

DISTRICT 3 TRANSPORTATION ALTERNATIVE PROGRAM APPLICATION INFORMATION AND APPLICANT CHECKLIST

(Please provide a copy with application submittal)

Application Information

Choose one.

- ☐ This is a new application.
- ☐ This application is an update to a previously submitted application.
- ☐ This application is for another phase of a previously submitted application.

Choose applicable Area Type.

- ☐ Project is within a Metropolitan Planning Area.
 - ☐ If project is within a Metropolitan Planning Area, is application being submitted through the appropriate TPO?
 - ☐ Is proposed project included in the appropriate TPO's Transportation Improvement Program (TIP).
 - ☐ Has a copy of the TIP been included showing inclusion and priority ranking.
 - ☐ Is project being submitted in the TPO's allotted biannual cycle year?
 - ☐ Is project being submitted by the TPO's due date?
- ☐ Project is not located within a Metropolitan Planning Area.
 - ☐ If project is not within a Metropolitan Planning Area is it being submitted directly to the FDOT District 3 Transportation Alternative Program Coordinator?
 - ☐ Has the sponsor's priority ranking for previously eligible but unfunded and proposed transportation alternative program projects been included in submittal?
 - ☐ Is project being submitted prior to April 1st?

Applicant Checklist

Go to MAP-21 info and websites for latest information, eligible activities, and criteria. TAP guidance may be accessed at: <http://www.fhwa.dot.gov/map21/guidance/guidetap.cfm>

- ☐ Is project title brief, and does it reflect the location of the project and the type of work being requested?
- ☐ Does the project have a qualifying sponsor?
- ☐ Has contact information been entered and an e-mail address supplied for the coordination necessary while processing the application?
Note: If applicant has used an outside source (such as a consultant) to prepare the application, and the consultant's name is used as the contact person, any time they spend coordinating with reviewers may be billed to the applicant (depending upon contract stipulations).
- ☐ Has the name of applicant been supplied (if other than project sponsor)?

- ☐ Does the proposed project meet eligibility criteria in FHWA TAP Guidance?
- ☐ Did you provide a brief and concise description of the proposed project with a thorough explanation of proposed project, location, termini, which side of roadway, widths and lengths (if applicable)?
- ☐ Did you select the types of work activities where funding is being requested?
- ☐ Is a location map (8.5" x 11") provided with identifiable boundaries of the general area and termini clearly noted?
- ☐ Have special characteristics of the project been identified?
- ☐ Have typical section drawings been included where applicable?
- ☐ Has right-of-way ownership been identified and verified that it is in public use?
- ☐ If right-of-way is not in public ownership, is there a long-term lease agreement or a deed restriction currently in place that protects the investment of funds for the expected useful life of the project?
- ☐ If application requires right-of-way acquisition, is amount and other information included?
Note: The status of right-of-way issues may be a consideration in the selection and implementation of transportation alternative program projects.
- ☐ Have previous work phases or work in progress been identified where applicable?
- ☐ Have permits that will be required been identified?
- ☐ Have you noted any prior coordination with permitting agencies?
- ☐ Have you provided specifics of any prior coordination with permitting agencies (if applicable) detailing any problem areas as well as positive feedback?
- ☐ If project is not on a state roadway, did you agree to perform & administer project using the LAP process and identify the status of LAP Certification?
- ☐ Have you included copies of letters of support from public sources? (include written endorsements, formal declarations, petitions, public meetings, and/or financial donations).
- ☐ Have you included copies of letters of support from private sources? (include written endorsements, formal declarations, petitions, public meetings, and/or financial donations).
- ☐ Is project consistent with appropriate local comprehensive land use and transportation plans?

- ☐ Where applicable (such as bike & pedestrian facilities), did you include a copy of support documentation from the Local Government Comprehensive Plan or Regional Plan showing support for bike/ped facilities?
- ☐ Did you describe the proposed ownership and maintenance responsibilities for the project when it is completed?
- ☐ Did you provide a cost estimate with estimated funds needed for each requested work activity.
Note: If your project is far enough along in the planning stage that you have detailed estimates, please provide them also.
- ☐ Did you include a total amount of funding needed for the project and amounts and percentages to be provided by FDOT, local, and other sources?
- ☐ Has the Certification of project Sponsor been executed by the appropriate person with signatory authority?
Note: Certification of Project Sponsor must be signed by the appropriate person that is authorized to obligate services and funds and has been delegated legal signatory authority for the appropriate applicant/sponsor (generally chairman of the commission or council).
- ☐ Have you included an adopted resolution of support from the project sponsor, which has been signed by the appropriate person with signatory authority?