



# Greater Minnesota Transportation Alternatives Solicitation

2025/26 Full Application

Funding in year 2030

*This application template has been modified for use by applicants within the Northeast Minnesota Area Transportation Partnership (NEMNATP). This includes applicants from Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, Pine, and St. Louis Counties. This also includes Metropolitan Interstate Council (DSMIC) Planning Area Applicants*



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# Overview

For the 2025/26 application cycle, MnDOT is conducting a solicitation for Transportation Alternatives (TA) projects. Important eligibility requirements to be aware of are noted below.

- The TA funding available through this solicitation is for project construction in fiscal year (FY) 2030. TA funding requires a 20 percent local match. Only projects located outside of the seven-county metropolitan area are eligible for TA funding.
- NEMNATP (MnDOT District 1) limits the maximum federal participation on individual TA projects to \$600,000

See the TA Solicitation Guidebook for more information about the program and additional eligibility requirements.

## Solicitation Timeline

- **Monday, Oct. 6, 2025** – Announce solicitation; Open LOI period
- **Friday, Oct. 31, 2025** – Deadline for applicants to submit LOI
- **Monday, Nov. 3, 2025** – LOIs review process by RDO/MPO/MnDOT Districts begins
- **Wednesday, Nov. 26, 2025** – Deadline for RDO/MPO/MnDOT District review of LOIs and recommendation to proceed with full application given to applicants
- **Monday, Dec. 1, 2025** – Official start of full application period
- **Friday, Jan. 9, 2026** – Deadline for applicants to submit full applications

All applicants will receive a notification with the results of the selection process no later than March 30, 2026.

## Related Documents

- **TA Solicitation Guidebook** – includes information related to the overall solicitation process and eligibility requirements for TA funding.

# Transportation Alternatives Full Application

## General Information

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### Notes:

- If the overall project contains ineligible elements, please mention the entire project in the brief project description but concentrate the application and budget on the elements that are eligible for the funding you are seeking.
- Sponsoring Agencies, if sponsoring for another project applicant, are advised to have dialog with the project applicant to ascertain the level of commitment by the applicant to follow through on delivery of the project, including the potential use of eminent domain.

## Project Information

**Name of Applicant Organization:** 0

**Title of project:** Cross City Trail Segment 6 – Redruth St to Fremont St Section

**Project is located in which county(ies):** St. Louis County

**Brief project description:** Extension of the Cross City Trail, a paved shared use path, from Redruth Street to Fremont Street.

**Project year:** 2030

**Project applicant:** City of Duluth

## Contact Information

**Contact person (from applicant organization):** James Gittemeier

**Mailing address:** 411 W First St

**City:** City of Duluth **State:** MN **Zip:** 55802

**Phone:** 218-730-5338 **Fax:** NA **Email:** jgittemeier@duluthmn.gov

**Sponsoring agency (if different than applicant):** NA

**Contact person (from sponsoring agency, if different than applicant):** [Click here to enter text.](#)



# Project Budget

Notes:

- Using the following tables, summarize what costs will be incurred to carry out the proposed project. Where appropriate, break down your costs by units purchased. For example: number of acres, cubic yards of fill, etc.
  - Applicants may submit a detailed cost breakdown as a separate attachment.
- Cost estimates are to be submitted in current year dollars<sup>1</sup>.

Table A – Eligible Items

Eligible work/construction item	Estimated quantity	Unit cost	Total cost

Table B – Ineligible Items<sup>2</sup>

Ineligible work/construction item	Estimated quantity	Unit cost	Total cost

Total Project Budget

1. Total cost of proposed project (Total Table A + Total Table B): \$883,000
2. Items not eligible for TA funding (Total Table B): \$0
3. Total eligible costs – recommended range \$100,000 to \$600,000<sup>3</sup> (Total Table A): \$600,000
4. Applicant’s contribution toward the eligible alternative project costs – minimum 20% match required: \$283,000
5. Total amount requested in transportation alternatives funds (#3 minus #4): \$ 600,000

<sup>1</sup> Grant recipients will need to provide a match based on the year of construction estimate developed when the grant is awarded.

<sup>2</sup> Includes Right of Way or Land Acquisition (e.g. appraisal fees, legal fees), Administrative Costs (e.g. preliminary and construction engineering and contingencies)

<sup>3</sup> See the [ATP Project Evaluation section](#) of this document for any additional requirements related to project costs.

## ATP Project Evaluation

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Notes:

These questions were developed by the Northeast Minnesota Area Transportation Partnership.

### Project Description

1. Identify the Transportation Alternatives category/categories in which your project fits:

<input checked="" type="checkbox"/>	<b>Active Transportation:</b> Develops new facilities, enhances existing facilities, or removes barriers for people walking, bicycling, or using other non-motorized modes of transportation to access daily needs.
<input type="checkbox"/>	<b>Wayside Rests:</b> Constructs safety rest areas and scenic overlooks for motorists.
<input type="checkbox"/>	<b>Community Improvement:</b> Enhances community improvement by controlling outdoor advertising, preserving historic transportation facilities, managing vegetation in transportation rights-of-way, and/or conducting archeological activities related to impacts of a transportation project.
<input type="checkbox"/>	<b>Environmental Mitigation:</b> Mitigates environmental harm related to impacts of transportation systems.
<input type="checkbox"/>	<b>Safe Routes to School:</b> Furthers Safe Routes to School programs through infrastructure- and non-infrastructure-related improvements.
<input type="checkbox"/>	<b>Boulevard Development:</b> Develops boulevards and other roadways (largely in right-of-way of former Interstate System routes or other divided highways) specifically for enhanced use by people walking, bicycling, or using transit. (See <a href="#">Boulevards from Divided Highways</a> for examples.)

2. Is your project an initiative of a local Safe Routes to School program? (Note: An infrastructure project may benefit connections to a school without being an initiative of a Safe Routes to School program.)

NO

- a. If YES, which school(s)?

[Click here to enter text.](#)

- b. If YES, describe this school's implementation of SRTS [Education strategies](#) in the past few years.

[Click here to enter text.](#)

- c. If YES, describe this school's implementation of SRTS [Encouragement strategies](#) in the past few years.

[Click here to enter text.](#)

- d. If YES, describe this school's implementation of SRTS [Enforcement strategies](#) in the past few years.

[Click here to enter text.](#)

- e. If YES, describe this school's implementation of SRTS [Engagement strategies](#) in the past few years.

[Click here to enter text.](#)

- f. If YES, describe this school's implementation of SRTS [Engineering strategies](#) in the past few years.

[Click here to enter text.](#)

- g. If YES, describe this school's implementation of SRTS [Equity strategies](#) in the past few years.

[Click here to enter text.](#)

- h. If YES, describe this school's implementation of SRTS [Evaluation strategies](#) in the past few years.

[Click here to enter text.](#)

3. Is your project an initiative of a designated Scenic Byway organization? (Note: An infrastructure project may benefit a scenic byway without being an initiative of a Scenic Byway organization.)

NO

- a. If YES, which Scenic Byway?

[Click here to enter text.](#)

4. Describe your project and project location in detail. If you are applying for an infrastructure project, include an easy-to-read map and captioned photos of the project location.

This Cross City Trail project will construct a new paved shared use path from Redruth Street to Fremont Street, with one small gap remaining to complete the Cross City Trail and connect the Munger Trail to the Lakewalk. This segment of trail is located in the Irving Neighborhood in West Duluth.

5. Describe demographic conditions for the area where your project is located.

The demographics of the area surrounding the Cross City Trail extension show a clear need for alternative forms of transportation, and this arterial multi-use trail connection. According to Minnesota Compass, this segment of the Cross City Trail, located within Census Tract 34, has a population of 1,371, with 234 people living in this tract with disabilities. More than half of the workers in this Census Tract make less than \$40,000 per year, with 23% making less than \$15,000 per year. 105 households have children under 18, 144 households with 65 or older people living in them. The transportation to work data shows that 102 people regularly walk, bike or worked from home in this tract.

6. Estimate the average number of people expected to utilize your project on a daily basis.

The City estimates that 150 people will utilize this shared use path on a daily basis.

7. Describe and provide evidence about how your project will benefit the population and area it will serve.

The trail provides a high quality off-street active transportation connection to jobs, schools, services, and health care all located within a reasonable active transportation distance via the existing Cross City Trail from the Spruit Valley commercial hub as well as to recreational trails and parks.

## Project Support and Partnerships

8. List public planning documents (from local, regional, statewide, and/or national levels) that have identified the need for your project and/or documented the design of your project. In your list, include the year each planning document was published.

Cross City Trail Mini-Master Plan 2017 – process led by a Citizen Advisory Committee with met 5 times, community engagement including general public survey and 2 open house meetings.

- a. For each planning document listed above, describe the public input and engagement processes (e.g., surveys, public meetings) used to identify the need and/or guide the design of your project.

[Click here to enter text.](#)

9. If you are applying for an infrastructure project, describe the level of engineering completed for your project to date and how you engaged the public about any final design decisions. If your project is not “ready to build”, describe how you will engage with the public while making final design decisions to maintain public support. (Note: If you are applying for a non-infrastructure project, skip this question.)

Preliminary engineering has begun on this project with feasibility of route determined and meetings with adjacent property owners and stakeholders have been occurring throughout each year.

10. Below, list the organizations, community groups, and/or individuals from whom you received letters or resolutions of support for your project. In addition to listing the organizations below, attach letters and resolutions of support to this application.

[Click here to enter text.](#)

## Project Deliverability and Sustainability

11. Does the lead jurisdiction or agency have an American with Disabilities Act (ADA) transition plan in place as required by Title II of ADA, 28 CFR. Part 35 Sec. 35.105 and Sec. 35.150? (Note: “Lead jurisdiction or agency” refers to the project sponsor.)

Yes

12. Describe your organization’s and/or the sponsoring agency’s history with delivering federally funded projects; if your agency has been awarded and turned back Transportation Alternatives funding in the past, identify the impacted project(s) and provide a summary explaining the circumstances.

The City of Duluth regularly receives federal funding and delivers projects. However, TA funding for a past segment of the Cross City Trail were returned due to issues with determining the alignment. The City has resolved this issue by going through a full planning process that involved the community and by continuing to work closely with stakeholders as the City vets and determines each trail segment alignment before pursuing additional TA funding.

13. Identify the key steps and timeframe you will follow for guaranteed delivery of your project.

If awarded, the City of Duluth will continue the work to get the easements and environmental reviews and approvals completed in 2026 and 2027. Outreach to adjacent property owners and the community

will continue. Engineering Planning will take place in 2028-2029 with construction planned for 2030.

14. Are you hoping to construct your project prior to the 2026 construction year?

NO

a. If YES, what year are you planning to construct your project?

[Click here to enter text.](#)

15. Identify the status of matching funds for your project or, if funds are not secured, plans to secure matching funds.

The City will provide matching funds, with will most likely come from local funds as well as any future grants funds that are secured.

16. If you are applying for an infrastructure project, identify the status of project rights-of-way/property easements or, if project property is not secured, plans to secure project rights-of-way/property easements. (Note: If you are applying for a non-infrastructure project, skip this question.)

Contact has been made with the property owners where easements will be needed. These property owners are supportive and willing to work with the City.

17. If you are applying for an infrastructure project, identify the environmental impacts you anticipate from your project and the required permits you anticipate the need to secure. (Note: If you are applying for a non-infrastructure project, skip this question.)

An extension of a culvert and fill will be part of this project. Permits will be need for this.

18. Describe your plan to manage and maintain your project into the future. If you are applying for an infrastructure project, also identify how you intend for people to use your project during winter and what kind of maintenance will support this intended use.

The City will maintain this trail project with the same level of service as the existing Cross City Trail, including re-surfacing when needed. The trail will be plowed of snow to ensure the trail is available for year-round use by pedestrians, cyclists and other micro-mobility users.

19. If you are recommended to receive Transportation Alternatives funding for your project, would you be willing to receive less than the amount you requested while still committing to deliver your project as presented in this application?

YES

a. If YES, identify the minimum amount of federal funding from this program you are willing to accept for your project. (Note: If less funding than the amount you requested is awarded, you would still be expected to deliver the project in full, as presented in this application.)

\$500,000

## Signatures


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Notes: Signatures are required from the following – project applicant; sponsoring agency engineer, if different than the project applicant; a representative of the local unit of government in which the project is located; and the MPO Executive Director, if the project is located in a MPO area.

  1/9/2026  
(Applicant Signature) (Date)

 1-9-26  
(Sponsoring Agency Engineer Signature) (Date)

 1/13/2026  
(Local Unit of Government Signature) (Date)

 1/09/2026  
(If in MPO area, signature of MPO Executive Director) (Date)



Project Name: **Cross City Trail - Phase 7**  
 SEH Project No: **DULUT - 184336**  
 Date: **May 14, 2025**  
 Estimator: **Matt Henderson**  
 Description: **Preliminary Opinion of Cost**

SITE PREPARATION	UNIT	EST. QUANTITY	UNIT PRICE	AMOUNT
SILT FENCE	LIN FT	2250	\$ 5.50	\$ 12,375.00
CONCRETE REMOVAL	SQ FT	1400	\$ 1.50	\$ 2,100.00
ROADWAY	UNIT	EST. QUANTITY	UNIT PRICE	AMOUNT
SUBGRADE EXCAVATION	CU YD	564	\$ 18.00	\$ 10,152.00
COMMON EMBANKMENT (IMPORT)	CU YD	5640	\$ 20.00	\$ 112,800.00
BITUMINOUS PAVEMENT	TON	268	\$ 110.00	\$ 29,480.00
AGGREGATE BASE (CL 5)	CU YD	448	\$ 45.00	\$ 20,160.00
CURB AND GUTTER (B624)	LIN FT	70	\$ 25.00	\$ 1,750.00
GEOTEXTILE FABRIC	SQ YD	2007	\$ 3.50	\$ 7,024.50
TRUNCATED DOMES	SQ FT	40	\$ 50.00	\$ 2,000.00
CONCRETE DRIVEWAY PAVEMENT	SQ YD	22	\$ 75.00	\$ 1,666.67
STORM SEWER COLLECTION	UNIT	EST. QUANTITY	UNIT PRICE	AMOUNT
72" RCP STORM PIPE	LIN FT	100	\$ 1,400.00	\$ 140,000.00
72" RCP APRON	EACH	1	\$ 6,500.00	\$ 6,500.00
STORM MANHOLE 108"	LIN FT	10	\$ 2,700.00	\$ 27,000.00
48" MANHOLE RISER	LIN FT	10	\$ 650.00	\$ 6,500.00
RIP RAP CLASS III	CU YD	225	\$ 120.00	\$ 27,000.00
RESTORATION	UNIT	EST. QUANTITY	UNIT PRICE	AMOUNT
TOPSOIL BORROW (4" DEPTH)	CU YD	260	\$ 60.00	\$ 15,600.00
SEED, MULCH & FERTILIZER	ACRE	1	\$ 1,000.00	\$ 500.00
EROSION CONTROL BLANKET	SQ YD	1048	\$ 2.50	\$ 2,620.00
OTHER	UNIT	EST. QUANTITY	UNIT PRICE	AMOUNT
CHAIN LINK FENCE	LIN FT	888	\$ 60.00	\$ 53,280.00
<b>SUB TOTAL</b>				<b>\$ 478,508.17</b>
MOBILIZATION			15%	\$ 71,776.00
EROSION CONTROL			2%	\$ 9,570.00
MISCELLANEOUS CONSTRUCTION			5%	\$ 23,925.00
CONTINGENCIES			15%	\$ 71,776.00
<b>TOTAL CONSTRUCTION</b>				<b>\$ 655,555.17</b>

Assumptions:

1. No hazardous or unsuitable soils/excavation required
2. All required clearing done during previous WLSSD forcemain rehab project.
3. No decorative landscaping is included.



Project Name: **Cross City Trail - Freemont St**  
 SEH Project No: **DULUT - 188831**  
 Date: **January 5, 2026**  
 Estimator: **Matt Henderson**  
 Description: **Preliminary Opinion of Cost**

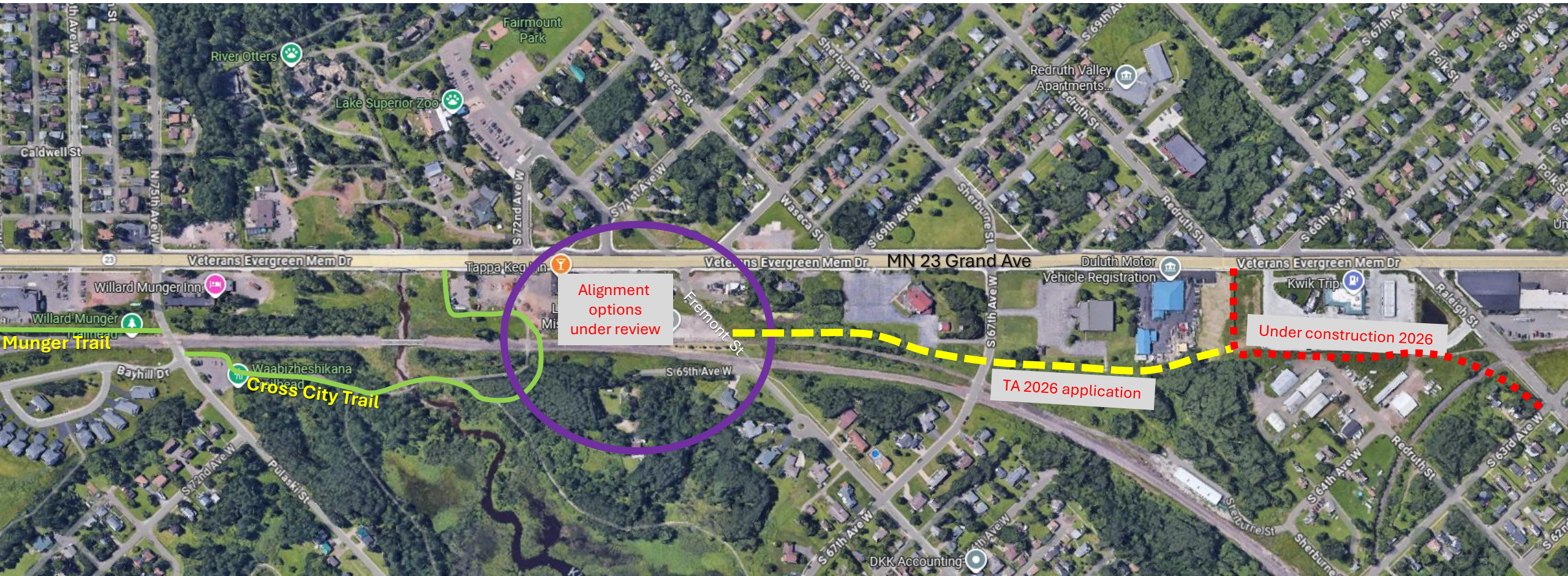
SITE PREPARATION	UNIT	EST. QUANTITY	UNIT PRICE	AMOUNT
CLEAR AND GRUB	ACRE	0.4	\$ 15,000.00	\$ 6,000.00
SILT FENCE	LIN FT	2500	\$ 5.50	\$ 13,750.00
CONCRETE REMOVAL	SQ FT	150	\$ 1.50	\$ 225.00
ROADWAY	UNIT	EST. QUANTITY	UNIT PRICE	AMOUNT
SUBGRADE EXCAVATION	CU YD	300	\$ 18.00	\$ 5,400.00
COMMON EMBANKMENT (IMPORT)	CU YD	300	\$ 30.00	\$ 9,000.00
BITUMINOUS PAVEMENT	TON	320	\$ 125.00	\$ 40,000.00
AGGREGATE BASE (CL 5)	CU YD	590	\$ 45.00	\$ 26,550.00
CURB AND GUTTER (B624)	LIN FT	40	\$ 30.00	\$ 1,200.00
GEOTEXTILE FABRIC	SQ YD	2150	\$ 3.50	\$ 7,525.00
CONCRETE PED RAMP/DOMES	SQ FT	40	\$ 75.00	\$ 3,000.00
SALVAGE AND INSTALL SIGN	EACH	1	\$ 750.00	\$ 750.00
VEHICULAR GATE	EACH	1	\$ 6,500.00	\$ 6,500.00
CONCRETE DRIVEWAY PAVEMENT	SQ YD	90	\$ 75.00	\$ 6,750.00
STORM SEWER COLLECTION	UNIT	EST. QUANTITY	UNIT PRICE	AMOUNT
15" STORM PIPE	LIN FT	40	\$ 100.00	\$ 4,000.00
15" RCP APRON	EACH	2	\$ 2,000.00	\$ 4,000.00
RESTORATION	UNIT	EST. QUANTITY	UNIT PRICE	AMOUNT
TOPSOIL BORROW (4" DEPTH)	CU YD	66	\$ 60.00	\$ 3,960.00
SEED, MULCH & FERTILIZER	ACRE	0.40	\$ 1,000.00	\$ 400.00
OTHER	UNIT	EST. QUANTITY	UNIT PRICE	AMOUNT
CHAIN LINK FENCE	LIN FT	250	\$ 60.00	\$ 15,000.00
SIDEWALK CROSSING	EACH	1	\$ 1,000.00	\$ 1,000.00
NAVIGATION & SAFETY AIDS	EACH	2	\$ 2,500.00	\$ 5,000.00
<b>SUB TOTAL</b>				<b>\$ 160,010.00</b>
MOBILIZATION			15%	\$ 24,002.00
EROSION CONTROL			2%	\$ 3,200.00
MISCELLANEOUS CONSTRUCTION			10%	\$ 16,001.00
CONTINGENCIES			15%	\$ 24,002.00
<b>TOTAL CONSTRUCTION</b>				<b>\$ 227,215.00</b>

Assumptions:

1. No hazardous or unsuitable soils/excavation required
2. Easements agreements in place
3. Minnesota Power pole relocated prior to construction
4. Design and permitting services not included



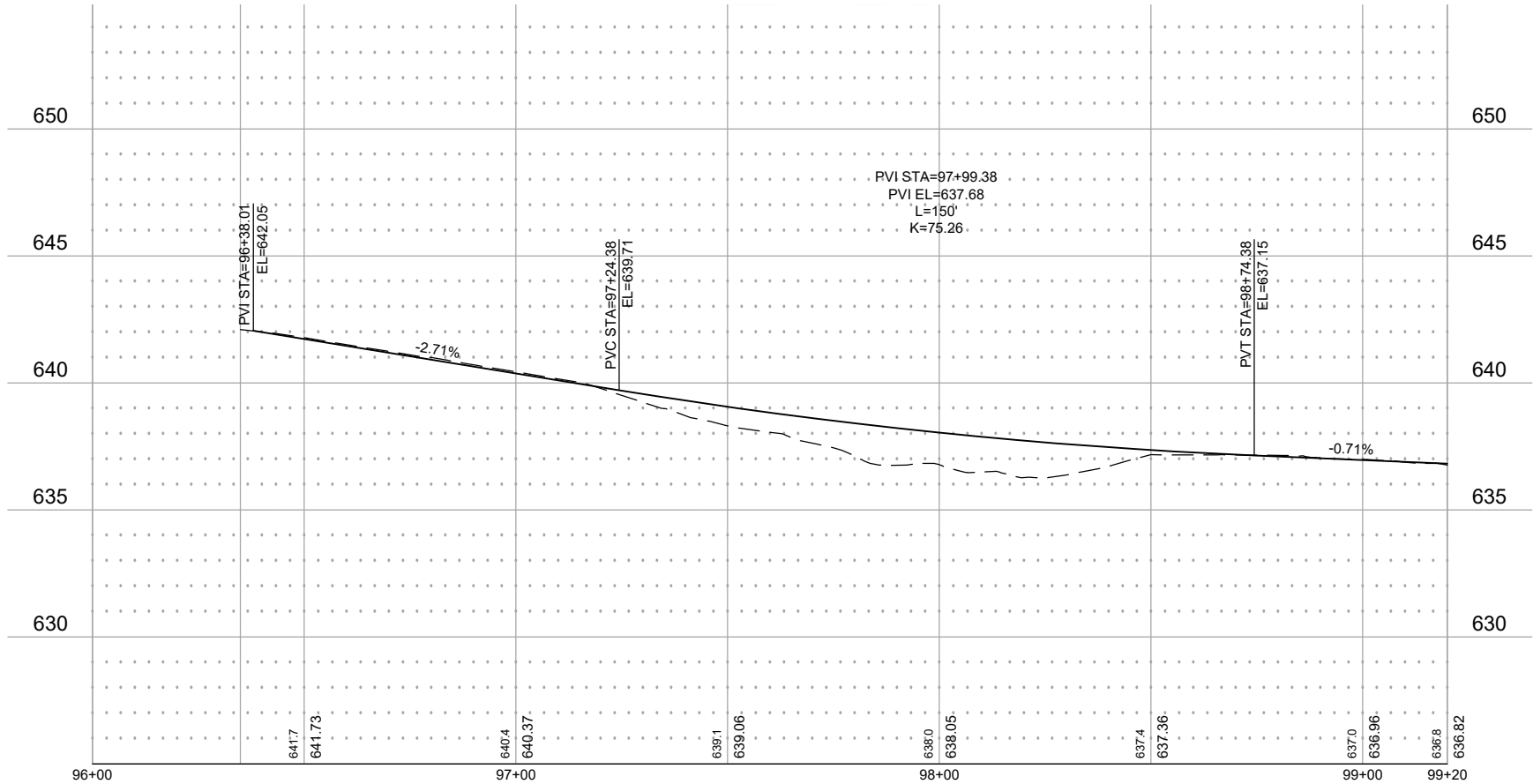
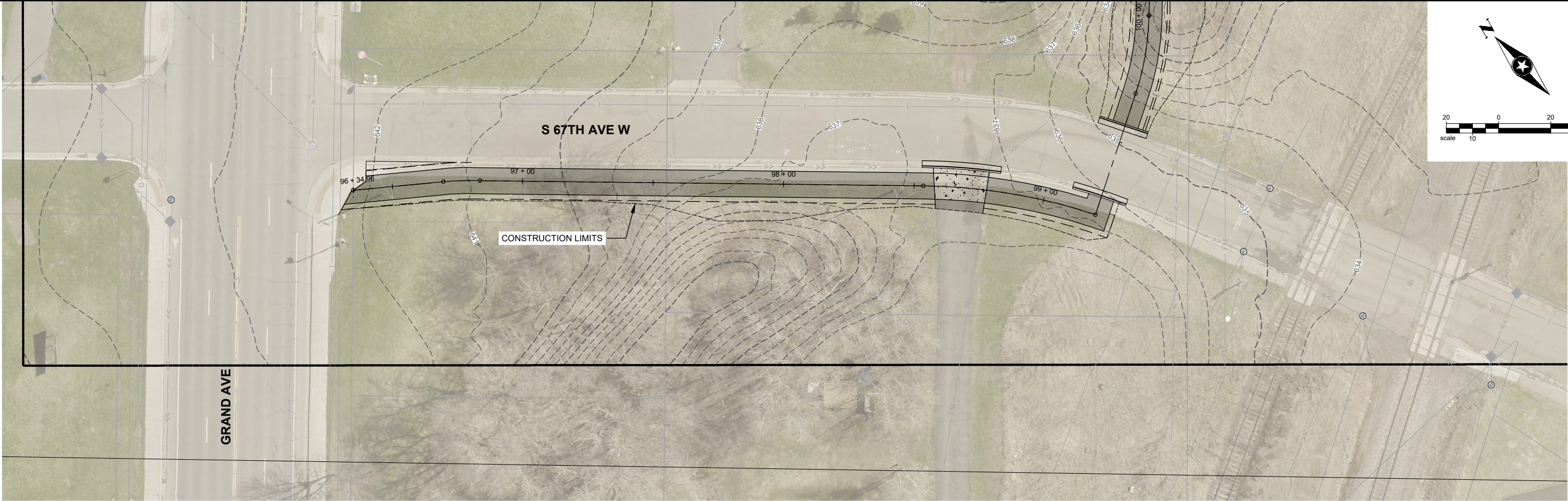
# Cross City Trail Segment 6



- ..... Raleigh St to Redruth St – Under construction 2026
- - - Redruth St to Fremont St – TA application
- Fremont St to Kingsbury/Zoo Parking Lot – alignment alternatives under review



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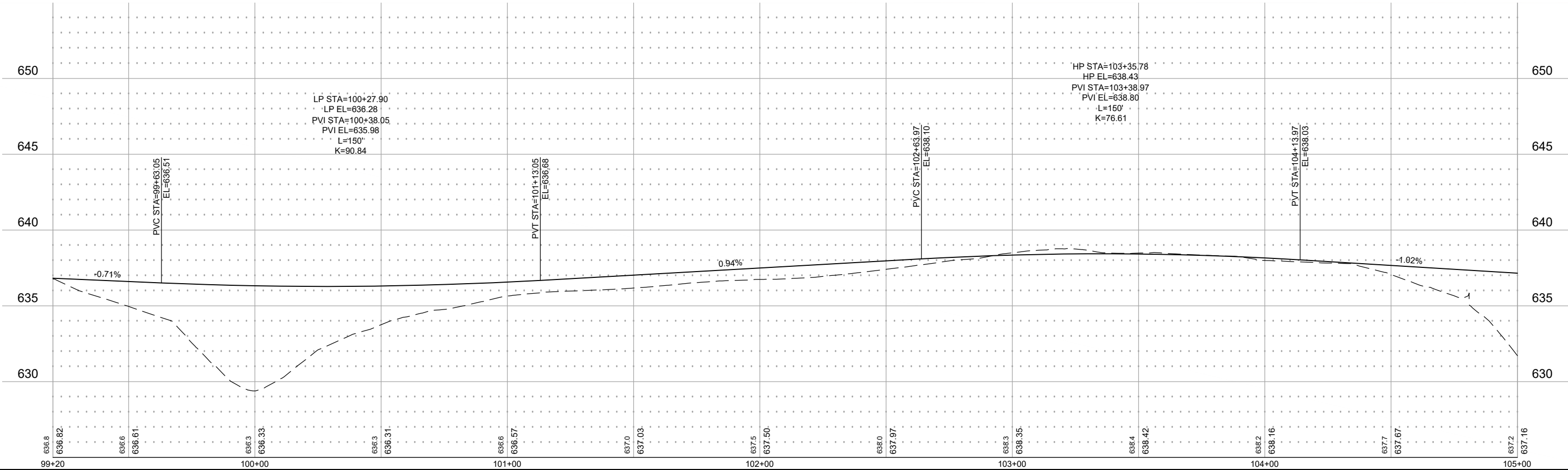
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CROSS CITY TRAIL - PHASE 7  
DULUTH MINNESOTA

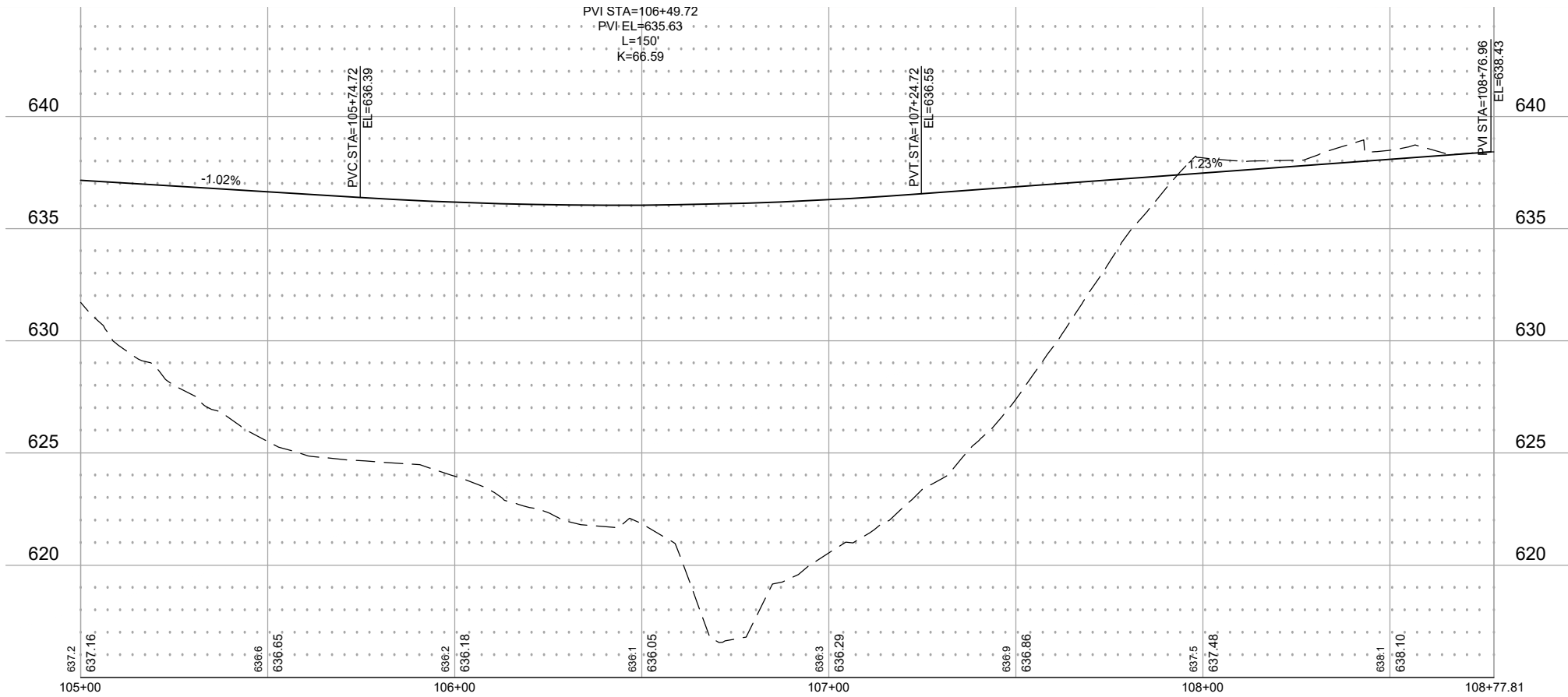
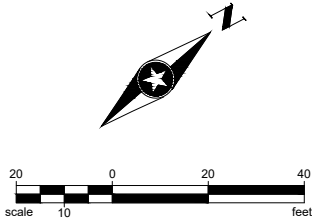
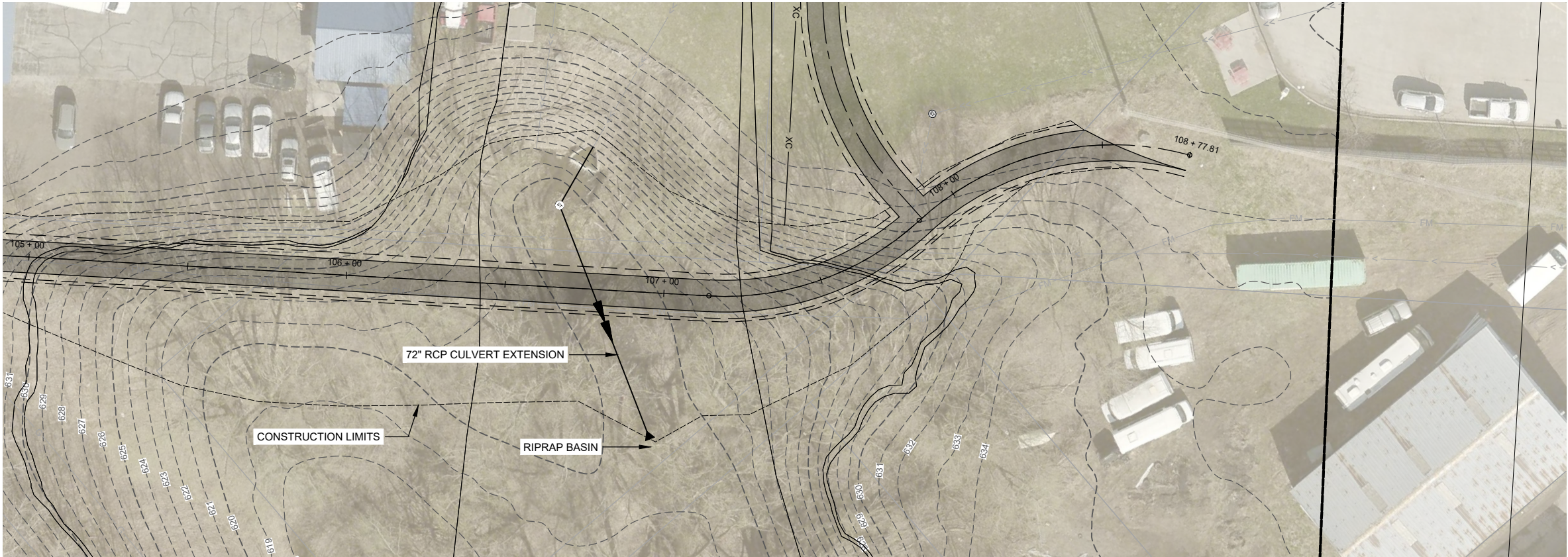
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I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE: ##### LICENSE NO.: #####

CROSS CITY TRAIL - PHASE 7  
DULUTH MINNESOTA

PLAN AND PROFILE





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I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ##### UNDER THE LAWS OF THE STATE OF #####.

DATE: ##### LICENSE NO.: #####


CROSS CITY TRAIL - PHASE 7  
DULUTH MINNESOTA

PLAN AND PROFILE



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	PROJECT NO. DULUT - 188831	<b>CROSS CITY TRAIL - FREMONT ST PRELIMINARY LAYOUT</b>	<b>FIGURE NO. 1</b>
	DATE:		
	12/23/2025		



## Application Checklist

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Notes: Check the boxes in the left column to ensure all needed materials in your application are submitted.

### Application Information

- ☐ Applicant completed *General Information*.
- ☐ Applicant completed *Project Budget*.
- ☐ Applicant completed *ATP Project Evaluation*.
- ☐ Applicant attached an easy-to-read project location map as needed.
- ☐ Applicant attached captioned project location photos as needed.
- ☐ Applicant attached letters and resolutions of support. (See Appendix)
- ☐ Applicant completed *Sponsoring Agency Resolution*. (See Appendix)
- ☐ Applicant completed *Resolution Agreeing to Maintain Facility*. (See Appendix)
- ☐ Applicant reviewed *Application Checklist*.
- ☐ Applicant completed *Signatures*.

### Application Submission

- ☐ Applicant emailed Travis Houle ([thoule@ardc.org](mailto:thoule@ardc.org)) the complete application package, including a Word file of this completed application, by 4:30 p.m. on January 9, 2026.

## Appendix A: Sponsoring Agency Resolution Template

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### Notes:

- A resolution of sponsorship from the sponsoring agency is required for each project. The resolution must be approved by an eligible sponsoring agency. Please attach an original signed copy of the resolution. An example of sample language which can be used by a sponsoring agency is listed below.

### Sample Resolution Language

Be it resolved that [city, county or agency name] agrees to act as sponsoring agency for the project identified as [project name] seeking [type of funding seeking] and has reviewed and approved the project as proposed. Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations.

Be it further resolved that [sponsoring agency contact person name] is hereby authorized to act as agent on behalf of this sponsoring agency.

### Certification

I hereby certify that the foregoing resolution is a true and correct copy of a resolution adopted by [city, county or agency name] on this [date] day of [month], [year].

SIGNED:

WITNESSED:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)



## Appendix B: Resolution Agreeing to Maintain Facility Template

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### Notes:

- A Resolution agreeing to maintain the facility for its useful life is also required for each project. The resolution must be approved by an eligible sponsoring agency. Please attach an original signed copy of the resolution. An example of sample language which can be used by a sponsoring agency is listed below.

### Sample Resolution Language

WHEREAS: The Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right of way or property ownership acquired without prior approval from the FHWA; and

WHEREAS: Transportation Alternatives projects receive federal funding; and

WHEREAS: the Minnesota Department of Transportation (MnDOT) has determined that for projects implemented with alternative funds, this requirement should be applied to the project proposer; and

WHEREAS: [city county or agency name] is the sponsoring agency for the transportation alternatives project identified as [project name].

THEREFORE, BE IT RESOLVED THAT: the sponsoring agency hereby agrees to assume full responsibility for the operation and maintenance of property and facilities related to the aforementioned transportation alternatives project.

### Certification

I hereby certify that the foregoing resolution is a true and correct copy of a resolution adopted by [city, county or agency name] on this [date] day of [month], [year].

SIGNED:

WITNESSED:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

## Appendix C: Transportation Alternatives Taskforce Scoring Criteria

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Note: Applications will be scored by the Northeast Minnesota Area Transportation Partnership's (NEMNATP) Transportation Alternatives Task Force on the following criteria, which were developed by the NEMNATP.

### **Project meets TA program goals [15 points possible, 30%]**

1. Project accomplishes the goals for its respective TA program category/categories. (Note: For a self-identified Safe Routes to School project, this category will consider implementation of a comprehensive program.) *See Questions 1, Questions 2-3 if applicable.* [5 points]
2. Project benefits the population and area it serves, as demonstrated by the applicant's consideration of community performance measures (i.e., community health, economic prosperity, environmental health, social justice, traffic safety) and use of sound sources to prove the proposed project will enhance these measures. *See Questions 4-7.* [10 points]

### **Project has public support [15 points possible, 30%]**

3. Project demonstrates public support by being included in planning documents produced with appropriate levels of public input and engagement. *See Question 8.* [5 points]
4. Applicant has secured public support by having final project designs approved through public processes and/or has a sound plan in place to maintain public support while final project design decisions are made. (Note: If you are applying for a non-infrastructure project, you will receive full points for this category.) *See Question 9.* [5 points]
5. Project letters of support and resolutions demonstrate a high level of community and regional support. *See Question 10.* [5 points]

### **Project has high chance for deliverability [20 points possible, 40%]**

6. Applicant demonstrates it can effectively deliver its project on time. *See Questions 12-14 and Question 17.* [5 points]
7. Applicant has secured matching funds or has a sound plan in place to secure matching funds. *See Question 15.* [5 points]
8. Applicant has secured project rights-of-way/property easements or has a sound plan in place to secure project rights-of-way/property easements. (Note: If you are applying for a non-infrastructure project, you will receive full points for this category.) *See Question 16.* [5 points]
9. Applicant has a sound plan in place to maintain its project. *See Question 18.* [5 points]

## Application Checklist

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Notes: Check the boxes in the left column to ensure all needed materials in your application are submitted.

### Application Information

- ☐ Applicant completed *General Information*.
- ☐ Applicant completed *Project Budget*.
- ☐ Applicant completed *ATP Project Evaluation*.
- ☐ Applicant attached an easy-to-read project location map as needed.
- ☐ Applicant attached captioned project location photos as needed.
- ☐ Applicant attached letters and resolutions of support. (See Appendix)
- ☐ Applicant completed *Sponsoring Agency Resolution*. (See Appendix)
- ☐ Applicant completed *Resolution Agreeing to Maintain Facility*. (See Appendix)
- ☐ Applicant reviewed *Application Checklist*.
- ☐ Applicant completed *Signatures*.

### Application Submission

- ☐ Applicant emailed Travis Houle ([thoule@ardc.org](mailto:thoule@ardc.org)) the complete application package, including a Word file of this completed application, by 4:30 p.m. on January 9, 2026.

## Appendix A: Sponsoring Agency Resolution Template

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### Notes:

- A resolution of sponsorship from the sponsoring agency is required for each project. The resolution must be approved by an eligible sponsoring agency. Please attach an original signed copy of the resolution. An example of sample language which can be used by a sponsoring agency is listed below.

### Sample Resolution Language

Be it resolved that [city, county or agency name] agrees to act as sponsoring agency for the project identified as [project name] seeking [type of funding seeking] and has reviewed and approved the project as proposed. Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations.

Be it further resolved that [sponsoring agency contact person name] is hereby authorized to act as agent on behalf of this sponsoring agency.

### Certification

I hereby certify that the foregoing resolution is a true and correct copy of a resolution adopted by [city, county or agency name] on this [date] day of [month], [year].

SIGNED:

WITNESSED:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

## Appendix B: Resolution Agreeing to Maintain Facility Template

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### Notes:

- A Resolution agreeing to maintain the facility for its useful life is also required for each project. The resolution must be approved by an eligible sponsoring agency. Please attach an original signed copy of the resolution. An example of sample language which can be used by a sponsoring agency is listed below.

### Sample Resolution Language

WHEREAS: The Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right of way or property ownership acquired without prior approval from the FHWA; and

WHEREAS: Transportation Alternatives projects receive federal funding; and

WHEREAS: the Minnesota Department of Transportation (MnDOT) has determined that for projects implemented with alternative funds, this requirement should be applied to the project proposer; and

WHEREAS: [city county or agency name] is the sponsoring agency for the transportation alternatives project identified as [project name].

THEREFORE, BE IT RESOLVED THAT: the sponsoring agency hereby agrees to assume full responsibility for the operation and maintenance of property and facilities related to the aforementioned transportation alternatives project.

### Certification

I hereby certify that the foregoing resolution is a true and correct copy of a resolution adopted by [city, county or agency name] on this [date] day of [month], [year].

SIGNED:

WITNESSED:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

## Appendix C: Transportation Alternatives Taskforce Scoring Criteria

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Note: Applications will be scored by the Northeast Minnesota Area Transportation Partnership's (NEMNATP) Transportation Alternatives Task Force on the following criteria, which were developed by the NEMNATP.

### **Project meets TA program goals [15 points possible, 30%]**

1. Project accomplishes the goals for its respective TA program category/categories. (Note: For a self-identified Safe Routes to School project, this category will consider implementation of a comprehensive program.) *See Questions 1, Questions 2-3 if applicable.* [5 points]
2. Project benefits the population and area it serves, as demonstrated by the applicant's consideration of community performance measures (i.e., community health, economic prosperity, environmental health, social justice, traffic safety) and use of sound sources to prove the proposed project will enhance these measures. *See Questions 4-7.* [10 points]

### **Project has public support [15 points possible, 30%]**

3. Project demonstrates public support by being included in planning documents produced with appropriate levels of public input and engagement. *See Question 8.* [5 points]
4. Applicant has secured public support by having final project designs approved through public processes and/or has a sound plan in place to maintain public support while final project design decisions are made. (Note: If you are applying for a non-infrastructure project, you will receive full points for this category.) *See Question 9.* [5 points]
5. Project letters of support and resolutions demonstrate a high level of community and regional support. *See Question 10.* [5 points]

### **Project has high chance for deliverability [20 points possible, 40%]**

6. Applicant demonstrates it can effectively deliver its project on time. *See Questions 12-14 and Question 17.* [5 points]
7. Applicant has secured matching funds or has a sound plan in place to secure matching funds. *See Question 15.* [5 points]
8. Applicant has secured project rights-of-way/property easements or has a sound plan in place to secure project rights-of-way/property easements. (Note: If you are applying for a non-infrastructure project, you will receive full points for this category.) *See Question 16.* [5 points]
9. Applicant has a sound plan in place to maintain its project. *See Question 18.* [5 points]