



Application

Note: Separate and complete application(s) are required for each different project proposal

Section 1: General Information

Applicant Name(s):			
Contact Person:			
Mailing Address:			
City:	State:	Zip:	County:
Daytime Phone:	Alternate Phone:	Email:	

NOTE: Your responses on this application should provide detailed and specific project-related information. If warranted, pictures, maps, exhibits, diagrams, survey summaries, etc., should be included with the application. Please be concise. If additional space is required, please attach supplemental sheets and/or documents.

Section 2: Eligibility Criteria

The following questions reflect basic eligibility criteria for consideration under this program. The applicant certifies that they are in agreement and that answers to the following questions are correct.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	1. Applicant is an eligible entity to receive Transportation Alternatives (TA) funding and has the authority to enter into an agreement with the state. (Eligible entities include local governments, regional transportation authorities, transit agencies, natural resource or public land agencies, schools and school districts, tribal governments, local or regional governmental agencies with responsibility for oversight of transportation or recreational trails, and nonprofit entities responsible for the administration of local transportation safety programs.)
<input type="checkbox"/>	<input type="checkbox"/>	2. Project application is complete and provides all of the required information. <ul style="list-style-type: none"> • Application adequately describes and justifies the need for the project • Cost estimate is accurate, realistic, and has sufficient detail • Application addresses Right of Way (ROW), Utilities, Environmental Permitting, Railroad, and/or Drainage Concerns
<input type="checkbox"/>	<input type="checkbox"/>	3. The federal share for this proposed project is less than or equal to \$400,000.
<input type="checkbox"/>	<input type="checkbox"/>	4. Proposed project will be ready to be constructed within the next 3 years.
<input type="checkbox"/>	<input type="checkbox"/>	5. The applicant certifies that it has secured the required non-federal matching funds for the project.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	6. The applicant has committed to maintaining the proposed project's improvements (including winter maintenance) for the next 20 years.
<input type="checkbox"/>	<input type="checkbox"/>	7. The project application funds an activity from a MaineDOT Priority area. <i>Though federal guidelines permit TA funding to be utilized for other activities, MaineDOT prioritizes the use of this funding for the following 3 areas:</i> a) <i>Safe Routes to School for non-drivers in Grades K – 8</i> b) <i>Pedestrian & Bicycle Facilities</i> c) <i>Utilization of Transportation Corridors for BikePed Trails</i>

Section 3: Project Overview

The following questions provide the reviewers with background information on the applicant community and its history with MaineDOT projects, as well as on the proposed project. This information may be used by the review committee as part of its final recommendations of what projects should be funded in a given year.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	1. Does the applicant community have a full-time qualified individual who has been certified by MaineDOT to be a Local Project Administrator?
<input type="checkbox"/>	<input type="checkbox"/>	2. Is the applicant currently working on any other projects or initiatives that would compromise its ability to move this project forward at this time? (limited time, staffing, resources, funding, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	3. Will the funds requested in this application fund the entire project? (as opposed to partial funding of the anticipated need or funding only a phase of a larger project – please explain)
<input type="checkbox"/>	<input type="checkbox"/>	4. Project has sufficient length and scope to be a cost-effective and viable participant in MaineDOT's Bicycle and Pedestrian Program?
<input type="checkbox"/>	<input type="checkbox"/>	5. Is the applicant willing to contribute more than the required 20% match to help ensure that the project is funded and/or to cover project cost over-runs?
<input type="checkbox"/>	<input type="checkbox"/>	6. Is the applicant community located within the capital area of one of Maine's four Metropolitan Planning Organizations?
		7. Applicant's current population based upon the most recent census data.
	Years Ago	8. When was the last time the applicant received funding under the <i>Safe Routes to School</i> , <i>Transportation Enhancements</i> , <i>Quality Community</i> , or <i>Transportation Alternatives</i> Programs? A "0" indicates that funding has never been received.

Applicant Certification: The applicant certifies that they have been authorized by the community to submit this application, that the community agrees to all the program requirements, and that all of the information provided is an accurate representation from the community.

Applicant's Signature: _____

Date: _____

Section 4: Project Description

4-A. Brief summary of the Proposed Improvements (*Outline proposed improvements in 40 words or less*):

4-B. Specific Location of Project: Provide street name(s), beginning and ending location(s), and additional relevant project location information. *Attach designs/ diagrams, maps, etc. that will help provide a clear description of the proposed scope and location. If possible, divide proposed project into logical sections if the project could potentially be funded or proceed in steps or phases:*

4-C. Can the applicant community manage this project and why? Include information on individuals who are LPA (Local Project Administration) Certified, projects administered in the past, and the relevant qualifications of municipal employees to be involved in the project (i.e., ROW Training, Project Management Experience, Professional Engineering License Information). If the community seeks MaineDOT's management of the project, please explain why this assistance may be needed. Please also demonstrate why MaineDOT should fund and manage this project when it could fund a project managed by another local community.

4-D. Specifically identify the proposed scope of the improvements (e.g., 1,000 linear feet of concrete sidewalk that is 5 feet wide, 50 linear feet of granite curbing, etc.):

a)

b)

c)

d)

e)

4-E. Provide a brief overview of the project's transportation value(s) and purpose(s): *Each project should primarily serve transportation purposes, as opposed to recreation purposes. A project serves valid transportation purposes if it serves as a connection between origins and destinations, increases safety, connects people to education or employment, and/or relates directly to the transportation system.*

4-F. Specifically describe the proposed timeline for design and/or construction of the applicant project:

Section 5: Detailed Information

5-A. Provide a detailed description of how this proposed project will impact your local and surrounding communities.

Please be sure to address each of the following:

- Local support for the project including completed outreach activities
- Projected usage and specific benefits to local and surrounding communities
- How the project improves access to education and employment opportunities
- The county in which the project is located and how it will improve community health outcomes

5-B. Describe how the proposed project will increase mobility and accessibility within the community, especially for children, older adults, vulnerable populations, and those with disabilities.

5-C. If this project closes an existing gap within your local network, please describe the existing conditions as well as how this proposed project improves the local transportation system – especially for bicyclists and pedestrians.

5-D. Please describe any known safety concerns or issues existing within the project scope area. Provide a detailed outline of how this proposed project improves conditions and/or addresses safety concerns.

5-E. Is this project located within 2 miles of a primary or middle school (Grades K – 8)? If yes, please elaborate on how this proposed project improves or creates a “Safe Route to School.”

5-F. Please identify all the physical or social challenges and obstacles that the proposed project will face as it moves toward completion. Be sure to consider impacts such as, but not limited to, the following:

- right of way
- utilities
- environmental permitting
- drainage
- railroads
- handicapped accessibility
- elevation changes and sloping
- high project cost
- public process
- community resistance
- construction window
- impacts to historic areas
- local administration of the project

For each challenge and obstacle identified, elaborate on how the town will address and resolve these concerns. Please provide the following Right of Way information – total number of abutters / parcels of land in which this project will come in contact. Also provide copies of local tax maps for the project area, with the proposed project overlaid on the maps to verify ROW impacts. Please indicate which parcels the applicant anticipates the project will impact and which ones will only abut the proposed project.

5-G. Please describe any of your community's BikePed Projects that are currently in MaineDOT's queue and yet to be delivered. Provide additional details on that project's status, delivery timeline and elaborate on any delays experienced or expected.

5-H. Please identify and describe any previous MaineDOT BikePed Projects in the community that have been cancelled without being completed. Include information on the challenges faced and why the project was cancelled.

Section 6: Project Budget Summary – Estimated 3 Years Out

Please enter whole dollar amounts.

6-A.	Design/Engineering/Permitting (20% of Construction or \$20,000 - whichever is greater):	\$0.00
6-B.	Right of Way (\$5,000 per parcel of land impacted by the project and \$2,500 for all parcels that abut the proposed project or \$15,000 – whichever is greater)	\$0.00
6-C.	Construction	\$0.00
6-D.	Construction Oversight/Engineering (10% of Construction or \$20,000 - whichever is greater):	\$0.00
6-E.	Contingency (10% of Construction or \$25,000 - whichever is greater):	\$0.00
6-F.	TOTAL ESTIMATED COST OF THE PROPOSED PROJECT	\$0.00

6-G. Non-Federal Match: Under this program, there is a minimum non-federal match of 20%. However, applicants may choose to contribute more than the minimum amount required as a demonstration of the local commitment to the importance of this proposed project. (Note: Bonus consideration may be given to applications that offer additional match beyond any applicable required local match.)

6-G.1	Total Estimated Cost of the Proposed Project from Line 6-F	\$0.00
6-G.2	Estimated minimum local (non-federal) match – (20% of Line 6-G.1)	\$0.00
6-G.3	Funds requested from MaineDOT (Line 6-G.1 – Line 6-G.2 or \$400,000 – whichever is less)	\$0.00
6-G.4	Additional funding necessary because of total project cost exceeding MaineDOT’s funding cap (Line 6-G.1 – Line 6-G.2 – Line 6-G3)	\$0.00
6-G.5	Total local contribution to this project (Line 6-G.2 + Line 6-G.4)	\$0.00

Please Note: The total of the funds requested from MaineDOT plus the actual non-federal match and cost overage committed by the applicant must equal the total estimated cost of the proposed project identified on line 6-F.

6-H – Please describe the applicant’s process for calculating the total estimated cost of the proposed project (Line 6-F.)

Section 7: Preliminary Estimate Project Budget Detail

If available, please attach a preliminary detailed line item estimated budget for all items identified on Line 6-C. (Explain how you came up with your total construction cost.)

Section 8: Authorized Signatures

These signatures indicate the willingness/ability to provide the designated level of matching funds and a willingness to enter into a municipal/State agreement with the Department requiring the municipality/applicant/sponsor to administer the development, design, and construction of the project abiding to federal, State, and local requirements. The applicant will also be responsible for future maintenance (including snow removal) of the completed project for the 20-year life cycle. Note that design should meet all applicable federal and State Standards as well as all ADA Guidelines.

A municipal/state agreement with the Maine Department of Transportation is required for the development, design, and construction of the project in accordance with federal, state, and local requirements.

Note: Information on Locally Administered Project (LAP) requirements can be found at:

<http://www.maine.gov/mdot/lpa/>

An authorized representative of the city/town

Municipal Official:

Name(s): _____ **Title:** _____
Phone#: _____ **Email:** _____

Signature(s)

Date

Local Project Municipal Contact (likely to be the Local Project Administrator)

Name: _____ **Title:** _____
Phone#: _____ **Email:** _____

Submit an electronic version of your application via email to patrick.adams@maine.gov. Please also provide a hard-copy of your completed application with original signatures in **blue ink** to the following:

Patrick Adams, Bicycle and Pedestrian Program Manager
Active Transportation Planner
MaineDOT Bureau of Transportation Systems Planning
16 State House Station
24 Child Street
Augusta, ME 04333-0016
(207) 624-3311