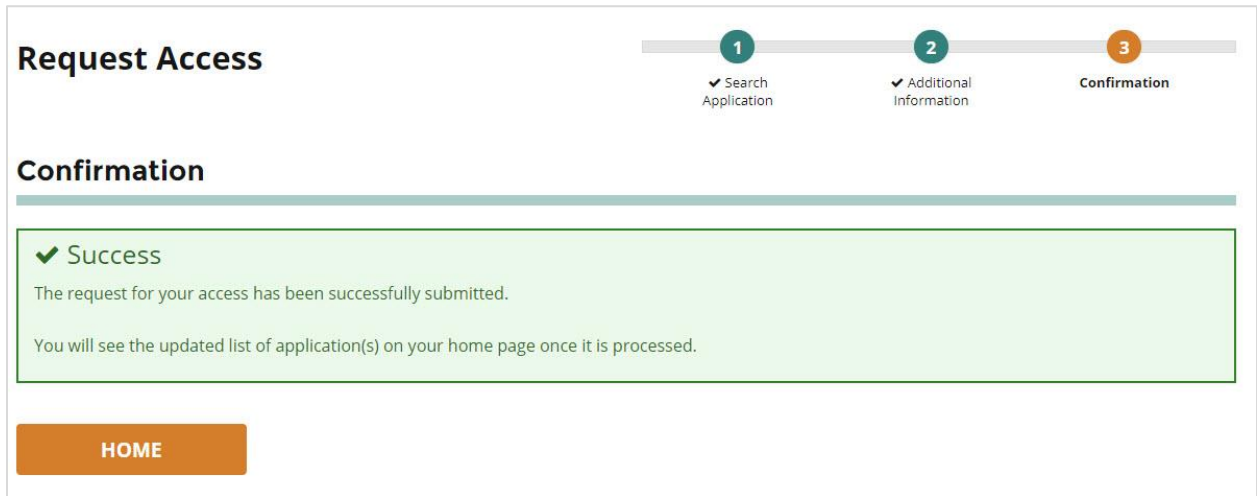
32 - Screenshot showing that access to MGS had been requested

21. Click "Home" to go to your homepage.
22. Click "MDOT Grant System" to access MGS.
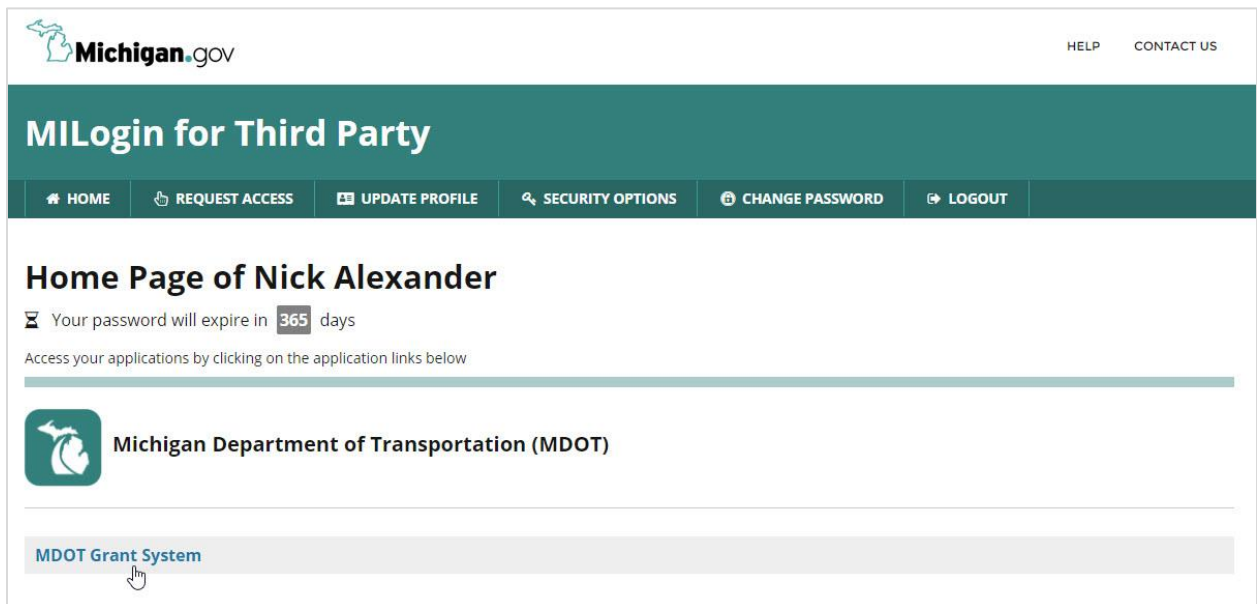
33 - Screenshot of MILogin homepage showing the link to MDOT Grant System

23. Contact the MDOT OED at 517-335-1069 if you require assistance with creating your account.

MGS Home Page Functions

Your MGS homepage lists all accessible grant applications and includes the following information:

34 - Screenshot of MGS home screen

- **Grant Type** – MGS automatically assigns a grant program code to each application (the code is TA for TAP applications).
- **Grant #** – MGS automatically assigns a grant/application number when an application is created. Click on the link in the Grant # column to access the application.
- **Section** – The application section number (.01 for a single section, .02 for a second section, etc.).
- **Grant Applicant** – The name of the applicant agency, as entered on the Description Tab.
- **Project/Route** – The project name, as entered on the Description Tab.
- **Committee Review Date** – The date when the application will be discussed at an application review meeting, if the grant coordinator has assigned a date. Note that only complete applications (as determined by the grant coordinator) are assigned a committee review date.
- **Grant Status** – The grant/application status, which can include:
  - Open – The application has been started but not submitted or reopened but not resubmitted.
  - In Review – The application was submitted or resubmitted and is under review. The applicant cannot make revisions when an application is in review.
  - Proposed – A CC was issued for the project. The applicant can only add documents, update the Schedule Tab, and use the Correspondence function.
  - Approved – A grant award was issued for the project.
  - Rescinded – The grant award was cancelled.
  - Abandoned – The conditional commitment was cancelled.
  - Not Funded – The application was not recommended for funding.
  - Closed – All grant work has been completed and the project has been financially closed.
- **Region** – The MDOT region where the work will occur, based on the county entered on the Description Tab.
- **County** – The county where the work will occur, as entered on the Description Tab.
- **City/Village/Township** – The city, village, or township where the work will occur, as entered on the Description Tab.

Additional MGS Functions

Additional functions on the left-side menu become available after you have created an application. These include Application Details, Create Section, and Correspondence.

35 - Screenshot showing additional MGS functions

Application Details – Clicking on this link will take you to the application, starting with the Description Tab.

Create Section – Depending on the project, it might be necessary to add additional application sections to create a multi-section application. Contact a grant coordinator to discuss whether additional application sections are needed **before** adding a section.

Instances where additional sections are needed include:

- **Projects with more than one TAP funding source** – For example, an applicant might request TAP funding from both MDOT and their local MPO. In this case, one section would be for the MDOT request and one section would be for the MPO request.
- **Projects implemented in different fiscal years** – Multi-phase projects that will be constructed in different fiscal years (defined as Oct. 1 to Sept. 30) require separate sections for each fiscal year in which TAP funds will be obligated.
- **Projects that cross jurisdictional boundaries** – For example, if a proposed project will cross county lines or other jurisdictional boundaries, it might be necessary to create separate sections for each road agency, depending on the proposed implementation plan.

To create a new section:

1. Click "Create Section" on the left-side menu.

36 - Screenshot showing the location of the "create section" link in MGS

2. Edit the project name to reflect the work proposed in Section 2. The project name cannot be the same as the name listed in Section 1. Failure to do so will result in the following error message:

37 - Screenshot of error text from MGS

3. Once you've changed the name, click "Save" to save to new section. The screen will display a message confirming the new section was created successfully.

38 - Screenshot of successful application section being created

4. All application sections share the same Documents Tab. Thus, any documents uploaded to Section 1 will be also be listed under Section 2. Aside from the name of the application preparer, the remaining tabs will be empty and must be completed before the section is submitted. The first section, once completed, can be submitted even if the second section is incomplete.

Correspondence – The correspondence function allows applicants to communicate with their grant coordinator through MGS. The correspondence is saved in MGS, which makes it easy to keep track of application-related communications. It also enables applicants to attach a document to MGS and notify their grant coordinator in one action. To send a message:

1. Select "Correspondence" from the left-side menu.

2. Click "Add" to begin a correspondence.

3. The "To" field is automatically populated with the e-mail address for the grant coordinator assigned to the application (based on the county selected on the Description Tab). The "From" field is automatically populated with the user's e-mail address. Additional recipients can be added to the CC field as needed. **If a consultant is using the system on behalf of the official grantee, the grantee should be copied on all communications.**

4. Enter a subject (required).

5. If attaching a document, select the document type from the dropdown menu and click "Choose File" to locate the file on your hard drive. The attached files will be listed under Attachment(s). Repeat as needed until all files are attached.

39 - Screenshot of correspondence tool and page in MGS

6. Enter a message in the Message Content box.

40 - Screenshot of correspondence page in MGS with text examples

7. Click "Send" to send the correspondence or click "Cancel" to abandon the operation.

8. The screen will display a message confirming the e-mail was sent successfully. The grant coordinator will receive an e-mail notifying them of the correspondence. If an attachment was included, this file will appear on the Documents Tab.

41 - Screenshot of correspondence sent message

9. Click "Application Details" on the left-side menu to return to the application.

Granting Access to Other MGS Users

By default, the only person with access to a TAP application is the person who started the application. If you would like to make the application available to other individuals, contact a grant coordinator with the person's name, their MiLogin ID, and the application number. The grant coordinator will then request access for the additional individual. Once the other user has been granted access, the application will appear on his or her home screen the next time they log in to MGS.

Pre-Application Activities

If you are considering submitting a TAP application, it is important to begin your planning activities early. This includes scheduling time for the following:

1. Thoroughly read the TAP Applicant Guide and contact a grant coordinator to discuss the proposed project before starting a grant application. Grant coordinators are available to assist applicants by providing information about the program and offering suggestions on how to best develop a competitive application.

2. Have your printed and completed Pre-Application Checklist available for reference. This can be found at the end of Section 2.

3. Prior to applying, the applicant agency must hold a public information meeting about the project. Any preliminary studies or conceptual designs should be available for review and there should be a public participation period to allow for comments or questions. The meeting should be publicly advertised following local procedures and a copy of the notice must be included with the application. A summary of any project-related issues or concerns discussed at the meeting is also required, along with a summary of how these issues are being addressed.

4. The applicant agency must pass a public resolution of support for the project. See the document instructions for details on the requirements. A copy of the passed resolution must be included with the application.

5. A resolution or letter of support from the local MPO is required if the proposed project is located within the boundaries of an MPO. A copy of the resolution or letter must be included with the application.

6. An initial level of engineering and analysis must be completed for an application. Contact an MDOT grant coordinator before beginning an application to ensure the proposed project is a competitive concept and worth this level of documentation development.

TAP and SRTS Applications - Required Documents

Applications for all TAP and SRTS project types must include certain required supporting documentation. Questions regarding documents or further details should be directed to a grant coordinator. Failure to submit these documents will prevent acceptable submission of an application.

Grant coordinators may require additional documentation/details at any point in the application review process for anything necessary to complete a full and effective evaluation. Additional maps, drawings, photos, or other documentation may be required. Failure to provide all requested documentation will preclude final consideration of the application.

An initial level of project engineering and analysis should be completed for an application. To ensure the proposed project is a competitive concept worth this level of documentation development, talk to a grant coordinator before completing and submitting your application. The grant coordinator may also invite an MDOT LAP Unit manager or staff engineer to participate in the discussion.

If the proposed project is a competitive concept, next provide documentation sufficient to demonstrate the proposed project can be designed and constructed in accordance with current AASHTO, MMUTCD, and MDOT guidelines and parameters, **with no expectation of design exceptions/waivers**. Engineering costs and fees associated with completing these engineering functions are not eligible for reimbursement in the TAP grant process. An application that is prepared using these services tends to be complete and more accurate, leading to a more successful grant application and a successful project.

Here are some of the most critical items to demonstrate that have been incorporated into your project within the application's required documents:

- For nonmotorized pathways, the minimum path width is 10 feet of paved surface (crushed limestone or asphalt), **and** an additional 2-feet-wide clear zone on both sides of the pathway (14 feet clear width).
- Typically, the design speed on nonmotorized shared-use paths is a minimum of 18 mph, according to current AASHTO guidance. The minimum curve radius for this design speed is therefore 60 feet.
- Longitudinal grades should not exceed 5 percent.
- Boardwalks are structures. The minimum unobstructed boardwalk clear width is 14 feet. AASHTO boardwalk design requirements for alignment, curvature, and design speed are the same as those for pathways. Each boardwalk is treated as a stand-alone pedestrian bridge designed in accordance with AASHTO Guide Specifications for Design of Pedestrian Bridges. Each structure should be designed for H-10 and 90 psf loadings, not considered concurrently.
- Pathways, including any bridges or boardwalk, are required to be accessible to all nonmotorized users all the time, meaning that the project cannot provide any method of closing or limiting access to users. For example, bollards, gates, or other limitation devices are generally not permitted.
- It is generally more competitive to include multimodal connections and to make any close pedestrian/bike connections.

- The design of pedestrian safety lighting should be based upon currently accepted illumination standards when determining the number, locations, and type of proposed lights.
- Signs shall be in accordance with the current MMUTCD.
- Historic preservation projects should generally include documentation of an historic assessment by a qualified firm. Contact a grant coordinator for further instructions through the MDOT historian.
- Water quality projects should generally include documentation of how the project will have a positive effect on watersheds that are not attaining state water quality standards, and how the project is consistent with the local watershed management plan.

The grant coordinator will work with an applicant to ensure they know the specific documents that will make their application the most competitive that it can be.

Upload documents with the top of photos up, with north up, or with the upper elevation at the top, as appropriate. Upload documents in the order listed below. MGS allows documents to be reordered by clicking the box on the left of the document to be moved, selecting "Edit," filling in the new order number, and hitting the Enter key.

Required documents order:
- Project location maps
- Plan view drawings
- Cross-section drawings
- Engineer's construction cost estimate
- Photographs
- Resolutions
- Letters of support

  SRTS category projects then also include the SRTS additional documents.

1. *Project Location Map*
   A project location map is required and must be sufficiently detailed, such that a person unfamiliar with the site or the community can drive to the project area, finding it using only this map. Furthermore, the project location map should provide enough detail to orient all persons looking at the application with information sufficient to become familiar with the project location **without** driving to the project location.

   The map must include street/road names, landmarks, exact project limits, the proposed areas of major work, all ROW and permanent easements, and an indication of compass direction. For a pathway project, it is important to show any connectivity to existing local or regional pathways, bike lanes, or wide paved shoulders (4 feet or more). It may be necessary to show pathway connectivity on supplemental maps if the project location is still clearly identified.

   Please use caution when providing or referencing online maps, making sure that the information included on those maps is current and accurate.

2. *Plan View Drawing*

   A plan view drawing is a downward looking/aerial view drawing of the project. Plan view drawings of the proposed project are required. Drawings must indicate compass direction, be drawn to scale, and indicate the scale used. Illustrate proposed project limits, proposed project elements, and the proposed locations where major items of work are to be performed. Major items of work should be broken out by work type (pathway versus boardwalk, or sidewalk ramps alone versus sidewalk replacement, etc.). Drawings will be used to help evaluate eligibility and competitiveness.

   Project limits must be clearly drawn and detailed. For example, consider a proposed separated pathway that will end at a street crossing where there are existing bike lanes and sidewalk. In this example, the plan view drawing should draw the project limit line to specifically show which side of the street the project will end on, and include detail showing where the pathway user will transition to the existing bike lanes and sidewalk areas.

   The placement of all major scope items proposed in the application must be depicted. It should be clear:

   - Which items already exist,
   - Which are parts of the proposed TAP project,
   - Which are parts of any proposed non-TAP-participating work, and
   - Which are parts of any **future** development plans not in the currently proposed work.

   The plan view drawing should represent the concept of final plans for the proposed project, subject to minimal change during project design and implementation.

   The plan view drawing must show the entire site to be developed. It must delineate and label the location and type of all proposed uses. Features such as wetlands and water bodies, including buildings and other developments, and all existing and proposed uses, need to be shown and labeled. For larger projects, provide an enlargement of the project area and label the proposed and existing uses so that more detail is visible. Include any legends needed.

3. *Cross-section Drawing*

   A cross-section is a vertical cut-away view at a certain location. Cross-sections must be drawn to scale, with an indication of the scale used. Individual separate cross-sections showing the **existing** and **proposed** conditions are required for each unique portion of the project area. Acceptable cross-sections generally show locations, width and thickness, dimensions, heights, and labels of the following elements:

   - Limits of the existing and proposed ROW, permanent easements, and other forms of property ownership.
   - Traffic lanes, widths, configurations, and dimensions in relation to locations within the ROW or permanent easements.
   - Sidewalk/pathway widths and configurations adequately dimensioned in relation to locations within the ROW or permanent easements.

- Different pathway surface types, materials, widths, depths, and configurations (i.e., sidewalks, hot mix asphalt pathways, boardwalks).
- Different sidewalk or pathway alignment relative to another transportation facility.
- Pedestrian and/or bicycle facilities proposed by type of facility, width, or separation from a roadway.
- Different intersection configurations (differences in the lanes on streets within an intersection).
- Significant topography changes and corresponding need for appropriate slope protection or stability (i.e., concrete barriers, retaining walls, etc.).
- Existing and proposed utilities and appurtenances, including:
  - Traffic signals and signs.
  - Street lights and utility poles.
  - Underground systems, such as water mains, storm and sanitary sewers, gas mains, fiber optic cables, etc.

If a dimension is unknown or is intended to be variable, add a description or limits to the variable dimension. For example:

- Variable, less than 2 percent slope.
- Varies, between 2 feet and 6 feet.

4. *Engineer's Construction Cost Estimate*

A detailed engineer's construction cost estimate is required for each separate MGS application section. MERL software must be used to generate the estimate.

Enter a line item on the Budget tab in the Participating section that states the estimate has been uploaded. Then enter the total Participating amount as one lump sum. Do the same for any non-grant-participating items in the Non-Participating section.

Follow these instructions for the cost estimate:

- Obtain a reasonable estimate by consulting with a professional (licensed engineer, architect, or landscape architect), other communities, and equipment manufacturers. **Do not** have any consultations with any members of construction companies.
- Include the scope item, quantity, type of unit, unit cost, and total item cost.
- Prepare the construction cost estimate using the current version of the MERL estimating tool. The current version of MERL is available from the MDOT LAP website (www.michigan.gov/mdotlap). Click the link to one of the LAP units listed on the left side of the webpage, then click on the "Design" link, then click the link "Michigan Engineers' Resource Library (MERL)" found near the end of the webpage in the section headed "Cost Estimate."
- Include in the estimated cost any expected inflation (maximum 3 percent per year from the current average unit price).
- The cost estimate should contain detailed line items, not lump sums or similar items that cannot be evaluated (unless "lump sum" is designated for a specific item in the

current MDOT Standard Specifications for Construction). Examples that are too general to evaluate include such items as "surface removals and grading" or "landscaping" or "plant material." Good examples include:
  - Tree Removal, 6 inches to 36 inches
  - Embankment
  - Topsoil Surface, 4 inches thick
  - Acer rubrum 'Red Sunset', 2 inches
- Estimated costs for proposed boardwalk should include costs associated with all aspects of the boardwalk (deck, rails, substructure, pilings, etc.), and account for existing soil types and depths.
- Plantings need to be detailed to the level of species, exact number of each species, and exact size.
  - Deciduous species with a trunk more than 2.5 inches thick will not be approved for grant funding.
  - Evergreen species taller than 5 feet will not be approved for grant funding.
- Estimates for projects that propose placing live plant material are required to include:
  - Site preparation at 35 percent of total live plant material cost, rounded up to the next hundred dollars.
  - Watering and cultivation, first season, at 17 percent of total live plant material cost, rounded up to the next hundred dollars.
  - Watering and cultivation, second season, at 21 percent of total live plant material cost, rounded up to the next hundred dollars.
- Mobilization is a required line item and must be calculated at 10 percent of construction cost.
- Maintenance of traffic (traffic control) during construction is required and must be calculated at 5 percent of construction cost.
- Incorporate any desired contingency amount into each individual pay item. Do not make contingency its own pay item. The amount of contingency added to the MERL average amounts should not exceed 10 percent and should not be included in Mobilization or Maintenance of Traffic.
- Non-participating construction costs, if any, must be included in the construction cost estimate and need to be itemized in a separate section or category of the estimate titled "Non-Participating."
- **Do not** include costs for acquisition, preliminary engineering, or construction engineering as Participating or Non-Participating.

5. *Photographs*

Photographs of all existing conditions are required, along with a photo location key. Ideally, the location key is a map showing where each photo was taken, using the same labels with which the photos are labeled when they are uploaded. It can be very helpful to draw the proposed project elements or pathway alignment on the photos.

Photos can be uploaded one at a time or within one combined document upload. Either way, each individual photo must have a descriptive label to indicate:

- Subject of the photo.
- Compass direction being viewed.
- How the picture relates to the site plan, such as the placement of proposed new facilities.
- Anything the applicant wants reviewers to notice.

In MGS, the label for the photo is called "Document Description."

Example descriptive label for a photo: "Pathway Beginning - Site Plan Location A - Yellow line shows pathway facing east, proposed just left of center to avoid wetland shown on right edge of photo."

6. *Resolutions*

   A public resolution of support is required. It should be from the legislative body of the transportation agency (Public Act 51 agency) applying for the grant and/or expecting to implement the grant project (both, if they are different agencies).

   Include the public meeting posting, meeting minutes, and any public comments.

   Resolutions of support must be provided from every other governmental unit through whose jurisdiction the proposed project will pass. Any financial and/or maintenance commitments (if applicable) should be included.

   The resolution of support or combination of resolutions must collectively meet the following criteria:

   - Name/describe the TAP/SRTS project.
   - Pass with a majority vote.
   - Specify concurrence of the body in support of the proposed transportation project(s).
   - Indicate the expected level of financial support.
       - Note the match funds do **not** need to be raised prior to a CC being issued. However, the match funds **do** need to be available for that CC to be upgraded to a grant funding award. Once the match has been raised, another public resolution is required to certify the funds are available and dedicated to the grant project.
   - Authorize a specific employee, official, or agent to act as agent/representative on behalf of the applicant agency during project development, and to sign a project agreement (contract) upon receipt of a grant funding award.
   - Commit to owning/operating the constructed facility and funding/implementing a maintenance plan/program **in perpetuity** or causing operations and maintenance to occur.
   - Commit to being responsible for engineering, permits, administration, potential cost overruns, and any non-participating items.

For projects being implemented by MDOT, a letter of support will serve as the public resolution from MDOT. See the requirements below.

7. *Letters of Support*
   A letter of support is **required** under each of these circumstances:

   - Written support from either the appropriate MDOT region or TSC is required if the applicant has requested that office to deliver the grant project on behalf of the applicant agency. Understand that a letter of support is not necessarily a commitment that the issuer will grant its final approvals or permits for the project.
   - Written support from any state or federal agency (including MDOT) that has jurisdiction of part of the project area, if that agency is not the applicant. The letter must indicate that agency expects to be able to grant a permit for the project at some point during project design. The letter may include conditions.
   - Written support from any state or federal agency (including MDOT) if the project is expected to have any impact on that agency, if that agency is not the applicant.
   - Written support from a specific entity or type of entity when requested by a grant coordinator.

Letters of support are generally **not required** if the project will **not** be delivered by MDOT and will **not** be in, or impact, federal or state ROW.

However, a letter of support can help demonstrate stakeholder engagement and additional demand for the project or help document private funding committed to the project. The letter should specify the benefits and any challenges anticipated by the project.

If more than one letter is included, they should each not contain identical text. It is far better for each writer to indicate their own perception of the project. If a letter writing campaign exists, only include one of the form letters and a list of people/entities that sent the letter to the applicant.

Letters should **not** be sent to MDOT outside of MGS.

Additional Required Documents for SRTS Applications

> *Grant coordinators may require additional documentation/details at any point in the application review process for anything necessary to complete a full and effective evaluation. Additional maps, drawings, photos, or other documentation may be required. Failure to provide all requested documentation will preclude final consideration of the application.*

SRTS applicants are **required** to upload the following additional documents. Use the fillable forms found on the SRTS Michigan website: http://saferoutesmichigan.org/applicationsubmit.

* Indicates a fillable form

Additional documents required for *all* SRTS applications:

- School profile and demographics.*
- SRTS planning process.*
- SRTS action plan.*
- SRTS parent and student survey report.
- Travel tally results.
- Post-evaluation commitment.*
- Principal letter of support* (letter of support for each phase of the project, signed by the appropriate building principal).
- Map of each school enrollment area boundary with school location.
- Map of student addresses (do not list student names, age, grade or other student-specific information).

Additional documents required from the Act 51 agency (for infrastructure):

- Infrastructure project description* (complete one for each route proposed).
- Infrastructure priorities map.
- Dated letter (date sent) to property owners who will be impacted by the project (for new construction only).
- List of property owners who received the above letter.
- List of letters or comments the grant applicant agency received from property owners, indicating support or opposition to the project.

Additional documents required from the school(s) (for non-infrastructure):

- Non-infrastructure project description (complete one for each program or activity proposed).
- Fiduciary letter of commitment.
- Non-infrastructure budget* (the applicant should include the total amount as a lump sum total in the non-infrastructure participating items of work on the Budget tab).

Questions regarding documents or further details should be directed to a grant coordinator. Failure to submit the appropriate documents will preclude final consideration of an application.

Examples of Required Documents

This section is under construction – examples will be added soon!

Using the MDOT PR Finder

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 for the project location, visit the MDOT PR Finder website at https://www.mcgi.state.mi.us/prfinder/MCGI.aspx.

42 - Screenshot of MDOT PR Finder home screen

1. Click "Base Map" under Map Search.
2. Zoom to the project location, click "Identify" on the toolbar, and select "PR/CS."
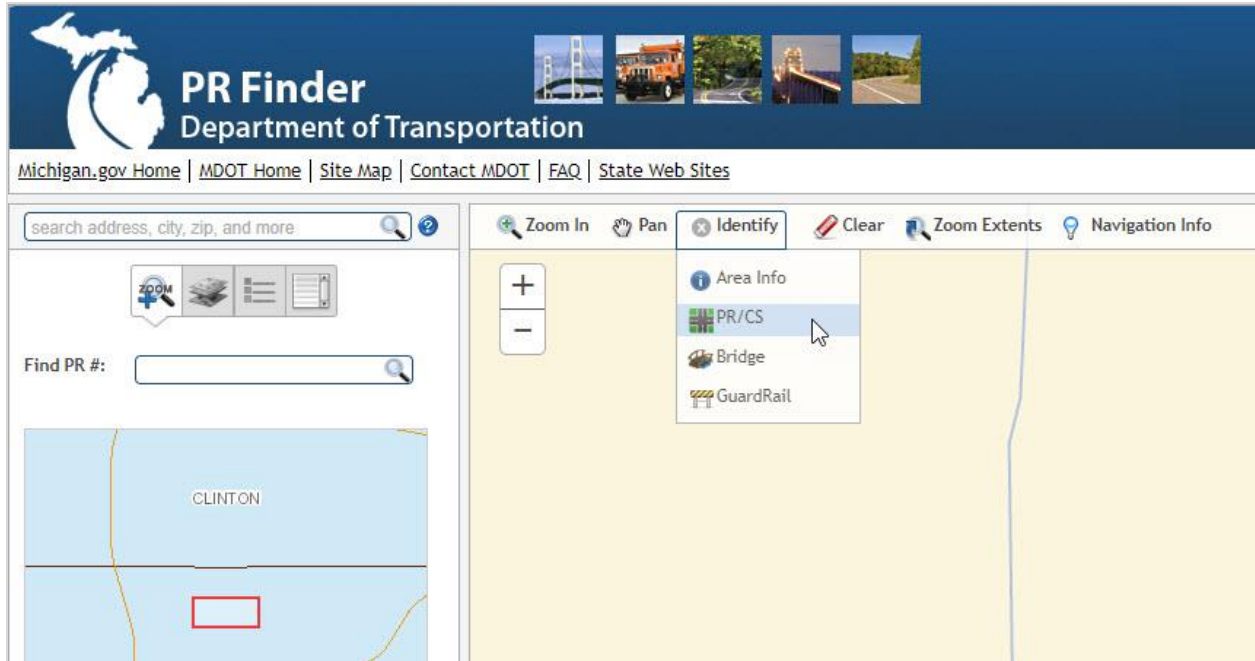
43 - Screenshot of how to locate a PR/CS

Once PR/CS has been selected, click the road in question to identify the PR number and enter this number into the Physical Reference # field in MGS. If the project is located on or adjacent to multiple roads, identify and enter additional PR numbers as needed.

44 - Screenshot of the PR found and the info listed

Frequently Asked Questions (FAQ)

Based on questions received after the release of the Applicant Guide, the Frequently Ask Questions section will be constructed. Please check back soon for more information.