

# Huntsville Area Metropolitan Planning Organization



## FY 2025 Transportation Alternatives Set-Aside Program Application

This document provides the format in which the required information is to be included in all applications seeking consideration for the TA Set-Aside Program. Applicants may develop and prepare their own applications; however, the headings (A through L) shall be listed with supporting narratives/attachments included. Prospective project sponsors are encouraged to review the *FY 2025 Transportation Alternatives Set-Aside Guidelines* when considering the development of applications. Sponsors will be required to submit the application electronically to the Huntsville Area MPO by the FY 2025 deadline of September 29, 2025:

### A. Provide the Sponsoring Agency

Sponsor Entity:	_____
Mayor/Chairman:	_____
Contact:	_____
Contact Title:	_____
Mailing Address:	_____
Phone:	_____
Email:	_____
Project Manager:	_____
Title:	_____
Mailing Address:	_____
Phone:	_____
Email:	_____

- B. Describe in detail the proposed project improvements and list all eligible TAP activities included in the project. Identify the point(s) of origin, important intermediate destinations, and point(s) of termination. Indicate if the project is/was part of a phased construction plan, or part of a larger comprehensive master plan.
- C. Describe how the proposed project improvements meet the intent of the Transportation Alternatives Set-Aside Program; (Refer to the Competitive Selection criteria of the TAP Guidance).
- D. Provide a detailed preliminary pay item estimate of the total project cost, the amount of Federal funds requested, the amount of the local match, and any additional funding committed by the sponsor. If the preliminary engineering (PE) is going to be a reimbursable phase of work, the estimated PE cost must be included in the detailed cost estimate.

- E. Identify ownership of all properties located inside the project footprint. If the acquisition of minor right-of way or property is necessary, please include a detailed description, an estimate of any associated cost that may be incurred, and letters of support from the affected property owners. Please include photos of these locations and locate these photos on a map.
- F. Identify the location of existing utilities in conflict with the project. If any utilities or service connections will need to be relocated, please include a detailed description, an estimate of any associated cost that may be incurred, and letters of support from the affected utility owners.
- G. Identify any cultural or environmental resources potentially impacted by the project. Please include detailed time frames and costs associated with coordinating through the State Historic Preservation Office, U.S. Fish and Wildlife Service, U.S. Army Corps of Engineers, or any other effected resource agency. If there are any historic buildings, homes, or structures that will be impacted by the project, please include photos of these locations and locate these photos on a map.
- H. List any clearances or permits that will be required and include letters of support if possible.
- I. Describe the life expectancy of the project. Identify the agency responsible for maintenance, the anticipated maintenance activities, and the funding source for maintenance efforts.
- J. Provide any documentation related to environmental justice consideration.
- K. Provide any additional comments the sponsor wishes to be considered, including any letters of support from elected officials, local agencies, or property owners.
- L. Include any supporting photographs, maps, drawings, or plans necessary to support the project application (all in Color).

All applications **must be submitted electronically** no later than 4:00 pm on **September 29, 2025**. Applications should be sent to [jobeth.gleason@huntsvilleal.gov](mailto:jobeth.gleason@huntsvilleal.gov) as a .pdf file (25 mb max) with “**FY 2025 TAP Application – Sponsor Name**” in the subject line.

Jo Beth Gleason, Planner for the Huntsville Area MPO, will send a confirmation email once an application is received. If you do not receive a confirmation, please contact Long Range Planning at 256-427-5100 to ensure receipt of the application.