

Transportation Alternatives Program (TAP)



Solicitation
Fall 2015

LETTER OF INTENT
(LOI) WORKSHEET

Review Process

Interested applicants must first complete a Letter of Intent (LOI) for their project to be eligible to participate in the TAP project solicitation. Upon completion, the LOIs will be distributed to the appropriate Regional Development Organization (RDO), Metropolitan Planning Organization (MPO) or MnDOT District (see maps in [TAP Guidebook](#)) for review before an applicant may proceed. The reviewing party should discuss the project with the applicant and either recommend or not recommend that the applicant proceed to the full TAP application. The goal of this initial review is to ensure project eligibility and determine project readiness prior to submittal of the full application. A recommendation to proceed will be received by the applicant on or before November 13, 2015. A complete breakdown of eligible sponsors and projects for TAP can be found in the Guidebook.

Worksheet

NOTES: If you wish to apply, please use this worksheet to prepare all your responses before completing the Letter of Intent (LOI) online (www.dot.state.mn.us/map_21/tap.html). TAP will only review LOI submitted through its website. All requests must be submitted by **October 30, 2015**. Throughout this LOI please be specific about the work for which you are seeking support and avoid jargon.

Note for Metro Area Applicants: TAP solicitation for the seven-county Twin Cities metropolitan area (Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington counties) is conducted by the Metropolitan Council and its Transportation Advisory Board. For more information about the Twin Cities TAP solicitation, visit the [Met Council website](#).

Letter of Intent (LOI) Worksheet

Name of the Applicant Organization:			
Title of Project:			
Full Name of Contact:			
Address:			
City:	State:	County:	Zip:
Phone:		Email:	
1. One sentence description of the work for which you are seeking support:			
2. Amount of request from TAP:			
3. Total project budget. Briefly explain the total estimated amount of financing needed. Include the TAP request and other sources of financing. Specify how you will obtain the 20% local match for the TAP funds (100 words maximum).			
4. Project request type (capital, planning, both):			

5. Describe the work you want to do for which you are seeking TAP support. Provide a description of the project development activities for this project to date (250 words maximum):

6. Describe how your project meets a transportation purpose (100 words maximum):

7A. List any adopted plans that your project has been identified in (statewide, regional, SRTS, comprehensive, etc.).

7B. Is the proposal an initiative of a local Safe Routes to School program? Yes/No

Yes

7C. Is the proposal located on a designated Scenic Byway? Yes/No

Yes

8. Describe your organization and/or the sponsoring agency's history with developing and delivering Transportation Alternatives-type projects, including background working with federal funding requirements. If not applicable, identify the key steps and strategies that will be used to deliver the project (250 words maximum):

9. Have you contacted representatives from the sponsoring agency, including elected officials and county engineers? If so, please describe what has resulted from this conversation and if you have written support for the project (150 words maximum):

Reminders when submitting:

- You can confirm submission by checking your email inbox "Sent" folder.
- Google Chrome users will want to save a copy and email it manually all other web browsers operate normally.

Questions:

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OR
- Katie Caskey at 651-366-3901 (kathryn.caskey@state.mn.us)