



# FY 2019

## TRANSPORTATION ALTERNATIVES PROGRAM



PROJECT APPLICATION

## INSTRUCTIONS FOR SUBMITTING A

### TRANSPORTATION ALTERNATIVES PROGRAM (TAP) APPLICATION

- I. Conception
  - A. Determine a project scope of work. Thorough planning efforts are necessary because scope changes will rarely be considered.
  - B. Review the project for eligibility. The project must meet at least one of the eligible activities.  
*(See page 2 of the TAP Guidelines PDF)*
- II. Complete the Project Application
  - A. The order of the application that you send to the Huntsville MPO should be as follows:
    - 1) Cover Letter, 2) Application Cover Page, 3) General Information, 4) Project Description Information, 5) Project Budget and 6) Attachments.
  - B. Explanations should be thorough, yet concise. Fully complete applications receive higher ratings. Do not provide voluminous information.
  - C. If a section is not applicable to your proposed project, mark "NA" in the appropriate space.
  - D. Complete the application in its original format.
  - E. Attachments larger than 8½" x 11" must be folded to the 8½" x 11" format so that they can be accessed when stapled in the upper left corner. *(mailed applications only)*
- III. Prepare for the MPO **one** original project application. Keep a copy for your files.
- IV. If mailed, staple each project application in upper left corner. **Please do not send a bound project application.**
- V. Email or mail the project application to:

**Email to:**

Dennis Madsen  
Manager, Huntsville Metropolitan Planning  
Organization  
[dennis.madsen@huntsvilleal.gov](mailto:dennis.madsen@huntsvilleal.gov)

**Mail to:**

Huntsville Metropolitan Planning  
Organization  
ATTN: Dennis Madsen  
P.O. Box 308  
Huntsville, AL 35804

**by 5:00 PM on July 3, 2019**

**NOTE: Applications received after the deadline will not be considered for funding. Incomplete applications will not be considered for funding. Applications should be sent only to Dennis Madsen.**

## GENERAL INFORMATION

1. Project Title \_\_\_\_\_
2. Sponsor \_\_\_\_\_ Population \_\_\_\_\_
3. Mayor, Commission Chair, etc.  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_
4. Contact Person \_\_\_\_\_  
Title \_\_\_\_\_  
Phone \_\_\_\_\_
5. Application Prepared by \_\_\_\_\_  
Company/Agency \_\_\_\_\_ Phone: \_\_\_\_\_
6. Location of the Project Area \_\_\_\_\_  
\_\_\_\_\_  
a. County \_\_\_\_\_ City \_\_\_\_\_ ALDOT Region \_\_\_\_\_  
b. M.P.O. (Area) Huntsville  
c. State, U.S. or Interstate Route \_\_\_\_\_  
d. Senatorial District Number \_\_\_\_\_  
e. House District Number \_\_\_\_\_
7. Legislators  
a. State Senator(s) \_\_\_\_\_  
b. State Representative(s) \_\_\_\_\_
8. Total Project Cost \$ \_\_\_\_\_  
Federal Share \$ \_\_\_\_\_ Sponsor Share \$ \_\_\_\_\_

## PROJECT DESCRIPTION

In nine paragraphs, describe the project using the following format:

**Transportation Alternatives Eligibility** – State the eligible activity (ies) from the list of 6 TAP activities (see page 2 of TAP Guidelines) for which this application is submitted.

**History** – Describe the historical significance, including names, dates, and events which are pertinent to the project or properties. State if the project is located in a historic district or in an area that is eligible for historic district determination.

**Scenic Significance** – Describe the scenic significance this project will have to the existing transportation system.

**Impact** – Describe the impact the project will have on adjacent properties, the community, the state, the transportation system, plant or animal life, wetlands, archaeological or historic resource. Also, how will the project improve access to activities or increase awareness of historic, community, visual or natural resources? Describe any other anticipated benefits of the project. Describe all ground disturbing activities and all demolition activities that have or will occur during construction of this project. What affect will the project have on the traveling experience?

**Proposed Construction** – Describe only the project activities which will be constructed with TAP funds. This should correspond with the highlighted sketch or map to be attached and the project budget.

**Ownership** – State who owns the property where the project is going to be constructed. If the sponsor does not own the property, how will the sponsor procure rights to construct the project? Will this be accomplished by acquisition, lease agreement, etc. Ownership of the property is an essential element of the project and this subject should be researched thoroughly and explained in detail. If the sponsor does not own the property where the work is to be constructed, please include a letter from the property owner stating that they support the planned improvement.

**Intended Use** – Describe the intended use of the property upon completion of the project. The project must be for public use. If the project is a bicycle and/or pedestrian facility, what origin, destination and intermediate points will be served?

**Life Expectancy** – State the expected life of the project once completed.

**Maintenance Plan** – Describe the required maintenance activities (major and minor), schedule, and budget for the expected life of the project.



## ATTACHMENTS

### **Please include the following items with your application:**

1. Documentation stating sponsor's willingness to pursue the project to completion and be responsible for the required expenses, including, but not limited to, the local share funds and professional fees for preliminary engineering activities. (Once a sponsor is notified that they have received funding from the MPO, that sponsor is responsible for the project and cannot request that the project be transferred to another agency.)
2. Resolution from the city council or county commission stating their approval of the proposed transportation alternatives.
3. As noted in project description guidelines, if the sponsor does not own the property where the work is to be constructed, please include a letter from the property owner (governmental agency such as ALDOT) stating that they support the planned improvement.
4. Current and legible 7.5 minute USGS map indicating exact project location.
5. Appropriately scaled map or sketch of project area that will clearly depict the project location. It is requested that the location of the proposed project be highlighted and labeled on this map.
6. Design sketch, if applicable. Projects for bicycle and/or pedestrian facilities must show a typical cross-section.
7. Color photographs keyed to the sketch maps that clearly show the character of the project area, including buildings, structures, sites and objects. This will enable the Alabama Historical Commission to determine if historic resources will be impacted by the project. Scanned or computer generated are acceptable. The direction the photograph was taken should also be shown on the sketch or map. (Ex. - Looking North along Main Street.)