

# Agenda

## TAC Funding and Programming Committee



**Meeting date:** September 21, 2023

**Time:** 1:00 PM

**Location:** Virtual

### Public participation:

This meeting will be streamed and recorded.

[Watch the meeting online.](#)

If you have comments, we encourage members of the public to email us at [public.info@metc.state.mn.us](mailto:public.info@metc.state.mn.us).

You may pre-register to speak at a virtual public meeting of the TAC Funding and Programming Committee by emailing us at [public.info@metc.state.mn.us](mailto:public.info@metc.state.mn.us).

### Call to order

1. Roll call
2. Approval of the agenda
3. Approval of July 20, 2023, TAC Funding and Programming minutes – roll call

### Public comment on committee business

### TAB report

### Business

1. 2023-45: TIP amendment for new TPP projects (Joe Barbeau, MTS) – roll call
2. 2023-46: Scope change request – SW Transit (Joe Barbeau, MTS) – roll call
3. 2023-47: TIP amendment request – SW Transit (Joe Barbeau, MTS) – roll call
4. 2023-48: Program year extension request – City of Blaine (Steve Peterson, MTS) – roll call

### Information

1. Regional Solicitation survey kick-off (Bethany Brandt-Sargent, MTS)
2. Intersection mobility and safety study (Steve Peterson, MTS & Michael Corbett, MnDOT)
3. Program year and scope change policy – Introduction, key issues, and questions (Joe Barbeau, MTS)

### Other business

### Adjournment

#### Key:

- \* Agenda item changed following initial publication

### Council contact:

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651-602-1724



# Minutes

## TAC Funding and Programming Committee



**Meeting date:** July 20, 2023

**Time:** 1:00 PM

**Location:** Virtual

### Members present:

- |  |  |   |
|--|--|---|
| <input checked="" type="checkbox"/> Bloomington – Karl Keel (Vice Chair) | <input checked="" type="checkbox"/> TAB Coordinator – Elaine Koutsoukos            | <input checked="" type="checkbox"/> Anoka Co. – Jerry Auge      |
| <input checked="" type="checkbox"/> Lakeville – Paul Oehme               | <input checked="" type="checkbox"/> MnDOT Metro District – Aaron Tag               | <input checked="" type="checkbox"/> Carver Co. – Jack Johansen  |
| <input checked="" type="checkbox"/> Eden Prairie – Robert Ellis          | <input checked="" type="checkbox"/> MnDOT Metro District State Aid – Colleen Brown | <input type="checkbox"/> Dakota Co. – John Sass                 |
| <input checked="" type="checkbox"/> Fridley – Jim Kosluchar              | <input checked="" type="checkbox"/> MnDOT Bike/Ped – Mike Samuelson                | <input checked="" type="checkbox"/> Hennepin Co. – Jason Pieper |
| <input checked="" type="checkbox"/> Maple Grove – Ken Ashfeld            | <input type="checkbox"/> MPCA – Innocent Eyoh                                      | <input checked="" type="checkbox"/> Ramsey Co. – Scott Mareck   |
| <input checked="" type="checkbox"/> Minneapolis – Kathleen Mayell        | <input checked="" type="checkbox"/> DNR – Nancy Spooner-Walsh                      | <input type="checkbox"/> Scott Co. – Adam Jessen                |
| <input type="checkbox"/> Plymouth – Michael Thompson (Chair)             | <input checked="" type="checkbox"/> Suburban Transit Assoc. – Heidi Scholl         | <input checked="" type="checkbox"/> Wash Co. – Maddy Dahlheimer |
| <input checked="" type="checkbox"/> St. Paul – Anne Weber                |  | <input type="checkbox"/> = present, E = excused                 |
| <input checked="" type="checkbox"/> Met Council MTS – Cole Hiniker       |  |   |
| <input checked="" type="checkbox"/> Metro Transit – Scott Janowiak       |  |   |

### Call to order

A quorum being present, Committee Vice Chair Keel called the regular meeting of the TAC Funding and Programming Committee to order at 1:00 p.m.

### Agenda approved

Vice Chair Keel added an item to the agenda noted to the new business section regarding the new active transportation funding.

### Approval of minutes

It was moved by E. Koutsoukos and seconded by J. Auge, to approve the change to the agenda and the minutes of the June 15, 2023, regular meeting of the TAC Funding and Programming Committee. **Motion carried unanimously with one abstention.**

### Public comment on committee business

There were no public comments.

### TAB report

E. Koutsoukos provided the TAB report on the July meeting.

## Business

### 2023-41: Scope Change Request for Minneapolis E Line Route Signal and Pedestrian Safety Project (Joe Barbeau, MTS) – roll call

Joe Barbeau, of the Metropolitan Council's Metropolitan Transportation Services office, presented the scope change request and background information to the committee. The City of Minneapolis is requesting a scope change to remove the Upton Avenue S/Sheridan Avenue S and 43<sup>rd</sup> Street intersection from its E Line route signal and pedestrian safety project (SP# 141-030-058).

Ryan Anderson, with City of Minneapolis, spoke on behalf of the applicant stating that all items proposed to be removed from this project will be completed by the E Line project.

S. Mareck moved approval and M. Dahlheimer seconded the motion.

J. Peiper noted that this project is an example of unfunded safety and complete streets needs along future BRT service. Further it feels like gymnastics to local agencies trying to ensure BRT project success by coordinating FHWA and FTA funds that are in play. He hopes the region can improve this situation given the new funding passed by the state legislature.

K. Keel highlighted that the total project costs well exceed the initial estimate so additional funds will easily be spent.

R. Anderson responded that since the City of Minneapolis wrote the application they have completed similar projects and, based on those, they believe the cost is reflected in the request.

C. Brown asked to clarify if the motion includes retention of federal funds.

J. Barbeau noted the recommended motion did not include retention of federal funds so it should be clarified in the motion.

S. Mareck stated that his intention in the initial motion was to include the retention of federal funds.

M. Dahlheimer stated, as the motion seconder, that was also her intent.

Roll call vote was taken on the motion, as moved by S. Mareck and seconded by M. Dalheimer, to **“approve the scope change request including retention of federal funds”**. **The motion passed unanimously.**

### 2023-42: Program Year Shift Request for Brooklyn Park and Hennepin County's CSAH 103 and CSAH 30 projects (Joe Barbeau, MTS) – roll call

Joe Barbeau, of the Metropolitan Council's Metropolitan Transportation Services office, presented the program year shift request and background information to the committee. The City of Brooklyn Park requests a program year shift to 2028 for its CSAH 103 roadway project (110-020-041), CSAH 103 streetscape/trail project (110-020-042), and CSAH 30 roadway project (110-020-043).

Dan Soler spoke on behalf of Hennepin County, co-signer to the request. He stated they feel comfortable that an extension to program year 2028 would be doable for all three projects with the Blue Line LRT Extension, even with the challenges of that project. Originally the Blue Line LRT was on a different alignment to the south. The need to change things to the south is no fault of Brooklyn Park or these pieces of the larger project but did significantly impact these projects.

M. Dahlheimer moved to approve the program year shift request and was seconded by N. Spooner-Walsh.



Roll call vote was taken on the motion, as moved by M. Dahlheimer and seconded by N. Spooner-Walsh, to **“approve the program year shift request”**. **The motion passed unanimously.**

**2023-43:** Regional Solicitation Application Release (Steve Peterson, MTS) – roll call

Steve Peterson, of the Metropolitan Council’s Metropolitan Transportation Services office, presented the request to release the Regional Solicitation application to the committee. A public comment period was held and 13 comments were received proposing various changes. Staff thought bringing the proposed changes back for committee review was warranted.

S. Peterson reported that Three Rivers Park District requested the multi-use trail application scoring guidance be clarified. A substantial number of points relate to if a facility is on the Regional Bicycle Transportation Network, and TRPD wanted to clarify if a project does not build a segment of the RBTN, it would receive 50 points given it was part of a local network system identified within an adopted City, County, or Regional Park system plan.

K. Keel asked if the proposed change affects the points.

S. Peterson responded that it does not.

C. Hiniker moved approval of the changes as written on page 185 of the attachment, R. Ellis seconded.

Roll call vote was taken on the motion, as moved by C. Hiniker and seconded by R. Ellis, to **“approve the changes as written on page 185 of the attachment”**. **The motion passed unanimously.**

S. Peterson reported one comment noted the percent weighting for the Unique Projects application added up to 101%. Staff proposes a one percentage point decrease to significance, a one percentage point increase to environmental impacts, and a one percentage point decrease to partnerships to address this. There were also some small clarifying language changes.

E. Koutsoukos moved to accept the proposed changes for the unique projects application, K. Keel seconded.

Roll call vote was taken on the motion, as moved by E. Koutsoukos and seconded by K. Keel, to **“accept the proposed changes for the unique projects application”**. **The motion passed unanimously.**

S. Peterson reported that Hennepin County commented that the bridge state aid federal funding eligibility changed in 2020 and recommended Met Council update the Regional Solicitation federal funding standard to reflect the new state aid standards. This change would primarily affect the qualifying requirements. The proposed change is that a bridge must have a local planning index (LPI) of less than 60 or a national bridge inventory rating of 3 or less for deck geometry, approach roadway, or waterway adequacy as shown in the most recent Minnesota structure inventory report. Previously Met Council used NBI rating of 6 or less for a rehab or 4 or less to complete rebuild the roadway. Met Council staff sought input from subject matter experts on these proposed updates and how they should relate to scoring in the Regional Solicitation. The proposed change is now that LPI would be used as a qualifying criteria and NBI would be used for scoring.

K. Keel asked if the application could simply state that it is in line with the new state aid standards or is there value in stating what those standards are.

S. Peterson replied given that the standards changed recently, there would be value in stating what the standards are specifically.



P. Oehme moved to approve the proposed bridges application changes and J. Pieper seconded.

Roll call vote was taken on the motion, as moved by P. Oehme and seconded by J. Pieper, to **“approve the proposed bridges application changes”**. **The motion passed unanimously.**

S. Peterson reported that Three Rivers Park District requested to have a short guidance document with all of the scoring documents but that does not need to be voted on. Staff wanted to note it for the committee to show process is being responsive to public comments.

S. Peterson reported there was a request to replace the phrase “equity populations” with “disadvantaged communities” in the equity and affordable housing criteria.

M. Dahlheimer asked if this is defined somewhere in the application documents.

Amy Vennewitz, Metropolitan Transportation Services, responded that there is a description at the beginning of the measure description and suggested adding the language “defined as” before the description in the application.

M. Dahlheimer moved to approve the proposed changes to the Disadvantaged Communities measure and add the phrase “defined as” before the description of disadvantaged communities.

J. Auge seconded the motion.

Roll call vote was taken on the motion, as moved by M. Dahlheimer and seconded by J. Auge, to **“approve the proposed changes to the Disadvantaged Communities measure and add the phrase ‘defined as’ before the description of disadvantaged communities”**. **The motion passed unanimously.**

E. Koutsoukos made a motion to approve the Regional Solicitation for release including all prior amendments and any needed minor corrections for typos. R. Ellis seconded the motion.

K. Mayell asked if it should be clarified that this motion does not include the new active transportation section.

K. Keel stated that language would need to be added into the application and since no such action was taken by the committee it would not be included in the proposed motion.

Roll call vote was taken on the motion, as moved by M. Dahlheimer and seconded by J. Auge, to **“approve the Regional Solicitation for release including all prior amendments and any needed minor corrections for typos”**. **The motion passed unanimously.**

## Information

There were no information items.

## Other Business

### Active Transportation Funding Discussion (Steve Peterson, MTS)

S. Peterson reported on the new active transportation funding source and updates since the last committee meeting. TAB decided it was not ready to bring the new funding source into the Regional Solicitation. Staff wanted input from the committee on the idea of including work on answering questions that have arisen from TAB/TAC about these funds through the Regional Solicitation evaluation consultant project. The project would occur starting 2023 into 2025 and is a full evaluation of the Regional Solicitation process. This does not presume that the new active transportation funding would be distributed through the Regional Solicitation process.



K. Keel stated this discussion should probably focus on the process as opposed to funding specific projects and asked for comments, thoughts, or ideas other options.

M. Dahlheimer asked if there would be value in forming a work group or task group to brainstorm initial ideas to bring to committees or serve as an advisory team to the consultant.

S. Peterson responded that is the general intent for the proposed project, it would require a subcommittee of interested stakeholders.

K. Mayell agreed with M. Dahlheimer's comments.

K. Keel added that one of the complicating factors is if TAB members want to be involved, they are coming from a policy angle whereas F&P and TAC members have a more technical perspective. It may be worth having a policy advisory committee and a technical advisory committee.

J. Kosluchar asked if there is a need to spend or allocate some of the funding earlier than what would happen in the standard solicitation process. He also asked if it should be assigned within an existing category Regional Solicitation or somewhere else.

K. Keel replied that the proposal to look at this funding in the consultant contract does not necessarily include it in the Regional Solicitation but is a quick way to get some help in answering those questions.

S. Peterson replied that is correct. TAB spoke the day before about the consultant project schedule and the overlapping commitments the committees will have between the 2024 and 2026 regional solicitation evaluation and the TPP. The schedule is one of the trickier elements especially if the Active Transportation funds are solicited separately from the Regional Solicitation. Applicants will likely tend to prefer the state funds to the federal funds.

K. Keel added another complicating factor is these funds could be used for a wider range of activities than we normally fund with the Regional Solicitation like operations.

E. Koutsoukos clarified that along with the Active Transportation funds there are other new sources this study will address how to distribute like the Carbon Reduction Program.

K. Keel stated that the Regional Solicitations was once organized by funding source then switched to try to have more flexibility. Currently several new pots of money with very specific requirements are appearing so we may partially go back to solicitations organized by funding source.

E. Koutsoukos added the evaluation project will help us analyze how funding sources can be used.

J. Pieper emphasized that the active transportation funds are not federal. Federal funds come with their own set of headaches and local agencies ask themselves if they want to "federalize" a project. We should consider how the active transportation funds can be used to our advantage.

K. Keel added we should make sure we do not add too many requirements, so it is even worse than federal funding.

E. Koutsoukos clarified that she heard the active transportation funds be referred to as "state funds" but they are sales tax funds so they are local funds not state funds.

S. Janowiak asked how much urgency is there to determine an approach given that funds will start accumulating in October. Will funds accumulate, the longer this process takes, where we'll have a "reverse fiscal cliff" need to spend it in ever larger amounts.



S. Peterson replied that the funds do not expire like federal funds, but they will build up. That's one topic TAB discussed; there could be \$125-\$135 million accumulated before the next solicitation, and we want to signal back to the legislature that progress is being made. TAB said it would rather let funds accumulate than rush putting them into the Regional Solicitation. Staff would like to address this topic early in the consultant contract due this situation.

S. Janowiak stated he understood the logic of using the Regional Solicitation evaluation to look at these questions in an expedited fashion.

J. Kosluchar stated one reason to appropriate these funds earlier is the safety benefits of the projects they will fund are desperately needed in the region and asked that be kept in mind.

E. Koutsoukos added that TAB had some discussion on that and left open the possibility that as we figure out where we're heading on this more within next year, we could potentially add this to the project selection next summer, like how we did with PROTECT and Carbon Reduction funding.

### **2050 TPP Policy Development Groups** (Cole Hiniker, MTS)

C. Hiniker informed the committee that at the 2050 TPP working group, which includes the TAC Planning Committee, staff put out a request for partner agencies to participate in policy development groups to shape early drafts of policies that will be put out for public comment. This is step one in redoing the Regional Solicitation – getting the right policies and actions into the TPP. If committee members want to participate or know of anyone who's a topical expert, please contact C. Hiniker or Bethany Brand-Sargent who used to staff this committee.

### **Adjournment**

Business completed; the meeting adjourned at 2:30 p.m.

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### **Council contact:**

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# Action Transmittal

Transportation Advisory Board



**Committee Meeting Date:** September 21, 2023

**Date:** September 14, 2023

## Action Transmittal: 2023-45

Regionally Significant TIP Amendment Request – Two New Projects

**To:** TAC Funding & Programming Committee

**Prepared By:** Joe Barbeau, Senior Planner, 651-602-1705

### Requested Action

MnDOT and Scott County request an amendment to the 2024-2027 TIP to add two regionally significant projects.

### Recommended Motion

That the TAC Funding & Programming Committee recommend adoption of an amendment to the 2024-2027 TIP to add two regionally significant projects for the purpose of release for public comment.

### Background and Purpose

The following projects are proposed for addition to the 2024-2027 TIP:

1. MnDOT requests the addition of a I-94 Albertville to Monticello Lane Expansion Project in Wright County (SP# 8680-189) to the TIP. This project will expand approximately eight miles of I-94 from two to three travel lanes. A portion of this project is within the MPO Planning Area and a portion of it is outside of the boundary. The project will be constructed by MnDOT District 3, not Metro District. This project is funded through the state's Corridors of Commerce program.
2. Scott County requests the addition of a grade-separated interchange on US 169 at CSAH 59 (Delaware Avenue) (SP# 7008-119) into the TIP. This project is locally funded by Scott County.

### Relationship to Regional Policy

Federal law requires that all TIP amendments meet the following tests: fiscal constraint; consistency with the adopted regional transportation plan; and opportunity for public input. It is the TAB's responsibility to recommend TIP amendments to the Council for adoption, provided these requirements are met. Because the new projects are regionally significant, the request is subject to a 21-day public comment period.

### Staff Analysis

The TIP amendment meets fiscal constraint because the state and local funds are sufficient to fully fund the project. This amendment is consistent with the Metropolitan Council Transportation Policy Plan, adopted by the Metropolitan Council on November 18, 2020, with FHWA/FTA conformity determination established on December 4, 2020. Public input opportunity for this amendment is provided through the TAB's and the Council's regular meetings.

## Routing

To	Action Requested	Date Completed
TAC Funding & Programming Committee	Review & Recommend	September 21, 2023
Technical Advisory Committee	Review & Recommend	<i>October 4, 2023</i>
Transportation Advisory Board	Review & Release for Public Comment	<i>October 18, 2023</i>
Transportation Advisory Board	Review & Recommend	<i>November 15, 2023</i>
Metropolitan Council Transportation Committee	Review & Recommend	<i>November 27, 2023</i>
Metropolitan Council	Review & Adopt	<i>December 13, 2023</i>



# 2024-2027 TIP AMENDMENT REQUEST

Please amend the 2024-2027 Transportation Improvement Program (TIP) to include this project in program year 2024.

## Project Identification

<b>Fiscal Year (State)</b>	2024
<b>ATP and District</b>	3
<b>Route System</b>	I-94
<b>Project Number (S.P. #)</b>	8680-189
<b>Agency</b>	MnDOT
<b>Description</b>	**BFP**MN288**COC**I 94, from 0.4 M west of Monticello to 0.4 M east of CSAH 37, Expansion from two-to-three lanes, grading and concrete surfacing & Bridges 86819 & 86825
<b>Miles</b>	9.6
<b>Program</b>	RC
<b>Type of work</b>	Grading and Concrete Surfacing & Bridge Construction
<b>Proposed Funds</b>	COC
<b>Total \$</b>	105,300,000
<b>FHWA \$</b>	5,000,000
<b>State \$</b>	100,200,000
<b>Other \$</b>	100,000

## Background and TIP Amendment Need

This amendment is needed to add this project to fiscal year 2024. The project is funded with Corridors of Commerce, Bridge Formula Program, Congressional Directed Spending as well as federal and state funds.

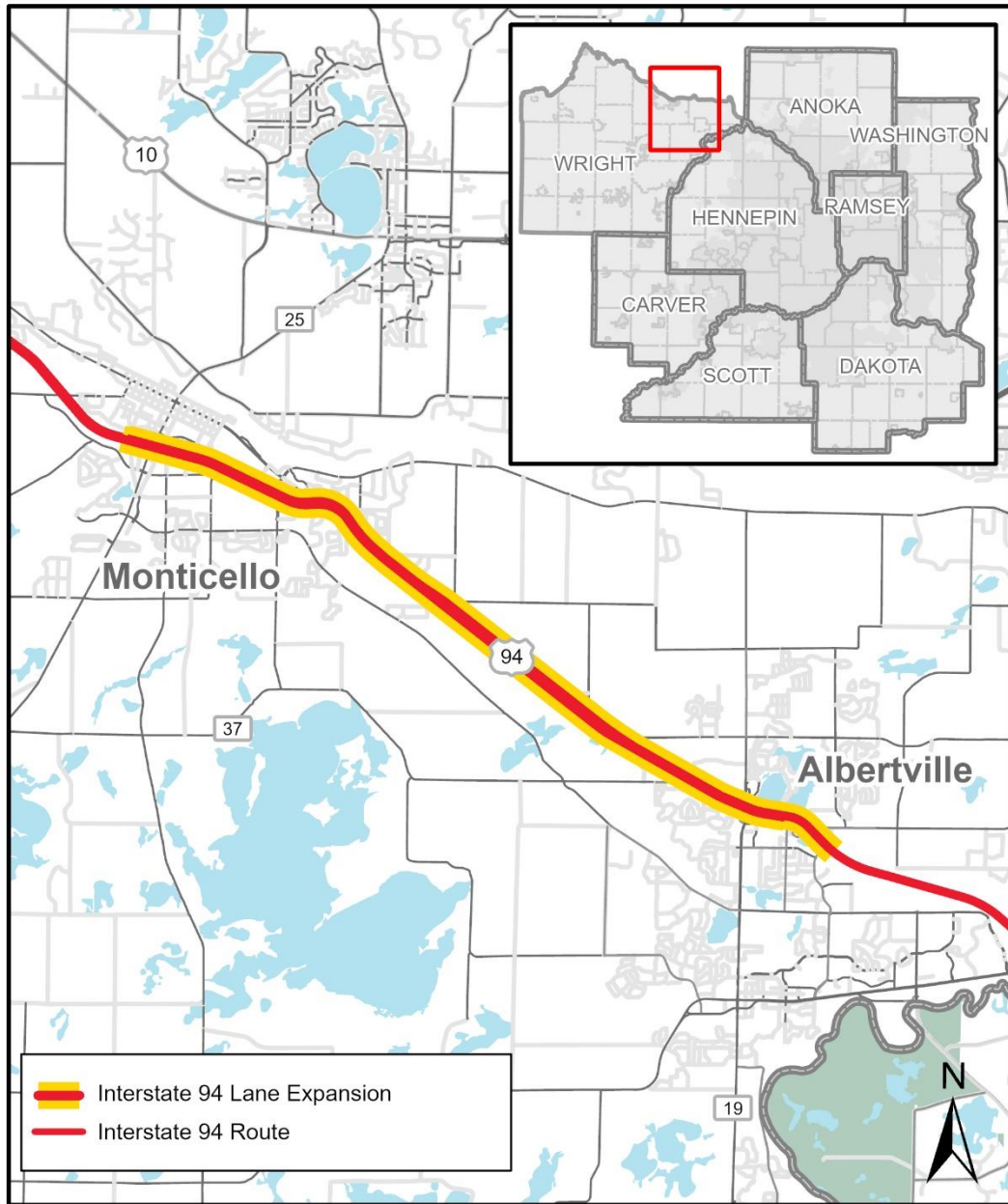
## Fiscal Constraint (as Required by 23 CFR 450.216)

This project was awarded State Corridors of Commerce, Congressional Directed Spending, Bridge Formula Program funding, as well as federal and state funding. Therefore, fiscal constraint is maintained.

## Consistency with MPO Long-Range Plan

This amendment is consistent with the Metropolitan Council Transportation Policy Plan, adopted by the Metropolitan Council on November 18, 2020, with FHWA/FTA conformity determination established on December 4, 2020.

# Interstate 94, Lane Expansion, Monticello to Albertville



0 2 4 8 Miles June 2023

# 2024-2027 TIP AMENDMENT REQUEST

Please amend the 2024-2027 Transportation Improvement Program (TIP) to include this project in program year 2024.

## Project Identification

<b>Fiscal Year (State)</b>	2024
<b>ATP and District</b>	Metro
<b>Route System</b>	US 169
<b>Project Number (S.P. #)</b>	7008-119
<b>Agency</b>	Scott County
<b>Description</b>	**PRS**US 169 at CSAH 59 (Delaware Ave) in Scott County – Construct interchange
<b>Miles</b>	1.5
<b>Program</b>	MC
<b>Type of work</b>	Major Construction
<b>Proposed Funds</b>	Other (Local)
<b>Total \$</b>	17,500,000
<b>FHWA \$</b>	0
<b>Other \$</b>	17,500,000

## Background and TIP Amendment Need

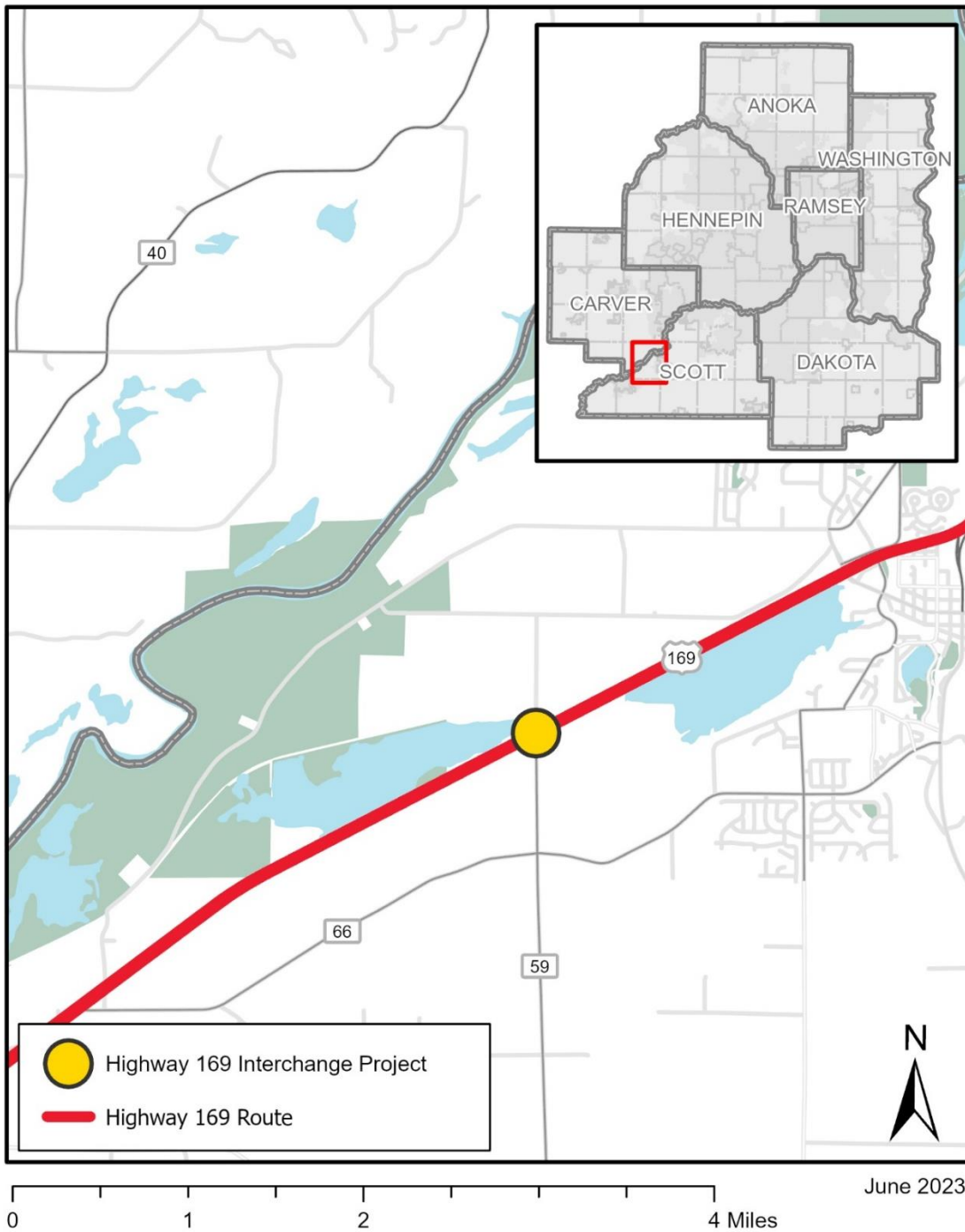
This amendment is needed to add this fiscal year 2024 regionally significant project constructing a grade separated interchange at the intersection of US 169 and CSAH 59 (Delaware Ave).

## Fiscal Constraint (as Required by 23 CFR 450.216)

This project is funded entirely by Scott County. Therefore, fiscal constraint is maintained.

## Consistency with MPO Long-Range Plan

This amendment is consistent with the Metropolitan Council Transportation Policy Plan, adopted by the Metropolitan Council on November 18, 2020, with FHWA/FTA conformity determination established on December 4, 2020.



# Action Transmittal

Transportation Advisory Board



**Meeting Date:** September 21, 2023

**Date:** September 14, 2023

## Action Transmittal: 2023-46

Scope Change Request for SouthWest Transit Mobility Hub at SouthWest Station

**To:** TAC Funding & Programming Committee

**Prepared By:** Joe Barbeau, Senior Planner, 651-602-1705

### Requested Action

SouthWest Transit requests a scope change to remove procurement, operation, and maintenance of carshare vehicles from its Transit Mobility Hub project at SouthWest Station.

### Recommended Motion

That the Funding & Programming Committee recommend approval of SouthWest Transit's scope change request to remove procurement, operation, and maintenance of carshare vehicles from its Transit Mobility Hub project at SouthWest Station.

### Summary

This requested scope change involves removing carshare services from SouthWest Transit's Transit Mobility Hub.

### Background and Purpose

SouthWest Transit was awarded \$3,672,800 in Congestion Management and Air Quality (CMAQ) funds in the 2018 Regional Solicitation to fund a transit mobility hub, centered at SouthWest Station. The project targeted expansion of on-demand service (SouthWest Prime), a bike rental program, and a car-share service to connect users to fixed-route travel.

SouthWest Transit is proposing removal of "Procurement, operation, and maintenance of 5 carshare vehicles to be operated out of SouthWest Station in Eden Prairie. (Carshare Vehicles)" due to struggles that other carshare endeavors have had in the region. Because of the increasing cost of SouthWest Prime vehicles, SouthWest Transit requests moving the funds to help cover the increased cost of the SouthWest Prime vehicles instead of the car-sharing vehicles.

### Relationship to Regional Policy

Projects that receive funding through the Regional Solicitation are subject to the regional scope change policy. The purpose of this policy is to ensure that the project is designed and constructed according to the plans and intent described in the original application. The scope change policy allows project sponsors to adjust their projects as needed while still providing substantially the same benefits described in their original project applications.

## Staff Analysis

Approval/Denial of the Scope Change: Table 1 shows a scoring analysis. While the project is reduced in scope, it is difficult to determine key reductions in the scoring. That said, the project scored 510 points, 52 points higher than the highest-scoring unfunded project in the Transit Expansion category. Therefore, staff recommends approval of the request.

**Table 1: Scoring Analysis**

Measure	Max Score	Original Score	Scope Change	Notes
1A. Jobs and Educational Institutions	50	19	0	Likely no change
1B. Avg Number Weekday Transit Trips Connected	50	16	0/-	Likely minimal change
2. New Annual Riders	350	102	0/-	Likely minimal change
3A Equity	130	35	0	Likely no change
3B. Housing Performance	70	53	0	No change
4. Total Emissions Reduced	200	186	0	Potential for minimal change
5. Bike/Ped Connections	100	45	0	No change
6. Risk Assessment	50	50	0	No change
7. Cost Effectiveness	100	4	0	Not considered
<b>TOTAL</b>	<b>1,100</b>	<b>510</b>	<b>-</b>	<b>Likely minimal change</b>

\* 0 = no change

+ = small improvement, ++ = moderate improvement, +++ = large improvement

- = small diminishment, -- = moderate diminishment, --- = large diminishment

Funding: Removal of a portion of the original project scope will result in a reduction in the original budget. The original application cost estimates are shown in Table 2, below.

**Table 2: Federal and Local Costs**

	Application	Proposed
Federal Funding Amount	\$3,672,800	
Local Contribution	\$918,200	
Total Cost	\$4,591,000	
5 Gas or Electric vehicles with useful lives of up to 5 years to be operated as part of the SW Prime microtransit service. Vehicles may or may not be lift-equipped (the lift equipped/non-lift equipped vehicle compliment will ensure the SW Prime service meets all FTA ADA requirements for microtransit/demand response). The five vehicles will be made up of one of or a combination of the following: Cutaway bus, passenger van, large of mid-size SUV. (Prime Vehicles)	\$500,000	\$775,000
Procurement, operation, and maintenance of 5 carshare vehicles to be operated out of SouthWest Station in Eden Prairie. (Carshare Vehicles) (\$125,000 for vehicles and \$150,000 for software cost/operation)	\$275,000	\$0

Recent history shows that retention of the full federal award is typical when removed elements are being completed by other another project. That said, it does not appear that the carshare service is going to be replicated with another project. The cost of the removed elements is \$275,000 (with 80% or \$220,000 being federal funds).

## Routing

To	Action Requested	Date Completed (Scheduled)
TAC Funding & Programming Committee	Review & Recommend	September 21, 2023
Technical Advisory Committee	Review & Recommend	October 4, 2023
Transportation Advisory Board	Review & Adopt	October 18, 2023





**Original Application:**

Regional Solicitation Year	2018
Application Funding Category	Transit Expansion
HSIP Solicitation	
Application Total Project Cost	\$4,591,000
Federal Award	\$3,672,800
Application Federal Percentage of Total Project Cost	80%

**Project Elements Being Removed:**

	Original Application Cost
5 Gas or Electric vehicles with useful lives of up to 5 years to be operated as part of the SW Prime microtransit service. Vehicles may or may not be lift-equipped (the lift equipped/non-lift equipped vehicle compliment will ensure the SW Prime service meets all FTA ADA requirements for microtransit/demand response). The five vehicles will be made up of one of or a combination of the following: Cutaway bus, passenger van, large of mid-size SUV. (Prime Vehicles)	\$500,000
Procurement, operation, and maintenance of 5 carshare vehicles to be operated out of SouthWest Station in Eden Prairie. (Carshare Vehicles)	\$275,000

**New Project Elements:**

	Cost (Based on Year of Costs in Original Application)
5 Gas or Electric vehicles with useful lives of up to 5 years to be operated as part of the SW Prime microtransit service. Vehicles may or may not be lift-equipped (the lift equipped/non-lift equipped vehicle compliment will ensure the SW Prime service meets all FTA ADA requirements for microtransit/demand response). The five vehicles will be made up of one of or a combination of the following: Cutaway bus, passenger van, large of mid-size SUV. (Prime Vehicles)	\$775,000

Originally, the project as submitted was to expand on the SW Prime service and bikeshare service, as well as, starting up a carshare program. The carshare portion has been shelved and those funds were re-allocated to the purchase of Prime vehicles to help account for the rising costs of vehicles that have been observed since the application was originally submitted.

## Scope Change Policy

Projects awarded federal funds by the Transportation Advisory Board (TAB) as part of the Regional Solicitation or Highway Safety Improvement Program (HSIP) are often concepts that are further developed in the period from project application to implementation. Project sponsors work on activities after funds are awarded such as preliminary and final design, environmental studies, and public involvement. Sometimes during this project development process, the project sponsor wants to make changes to the scope of the project. Changes to a project's scope could affect its benefits to the region. It is important to the TAB that any change in a project's scope does not substantially reduce these benefits.

### Scope Changes

A scope change is any revision that changes the physical characteristics of the project and has the potential to add to or detract from the project's benefits to the region. The project description in the original funding application serves as the project's scope for the purpose of determining whether a scope change is needed.

### Three Levels of Scope Changes

There are three types of scope changes described below. The TAB Coordinator, the MnDOT Metro District Federal Aid Program Coordinator (for Federal Highway Administration-administered projects), and the Transit Federal Grants Manager (for Federal Transit Administration-administered projects) will determine the type of scope change.

#### Administrative scope changes:

Minor changes that typically occur when projects move into detailed design or minor additions such as project amenities or aesthetic items do not need TAB Coordinator/Metropolitan Council staff review. The MnDOT Metro District Federal Aid Program Coordinator or Metropolitan Council Transit Federal Grants Manager can review and approve minor changes including, but not limited to:

- Removing or adding of minor items, such as benches, waste receptacles, signage, etc.
- Changing the design of aesthetic items, such as lighting, railings, benches, etc.
- Adding items due to normal detailed design of a project such as noise walls, retaining walls, storm sewers, bike racks, wi-fi, etc.
- Adding new project elements/improvements funded through another source (e.g., a change to a more fuel-efficient bus) or combining a TAB-funded project with one or more separate non-TAB funded projects to improve efficiency and reduce construction impacts (e.g., combining a roadway project with an adjacent mill and overlay project). These changes should not detract from the original scope.
- Changing the width of a bike path (must still meet standards).

#### Informal scope changes:

Scope changes that exceed the standards of administrative scope changes are brought for a consultation between the TAB Coordinator; the MnDOT Metro District Federal Aid Program Coordinator or Metropolitan Council Transit Federal Grants Manager; and Council staff. The consultation will determine if the scope change can be approved through an informal process or if a formal scope change request is needed due to the potential negative impacts of the changes. An informal scope change may include, but is not limited to:

- Slightly changing a bike or pedestrian trail route alignment while still making the major connections.

- Combining two separate TAB-funded projects, provided this does not threaten to negatively impact either project.
- Changing the termini of a project, provided this does not threaten to negatively impact the project.
- Changing a pedestrian overpass to an underpass; or an underpass to an overpass.
- Changing an intersection treatment (e.g., a traffic signal to a roundabout) or an interchange design.
- Changing bus length, fuel source, type, or number, provided there is no resulting decrease in transit service.
- Reversion to the original scope (or a previously approved scope change). Note that any federal funds taken away in a previous scope change cannot be returned; the entire scope would need to be completed with the reduced federal contribution.

#### Formal scope changes:

Any change that may significantly alter the estimated benefits to the region (particularly if altered to the degree where the revised scope may not have justified its original selection) must go through the formal committee process and be approved by TAB. A formal scope change request process is likely to be needed in instances including, but not limited to:

- Removing significant elements such as a trail, sidewalk, pedestrian bridge, traffic signal, transit stop, transit vehicle, etc.
- Adding elements that detract from the value or intent of the original application.
- Removing proposed access closures, if the closures are described in the project description and used to score points in the application.
- Reducing the frequency or hours of transit service.
- Reducing the number of parking spaces in a park-and-ride facility.
- Changing the number of travel lanes.
- Shifting from a bridge replacement project to a bridge rehabilitation project.
- Changing designs from an off-road trail to on-road bicycle route.

#### **Ineligible Requests**

The TAB Coordinator may inform the project sponsor that the proposed revisions exceed the limits of a scope change and that the proposed change constitutes a new project. Such requests will not be processed through the TAC and TAB and that the original project should either be completed or withdrawn. If the project is to be withdrawn, the project sponsor should submit a formal letter to the TAB Coordinator stating that the project is being withdrawn and federal funds are being returned to the region for reallocation. A proposed change will be considered a new project and therefore not eligible for a scope change if it is:

- Relocating the project away from the defined problem, need, or location, such as switching transit start-up service from one market area to another
- Moving funding from one project to another, such as moving funds awarded to a project on County Road A to the same, similar, or different work on County Road Z.
- Eliminating the primary improvement proposed in the project description (e.g., a bridge will not be improved for a project submitted in the bridge application category or a trail will not be improved in the multiuse trails application category).

## **Steps and Requirements to Determine Scope Change Type and Request a Formal Scope Change**

The following steps must be followed to determine a scope change type and whether the proposed change needs to go through the formal scope change request process. It should be noted that once a MnDOT Metro District State Aid project has been authorized, the project scope cannot change.

1. The project sponsor informs the TAB Coordinator and the MnDOT Metro District Federal Aid Program Coordinator or the Metropolitan Council Transit Grants Manager that it wants to change a project. At this time, the MnDOT Metro District Federal Aid Program Coordinator or the Metropolitan Council Transit Federal Grants Manager may determine that the change is minor in scope and no further action is needed. If the requested change is more substantial, the project sponsor will be asked to provide a written description of the proposed scope change and a map or schematics showing how the proposed scope change affects the project.
2. Upon this submittal, the TAB Coordinator will consult with the MnDOT Metro District Federal Aid Program Coordinator or the Metropolitan Council Grants Manager to discuss the extent of the changes and whether the scope change will require a formal scope change request. The TAB Coordinator will contact the project sponsor and inform them whether the proposed modification can be accomplished administratively or whether it will trigger a formal scope change request and/or TIP amendment<sup>1</sup> request.
3. For a formal scope change request, the project sponsor must provide data on the revised project scope to the TAB Coordinator, including a complete project description; location map; project layout, sketches, or schematics; and a discussion of project benefits being retained, gained, or lost. Applicants must provide a cost breakdown of the TAB-eligible items proposed for removal and addition (in the year of costs used in the original application) using the attached project cost worksheet. Failure to do so can result in the request not being included on the TAC Funding & Programming Committee's agenda.
4. Council staff and will conduct an analysis of the requested change, including the background information provided by the project sponsor for consideration by the TAC Funding & Programming Committee. The Committee will discuss the staff analysis and recommend one the following to TAC and TAB (see detailed sections below and on the following page about determining scope change and federal funding amount recommendations):
  - Approval of the scope change as requested;
  - Approval of the scope change request with modifications to the scope and/or a recommended reduction of federal funds; or
  - Denial of the requested change

### **Determining the Scope Change Approval Recommendation**

To determine whether the scope change request should be approved, the TAC Funding & Programming Committee will discuss the merits of the proposed changes and weigh the overall

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<sup>1</sup> A TIP amendment request is only required to accompany a scope change request if the project is in the current fiscal year and either the project description changes in the TIP, the project termini change by 0.3-mile or greater, or the funding amount changes enough to meet federal TIP amendment thresholds.

benefits or reduction of benefits to the region. Council staff will provide a written analysis regarding the potential impacts of the proposed changes. The affected scoring measures, except for cost-effectiveness (any cost increases are paid for by the local agency and not federal funds), will be analyzed by Council staff to determine if each sub-score would have likely increased, decreased, or stayed the same with the scope change (a precise rescoring of the application is not possible since applications were scored against each other at a specific moment in time). Council staff will then evaluate whether the total score would have likely increased, decreased, or stayed roughly the same based on the summation of the sub-score changes. This relative change in the total score will be compared to the scoring gap between the project's original score and the highest unfunded project in the same application category. The TAC Funding & Programming Committee may consider recommending denial of the scope change request if it is clear that the project would have scored fewer points than the highest-scoring unfunded project (i.e., the project would have been undoubtedly below the funding line). Council staff may confirm their findings with the original scorer of the measure and/or request additional information of the applicant, if necessary. Project sponsor must attend TAC Funding & Programming, TAC, and TAB meetings, where the item is on the agenda.

### **Determining the Federal Funding Amount Recommendation**

To determine whether federal funds should be recommended to be removed from a project, Council staff will assess the project elements being reduced or removed and provide this information to the TAC Funding & Programming Committee. While adding eligible project elements is permitted, federal funds cannot be shifted away from any removed elements to new project elements unless the removed elements are being done as part of some other programmed project. Federal funds cannot be added to a project beyond the original award.

Applicants must provide a revised cost estimate including a cost breakdown of the items proposed for removal using the attached project cost worksheet. Any removed or added items should use the costs in the year requested in the original application instead of the year of construction costs. Regional Solicitation projects must continue to maintain at least a 20% non-federal match, while HSIP projects must continue to maintain at least a 10% non-federal match.

Staff may recommend funding reduction options, if applicable, based on the federal share of the cost of the project elements being removed or the proportionate reduction of project benefits in cases in which that is discernable (e.g., number of parking spaces or length of sidewalk) and/or another method developed by staff or the TAC Funding & Programming Committee. A recommendation will move from TAC Funding & Programming Committee to the TAC and TAB for approval. If applicable, a TIP amendment request will also be moved for approval through the Metropolitan Council.

**ATTACHMENT 1: FUNDING DATA FOR SCOPE CHANGE REQUEST**

**Original Application:**

Regional Solicitation Year	
Application Funding Category	
HSIP Solicitation?	Yes          No
Application Total Project Cost	
Federal Award	
Application Federal Percentage of Total Project Cost	

**Project Elements Being Removed:**

	<b>Original Application Cost</b>

**New Project Elements:**

	<b>Cost (Based on Year of Costs in Original Application)</b>



Application

10358 - 2018 Transit Expansion

11024 - SouthWest Transit Mobility Hub

Regional Solicitation - Transit and TDM Projects

Status: Submitted  
Submitted Date: 07/13/2018 2:11 PM

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## Primary Contact

**Name:\*** Mr. Charlie Pinnell Cochrane  
Salutation First Name Middle Name Last Name

**Title:** Associate Transit Planner

**Department:**

**Email:** ccochrane@swtransit.org

**Address:** 13500 Technology Drive

**\*** Eden Prairie Minnesota 55344  
City State/Province Postal Code/Zip

**Phone:\*** 952-949-2287 130  
Phone Ext.

**Fax:** 952-949-2287

**What Grant Programs are you most interested in?** Regional Solicitation - Transit and TDM Projects

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## Organization Information

**Name:** SouthWest Transit

**Jurisdictional Agency (if different):**

**Organization Type:** Suburban Transit Provider  
**Organization Website:** swtransit.org  
**Address:** 14405 West 62nd Street

\* **City:** Eden Prairie **State/Province:** Minnesota **Postal Code/Zip:** 55346

**County:** Multiple

**Phone:\*** 952-974-3110 **Ext.:**

**Fax:** 952-974-7997

**PeopleSoft Vendor Number**

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## Project Information

**Project Name** SouthWest Transit Mobility Hub  
**Primary County where the Project is Located** Carver, Hennepin  
**Cities or Townships where the Project is Located:** Eden Prairie, Chaska, Chanhassen, Carver, and Victoria  
**Jurisdictional Agency (If Different than the Applicant):**



SouthWest Transit's Mobility Hub will be a multimodal approach to facilitate first and last mile travel within the SouthWest Transit service area. Through the expansions of the on-demand service SouthWest Prime and the bike rental program SW Ride, as well as the creation of a car share service, riders will have many options not only to connect to fixed route service for regional travel, but to travel within SouthWest Transit's service area with sustainable and efficient options. The Mobility Hub will be centered at Eden Prairie's SouthWest Station.

Through these means, SWT is able to further expand upon the current array of first and last mile options for passengers. This project is also timely considering the incoming SWLRT - Green Line extension. One goal of this project is to expand upon existing services in time to accommodate the increased ridership that will occur at SouthWest Station - providing LRT riders with options to travel to and from their final destinations with ease and comfort. Another goal is to improve these options for riders who are traveling solely within the SWT service area. Through the mentioned expansions and the creation of a car share service, riders within the service area as well as riders traveling to and from the service via express routes or the SWLRT will be provided numerous options to travel in a modern, efficient, and safe manner.

**Brief Project Description (Include location, road name/functional class, type of improvement, etc.)**

*(Limit 2,800 characters; approximately 400 words)*

**TIP Description Guidance (will be used in TIP if the project is selected for funding)**

CMAQ: SouthWest Transit Mobility Hib

**Project Length (Miles)**

52.39

*to the nearest one-tenth of a mile*

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## Project Funding

**Are you applying for competitive funds from another source(s) to implement this project?**

No

**If yes, please identify the source(s)**

**Federal Amount** \$3,672,800.00

**Match Amount** \$918,200.00

*Minimum of 20% of project total*

**Project Total** \$4,591,000.00

**Match Percentage** 20.0%

*Minimum of 20%*

*Compute the match percentage by dividing the match amount by the project total*

**Source of Match Funds** Regional Transit Capital (RTC)

*A minimum of 20% of the total project cost must come from non-federal sources; additional match funds over the 20% minimum can come from other federal sources*

**Preferred Program Year**

**Select one:** 2020

*Select 2020 or 2021 for TDM projects only. For all other applications, select 2022 or 2023.*

**Additional Program Years:**

*Select all years that are feasible if funding in an earlier year becomes available.*

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## Project Information-Transit and TDM

**County, City, or Lead Agency** SouthWest Transit

**Zip Code where Majority of Work is Being Performed** 55344

**Total Transit Stops**

**TERMINI:(Termini listed must be within 0.3 miles of any work)**

**From:** SouthWest Station, Eden Prairie  
**(Intersection or Address)**

**To:** SouthWest Station, Eden Prairie  
**(Intersection or Address)**

*DO NOT INCLUDE LEGAL DESCRIPTION*

**Or At:**  
**(Intersection or Address)**  
  
SouthWest Station, Eden Prairie

**Name of Park and Ride or Transit Station:**

*e.g., MAPLE GROVE TRANSIT STATION*

**(Approximate) Begin Construction Date**

**(Approximate) End Construction Date**

**Primary Types of Work**

*Examples: GRADE, AGG BASE, BIT BASE, BIT SURF, SIDEWALK, CURB AND GUTTER, STORM SEWER, SIGNALS, LIGHTING, GUARDRAIL, BIKE PATH, PED RAMPS, PARK AND RIDE, ETC.*

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## Requirements - All Projects

**All Projects**

*1. The project must be consistent with the goals and policies in these adopted regional plans: Thrive MSP 2040 (2014), the 2040 Transportation Policy Plan (2015), the 2040 Regional Parks Policy Plan (2015), and the 2040 Water Resources Policy Plan (2015).*

**Check the box to indicate that the project meets this requirement. Yes**

*2. The project must be consistent with the 2040 Transportation Policy Plan. Reference the 2040 Transportation Plan goals, objectives, and strategies that relate to the project.*

## Transportation System Stewardship

Through multi-modal practices riders are provided a variety of ways to connect regional transit centers as well as travel efficiently throughout SWT's service area. SW Prime has proved over its three year history to be the most efficient micro transit option in the region in terms of subsidy cost and efficiency. The software used allows SWT to minimize operation cost and also provides a seamless modern approach to this type of system. SW Ride, SWT's bike share system is provided at a low cost and is easily available to riders who wish to commute via bike long term or even as a day of decision.

## Access to Destinations

### List the goals, objectives, strategies, and associated pages:

The creation of SW Prime has proven that the local travel market in the SWT service area was under served with fixed route options. This has to do with the nature of the suburban setting ? low density, winding roads, and long distances made a successful fixed route service very difficult. However with the low cost on-demand model, SWT is increasing ridership in the local market that now has options to reach anywhere within the service area quickly and efficiently. Riders are able to track their ETA's and even the exact bus location through the SW Prime phone app, or by calling in to the reservationist line. In addition, SW Prime has proved to be a valuable service for the area's aging population. Prime is ADA compliant and has proved itself to be a cheaper and quicker alternative to the region's existing Dial-A-Ride services.

## Healthy Environment

SouthWest Transit is primarily a park and ride system where riders reach their bus connection by driving personal vehicles to one of SWT's five ramps. By expanding the mentioned services, riders will have more options to reach their bus connections without driving their personal vehicles. This will help reverse the specifically suburban trend of single occupancy vehicles, improving upon air quality and traffic congestion in this region. By providing these services in the sustainable and comfortable methods that are currently being used, riders may be encouraged to adopt more of a car-free lifestyle. Whether by a Prime ride, by a bike ride, or even by driving themselves with a car share program, SWT believes that through these services the public will be convinced that the same lifestyle can be achieved without a personal vehicle and may in fact be a more cost saving approach with the same level of comfort and freedom.

*3. The project or the transportation problem/need that the project addresses must be in a local planning or programming document. Reference the name of the appropriate comprehensive plan, regional/statewide plan, capital improvement program, corridor study document [studies on trunk highway must be approved by the Minnesota Department of Transportation and the Metropolitan Council], or other official plan or program of the applicant agency [includes Safe Routes to School Plans] that the project is included in and/or a transportation problem/need that the project addresses.*

**List the applicable documents and pages:**

2040 TPP chapter 2

*4. The project must exclude costs for studies, preliminary engineering, design, or construction engineering. Right-of-way costs are only eligible as part of transit stations/stops, transit terminals, park-and-ride facilities, or pool-and-ride lots. Noise barriers, drainage projects, fences, landscaping, etc., are not eligible for funding as a standalone project, but can be included as part of the larger submitted project, which is otherwise eligible.*

**Check the box to indicate that the project meets this requirement. Yes**

*5. Applicants that are not cities or counties in the seven-county metro area with populations over 5,000 must contact the MnDOT Metro State Aid Office prior to submitting their application to determine if a public agency sponsor is required.*

**Check the box to indicate that the project meets this requirement. Yes**

*6. Applicants must not submit an application for the same project elements in more than one funding application category.*

**Check the box to indicate that the project meets this requirement. Yes**

*7. The requested funding amount must be more than or equal to the minimum award and less than or equal to the maximum award. The cost of preparing a project for funding authorization can be substantial. For that reason, minimum federal amounts apply. Other federal funds may be combined with the requested funds for projects exceeding the maximum award, but the source(s) must be identified in the application. Funding amounts by application category are listed below.*

**Transit Expansion:** \$500,000 to \$7,000,000

**Transit Modernization:** \$100,000 to \$7,000,000

**Travel Demand Management (TDM):** \$75,000 to \$500,000

**Check the box to indicate that the project meets this requirement. Yes**

*8. The project must comply with the Americans with Disabilities Act (ADA).*

**Check the box to indicate that the project meets this requirement. Yes**

*9. In order for a selected project to be included in the Transportation Improvement Program (TIP) and approved by USDOT, the public agency sponsor must either have, or be substantially working towards, completing a current Americans with Disabilities Act (ADA) self-evaluation or transition plan that covers the public right of way/transportation, as required under Title II of the ADA.*

**The applicant is a public agency that employs 50 or more people and has an adopted ADA transition plan that covers the public right of way/transportation.**

Date plan adopted by governing body

**The applicant is a public agency that employs 50 or more people and is currently working towards completing an ADA transition plan that covers the public rights of way/transportation.**

Date process started

Date of anticipated plan completion/adoption

**The applicant is a public agency that employs fewer than 50 people and has a completed ADA self-evaluation that covers the public rights of way/transportation.** Yes

02/22/2018

Date self-evaluation completed

**The applicant is a public agency that employs fewer than 50 people and is working towards completing an ADA self-evaluation that covers the public rights of way/transportation.**

Date process started

Date of anticipated plan completion/adoption

**(TDM Applicants Only) The applicant is not a public agency subject to the self-evaluation requirements in Title II of the ADA.**

*10. The project must be accessible and open to the general public.*

**Check the box to indicate that the project meets this requirement. Yes**

*11. The owner/operator of the facility must operate and maintain the project year-round for the useful life of the improvement, per FHWA direction established 8/27/2008 and updated 6/27/2017.*

**Check the box to indicate that the project meets this requirement. Yes**

*12. The project must represent a permanent improvement with independent utility. The term independent utility means the project provides benefits described in the application by itself and does not depend on any construction elements of the project being funded from other sources outside the regional solicitation, excluding the required non-federal match.*

*Projects that include traffic management or transit operating funds as part of a construction project are exempt from this policy.*

**Check the box to indicate that the project meets this requirement. Yes**

*13. The project must not be a temporary construction project. A temporary construction project is defined as work that must be replaced within five years and is ineligible for funding. The project must also not be staged construction where the project will be replaced as part of future stages. Staged construction is eligible for funding as long as future stages build on, rather than replace, previous work.*

**Check the box to indicate that the project meets this requirement. Yes**

*14. The project applicant must send written notification regarding the proposed project to all affected state and local units of government prior to submitting the application.*

**Check the box to indicate that the project meets this requirement. Yes**

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## Requirements - Transit and TDM Projects

### For Transit Expansion Projects Only

*1. The project must provide a new or expanded transit facility or service (includes peak, off-peak, express, limited stop service on an existing route, or dial-a-ride).*

**Check the box to indicate that the project meets this requirement. Yes**

2. The applicant must have the capital and operating funds necessary to implement the entire project and commit to continuing the service or facility project beyond the initial three-year funding period for transit operating funds.

**Check the box to indicate that the project meets this requirement. Yes**

**Transit Expansion and Transit Modernization projects only:**

3. The project is not eligible for either capital or operating funds if the corresponding capital or operating costs have been funded in a previous solicitation. However, Transit Modernization projects are eligible to apply in multiple solicitations if new project elements are being added with each application. Each transit application must show independent utility and the points awarded in the application should only account for the improvements listed in the application.

**Check the box to indicate that the project meets this requirement. Yes**

4. The applicant must affirm that they are able to implement a Federal Transit Administration (FTA) funded project in accordance with the grant application, Master Agreement, and all applicable laws and regulations, using sound management practices. Furthermore, the applicant must certify that they have the technical capacity to carry out the proposed project and manage FTA grants in accordance with the grant agreement, sub recipient grant agreement (if applicable), and with all applicable laws. The applicant must certify that they have adequate staffing levels, staff training and experience, documented procedures, ability to submit required reports correctly and on time, ability to maintain project equipment, and ability to comply with FTA and grantee requirements.

**Check the box to indicate that the project meets this requirement. Yes**

**Travel Demand Management projects only:**

The applicant must be properly categorized as a subrecipient in accordance with 2CFR200.330.

**Check the box to indicate that the project meets this requirement.**

The applicant must adhere to Subpart E Cost Principles of 2CFR200 under the proposed subaward.

**Check the box to indicate that the project meets this requirement.**

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## Specific Roadway Elements

<b>CONSTRUCTION PROJECT ELEMENTS/COST ESTIMATES</b>	<b>Cost</b>
Mobilization (approx. 5% of total cost)	\$0.00
Removals (approx. 5% of total cost)	\$0.00
Roadway (grading, borrow, etc.)	\$0.00
Roadway (aggregates and paving)	\$0.00
Subgrade Correction (muck)	\$0.00
Storm Sewer	\$0.00
Ponds	\$0.00
Concrete Items (curb & gutter, sidewalks, median barriers)	\$0.00
Traffic Control	\$0.00
Striping	\$0.00
Signing	\$0.00
Lighting	\$0.00
Turf - Erosion & Landscaping	\$0.00

Bridge	\$0.00
Retaining Walls	\$0.00
Noise Wall (not calculated in cost effectiveness measure)	\$0.00
Traffic Signals	\$0.00
Wetland Mitigation	\$0.00
Other Natural and Cultural Resource Protection	\$0.00
RR Crossing	\$0.00
Roadway Contingencies	\$0.00
Other Roadway Elements	\$0.00
<b>Totals</b>	<b>\$0.00</b>

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## Specific Bicycle and Pedestrian Elements

<b>CONSTRUCTION PROJECT ELEMENTS/COST ESTIMATES</b>	<b>Cost</b>
Path/Trail Construction	\$0.00
Sidewalk Construction	\$0.00
On-Street Bicycle Facility Construction	\$0.00
Right-of-Way	\$0.00
Pedestrian Curb Ramps (ADA)	\$0.00
Crossing Aids (e.g., Audible Pedestrian Signals, HAWK)	\$0.00
Pedestrian-scale Lighting	\$0.00
Streetscaping	\$0.00
Wayfinding	\$0.00
Bicycle and Pedestrian Contingencies	\$0.00
Other Bicycle and Pedestrian Elements	\$0.00
<b>Totals</b>	<b>\$0.00</b>

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## Specific Transit and TDM Elements

<b>CONSTRUCTION PROJECT ELEMENTS/COST ESTIMATES</b>	<b>Cost</b>
Fixed Guideway Elements	\$0.00
Stations, Stops, and Terminals	\$0.00
Support Facilities	\$0.00
Transit Systems (e.g. communications, signals, controls, fare collection, etc.)	\$0.00



Vehicles	\$769,000.00
Contingencies	\$0.00
Right-of-Way	\$0.00
Other Transit and TDM Elements	\$0.00
<b>Totals</b>	<b>\$769,000.00</b>

## Transit Operating Costs

Number of Platform hours	91800.0
Cost Per Platform hour (full loaded Cost)	\$40.00
<b>Subtotal</b>	<b>\$3,672,000.00</b>
Other Costs - Administration, Overhead,etc.	\$150,000.00

## Totals

Total Cost	\$4,591,000.00
Construction Cost Total	\$769,000.00
Transit Operating Cost Total	\$3,822,000.00

## Measure A: Project Location Relative to Jobs, Manufacturing, and Education

Existing Employment within 1/4 (bus stop) or 1/2 mile (transitway station) buffer 80977

Post-Secondary Enrollment within 1/4 (bus stop) or 1/2 mile (transitway station) buffer 170

Existing employment outside of the 1/4 or 1/2 mile buffer to be served by shuttle service (Letter of Commitment required)

Upload the "Letter of Commitment"

*Please upload attachment in PDF form.*

Existing Post-Secondary Enrollment outside of the 1/4 or 1/2 mile buffer to be served by shuttle service (Letter of Commitment required)

Upload the "Letter of Commitment"

*Please upload attachment in PDF form.*

Explanation of last-mile service, if necessary:

*(Limit 1,400 characters; approximately 200 words)*

Upload Map

1531338566046\_populationemployment.pdf

*Please upload attachment in PDF form.*

## Measure B: Transit Ridership

Select multiple routes

Existing transit routes directly connected to the project	600, 602, 690, 692, 691, 695, 697, 698, 699
Planned Transitways directly connected to the project (mode and alignment determined and identified in the 2040 TPP)	Southwest LRT (METRO Green Line Extension), American Boulevard Arterial BRT
Upload Map	1531341039937_transitconnections.pdf

Please upload attachment in PDF form.

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## Response

Met Council Staff Data Entry Only

Average number of weekday trips	133.0
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## A Measure: Usage

Service Type Urban and Suburban Local Routes

New Annual Ridership (Integer Only) 172890

Currently 10% of Prime Riders transfer to and from express services at SouthWest Station. Out of approximately 2100 express boardings daily at SouthWest Station this translates to 210 daily Prime rides generating from express route transfers for first and last mile connections with an annual total of 53,550 passengers.

Assumptions Used:

The projected SWLRT - Green Line extension estimates 4683 daily riders. Assuming the same percentage of riders will transfer to a first and last mile extension, this translates to 468 daily riders with 119,340 annually. Added together this makes 172,890 riders expected annually to use the proposed first and last mile service options.

Note - the service type selection does not include 'on-demand' as an option so the closest alternative was chosen.

(Limit 2,800 characters;  
approximately 400 words)

**Describe Methodology: How Park-and-Ride and Express Route Projections were calculated, which Urban and Suburban Local Route(s) were selected, and how the third year of service was estimated**

*(Limit 2,800 characters;  
approximately 400 words)*

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## **Measure A: Connection to disadvantaged populations and projects benefits, impacts, and mitigation**

**Select one:**

**Project located in Area of Concentrated Poverty with 50% or more of residents are people of color (ACP50):**

*(up to 100% of maximum score)*

**Project located in Area of Concentrated Poverty:**

*(up to 80% of maximum score )*

**Projects census tracts are above the regional average for population in poverty or population of color:**

Yes

*(up to 60% of maximum score )*

**Project located in a census tract that is below the regional average for population in poverty or populations of color or includes children, people with disabilities, or the elderly:**

*(up to 40% of maximum score )*

*1.(0 to 3 points) A successful project is one that has actively engaged low-income populations, people of color, children, persons with disabilities, and the elderly during the project's development with the intent to limit negative impacts on them and, at the same time, provide the most benefits.*

*Describe how the project has encouraged or will engage the full cross-section of community in decision-making. Identify the communities to be engaged and where in the project development process engagement has occurred or will occur. Elements of quality engagement include: outreach to specific communities and populations that are likely to be directly impacted by the project; techniques to reach out to populations traditionally not involved in the community engagement related to transportation projects; residents or users identifying potential positive and negative elements of the project; and surveys, study recommendations, or plans that provide feedback from populations that may be impacted by the proposed project. If relevant, describe how NEPA or Title VI regulations will guide engagement activities.*

**Response:**

The communities affected by this project are the cities of Eden Prairie, Chanhassen, Chaska, Carver, and Victoria. From a city to agency level, SouthWest Transit has been closely involved with comments on the cities' comprehensive plans and likewise for SouthWest Transit's long range plan. SW Prime has been a factor in these discussion. On a more micro level, feedback is always encouraged through customer service or directly through the SW Prime phone app. Furthermore, SWT's Title VI plan indicates a service change is deemed a "Major Service Change" when the level is service is changed by 25% or more. The proposed service additional would spark this change and per the Major Service Change Policy, a series of public hearings will be held to discuss these changes with the public.

*(Limit 1,400 characters; approximately 200 words)*

*2.(0 to 7 points) Describe the projects benefits to low-income populations, people of color, children, people with disabilities, and the elderly. Benefits could relate to safety; public health; access to destinations; travel time; gap closure; leveraging of other beneficial projects and investments; and/or community cohesion. Note that this is not an exhaustive list.*

SW Prime has proved to provide quality service at a low cost for those within the SouthWest Transit service area. A significant expansion to this program as well as the expansion of SW Ride and the creation of a car share service provides a higher level of service for low-income residents, people of color, people with disabilities, and the elderly. The current Prime fare is \$4.00 per trip. This is a flat fare and does not change due to mileage. In addition, riders are able to transfer to and from Express services at no additional cost. SW Ride provides a daily rental for \$4.00. Both are options to move around the service area and with a free express transfer, around the region for a very affordable cost.

**Response:**

SW Prime has also found reliable and growing ridership with the aging population. Many in this category do not drive and the alternatives to Prime are either cost prohibitive or do not provide the level of service this population requires and wants. SW Prime accommodates such riders with an easy method of booking rides, a safe and comfortable ride with friendly drivers, and lift equipped vehicles for riders with ADA needs.

*(Limit 2,800 characters; approximately 400 words)*

*3.(-3 to 0 points) Describe any negative externalities created by the project along with measures that will be taken to mitigate them. Negative externalities can result in a reduction in points, but mitigation of externalities can offset reductions.*

*Below is a list of negative impacts. Note that this is not an exhaustive list.*

*Increased difficulty in street crossing caused by increased roadway width, increased traffic speed, wider turning radii, or other elements that negatively impact pedestrian access.*

*Increased noise.*

*Decreased pedestrian access through sidewalk removal / narrowing, placement of barriers along the walking path, increase in auto-oriented curb cuts, etc.*

*Project elements that are detrimental to location-based air quality by increasing stop/start activity at intersections, creating vehicle idling areas, directing an increased number of vehicles to a particular point, etc.*

*Increased speed and/or cut-through traffic.*

*Removed or diminished safe bicycle access.*

*Inclusion of some other barrier to access to jobs and other destinations.*

*Displacement of residents and businesses.*

*Construction/implementation impacts such as dust; noise; reduced access for travelers and to businesses; disruption of utilities; and eliminated street crossings. These tend to be temporary.*

*Other*

**Response:**

This project leaves little in the way that could be viewed as a negative externality. On possible negative externality is that at times SW Prime can be a difficult system to navigate. The inclusion of phone applications, bus tracking, and ETA's can cause a rider used to a traditional Dial-A-Ride system less able to comprehend the system quickly. SWT will mitigate this issue by providing ongoing travel trainings as well as provide written materials that will help riders feel more at ease with navigating the system.

*(Limit 2,800 characters; approximately 400 words)*

**Upload Map**

1531491476593\_socioeconomic.pdf

---

**Measure B: Affordable Housing**

City	Number of Stops in City	Number of Stops/Total Number of Stops	Score	Housing Score Multiplied by Segment percent
Eden Prairie	600.0	0.6	84.0	50.4
Chaska	150.0	0.15	94.0	14.1
Chanhassen	150.0	0.15	39.0	5.85
Carver	50.0	0.05	72.0	3.6
Victoria	50.0	0.05	28.0	1.4
				<b>75</b>

---

**Total Transit Stops**

Total Transit Stops 1000.0

---

**Affordable Housing Scoring**

Total Housing Score 75.35

---

**Affordable Housing Scoring**

---

**Measure A: Daily Emissions Reduction**

New Daily Transit Riders (Integer Only)	678
Distance from Terminal to Terminal (Miles)	22.2
VMT Reduction	15051.6
CO Reduced	35973.324
NOx Reduced	2408.256
CO2e Reduced	5517917.0
PM2.5 Reduced	75.258
VOCs Reduced	451.548
Total Emissions Reduced	5556825.0

---

## Measure A: Roadway, Bicycle, and Pedestrian Improvements

### Response

Currently SouthWest Transit provides a service named SW Ride. This is a bike rental program that is available beginning in May and lasting until October for daily or seasonal rentals. The daily rental rate is \$4.00 and the seasonal rate is \$75 if rented in May when the rental season begins. Each month the program continues, the seasonal rental rate decreases by \$10. Currently SWT has 22 bikes available for rental throughout the season. The proposed project is seeking 24 additional bikes for this service. Riders can take advantage of this program for first and last mile travel options or may perhaps choose to rent a bike for daily recreational activities. Both SW Prime and Express vehicles are able to accommodate a passenger that wishes to travel with their bike, ensuring that connectivity between a bike ride and transit services can be handled with ease. All SouthWest Transit Park and Rides have ample space for bike parking. Furthermore, the proposed bike additions will be a turn key system so riders can rent via a phone application at any time of the day. SWT will also adhere to Title VI policy and ensure that rentals can be handled in other methods as well.

*(Limit 2,800 characters; approximately 400 words)*

---

## Transit Projects Not Requiring Construction

If the applicant is completing a transit application that is operations only, check the box and do not complete the remainder of the form. These projects will receive full points for the Risk Assessment.

Park-and-Ride and other transit construction projects require completion of the Risk Assessment below.

Check Here if Your Transit Project Does Not Require Construction  Yes

---

### Measure A: Risk Assessment - Construction Projects

#### 1)Layout (30 Percent of Points)

Layout should include proposed geometrics and existing and proposed right-of-way boundaries.

Layout approved by the applicant and all impacted jurisdictions (i.e., cities/counties that the project goes through or agencies that maintain the roadway(s)). A PDF of the layout must be attached along with letters from each jurisdiction to receive points.

100%

##### Attach Layout

Please upload attachment in PDF form.

Layout completed but not approved by all jurisdictions. A PDF of the layout must be attached to receive points.

50%

##### Attach Layout

Please upload attachment in PDF form.

Layout has not been started

0%

Anticipated date or date of completion

#### 2)Review of Section 106 Historic Resources (20 Percent of Points)

No known historic properties eligible for or listed in the National Register of Historic Places are located in the project area, and project is not located on an identified historic bridge

100%

There are historical/archeological properties present but determination of no historic properties affected is anticipated.

100%

Historic/archeological property impacted; determination of no adverse effect anticipated

80%

Historic/archeological property impacted; determination of adverse effect anticipated

40%

Unsure if there are any historic/archaeological properties in the project area.



0%

Project is located on an identified historic bridge

### 3)Right-of-Way (30 Percent of Points)

Right-of-way, permanent or temporary easements either not required or all have been acquired

100%

Right-of-way, permanent or temporary easements required, plat, legal descriptions, or official map complete

50%

Right-of-way, permanent or temporary easements required, parcels identified

25%

Right-of-way, permanent or temporary easements required, parcels not all identified

0%

Anticipated date or date of acquisition

### 4)Railroad Involvement (20 Percent of Points)

No railroad involvement on project or railroad Right-of-Way agreement is executed (include signature page, if applicable)

100%

Signature Page

*Please upload attachment in PDF form.*

Railroad Right-of-Way Agreement required; negotiations have begun

50%

Railroad Right-of-Way Agreement required; negotiations have not begun.

0%

Anticipated date or date of executed Agreement

---

## Measure: Cost Effectiveness

Total Annual Operating Cost:	\$1,224,000.00
Total Annual Capital Cost of Project	\$256,333.00
Total Annual Project Cost	\$1,480,333.00

Total annual operating cost includes the operating cost for SW Prime which is \$1,224,000. This is derived from a \$40 hourly rate and ten twelve hour work pieces with a total of a \$4,800 daily operating cost.

Total annual capital cost of the project would be the vehicle procurement of the five additional Prime vehicles priced at \$100,000 each totaling \$500,000, 24 additional bikes with a total cost of \$144,000, five car share vehicles priced at \$25,00 each with a total of \$125,000, and the software cost budgeted to operate the car share program totaled \$150,000 for a three year contract. These costs were totaled for \$769,000. For an annual capital cost, this figure was divided for a total of \$256,333.

**Assumption Used:**

Note - the bikes the project are seeking are a turn key system with added annual software cost. The cost of each bike is \$2000 and that is an annual figure.

*(Limit 1400 Characters; approximately 200 words)*

**Points Awarded in Previous Criteria**

**Cost Effectiveness** \$0.00

**Other Attachments**

File Name	Description	File Size
11024_TE_SWT_MobilityHubCarvHennSummary-attach.pdf	Project Summary	162 KB
18-08 Regional Solicitation Grant Application for a SouthWest Station Mobility Hub.pdf	SouthWest Transit Commission Approval	288 KB
Match Request Letter.pdf	match request confirmation	509 KB
populationemployment.pdf	Population and Employment Map	4.0 MB
regional economy.pdf	Regional Economy Map	4.8 MB
socioeconomic.pdf	Socioeconomic Conditions Map	4.9 MB
Summary.docx	Project Summary	490 KB
transitconnections.pdf	Transit Connections Map	2.9 MB



# Population/Employment Summary

Transit Expansion Project: SouthWest Transit Mobility Hub | Map ID: 1531249766304



## Results

Within QTR Mile of project:  
Total Population: 128197  
Total Employment: 80977  
Postsecondary Students: 170



Within HALF Mile of project:  
Total Population: 155289  
Total Employment: 109937  
Postsecondary Students: 170



Within ONE Mile of project:  
Total Population: 173705  
Total Employment: 126234

Metropolitan Council

 Project Points

 Project



Created: 7/10/2018  
LandscapeRSA4



For complete disclaimer of accuracy, please visit  
<http://giswebsite.metc.state.mn.us/gissitenew/notice.aspx>

Results

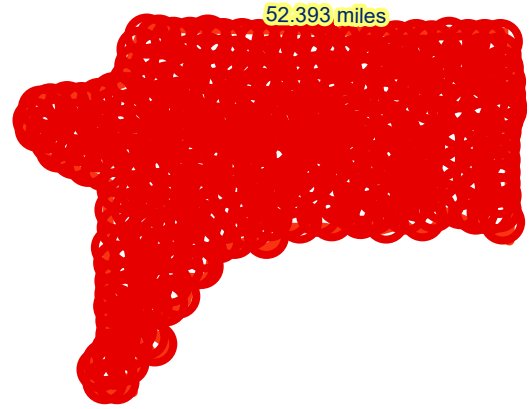
Transit with a Direct Connection to project:

600 602 690 691 692 695 697 698 699

\*Green Line Extension

\*American

*\*indicates Planned Alignments*



NCompass Technologies

 Project Points

 Project



Created: 7/10/2018  
LandscapeRSA3



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# Socio-Economic Conditions

Transit Expansion Project: SouthWest Transit Mobility Hub | Map ID: 1531249766304





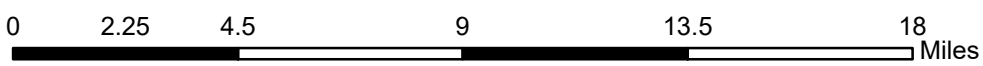
## Results

Project census tracts are above the regional average for population in poverty or population of color: (0 to 18 Points)



-  Project Points
-  Project
-  Area of Concentrated Poverty > 50% residents of color

-  Area of Concentrated Poverty
-  Above reg'l avg conc of race/poverty



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NCompass Technologies

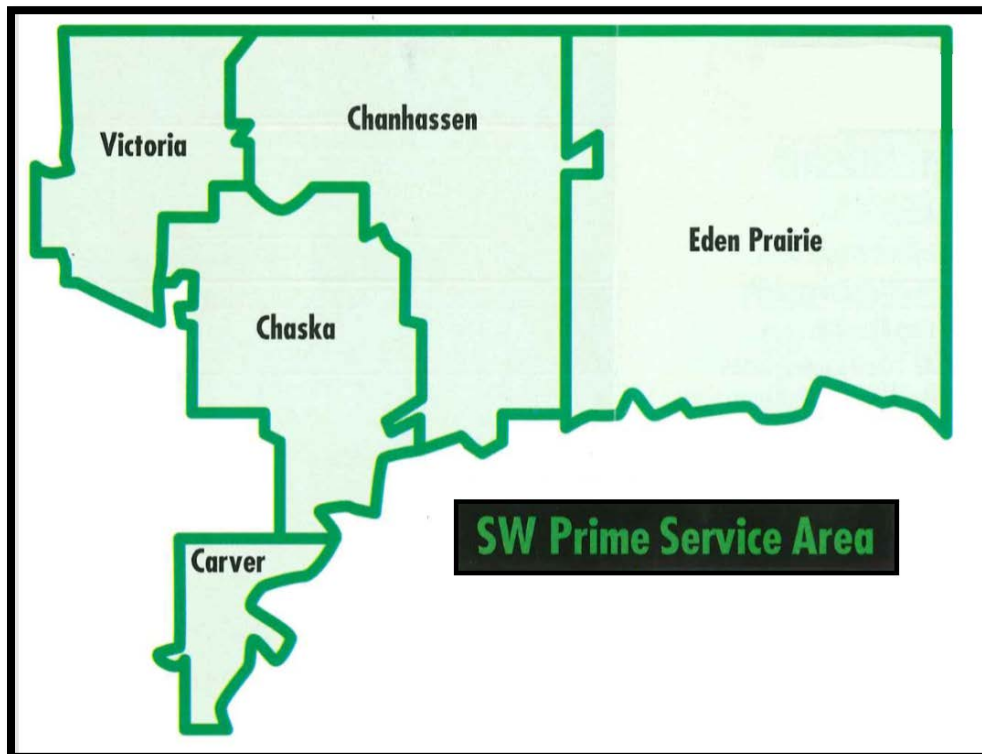
## Regional Solicitation – SouthWest Transit Mobility Hub

### Description

SouthWest Transit's Mobility Hub will be a multimodal approach to facilitate first and last mile travel within the SouthWest Transit service area. Through the expansions of the on-demand service SouthWest Prime and the bike rental program SW Ride, as well as the creation of a car share service, riders will have many options not only to connect to fixed route service for regional travel, but to travel within SouthWest Transit's service area with sustainable and efficient options. The Mobility Hub will be centered at Eden Prairie's SouthWest Station.

Through these means, SWT is able to further expand upon the current array of first and last mile options for passengers. This project is also timely considering the incoming SWLRT - Green Line extension. One goal of this project is to expand upon existing services in time to accommodate the increased ridership that will occur at SouthWest Station - providing LRT riders with options to travel to and from their final destinations with ease and comfort. Another goal is to improve these options for riders who are traveling solely within the SWT service area. Through the mentioned expansions and the creation of a car share service, riders within the service area as well as riders traveling to and from the service via express routes or the SWLRT will be provided numerous options to travel in a modern, efficient, and safe manner.

### Service Area



### Cost

Prime Expansion	\$4,172,000.00
Bike Program Expansion	\$144,000.00
Carshare	\$275,000.00
<b>Total Project Costs</b>	<b>\$4,591,000.00</b>



**SOUTHWEST TRANSIT COMMISSION  
RESOLUTION #18-08  
Regional Solicitation grant application for a  
SouthWest Station Mobility Hub**

**WHEREAS**, SouthWest Transit (SWT) operates as a Joint Powers entity established by the Cities of Eden Prairie, Chaska and Chanhassen to provide transit services under the laws of the State of Minnesota including Minnesota Statute Sections 473.384, 473.388 and Statute 471.59; and

**WHEREAS**, the SouthWest Transit Commission considers it in the best interest of the agency to apply for a Regional Solicitation grant to increase service quality, regional connectivity and first/last mile services;

**WHEREAS**, the implementation of a Mobility Hub at SouthWest Station will allow for increased connectivity to and from SouthWest Station;

**WHEREAS**, the proposed Mobility Hub at SouthWest Station will aid in servicing the large increase in ridership expected once SWLRT is operational;

**WHEREAS**, the proposed Mobility Hub at SouthWest Station will increase the amount of first mile/last mile transportation options available to SouthWest Station users;

**NOW THEREFORE, BE IT RESOLVED** that the SWT Commission authorizes its Chief Executive Officer to submit a Regional Solicitation grant application to the Metropolitan Council for the creation of a Mobility Hub at SouthWest Station.

**ADOPTED** by the Commission of SouthWest Transit on June 28, 2018.

  
\_\_\_\_\_  
Jay Rohe, Chairperson

**ATTEST:**

  
\_\_\_\_\_  
Len Simich, Chief Executive Officer



July 12, 2018

Len Simich  
SouthWest Transit Commission  
13500 Technology Drive  
Eden Prairie, MN 55344

Dear Mr. Simich,

The Metropolitan Council has received SWT's request to provide the 20% local match for the Mobility Hub project if it is selected for the 2022-2023 Regional Solicitation Transit funds.

Our understanding of the project scope is that the project will include 5 vehicles for Prime expansion (small bus or electric), 5 sedan type vehicles, software for a new car share program, and expansion of SWT's bike program. The scope also includes 3 years of operations for the programs.

The project total cost is estimated at \$4.6M with \$3,680,000 in Regional Solicitation transit funds requested and a \$920,000 local match. The capital portion of this project is valued at \$775,000 with \$620,000 in Regional Solicitation funds and \$155,000 in local capital match. This represents Prime vehicles, car share program vehicles, and car share software.

The Council has a limited amount of regional transit capital (RTC) budgeted in its 2018-2023 Capital Improvement Program (CIP) for capital expansion projects. Its top priorities for regular route bus service are preservation of existing fleet (replacement of vehicles) and facilities, and maintenance of existing services (addressing overflow demand on existing services).

Given the above, the Council agrees to provide up to \$155,000 in RTC funds as local capital match for the Mobility Hub project conditional on the following:

- The Council will prioritize RTC funding to capital projects that address maintenance of existing services (meeting overflow demand) followed by new services capital needs as prioritized by TAB. The Council can provide confirmation on its RTC funding commitment before TAB finalizes its project selection, when recommended projects for funding are known.
- Any new services located at SouthWest Station will be geographically located in a manner consistent with the SouthWest Station Agreement.
- The Council cannot guarantee that operating funds will be available for any service expansion and looks to the project sponsor, SWT in this case, to be responsible for committing the local match for the operations component of the project.

Sincerely,



Nick Thompson  
Director, Metropolitan Transportation Services  
Metropolitan Transportation Services

cc:

Heather Aagesen-Huebner  
Matt Fyten

# Population/Employment Summary

Transit Expansion Project: SouthWest Transit Mobility Hub | Map ID: 1531249766304



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Metropolitan Council

 Project Points

 Project



Created: 7/10/2018  
LandscapeRSA4



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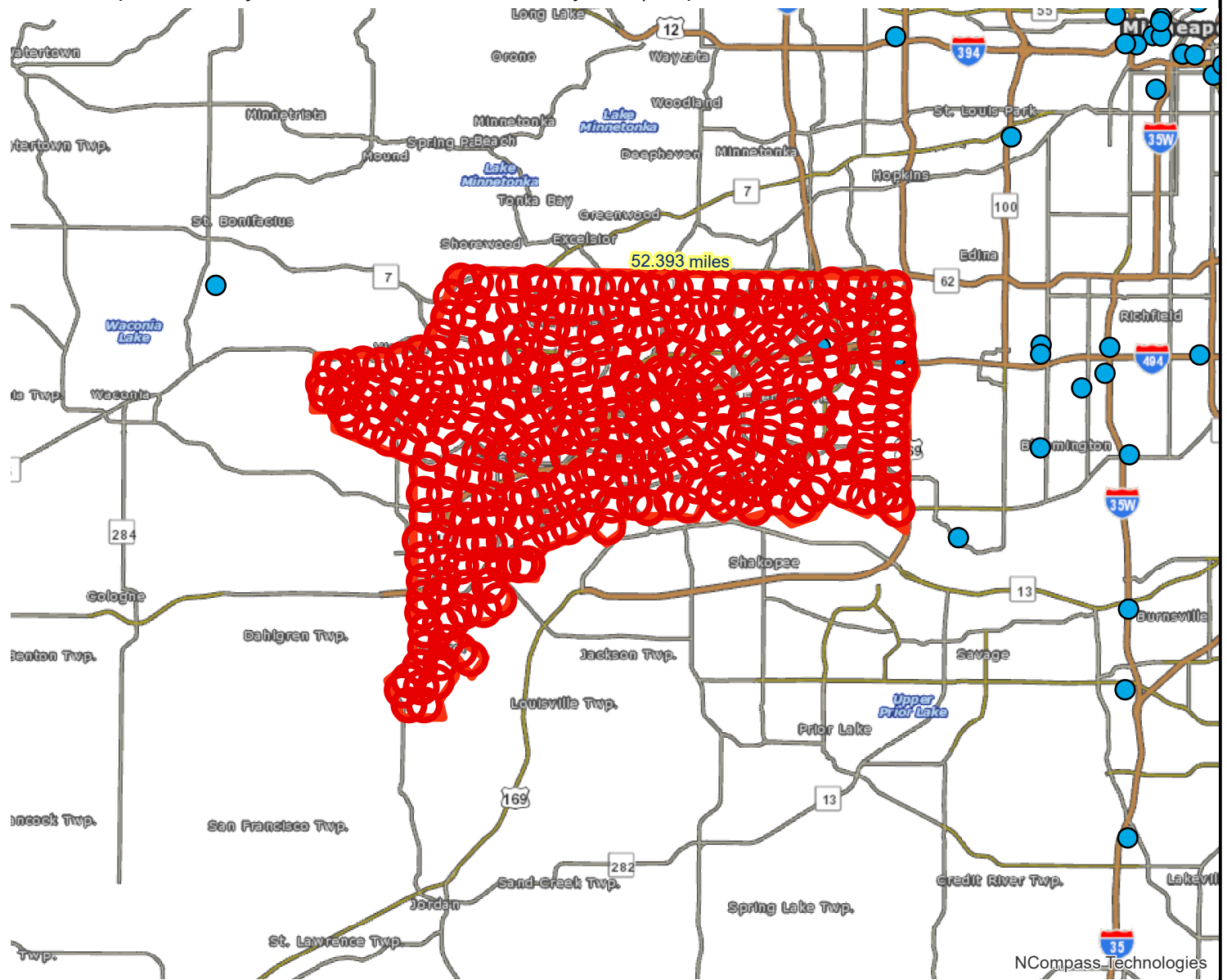
# Regional Economy

Transit Expansion Project: SouthWest Transit Mobility Hub | Map ID: 1531249766304

## Results

WITHIN ONE MI of project:  
Postsecondary Students: 148

Total Population: 156987  
Total Employment: 84992  
Mfg and Dist Employment: 21301



○ Project Points    ● Postsecondary Education Centers

— Project



Created: 7/10/2018  
LandscapeRSA5



For complete disclaimer of accuracy, please visit  
<http://giswebsite.metc.state.mn.us/gissitenew/notice.aspx>

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# Socio-Economic Conditions

Transit Expansion Project: SouthWest Transit Mobility Hub | Map ID: 1531249766304





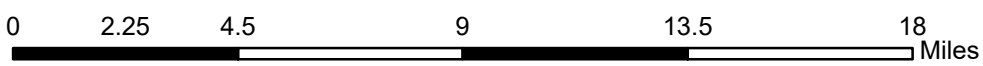
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Project census tracts are above the regional average for population in poverty or population of color: (0 to 18 Points)



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-  Project
-  Area of Concentrated Poverty > 50% residents of color

-  Area of Concentrated Poverty
-  Above reg'l avg conc of race/poverty



Created: 7/10/2018  
LandscapeRSA2



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NCompass Technologies

Results

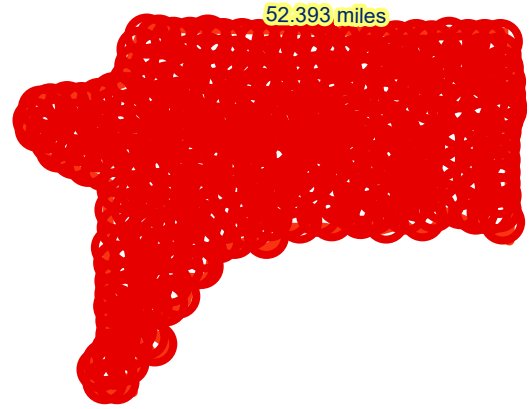
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\*American

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NCompass Technologies

 Project Points

 Project



Created: 7/10/2018  
LandscapeRSA3



For complete disclaimer of accuracy, please visit  
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# Action Transmittal

Transportation Advisory Board



**Meeting Date:** September 21, 2023

**Date:** September 14, 2023

## Action Transmittal: 2023-47

TIP Amendment Request for SouthWest Transit Mobility Hub at SouthWest Station

**To:** TAC Funding & Programming Committee

**Prepared By:** Joe Barbeau, Senior Planner, 651-602-1705

### Requested Action

SouthWest Transit requests an amendment to the 2024-2027 TIP to add its Transit Mobility Hub project at SouthWest Station (TRS-TCMT-22F).

### Recommended Motion

That the Funding & Programming Committee recommend approval of SouthWest Transit's request to add its Transit Mobility Hub project at SouthWest Station (TRS-TCMT-22F) to the 2024-2027 TIP.

### Background and Purpose

SouthWest Transit was awarded \$3,672,800 in Congestion Management and Air Quality (CMAQ) funds in the 2018 Regional Solicitation to fund a transit mobility hub, centered at SouthWest Station. The project needs to be included in the 2024-2027 TIP.

### Relationship to Regional Policy

Federal law requires that all TIP amendments meet the following tests: fiscal constraint; consistency with the adopted regional transportation plan; and opportunity for public input. It is the TAB's responsibility to recommend TIP amendments to the Council for adoption, provided these requirements are met.

### Staff Analysis

The TIP amendment meets fiscal constraint because the federal and local funds are sufficient to fully fund the project. This amendment is consistent with the Metropolitan Council Transportation Policy Plan, adopted by the Metropolitan Council on November 18, 2020 with FHWA/FTA conformity determination established on December 4, 2020. Public input opportunity for this amendment is provided through the TAB's and the Council's regular meetings.

## Routing

To	Action Requested	Date Completed (Scheduled)
TAC Funding & Programming Committee	Review & Recommend	<i>September 21, 2023</i>
Technical Advisory Committee	Review & Recommend	<i>October 4, 2023</i>
Transportation Advisory Board	Review & Recommend	<i>October 18, 2023</i>
Metropolitan Council Transportation Committee	Review & Recommend	<i>TBD*</i>
Metropolitan Council	Review & Adopt	<i>TBD*</i>

\*Transportation Committee and Council dates will be set following federal approval of the 2024-2027 TIP.



# 2024-2027 TIP AMENDMENT REQUEST

Please amend the 2024-2027 Transportation Improvement Program (TIP) to include this project in program year 2024.

## Project Identification

<b>Seq #</b>	TBD
<b>Fiscal Year</b>	2025
<b>ATP and District</b>	Metro
<b>Route System</b>	Transit
<b>Project Number (S.P. #)</b>	TRS-TCMT-22F
<b>Agency</b>	Met Council - MT
<b>Description</b>	SouthWest Transit Mobility Hub in Eden Prairie
<b>Miles</b>	0
<b>Program</b>	TR
<b>Type of work</b>	Transit
<b>Proposed Funds</b>	Sec 5307
<b>Total \$</b>	4,958,280
<b>FHWA \$</b>	3,672,800
<b>Other \$</b>	1,285,480

## Background and TIP Amendment Need

This amendment is needed to add this project into the TIP.

## Fiscal Constraint (as Required by 23 CFR 450.216)

This project was programed as part of the 2018 Regional Solicitation. Therefore, fiscal constraint is maintained.

## Consistency with MPO Long-Range Plan

This amendment is consistent with the Metropolitan Council Transportation Policy Plan, adopted by the Metropolitan Council on November 18, 2020, with FHWA/FTA conformity determination established on December 4, 2020.



# Action Transmittal

Transportation Advisory Board



**Committee Meeting Date:** September 21, 2023

**Date:** September 14, 2023

## Action Transmittal: 2022-48

Program Year Extension Request: City of Blaine Trunk Highway 65 & 99<sup>th</sup> Avenue Interchange

**To:** TAC Funding and Programming Committee

**Prepared By:** Steve Peterson, Senior Manager, MTS (Steven.Peterson@metc.state.mn.us)

### Requested Action

The City of Blaine is requesting a program year (PY) shift for its Trunk Highway 65 and 99<sup>th</sup> Avenue interchange project (SP 106-010-020) to move Regional Solicitation grant funding from 2024 to 2026.

### Recommended Motion

That the TAC Funding and Programming committee recommend (approval/disapproval) to move the Regional Solicitation funding for Blaine's Trunk Highway (TH) 65 at 99<sup>th</sup> Avenue grade separation (SP 106-010-020) from 2024 to 2026.

### Background and Purpose

The City of Blaine is requesting an exception to the program year extension. The City would like to move its TH 65 interchange project out by two years due to increased project scope and complexity. The project expanded from a single intersection at TH 65 and 99<sup>th</sup> Avenue to a corridor reconstruction project that now includes improvements of TH 65 between 97<sup>th</sup> Avenue and 119<sup>th</sup> Avenue (i.e., four interchanges). The project partners would like to move the Regional Solicitation project from 2024 to 2026 to align with construction of the larger MnDOT-led Highway 65 project to reduce construction-related impacts on nearby residents, businesses, and users of the corridor.

The City of Blaine was awarded funding for the interchange at TH 65 and 99<sup>th</sup> Avenue as part of the 2020 Regional Solicitation. Since then, additional funding has been allocated to the project from various sources including Corridors of Commerce, state legislative funding, Transportation and Economic Development (TED) funding, a second Regional Solicitation grant further north for 105<sup>th</sup> and 109<sup>th</sup> Avenues, a federal Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant, and other funding sources.

The TH 65 corridor project completed the state's first Planning and Environmental Linkages (PEL) study and is currently in the preliminary design phase. As of the submission of this request, a layout plan has been submitted to MnDOT for final approval. This will allow the project to complete the final environmental documentation and move to final design. The total project now includes four interchanges. Constructing them all at once will have significant contracting advantages and reduce the construction duration by several years.

### Relationship to Regional Policy

The Transportation Advisory Board (TAB) manages the annual program of projects programmed by the Regional Solicitation. The request does not follow TAB's Program Year Policy which states

that a project can request one program year extension one time. In an attempt to reduce impacts to the traveling public, adjacent communities and businesses, the applicant is requesting an exception to the policy to align all coordinated projects into one construction project.

### Staff Analysis

While the program year policy only allows for a one-year, one-time program year extension, this is a circumstance where the region would be better served by bringing multiple projects together into one project to reduce construction duration and impacts. From a programming perspective, the shift of funds can be managed given recent program year shifts out of 2026, thereby freeing up funding in that year.

Table 1 provides a starting point of pros and cons for the committees to consider.

**Table 1: Pros/Cons of Granting Exception to Program Year Policy**

Pros	Cons
Combining adjacent projects together is better for the public due to minimization of construction impacts on local residents, businesses, and users of the corridor.	The approach is not consistent with how TAB deals with other program year extension requests, although several exceptions have been made in recent years (e.g., Highway 252 and Blue Line Extension-related projects). A work group on the topic has been established.
Combining the projects reduces the duration of the construction by several years, allowing the benefits of the project to be realized sooner for the region.	
Combining the projects is better from a contracting efficiency perspective.	
Limited financial impact to the overall Regional Solicitation program.	

### Committee Comments and Actions

This issue was brought to the TAB Executive Committee on August 16, 2023, given the complexity of the issue relative to current TAB Policy. TAB Executive agreed to send the request through as an action item to the committees. The Policy was written with stand-alone projects in mind, whereas how to treat a project that connects to a larger project is not adequately addressed. This circumstance is happening more often and is likely to continue. A technical workgroup has been established to review the policy and will begin meetings in the next few weeks.

### Routing

To	Action Requested	Date Scheduled/ Completed
TAC Funding & Programming Committee	Review & Recommend	<i>September 21, 2023</i>
Technical Advisory Committee	Review & Recommend	<i>October 4, 2023</i>
Transportation Advisory Board	Review & Adopt	<i>October 18, 2023</i>





# 2023 Regional Solicitation

Public Input Survey



SEPT 2023

# Overview



# Regional Solicitation Survey

## PROCESS

- Planning
- Creation
- Launch and promotions
- Results

# Regional Solicitation Survey

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
<b>Application Period</b>	Active	Active	Active	Active	Active						
Survey Discussion with Committees		Active	Active								
Survey Creation		Active	Active								
Survey Release & Promotion/ Equity Engagement			Active	Active	Active	Active	Active				
<b>Qualifications Review Period</b>					Active	Active	Active	Active			
<b>Scoring &amp; Appeals Period</b>						Active	Active	Active	Active		
Survey Analysis						Active	Active	Active	Active		
Review Results with Committees								Active	Active	Active	
<b>Funding Scenarios &amp; Project Selection</b>								Active	Active	Active	Active

# Survey



# Regional Solicitation Survey

## SURVEY OUTLINE

1. Introduction
2. Affiliation
3. Budget exercise: application categories
4. Priority exercise: modal areas
5. Demographics
6. Closing



# Regional Solicitation Survey

## **SURVEY OUTLINE: 1 - INTRODUCTION**

- Program description and purpose
- Impact of input

# Regional Solicitation Survey

## SURVEY OUTLINE: 2 - AFFILIATION

- Advocacy groups
- Neighborhood groups
- Government staff and officials
- Advisory committees
- Others

# Regional Solicitation Survey

## SURVEY OUTLINE: 3 – BUDGET EXERCISE

- Application categories
- Category descriptions
- 2022 average request dollar amount
- Category allocations

# Regional Solicitation Survey

## SURVEY OUTLINE: 4 – MODAL AREA EXERCISE

- Roadways
- Transit and travel demand management
- Bicycle and pedestrian facilities

# Regional Solicitation Survey

## SURVEY OUTLINE: 5 – DEMOGRAPHICS

- Zip code
- Race and ethnicity
- Age
- Gender
- Disability
- Income

# Regional Solicitation Survey

## SURVEY OUTLINE: 6 – CLOSING

- Email sign-up
- Thank you/impact of input
- Next steps
  - Process key dates
  - Committee meetings

# Equitable engagement



# Regional Solicitation Survey

## EQUITABLE ENGAGEMENT

- Variety of methods
- Meet people where they're at
- Accessible language and translation



# Questions?

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# SCOPE CHANGE POLICY (Pages 3-7)

## Purpose of the existing Policy

The Scope Change Policy was established to assess whether a project scope can change, as requested by the project applicant, while still generally maintaining the project's character. It was written with the assumption that requests are being made for projects that are not connected to other projects.

## Need to Re-Examine

- In recent years, most scope change requests have related to eliminating a part of a project so it can be completed elsewhere as part of a different project. This is beyond the scope of the existing policy, which assumes requests are related to on-the-ground changes related to termini, changing needs for bus types, and other changes that occur during project development.

Considerations:

- Should federal funds be retained for removed project elements being completed elsewhere (as has been recent practice in the absence of policy direction)?
- Should scoring analyses be completed (given that sponsors still promise to complete the projects; again, in the absence of policy direction)?

## Other Potential Topics

- Whether intersection treatment changes should be considered informal changes (as they are currently) and whether different consideration should be used for Spot Mobility and Safety projects (category did not exist when policy was first written).
- Whether an otherwise informal scope change that leads to a small cost reduction can be approved informally. While small amounts of funding have been retained by applicants when TAB and MnDOT State Aid considers the funding too small to warrant redistribution, staff has been hesitant to allow retention of even very small amounts of money to remain after a project reduction. Is there a small amount of money for which this can be allowed?
- Should any distinctions be made for transit? Transit projects have differences such as service type (e.g., on-demand vs. fixed route), fuel type, bus length, etc. Transit projects tend to have more flexibility regarding changing scope after project letting.
- Should any distinctions be made for HSIP? HSIP is scored through a MnDOT process. What influence should the policy have on HSIP scopes and federal funding retention?

# PROGRAM YEAR POLICY (Pages 8-12)

## Purpose of the Existing Policy

The Regional Program Year Policy was established to address projects not being let in their program years, as is required by FHWA. The policy allows for a one-time, one-year program year extension and includes a scoresheet to assure that projects are likely to be ready in their requested out-year.

## Need to Re-Examine

- In recent years, most program year extension requests have been made by applicants whose projects have become component to a larger project that is either programmed for a later year (i.e., more than one year out) or, given its size, ends up being delayed. This often results in requested extensions of more than one year along with multiple extension requests for individual projects. Considerations:
  - Should the policy be adjusted to accommodate multiple extensions and/or multi-year extensions when the program year is out of the applicant's control?
  - Are there ways outside of the Program Year Policy to address this concern? For example, should a stricter definition of "independent utility" be established?

## Other Potential Topics

- Should different rules be established for transit projects? FTA does not allow for advanced construction (AC) but does provide for significantly more flexibility (i.e., a project has five years from the start of its program year to be let).
- Can consideration for whether to extend a project be connected to the current state of the federal program?
- Should any distinctions be made for HSIP?
- Can the program be less strict regarding adherence to one program year given the rules around using federal funds?
- Could federal funds exchanges ("defederalization") be used to create flexibility?

## Scope Change Policy

Projects awarded federal funds by the Transportation Advisory Board (TAB) as part of the Regional Solicitation or Highway Safety Improvement Program (HSIP) are often concepts that are further developed in the period from project application to implementation. Project sponsors work on activities after funds are awarded such as preliminary and final design, environmental studies, and public involvement. Sometimes during this project development process, the project sponsor wants to make changes to the scope of the project. Changes to a project's scope could affect its benefits to the region. It is important to the TAB that any change in a project's scope does not substantially reduce these benefits.

### Scope Changes

A scope change is any revision that changes the physical characteristics of the project and has the potential to add to or detract from the project's benefits to the region. The project description in the original funding application serves as the project's scope for the purpose of determining whether a scope change is needed.

### Three Levels of Scope Changes

There are three types of scope changes described below. The TAB Coordinator, the MnDOT Metro District Federal Aid Program Coordinator (for Federal Highway Administration-administered projects), and the Transit Federal Grants Manager (for Federal Transit Administration-administered projects) will determine the type of scope change.

#### Administrative scope changes:

Minor changes that typically occur when projects move into detailed design or minor additions such as project amenities or aesthetic items do not need TAB Coordinator/Metropolitan Council staff review. The MnDOT Metro District Federal Aid Program Coordinator or Metropolitan Council Transit Federal Grants Manager can review and approve minor changes including, but not limited to:

- Removing or adding of minor items, such as benches, waste receptacles, signage, etc.
- Changing the design of aesthetic items, such as lighting, railings, benches, etc.
- Adding items due to normal detailed design of a project such as noise walls, retaining walls, storm sewers, bike racks, wi-fi, etc.
- Adding new project elements/improvements funded through another source (e.g., a change to a more fuel-efficient bus) or combining a TAB-funded project with one or more separate non-TAB funded projects to improve efficiency and reduce construction impacts (e.g., combining a roadway project with an adjacent mill and overlay project). These changes should not detract from the original scope.
- Changing the width of a bike path (must still meet standards).

#### Informal scope changes:

Scope changes that exceed the standards of administrative scope changes are brought for a consultation between the TAB Coordinator; the MnDOT Metro District Federal Aid Program Coordinator or Metropolitan Council Transit Federal Grants Manager; and Council staff. The consultation will determine if the scope change can be approved through an informal process or if a formal scope change request is needed due to the potential negative impacts of the changes. An informal scope change may include, but is not limited to:

- Slightly changing a bike or pedestrian trail route alignment while still making the major connections.

- Combining two separate TAB-funded projects, provided this does not threaten to negatively impact either project.
- Changing the termini of a project, provided this does not threaten to negatively impact the project.
- Changing a pedestrian overpass to an underpass; or an underpass to an overpass.
- Changing an intersection treatment (e.g., a traffic signal to a roundabout) or an interchange design.
- Changing bus length, fuel source, type, or number, provided there is no resulting decrease in transit service.
- Reversion to the original scope (or a previously approved scope change). Note that any federal funds taken away in a previous scope change cannot be returned; the entire scope would need to be completed with the reduced federal contribution.

#### Formal scope changes:

Any change that may significantly alter the estimated benefits to the region (particularly if altered to the degree where the revised scope may not have justified its original selection) must go through the formal committee process and be approved by TAB. A formal scope change request process is likely to be needed in instances including, but not limited to:

- Removing significant elements such as a trail, sidewalk, pedestrian bridge, traffic signal, transit stop, transit vehicle, etc.
- Adding elements that detract from the value or intent of the original application.
- Removing proposed access closures, if the closures are described in the project description and used to score points in the application.
- Reducing the frequency or hours of transit service.
- Reducing the number of parking spaces in a park-and-ride facility.
- Changing the number of travel lanes.
- Shifting from a bridge replacement project to a bridge rehabilitation project.
- Changing designs from an off-road trail to on-road bicycle route.

#### **Ineligible Requests**

The TAB Coordinator may inform the project sponsor that the proposed revisions exceed the limits of a scope change and that the proposed change constitutes a new project. Such requests will not be processed through the TAC and TAB and that the original project should either be completed or withdrawn. If the project is to be withdrawn, the project sponsor should submit a formal letter to the TAB Coordinator stating that the project is being withdrawn and federal funds are being returned to the region for reallocation. A proposed change will be considered a new project and therefore not eligible for a scope change if it is:

- Relocating the project away from the defined problem, need, or location, such as switching transit start-up service from one market area to another
- Moving funding from one project to another, such as moving funds awarded to a project on County Road A to the same, similar, or different work on County Road Z.
- Eliminating the primary improvement proposed in the project description (e.g., a bridge will not be improved for a project submitted in the bridge application category or a trail will not be improved in the multiuse trails application category).

## **Steps and Requirements to Determine Scope Change Type and Request a Formal Scope Change**

The following steps must be followed to determine a scope change type and whether the proposed change needs to go through the formal scope change request process. It should be noted that once a MnDOT Metro District State Aid project has been authorized, the project scope cannot change.

1. The project sponsor informs the TAB Coordinator and the MnDOT Metro District Federal Aid Program Coordinator or the Metropolitan Council Transit Grants Manager that it wants to change a project. At this time, the MnDOT Metro District Federal Aid Program Coordinator or the Metropolitan Council Transit Federal Grants Manager may determine that the change is minor in scope and no further action is needed. If the requested change is more substantial, the project sponsor will be asked to provide a written description of the proposed scope change and a map or schematics showing how the proposed scope change affects the project.
2. Upon this submittal, the TAB Coordinator will consult with the MnDOT Metro District Federal Aid Program Coordinator or the Metropolitan Council Grants Manager to discuss the extent of the changes and whether the scope change will require a formal scope change request. The TAB Coordinator will contact the project sponsor and inform them whether the proposed modification can be accomplished administratively or whether it will trigger a formal scope change request and/or TIP amendment<sup>1</sup> request.
3. For a formal scope change request, the project sponsor must provide data on the revised project scope to the TAB Coordinator, including a complete project description; location map; project layout, sketches, or schematics; and a discussion of project benefits being retained, gained, or lost. Applicants must provide a cost breakdown of the TAB-eligible items proposed for removal and addition (in the year of costs used in the original application) using the attached project cost worksheet. Failure to do so can result in the request not being included on the TAC Funding & Programming Committee's agenda.
4. Council staff and will conduct an analysis of the requested change, including the background information provided by the project sponsor for consideration by the TAC Funding & Programming Committee. The Committee will discuss the staff analysis and recommend one the following to TAC and TAB (see detailed sections below and on the following page about determining scope change and federal funding amount recommendations):
  - Approval of the scope change as requested;
  - Approval of the scope change request with modifications to the scope and/or a recommended reduction of federal funds; or
  - Denial of the requested change

### **Determining the Scope Change Approval Recommendation**

To determine whether the scope change request should be approved, the TAC Funding & Programming Committee will discuss the merits of the proposed changes and weigh the overall

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<sup>1</sup> A TIP amendment request is only required to accompany a scope change request if the project is in the current fiscal year and either the project description changes in the TIP, the project termini change by 0.3-mile or greater, or the funding amount changes enough to meet federal TIP amendment thresholds.

benefits or reduction of benefits to the region. Council staff will provide a written analysis regarding the potential impacts of the proposed changes. The affected scoring measures, except for cost-effectiveness (any cost increases are paid for by the local agency and not federal funds), will be analyzed by Council staff to determine if each sub-score would have likely increased, decreased, or stayed the same with the scope change (a precise rescoring of the application is not possible since applications were scored against each other at a specific moment in time). Council staff will then evaluate whether the total score would have likely increased, decreased, or stayed roughly the same based on the summation of the sub-score changes. This relative change in the total score will be compared to the scoring gap between the project's original score and the highest unfunded project in the same application category. The TAC Funding & Programming Committee may consider recommending denial of the scope change request if it is clear that the project would have scored fewer points than the highest-scoring unfunded project (i.e., the project would have been undoubtedly below the funding line). Council staff may confirm their findings with the original scorer of the measure and/or request additional information of the applicant, if necessary. Project sponsor must attend TAC Funding & Programming, TAC, and TAB meetings, where the item is on the agenda.

### **Determining the Federal Funding Amount Recommendation**

To determine whether federal funds should be recommended to be removed from a project, Council staff will assess the project elements being reduced or removed and provide this information to the TAC Funding & Programming Committee. While adding eligible project elements is permitted, federal funds cannot be shifted away from any removed elements to new project elements unless the removed elements are being done as part of some other programmed project. Federal funds cannot be added to a project beyond the original award.

Applicants must provide a revised cost estimate including a cost breakdown of the items proposed for removal using the attached project cost worksheet. Any removed or added items should use the costs in the year requested in the original application instead of the year of construction costs. Regional Solicitation projects must continue to maintain at least a 20% non-federal match, while HSIP projects must continue to maintain at least a 10% non-federal match.

Staff may recommend funding reduction options, if applicable, based on the federal share of the cost of the project elements being removed or the proportionate reduction of project benefits in cases in which that is discernable (e.g., number of parking spaces or length of sidewalk) and/or another method developed by staff or the TAC Funding & Programming Committee. A recommendation will move from TAC Funding & Programming Committee to the TAC and TAB for approval. If applicable, a TIP amendment request will also be moved for approval through the Metropolitan Council.

**ATTACHMENT 1: FUNDING DATA FOR SCOPE CHANGE REQUEST**

**Original Application:**

Regional Solicitation Year	
Application Funding Category	
HSIP Solicitation?	Yes          No
Application Total Project Cost	
Federal Award	
Application Federal Percentage of Total Project Cost	

**Project Elements Being Removed:**

	<b>Original Application Cost</b>

**New Project Elements:**

	<b>Cost (Based on Year of Costs in Original Application)</b>



## **Transportation Advisory Board Regional Program Year Policy**

- The Regional Program Year Policy is intended to manage the development and timely delivery of transportation projects awarded federal funds through the TAB's Regional Solicitation Process.
- Project sponsors awarded federal funds through the regional solicitation process are expected to get their project ready for authorization in their program year.
- The program year is July 1 to June 30 of the year in which the project is originally programmed in the Transportation Improvement Program (TIP).
- By April 1 of the program year, the project must meet the criteria on the attached sheet.
- Additionally, if a regionally selected project is not ready to request authorization by June 15 of its program year, the project will not be carried over into the new TIP unless the project sponsor receives a program year extension from the TAB.
- Project sponsors that have made significant progress but are delayed by circumstances that prevent them from delivering their projects on time must submit a request for a program year extension to the TAB Coordinator by December 31 of the project's program year.
- The maximum length of a program year extension is one year. Projects are eligible for only one program year extension request.
- If a program year extension is granted, funding the project will be contingent on the availability of federal funds. A project sponsor is responsible for funding the project until federal funding becomes available.
- Projects receiving program year extensions will not receive an inflationary cost increase in their federal cost caps.
- "Procedure to Request a Program Year Extension" is provided as Attachment 1.

## CRITERIA FOR MEETING PROGRAM YEAR

### *Construction Projects through the FHWA Process:*

- Environmental document approved – April 1
  - *Environmental Documentation draft submittal due December 1*
- Right of way certificate approved –April 1
  - *Condemnation proceedings formally initiated by February 28 with title and possession by June 1.*
- Final construction plans submitted and reviewed for standards, eligibility, funding and structural design – April 1
- Engineer's estimate – April 1
- Utility relocation certificate – April 1
- Permit applications submitted – April 1

### *Construction Projects through the FTA Process*

- Environmental document completed; project plans complete and reflect the project that was selected
- Letting date can be set within 90 days
- FTA notification that grant approval imminent

### *Right of Way Only Projects through FHWA Process*

- Environmental document approved – April 1
- OCPPM/SALT authorization to proceed – June 1

### *Right of Way Only Projects through FTA Process*

- Environmental document completed
- Appraisals over \$250,000 approved by FTA; under \$250,000 reviewed by Right of Way Section
- FTA notifies that grant approval is imminent
- OCPPM transfers funds
- Offers made/condemnation initiated if offers refused

### *Program Project*

- Grant application submitted to FTA; includes work plan
- Notification from FTA that grant approval is imminent
- Work will begin within 90 days after grant approval
- Agreement executed between MnDOT and proposer once funds are transferred

## TRANSPORTATION ADVISORY BOARD PROCEDURE TO REQUEST A PROGRAM YEAR EXTENSION

If it appears that a project cannot meet the deadline for authorization within its program year and a program year extension is necessary, the project sponsor must demonstrate to the Funding and Programming Committee that significant progress has been made on the project and the program year criteria can be met within the requested one-year time extension. Projects may be granted only one program year extension. Requests for a program year extension must be submitted by December 31 of the project's program year.

The answers provided on the Progress Schedule for Program Year Extension on Attachment 1 will determine whether a project is **eligible** for a one-year extension. In addition to responding to the Progress Schedule for Program Year Extension, the project sponsor must submit the following materials to the Funding and Programming Committee so it can determine if a program year extension is reasonable:

- 1) Project Background (will be provided by TAB Coordinator).
- 2) Project Progress:
  - a) Complete attached progress schedule with actual dates.
  - b) Right of way acquisition - provide map showing status of individual parcels.
  - c) Plans - Provide layout and discussion on percent of plan completion.
  - d) Permits - provide a list of permitting agencies, permits needed and status.
  - e) Approvals - provide a list of agencies with approval authority and approval status.
  - f) Identify funds and other resources spent to date on project.
- 3) Justification for Extension Request:
  - a) What is unique about this project that requires an extension of the program year?
  - b) What are the financial impacts if this project does not meet its current program year?
  - c) What are the implications if the project does not obtain the requested extension?
  - d) What actions will the agency take to resolve the problems facing the project in the next three to six months?

### PROCESS AND ROLES

The Funding and Programming Committee will hear all requests for extensions. The Committee's recommendation will be forwarded to the TAC and TAB for action. The requests will be presented to the TAB for action on its consent agenda. Staff for the Funding and Programming Committee will notify the applicant of the committee's decision.

Adopted by the Transportation Advisory Board

April 17, 2013

**Attachment 1: PROGRESS SCHEDULE FOR PROGRAM YEAR EXTENSION**

Enter request date

INSTRUCTIONS:

1. Check status of project under each major heading.
2. Enter dates as requested for each major heading.
3. Enter points as suggested by each applicable response.
4. Total points received in the TOTAL POINTS line on the last page. **The minimum score to be eligible to request an extension is seven points.**

ENVIRONMENTAL DOCUMENTATION

PROJECT MEMORANDUM

\_\_\_\_\_ Reviewed by State Aid                               If checked enter 4.                               \_\_\_\_\_

Date of approval \_\_\_\_\_

\_\_\_\_\_ Completed/Approved                               If checked enter 5.                               \_\_\_\_\_

Date of approval \_\_\_\_\_

\_\_\_\_\_ EA   If checked enter 2.                               \_\_\_\_\_

\_\_\_\_\_ Completed/Approved                               If checked enter 2.                               \_\_\_\_\_

Date of approval \_\_\_\_\_

EITHER

\_\_\_\_\_ Not Complete

Anticipated Date of Completion \_\_\_\_\_

If prior to January 31 of the program year, enter 1. \_\_\_\_\_

OPPORTUNITY FOR PUBLIC HEARING (not necessary for project memorandum)

\_\_\_\_\_ Completed   If checked enter 2.                               \_\_\_\_\_

Date of Hearing \_\_\_\_\_

\_\_\_\_\_ Not Complete

Anticipated Date of Completion \_\_\_\_\_

If prior to February 28 of the program year, enter 1. \_\_\_\_\_

FINAL ENVIRONMENTAL ASSESSMENT (not required for project memorandum)

\_\_\_\_\_ Completed/FONSI Approved                               If checked enter 2.                               \_\_\_\_\_

Date of approval \_\_\_\_\_

\_\_\_\_\_ Not Complete

Anticipated Date of Completion \_\_\_\_\_

If prior to March 31 of the program year, enter 1. \_\_\_\_\_

STUDY REPORT (required for Environmental Assessment Only)

Complete/Approved \_\_\_\_\_ If checked enter 1. \_\_\_\_\_  
Date of Approval \_\_\_\_\_  
 Not Complete  
Anticipated Date of Completion \_\_\_\_\_

CONSTRUCTION PLANS

Completed (includes signature of District State Aid Engineer)  
Date \_\_\_\_\_ If checked enter 3. \_\_\_\_\_  
 Completed (approved by District State Aid as to SA Standards but not signed)  
Date \_\_\_\_\_ If checked enter 2. \_\_\_\_\_  
 Not Complete  
Anticipated Date of Completion \_\_\_\_\_  
If prior to June 30 of the program year, enter 1. \_\_\_\_\_

RIGHT OF WAY ACQUISITION

Completed (includes approval of R/W Cert. #1 or #1A) If checked enter 2. \_\_\_\_\_  
Date \_\_\_\_\_  
 Not Complete  
Anticipated Date of Completion \_\_\_\_\_  
If prior to December 31 of the year following the original program year, enter 1. \_\_\_\_\_

ENGINEERS ESTIMATE OF COSTS

Completed \_\_\_\_\_ If checked enter 2. \_\_\_\_\_  
Date \_\_\_\_\_  
 Not Complete  
Anticipated Date of Completion \_\_\_\_\_  
If prior to December 31 of the year following the original program year, enter 1. \_\_\_\_\_

AUTHORIZED

Anticipated Letting Date \_\_\_\_\_.  
Anticipated letting date must be prior to June 30  
in the year following the original program year,  
so that authorization can be completed prior to  
June 30 of the extended program year.

TOTAL POINTS \_\_\_\_\_