**TAP and SRTS Applications**

**Required Documents**

*REVISED Oct. 1, 2018*

**Applications for ALL Transportation Alternatives and Safe Routes to School project types must include certain required supporting documentation.** Questions regarding documents or further details should be directed to a Grant Coordinator. For access to the TAP Applicant Guide click here. 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 more complete and accurate, leading to a more successful grant application and a successful project.**

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

* For non-motorized 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 non-motorized 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%.
* 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 non-motorized 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, and 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 rights-of-way 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 (four 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.

1. **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 vs. boardwalk, or sidewalk ramps alone vs. 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.

1. **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 right-of-way, permanent easements, and other forms of property ownership
* traffic lanes, widths, configurations, and dimensions in relation to locations within the rights-of-way or permanent easements
* sidewalk/pathway widths and configurations, adequately dimensioned in relation to locations within the rights-of-way or permanent easements
* different pathway surface types, materials, widths, depths, and configurations (i.e. sidewalks, HMA 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% slope
* varies, between 2-ft and 6-ft

1. **Engineer’s Construction Cost Estimate**

A detailed engineer’s construction cost estimate is required for each separate MGS application section. Michigan Engineer’s Resource Library (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](http://www.michigan.gov/mdotlap)). Click the link to one of the Local Agency Program 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 (max 3% 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 inch to 36 inch
  + Embankment
  + Topsoil Surface, 4-in thick
  + Acer rubrum 'Red Sunset', 2 inch
* 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 over 2.5 inch thick trunk will not be approved for grant funding.
  + Evergreen species over 5 feet tall will not be approved for grant funding.
* Estimates for projects that propose placing live plant material are required to include:
  + Site Preparation at 35% of total live plant material cost, rounded up to the next hundred dollars.
  + Watering & Cultivation 1st Season at 17% of total live plant material cost, rounded up to the next hundred dollars.
  + Watering & Cultivation 2nd Season at 21% 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% of construction cost.
* Maintenance of Traffic (traffic control) during construction is required and must be calculated at 5% 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% 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, PE, or CE as Participating or as Non-participating.

1. **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”

1. **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 Conditional Commitment (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.

1. **Letters of Support**

A Letter of Support is **required** under each of these circumstances:

* Written support from either the appropriate MDOT Region or TSC office 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 right-of-way.

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 which 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.***

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

**\* Indicates a fillable form**

**Additional documents required for *all* Safe Routes to School applications:**

* School profile & 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 that will be impacted by the project (for new construction only)
* List of property owners that 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.

**ACRONYMS**

AASHTO – American Association of State Highway Transportation Officials (<https://www.transportation.org/>)

CE – construction engineering

LAP – Local Agency Program ([www.michigan.gov/mdotlap](http://www.michigan.gov/mdotlap))

MDOT – Michigan Department of Transportation ([www.michigan.gov/mdot](http://www.michigan.gov/mdot))

MERL – Michigan Engineer’s Resource Library ([www.michigan.gov/mdotlap](http://www.michigan.gov/mdotlap))

MMUTCD – Michigan Manual of Uniform Traffic Control Devises (<https://mdotcf.state.mi.us/public/tands/plans.cfm>)

MPH – miles per hour

MPO – Metropolitan Planning Organization

PE – design engineering

PSF – pounds per square foot

(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>)