

CITY COUNCIL AGENDA REQUEST FORM

Today's date: 12 / 12 / 19

Date of meeting 1 / 2 / 20

(City Council meetings are held the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month.)

Name of Elected Official, City Employee, Organization, or Citizen making request:

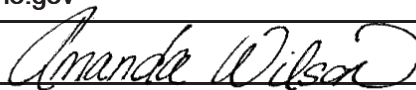
Linda Heiss, Grants & Performance Management Administrator

Address: 1123 Lake Street, Sandpoint, ID 83864

Phone number and email address: lheiss@sandpointidaho.gov

Authorized by: Amanda Wilson

*name of City official*



*City official's signature*

Subject: 2020 LHTAC TAP Grant - North Boyer Ave Shared Use Pathway

Summary of what is being requested: consider approving the enclosed grant application for an ITD Transportation Alternatives Program (TAP) grant to infill 1,225 linear feet of shared pathway along the east side of North Boyer Avenue.

The following information **MUST** be completed before submitting your request to the City Clerk:

1. Would there be any financial impact to the city?  Yes  No Budgeted?  Yes  No  
If yes, in what way? If awarded, the grant requires a local match in the amount of 7.34%.

The estimated project cost is \$451,760.00 with a match requirement of \$33,159.18 (beginning FY22).

2. Name(s) of any individual(s) or group(s) that will be directly affected by this action:

Have they been contacted?  
**Yes or No**

N/A at this time

3. Is there a need for a general public information or public involvement plan? **Yes or No**

If yes, please specify and suggest a method to accomplish the plan: Grant dependent public/property owner engagement will be included in the project.

4. Is an enforcement plan needed?  Yes  No Additional funds needed?  Yes  No

5. Have all the affected divisions been informed about this agenda item?  Yes  No

**This form must be submitted no later than 5:00pm Tuesday the week prior to the meeting. All pertinent documentation for the Council packet must be included.**

**ITEMS WILL NOT BE AGENDIZED WITHOUT THIS FORM**

**CITY OF SANDPOINT  
AGENDA REPORT**

**DATE: 12/18/2019**

**TO: MAYOR AND CITY COUNCIL**

**FROM: Linda Heiss, Grants & Performance Management Administrator**

**SUBJECT: 2020 LHTAC TAP Grant – North Boyer Ave Shared Use Pathway**

**DESCRIPTION/BACKGROUND:** North Boyer Avenue has an existing shared used pathway on the east side of the roadway providing critical north/south connectivity. The proposed project includes infilling approximately 1,225 linear feet of shared pathway and providing new ADA ramps on the east side of N. Boyer Avenue from E. Mountain View Drive to Alexander Way.

The Idaho Transportation Department (ITD) is soliciting applications for the Transportation Alternatives Program (TAP) grant for non-infrastructure and construction only projects. The purpose of the TAP is to provide for a variety of alternative transportation projects and to advance the ITD strategic goals of Mobility, Safety and Economic Opportunity while maximizing the use of federal funds. The TAP is specific to on and off-road pedestrian bicycle facilities and other similar projects. Applicant awards are capped at one \$500,000 in federal aid per year, per funding source and a 7.34% local match is required. TAP grants and awards are administered by the Local Highway Technical Advisory Council (LHTAC).

The City has consistently prioritized pedestrian and bicycle connectivity along North Boyer Avenue and has approved matching funds annually in support of potential grant opportunities, as they may arise. If awarded the grant, design of the project would occur in 2022 and construction would occur in 2023.

**STAFF RECOMMENDATION:** Approve the proposed application for a TAP grant to infill the shared use pathway along the east side of North Boyer Avenue.

**ACTION:** Approve the proposed application for a TAP grant to infill the shared use pathway along the east side of North Boyer Avenue.

**WILL THERE BE ANY FINANCIAL IMPACT? Yes HAS THIS ITEM BEEN BUDGETED? Yes**

The grant requires a local match in the amount of 7.34%. The project is estimated to cost \$451,760.00 with a match requirement of \$33,159.18. Funding would not be allocated until 2022 and requires subsequent budget approval. The City Council will have the opportunity to reconsider any potential award and matching funds, if the application is successful.

**ATTACHMENTS:**

Environmental Screening Form  
Pre-Application Checklist  
Estimating Worksheet  
2020 TAP Application

# Environmental Screening

For Community Transportation Enhancement (CTE),  
 Safe Routes to School (SR2S) and Scenic Byway Projects



**Background** - All project actions which involve a federal nexus (federal funds, federal permits or federal lands) must have an approved environmental document. ITD follows Federal Highway Administration guidelines for environmental documentation.

**Responsibility** - ITD will be responsible for the review and approval of the environmental document. The sponsor is responsible for the preparation of the environmental document. Pre-application coordination with the district office (environmental) is needed. In some cases the sponsor may arrange for ITD to complete all or part of the environmental documentation.

**Purpose of Form** - This form is not an environmental clearance. The questions screen for issues that could require additional analysis or work. If you answer yes to any of the following questions, the environmental requirements or impacts may be greater than expected. The impacts may not be compatible with your budget or schedule. You should seek further assistance from ITD regarding the viability of the project.

**Contacts** - For assistance with the environmental process please contact the ITD District Environmental Planner. An abbreviated environmental clearance is available for pavement marking projects.

Answer the following questions and explain in detail any response that is not clear from simply marking the box. When completed electronically, the form will expand to allow room for explanations.

Project Type/Scope of Work (i.e., landscaping, bike/pedestrian path, etc.) <b>Bike/Pedestrian Path</b>	Project Name/Location <b>Boyer Ave Shared Use Pathway</b>
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	<u>Yes</u>	<u>No</u>
<b>Right of Way/Property Impacts</b> - Will the project require acquisition of temporary or permanent easements, or right of way? Is the project on, or through, federal lands or tribal lands? Will the project cause a temporary or permanent disruption to a commercial property or residential neighborhood?  Explain: The City of Sandpoint currently has right of way for the entire project. Minimum 6' of right of way are available throughout the project limits. <del>The City may seek easements in two sections to accomodate 10' pathways throughout.</del>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Traffic</b> - Does the project add traffic lanes or traffic capacity?  Explain:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Ground Disturbance</b> - Does the project disturb more than one acre of land?  Explain:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Stormwater</b> - Where does the water (rain, snowmelt) from this project area drain? <input type="checkbox"/> Sheet flows to surface waters (canal, stream, lake) <input checked="" type="checkbox"/> Conveyed by ditch or pipe to surface waters <input checked="" type="checkbox"/> Storm Sewer System (Municipal system) <input type="checkbox"/> Infiltrate in Place (retention pond or topography with no drainage outlet [low area]) <input type="checkbox"/> Other – if none of the above conditions  Explain: Drains to existing gutter and catch basins.		
<b>Surface Waters</b> - Does the project site contain any boggy, swampy, or wetland areas?  Does the project impact (fill or temporarily impact) any wetland, stream, lake or other water body?  Explain:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Cultural Resources</b> - Are there historical structures (such as buildings, bridges, canals, etc) over 45 years old within or adjacent to (in some cases within view) of the proposed project site?  Explain:	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	<u>Yes</u>	<u>No</u>
<b>Section 4f</b> - Is the project site located next to or a part of a special designated land use (i.e., designated park, wildlife refuge, historic district, etc)? Check with local land use map for information.  Explain:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Hazardous Waste</b> - Is there any indication of waste spill or stain on the project site? Are there any gas stations, dry cleaner, or other industrial facilities adjacent to the project?  Explain:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Public Involvement</b> – Based on your public involvement, has any public controversy or issue been identified? Do you anticipate any temporary or permanent disruption to a commercial property or residential neighborhood (access changes or detours, construction noise etc?)  Explain:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Irrigation</b> - Does the project require irrigation? Describe whether the project will require watering and what source will be used for watering.  Explain:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Right of Way Encroachment</b> - Are there any signs, trees or other features you plan to locate within ITD right of way?  Explain:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Offsite Work</b> - Will the project require off-site grading, excavation or trenching for utilities, lighting, drainage or other work?  Explain:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Describe any other known or suspected environmental issue that has not been covered		
Preparer's Printed Name <b>Linda Heiss</b>	Title <b>Grants &amp; Perf Mgmt Admin</b>	Agency or Firm <b>City of Sandpoint</b>
Signature		Date <b>11-6-2019</b>

**– ITD Use Only –**

**Recommendation**

- Based on the information in the project application and on this form, the project is likely to be eligible for a Categorical Exclusion.
- Based on the information in the project application and on this form, there were environmental areas of concern that should be further discussed prior to funding this project.
- There was not enough information in the project application and on this form to assess potential environmental issues.

**Comment**

Printed Name	Title <b>District Environmental Planner</b>	
Signature	Date	

## PRE-APPLICATION CHECKLIST

*All questions contained in this checklist are for infrastructure projects only and are to be completed in collaboration with the District TAP Coordinator.*

### PART 1: QUESTIONS

Applicant: City of Sandpoint			
Project Name: Boyer Ave Shared Use Pathway			
Project Manager: Amanda Wilson, Infrastructure and Development Services Manager			
Contact Information for Project Manager: <b>awilson@sandpointidaho.gov</b>			
Is the applicant an eligible sponsor?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the applicant previously completed a federal aid project?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the applicant acknowledge that receipt of funds requires compliance with several federal and state requirements, including but not limited to wage, equal opportunity, and environmental requirements?			<input type="checkbox"/> Yes <input type="checkbox"/> No
BICYCLE FACILITIES (IF APPLICABLE)			
<b>Bicycle Facility description</b>	<input checked="" type="checkbox"/> Shared use pathway <input type="checkbox"/> Sharrow <input type="checkbox"/> Striped bicycle lane <input type="checkbox"/> Widened shoulder <input type="checkbox"/> Other		
Width of pathway, bicycle lane, shoulder, etc.:	10'	Length:	1,225'
Distance from curb (for pathways):	approximately 5'		
Materials used:	<input type="checkbox"/> Asphalt <input type="checkbox"/> Concrete <input type="checkbox"/> Other		
Standards Used:	<input checked="" type="checkbox"/> AASHTO <input checked="" type="checkbox"/> Idaho State Public Works Construction <input type="checkbox"/> ITD <input checked="" type="checkbox"/> Local		
This project is:	<input type="checkbox"/> part of road widening <input type="checkbox"/> part of an existing road		
Are there any areas where the facility will narrow to accommodate trees, signs or other obstructions? If yes, explain:			<input type="checkbox"/> Yes <input type="checkbox"/> No
TBD			
What is the plan for maintaining the facility after construction is complete?			
The project is to infill sections of the path along N. Boyer ave. A maintenance plan already exists for remainder of the path.			
Does your community normally require sidewalks or other pedestrian/bicycle improvements as a condition of subdivision or site plan approval? Explain:			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
PEDESTRIAN FACILITIES (IF APPLICABLE)			
<b>Pedestrian Facility description</b>	<input type="checkbox"/> Sidewalk <input type="checkbox"/> Sidewalk with curb and gutter <input checked="" type="checkbox"/> Pathway <input type="checkbox"/> Other		
Width of pathway, bicycle lane, shoulder, etc.:	10'	Length:	1,225'
Distance from curb (for pathways):	approximately 5'		
Materials used	<input checked="" type="checkbox"/> Asphalt <input checked="" type="checkbox"/> Concrete <input type="checkbox"/> Other		
Number of curb ramps:	0 - curb ramps already exist		
Standards Used:	<input checked="" type="checkbox"/> AASHTO <input checked="" type="checkbox"/> Idaho State Public Works Construction <input type="checkbox"/> ITD <input checked="" type="checkbox"/> Local		
This project is:	<input type="checkbox"/> part of road widening <input type="checkbox"/> part of an existing road		
Are there any areas where the facility will narrow to accommodate trees, signs or other obstructions? If yes, explain:			<input type="checkbox"/> Yes <input type="checkbox"/> No
TBD			
What is the plan for maintaining the facility after construction is complete? Maintenance plan already exists.			

Does your community normally require sidewalks or other pedestrian/bicycle improvements as a condition of subdivision or site plan approval? Explain:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>RIGHT-OF-WAY</b>		
Does the sponsor possess the necessary right-of-way to construct the project? If not, explain how right-of-way will be acquired.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does the sponsor hold necessary easements to construct the project? If not, explain how easements will be obtained.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The City of Sandpoint currently has right of way for the entire project. Minimum 6' easements are available throughout. The City may seek easements in two sections to accommodate 10' pathway throughout.		
<b>ENVIRONMENTAL</b>		
Is it apparent that the project will meet the environmental criteria for Categorical Exclusion?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is it apparent that the proposed project will require extensive cultural clearance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is it apparent that supplemental environmental documentation will be required to support a Categorical Exclusion determination? For example: <input type="checkbox"/> Wetlands <input type="checkbox"/> Endangered Species <input type="checkbox"/> Other	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is it apparent that the project will cause an adverse effect to environmental resources? If yes, explain:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there any permitting requirements for the project? If yes, explain:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>UTILITIES</b>		
Is it apparent that the project will have utility conflicts? If yes, explain and identify affected utilities and how conflicts will be mitigated.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Minor conflicts related to existing electrical.		
<b>IRRIGATION</b>		
Is it apparent that the project will have crossings or conflicts with irrigation facilities? If yes, explain and identify affected irrigation facilities and how conflicts will be mitigated.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

## PART 2: FORMS

- A. Environmental Screening Form
- B. Right-of-Way Certification
- C. TAP: Project Estimating Worksheet (used during application process to establish initial estimate)
- D. ITD-1150: Project Cost Summary Sheet (for infrastructure projects and used during development stage)

### Instructions:

1. Line 16 of this form is for Mobilization, calculated as a percentage of the construction items listed on Lines 3 through 14. It is up to the Applicant to determine the appropriate percentage for the project, but 5 to 10% would be considered typical.
2. Line 17 of this form is for Construction Engineering and Contingencies, calculated as a percentage of the construction items listed on Lines 3 through 14 and the Mobilization cost listed on Line 16. Again, it is up to the Applicant to determine the appropriate percentage for the project, but 15%

would be considered typical, with 10% allocated to Construction Engineering and 5% allocated to Contingencies.

- E. Cost Estimate for Non-Infrastructure Projects: Safe Routes to School (for safe routes to school non-infrastructure projects)
- F. Has a traffic safety issue been identified in this project application? If so, knowing if the applicants and/or their community based law enforcement partners are already working with the ITD Office of Highway Safety (OHS) traffic safety grant programs. If so, please provide project Key Number and verify that the Scope of Work for that project is primarily connected with the area in the TAP application.
- G. Project Schedule (for infrastructure projects)

### **PART 3: SUMMARY OF REQUIREMENTS FOR FEDERAL AID RECIPIENTS**

Applicants should keep in mind that receipt of federal funds requires compliance with the following federal and state requirements (note: this is not an exhaustive list):

1. **Equal Opportunity** requirements (non-discrimination) for construction contracts in excess of \$10,000. The non-discrimination requirements apply to a wide range of project elements, including contracting opportunities. A non-discrimination agreement must be signed as part of the award process, and records must be kept to show compliance. Disadvantaged Business Entity (DBE) requirements might apply.
2. Minimum wage requirements (**Davis-Bacon Act**) and anti-kickback requirements (**Copeland Act**) for construction contracts in excess of \$2,000. Records must be kept to show compliance.
3. No use of federal funds for lobbying, for construction contracts in excess of \$100,000.
4. National Environmental Policy Act (**NEPA**).
  - a. The National Environmental Policy Act requires federal actions (including local transportation projects receiving federal aid) to be evaluated for potential impacts to the environment. ITD and the FHWA jointly conduct this review.
    - i. For major actions that significantly affect the quality of the human environment, an Environmental Impact Statement (EIS) must be prepared. This is a lengthy (and expensive) process that requires consideration of alternatives, analysis of impacts, and compliance with a series of public notice and comment periods. Projects requiring an EIS would not be able to be completed within Community Choices time constraints.
    - ii. For projects in which the significance of the environmental impact is uncertain, an Environmental Assessment (EA) must be prepared. This document is more limited in scope than an EIS, and the procedure is not as lengthy. If through the EA process it is determined that there will not be significant impacts, a Finding of No Significant Impact (FONSI) is issued. If it is determined that there will be significant impacts, an EIS must be prepared.
    - iii. Most federal aid projects qualify for a "categorical exclusion," meaning that the project will not have a significant effect on the human environment. For these projects, neither an EIS nor an EA need be prepared. Federal regulations have identified several project types that typically receive a categorical exclusion (such as installation of utilities along a road; construction of bicycle and pedestrian paths; landscaping; installation of fences, signs, pavement markings and traffic signals, where no substantial land acquisition or traffic disruption would occur; alterations to facilities to make them accessible to elderly and handicapped persons; and other types of projects). Even though a proposed project might fall within an exclusion category, applicants must obtain clearance from ITD.
    - iv. Contact District Environmental Staff (listed at <http://itd.idaho.gov/enviro/District.Staff.htm>) for assistance with navigating the environmental review process.
5. Compliance with audit requirements:

- a. An entity expending \$500,000 or more in a year in combined Federal awards (including any funds received from Federal sources outside ITD: US federal contracts, subcontracts, loans grants, subgrants, and/or cooperative agreements) requires an A-133 Single Audit or program-specific audit each fiscal year.
  - b. An entity whose annual budget (from all sources) exceeds \$250,000 and expends any amount in a year in combined Federal awards are required to have a full and complete audit of financial statements each fiscal year.
  - c. An entity whose annual budget (from all sources) exceeds \$100,000 but does not exceed \$250,000 and expends any amount in a year of combined Federal awards has a minimum requirement of financial statements audit on a biennial basis. Biennial audits shall include an audit of each fiscal year since the previous audit.
  - d. An entity whose annual budget (from all sources) exceeds \$50,000 but does not exceed \$100,000 and expends any amount in a year of combined Federal awards has a minimum requirement of financial statements review on a biennial basis. Biennial review shall include a review of each fiscal year since the previous review.
  - e. An entity whose annual budget (from all sources) does not exceed \$50,000 and expends any amount in a year of combined Federal awards has a minimum requirement of financial statements review by ITD on a biennial basis. Biennial ITD reviews shall include a review of each fiscal year since the previous review.
6. Compliance with **Americans with Disability Act** requirements. This includes a compliance Self-Evaluation, and for agencies with 50 or more employees, an ADA Transition Plan. Transition Plans identify physical obstacles to accessibility, describe methods to make facilities accessible, specify a schedule for completion, identify a responsible official, estimate the cost of each modification, and record completion dates.
7. Compliance with U.S. Office of Management and Budget (OMB) circulars on allowable costs, as follows:

<b>For the costs of a:</b>	<b>Use the principles in:</b>
State, Local or Indian Tribal Government	2 CFR 225
Private, nonprofit organization other than an (1) institution of higher education, (2) hospital, or (3) organization named in 2 CFR 230 as not subject to that circular	2 CFR 230
Educational institution	2 CFR 220
For-profit organization other than a hospital and an organization named in 2 CFR 230 as not subject to that circular	48 CFR Part 31, Contract Cost Principles and Procedures, or uniform cost accounting standards that comply with cost principles acceptable to the Federal agency.

- 8. Compliance with ITD Grant Administration Team reimbursement requirements. Recipients must request reimbursement of an expense within 60 days or the expense will not be reimbursed. ITD has up to 30 days to issue the reimbursement.
- 9. Compliance with minimum liability insurance requirements. Contractors must have comprehensive public and general liability insurance of at least \$500,000.00 per occurrence, and \$1,000,000.00 aggregate.

**District TAP Coordinator Endorsement**

According to the information provided by the sponsor and in this Site Checklist, the Idaho Transportation Department district office endorses this project as a potential TAP project candidate and would offer full support if project is selected.

Endorsement: \_\_\_\_\_ **11-6-2019**  
 District TAP Coordinator District Date



**TAP: Project Estimating Worksheet (Infrastructure)**

Project Name: Boyer Ave Shared Use Pathway

**Instructions:**

- \* Only input information in grey shaded areas below only.
- \* Enter 0 in the percentages column if not seeking federal participation.
- \* For infrastructure projects, the maximum federal funding is \$500,000.00.
- \* Only work performed after the execution of the State and Local agreement is eligible for federal reimbursement.
- \* The minimum local match amount is 7.34% of total project cost.
- \* Local match is limited to cash only. In-kind contributions are not eligible.
- \* Initial sponsor cash match payment is due prior to execution of the State and Local Agreement and counts towards the local cash match. (See amount below)

<b>Proposed Funding Match Rates</b>	<b>Local</b>	<b>Federal</b>
		<b>100.00%</b>

Infrastructure Project				Local Portion		Federal Portion	
Phase Code	Description (Include amounts for federal-aid items only)	Total Project Cost Percentage	Project Totals	Proposed Local Match Percentage	Local Cash Match	Proposed Federal Percentage	Federal Amount Requested
CN	Preliminary Construction Estimate (PCE) (Construction cost only)	56.89%	\$257,000.00	7.34%	\$18,863.80	92.66%	\$238,136.20
CN	Construction Contingency 20% of PCE (Quantity overruns, change orders)	11.38%	\$51,400.00		\$3,772.76		\$47,627.24
CE	Construction Engineering - Construction ITD construction admin. Expenses minimum \$4,500 (3% - 10% of PCE depending on the complexity of the project)	1.71%	\$7,710.00		\$565.91		\$7,144.09
CL	Construction Engineering - Construction LHTAC construction admin. Expenses minimum \$10,000 depending on the complexity of the project	2.21%	\$10,000.00		\$734.00		\$9,266.00
CC	Consultant Construction Inspection (Consultant) 5% - 20% of PCE or \$30,000 minimum (Consultants shall be selected through ITD established procedures)	8.53%	\$38,550.00		\$2,829.57		\$35,720.43
PE	Preliminary Engineering - ITD Design ITD Expenses minimum \$4,500 (3% - 10% of PCE depending on the complexity of the project)	5.69%	\$25,700.00		\$1,886.38		\$23,813.62
PL	Preliminary Engineering - LHTAC Design Expenses: \$10,000	2.21%	\$10,000.00		\$734.00		\$9,266.00
PC	Preliminary Engineering - Consultant design Expenses: \$30,000 - \$90,000 (Approximately 5% - 30% of PCE based on complexity of project design)	11.38%	\$51,400.00		\$3,772.76		\$47,627.24
<b>Total Estimate (Infrastructure):</b>			<b>\$451,760.00</b>		<b>\$33,159.18</b>		<b>\$418,600.82</b>

<b>Total Project Estimate</b>	<b>Total Local Match</b>	<b>Total Federal Match</b>
<b>\$451,760.00</b>	<b>\$33,159.18</b>	<b>\$418,600.82</b>
<i>Meets maximum federal limit for infrastructure.</i>		

Initial cash match payment (10% of Total Local Match, \$3,500 minimum): 3,500.00

Activity	Funding Year	
	Fiscal Year (Option 1)	Fiscal Year (Option 2)
Design	\$87,100.00	
Construction	\$364,660.00	

\* In this section, indicate the fiscal years in which the project will be designed and constructed. Design activities should occur one year prior to construction. For scheduling flexibility, provide two options.

**Fiscal Year** - The fiscal year is the accounting period for the federal government which begins on October 1 and ends on September 30. The fiscal year is designated by the calendar year in which it ends; for example, fiscal year 2016 begins on October 1, 2015 and ends on September 30, 2016.

**Transportation Alternatives Program (TAP)  
2020 Application – Funding Project Years:  
FY 2021, 2022 & 2023**

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Identification I.D. (Department use only)

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**Application deadline: Friday February 2, 2020 at 12:00 p.m., Mountain Standard Time**

Kick-Off Call for Applications: September 23<sup>rd</sup>, 2019, noon.

Applicants **MUST participate in a Pre-Application coordination meeting** with the District or LHTAC Coordinator and complete a Pre-Application Checklist for the Mid Application Screening.

Applicants **MUST submit a draft application to TAP@itd.idaho.gov for a Mid-Application screening** with the District or LHTAC Coordinator on or PRIOR TO: November 8<sup>th</sup>, 2019

During the Mid-Application Screening, a panel of Subject Matter Experts will review the draft applications and provide feedback to applicants that helps strengthen the proposals, returning these to the applicant by December 13<sup>th</sup> 2019. The final draft applications will be scored by a different group.

Applicants **MUST submit their Application to TAP@itd.idaho.gov** with the District or LHTAC Coordinator on or PRIOR TO: February 2<sup>nd</sup>, 2020

The Idaho Transportation Department is now soliciting applications for the Transportation Alternatives Program (TAP) to add projects to our fiscal year 2021\*, 2022 and 2023 program. FY2021 is limited to non-infrastructure and construction only projects. The purpose of TAP is to provide for a variety of alternative transportation projects and to advance the Idaho Transportation Department's (ITD) strategic goals of Mobility, Safety and Economic Opportunity while maximizing the use of federal funds. The TAP provides funding for programs and projects defined as transportation alternatives, including on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, and safe routes to school educational projects. Applicant award capped at one \$500,000 in federal aid per year per funding source, not to exceed \$750,000 federal (not counting TAP-TMA or TAP statewide balancing). There is a Partial Award category in preferred funding year to accommodate small scale projects up to \$50,000 allowing applicants to apply for scalable project awards.

Final applications must be submitted to ITD electronically. Applications including attachments must be submitted by e-mail to [TAP@itd.idaho.gov](mailto:TAP@itd.idaho.gov). Additionally, all questions regarding this application are to be submitted to [TAP@itd.idaho.gov](mailto:TAP@itd.idaho.gov). For all e-mail correspondence, please indicate "2020 TAP Application" in the subject line along with the sponsor's name. For example, Subject: 2020 TAP Application - City of Lava Hot Springs.

**Format:** Application form must be saved electronically and then transmitted to the Department. All supporting maps, letters and other documents must be saved as a pdf and transmitted to the Department with the application form. If the file size of any or all of the attachments exceeds e-mail transmittal capabilities (15MB), files may be saved to either a disc or thumb drive and submitted via postal mail. All postal mail is to be sent to the following address and must be received prior to the designated application deadline.

Idaho Transportation Department Headquarters  
Attn: Ryan McDaniel CFM, PMP  
Project Manager, Contracting Services  
P.O. Box 7129  
Boise, ID 83707-1129

If sponsor is submitting multiple applications, please prioritize them in order of importance from 1 to X, with 1 being the most important project.

**Priority Number** \_\_\_\_\_

## Applicant Information

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Applicant: City of Sandpoint

Mailing Address:

1123 Lake Street

City: Sandpoint

State: ID

Zip Code: 83864

Contact Person 1: Linda Heiss

Title: Grants & Perf Mgmt Admin

Phone: 208-255-7548

Email: lheiss@sandpointidaho.gov

Contact Person 2: Amanda Wilson

Title: Infrastructure & Dvlp Svcs Manager

Phone: 208-263-3411

Email: awilson@sandpointidaho.gov

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Co-Applicant (if different from Applicant): \_\_\_\_\_

Mailing Address:

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Sponsor certifies the following conditions of application:

- We are familiar with Transportation Alternatives Program eligibility criteria & TAP manual.
- All right-of-way (ROW) is acquired and no environmental issues are known to exist.
- Our budget accurately reflects the anticipated cost of the proposed project.
- The information in the application accurately reflects available knowledge of our staff.
- We understand this is a reimbursement grant and must furnish cash local match upfront and will be reimbursed as work progresses and invoices submitted with accompanying documentation.
- We acknowledge that there is no contingency funding beyond the amount budgeted in this application and all overruns will be borne by the local sponsor.
- The project must be brought to completion to receive funding.
- We accept responsibility for future maintenance and operating costs of the completed project.

\_\_\_\_\_  
**Sponsor Signature** (Authorized Official)

**Shelby Rognstad**

\_\_\_\_\_  
**Sponsor Printed Name**

**11-6-2019**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

# Project Information

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**Project Name** Boyer Ave Shared Use Pathway

<b>Total Project Design Estimate</b>	\$87,100.00
<b>Total Project Construction Estimate</b>	\$364,660.00
<b>Total Non-Infrastructure Estimate</b>	
<b>Define Partial Project Construction Estimate</b>	
<b>Total Project Cost Estimate</b>	\$451,760.00

**Project location**

(Please include street or trail name, city, county, and beginning/end points as applicable)  
 (Maximum 500 Characters)

The project includes infilling shared pathway and ADA corners on the east side of N. Boyer Avenue from E. Mountain View Drive to Alexander Way. The project length is approximately 1,225 linear feet.

**State Highway Route(s) if applicable** \_\_\_\_\_

**Beginning Mile Posts(s) if applicable** \_\_\_\_\_

**Ending Mile Posts(s) if applicable** \_\_\_\_\_

- Project Area**
- Urbanized - Areas with population over 200,000
  - Urban - Areas with population of 5,001 to 200,000
  - Rural - Areas with population of 5,000 or less

**Funding Year** (for initial programming only, project may advance or delay at a later date)

Preference 1		Preference 2	
<b>Non-Infrastructure</b>		<b>Non-Infrastructure</b>	
2021	<input type="checkbox"/>	2021	<input type="checkbox"/>
2022	<input type="checkbox"/>	2022	<input type="checkbox"/>
2023	<input type="checkbox"/>	2023	<input type="checkbox"/>
<b>Design</b>		<b>Design</b>	
2021	<input type="checkbox"/>	2021	<input type="checkbox"/>
2022	<input checked="" type="checkbox"/>	2022	<input type="checkbox"/>
2023	<input type="checkbox"/>	2023	<input type="checkbox"/>
<b>Construction</b>		<b>Construction</b>	
2021*	<input type="checkbox"/>	2021*	<input type="checkbox"/>
2022	<input type="checkbox"/>	2022	<input type="checkbox"/>
2023	<input checked="" type="checkbox"/>	2023	<input type="checkbox"/>

Partial Award			Partial Award	
2021	—		2021	—
2022	—		2022	—
2023	—		2023	—

\*Design must be completed to federal requirements for FY21 and any 'construction only' project and see TAP manual for additional requirements

## Project Cost Estimate

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### Instructions:

1. Project estimate must include all related project costs, including administrative.
2. For both infrastructure and non-infrastructure type projects, the sponsor match is 7.34% of the total project cost.
3. **Infrastructure is Cash match only:** Non-cash items such as in-kind contributions are not eligible to count towards the sponsor's match, in-kind is eligible on non-infrastructure only.
4. Use the ITD provided TAP Project Estimating Worksheet to indicate the total project estimate. A copy of the worksheet can be accessed at <https://itd.idaho.gov/wp-content/uploads/2019/09/TAP-Estimating-Worksheet-SUBJECT-TO-CHANGE.pdf>
5. Separate applications must be submitted for infrastructure *and* non-infrastructure projects.
  - (a) Infrastructure: Federal reimbursement requested for: (select all that apply)
    - Design activities
    - Construction activities
  - (b) Non-infrastructure: Federal reimbursement is being requested for:
    - Non-Infrastructure: Safe routes to school coordination and education.

*If the sponsor is applying for federal funds to participate in construction activities only, there are still administrative costs that ITD will incur in order to review project documents, provide oversight, and authorize a project for competitive bidding. The sponsor will need to account for these costs within the project estimate. Federal funds for construction activities require compliance with federal processes and procedures. Prior design of the project must also comply with federal process and procurement requirements. So, if federal funds are sought for construction only, then the preceding tasks to that construction must also have been federally compliant (NEPA, Davis Bacon Act, procurement process, et cetera).*

## Eligible Project Activities

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For a list of eligible project activities, please reference FHWA publication "Transportation Alternatives" at <http://www.fhwa.dot.gov/fastact/factsheets/transportationalternativesfs.cfm>

From the list below, select the main project activity that best describes proposed project.

- Infrastructure: Design and/or construction of infrastructure and systems that will provide safe routes for non-drivers.

- Infrastructure: Design and/or construction of infrastructure to improve the ability of students who live within two miles of the school building to walk or bicycle to school.
- Non-Infrastructure activities: Safe routes to school coordination and education.

Environmental requirements for infrastructure projects shall not exceed NEPA Categorical Exclusion level of review (i.e. a project expecting EA/ROD/FONSI are not eligible). The acquisition of right-of-way is not an eligible activity for TAP funding (all ROW acquisition activities must be completed prior to submitting an application). NEPA or ROW issues are cause for finding a project ineligible.

## Eligible Project Sponsors

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Only certain entities are eligible sponsors per 23U.S.C 133(h)(4)(b), select the description that best categorizes your organization as the project sponsor.

- Local government
- Regional transportation authority
- Transit agency
- Natural resource or public land agency
- School district, local education agency or school
- Tribal government
- Nonprofit entity responsible for the administration of local transportation safety programs
- Any other local or regional governmental entity with responsibility for oversight of transportation
- Recreational Trails (other than a metropolitan planning organization or a State agency) that the State determines to be eligible, consistent with the goals of subsection (c) of section 213 of title 23.

# 1. Project/Program Elements (20 Points)

(a1) For infrastructure type projects, this project includes the following facilities. (select all that apply)

- Sidewalk: Surface asphalt Width 10' Length 1,225'
- Crosswalk: Width        Qty.
- Curb Ramps: # 0
- On-Street Bicycle Facilities:  bike lane,  shared lane,  cycle track: Length
- Shared-Use Path: Surface asphalt Width 10' Length 1,225'
- Signalization/Traffic Control: Type
- Bicycle Parking/Racks/Amenities: Type        # Spaces
- Pedestrian Amenities/Streetscape (lighting, landscaping, etc.):
- Transit Stops and Amenities:
- Traffic Calming:
- Other:

(a2) For non-infrastructure type projects, this project includes the following activities. (select all that apply)

- Education materials and activities:  Travel Plan  Safety Booklets  Other
- Encouragement materials and activities:  Bike Rodeo  Walk/Bike to School Day Activities  Walking or Biking Technical Skills Training  Pre-Drivers Education  Rules of the Road

Project workplan needs approval from ITD within 30 days of executing the non-infrastructure SLA

(b2) Description of Project **15 pts.**

Describe existing conditions and provide a clear description of the purpose of the project and the scope of work. Supplemental materials such as pictures, maps, project plans, exhibits, diagrams, etc. may be provided as necessary to explain existing conditions and proposed improvements. Vague descriptions may result in lower evaluation scores and lower ranking. Information about the project scope should be consistent with the project budget. (Max 1200 Characters)

N. Boyer Avenue is a north-south arterial that connects neighborhoods to retail locations in Sandpoint including necessities such as groceries. A significant residential development is being contemplated on N. Boyer Avenue which will result in additional pedestrian traffic on this very busy road that supports workforce commuters and serves as a linkage between Sandpoint and retail centers in Ponderay.

The recently completed Parks and Recreation Master Plan and the Trails Master Plan identify trail and sidewalk connectivity as a priority for multimodal access. There are existing sidewalk/pathway segments along the east side of N. Boyer Avenue. The intent is to infill and connect the segmented pathway to make it continuous.



(c) This project implements or meets a Safe Routes to School (SRTS) non-infrastructure educational, encouragement or safety program project/need and is supported by the SRTS Coordinator. **3 pts.**

Yes, a TAP funded SRTS Coordinator provided a letter of support

No

Not Applicable

## **2. Property Ownership and Acquisition Information (Pass/Fail)**

Applications that indicate a No response is cause for finding application ineligible.

(a) Has **all** of the property needed for the project construction been acquired? (select one)

Yes

No, Property must still be acquired for the project construction.

Not Applicable

(b) Have **all** necessary easements or access agreements been acquired for the project? (select one)

Yes

No

Not Applicable

If no, describe how and when the easement or access agreement will be acquired. Note: the application must include a commitment letter by the current property owner indicating an easement or access agreement is under development and will be granted. Applications that indicate a No response and do not include a commitment letter by the current property owner will be deemed incomplete. (Maximum 500 Characters)

The City of Sandpoint has right of way for the entire project as well as a minimum of 6' right of way. In two sections the City may seek additional easements to accommodate 10' pathways throughout.

(c) Projects proposing to build facilities along or through railroad right-of-way must include evidence from the railroad granting a right of entry or an executed encroachment permit. Has the railroad **granted** a right of entry or **executed** an encroachment agreement? (select one)

Yes

No

Not Applicable

If no, describe how and when the agreement will be executed. Note: the application must include a commitment letter by the railroad that a right of entry or an executed encroachment agreement is under development and will be granted. Applications that indicate a No response and do not include a commitment letter from the railroad will be deemed incomplete. (Maximum 500 Characters)

### 3. Financial Readiness (15 pts)

(a) Is the proposed project in a Transportation Plan? **2 pts.**

Yes, by: \_\_\_\_\_

No

Not Applicable

(b) If project is in a Transportation Plan, is the plan current (updated and/or re-adopted within last 5 years)? **2 pts.**

Yes, date of last update **X** \_\_\_\_\_

No

Not Applicable

(c) Does your community have a written bicycle/pedestrian transportation plan, either as part of an overall transportation plan or a standalone? **2 pts.**

Yes, this project implement this plan by: multimodal plan in progress  No

No

Not Applicable

(d) Do you have a written commitment to bring this project forward for approval of funds at a town meeting, through capital reserves funds, through inclusion in a capital improvement program/plan or any other available funds? **2 pts.**

Yes

No

Not Applicable

(e) Are the funds appropriated or programmed to be appropriated in an adopted budget? **2 pts.**

Yes

No

Not Applicable

(f) Please provide the details for (a)-(f) and provide details on the available financial management practices and accounting software used for this project. **5 pts.**

The City of Sandpoint has a full-time grants administrator to monitor contract and cost compliance.

The City of Sandpoint has recently implemented BS&A financial software that allows project cost reporting and monitoring.

#### 4. Mobility (20pts)

(a) Check the following connections that this project provides (within .25 miles of route): **1/2 pts ea**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Residential to Retail/Dining | <input type="checkbox"/> Residential to Recreation   | <input type="checkbox"/> Residential to Employment |
| <input type="checkbox"/> Residential to Education     | <input type="checkbox"/> Employment to Recreation    | <input type="checkbox"/> Employment to Education   |
| <input type="checkbox"/> Employment to Retail/Dining  | <input type="checkbox"/> Recreation to Retail/Dining |  |

(b) Does the project provide a new connection? **4 pts.**

- Yes  
 No

(c) Does the project fill a sidewalk or pathway gap? **4 pts.**

- Yes  
 No

(d) Will the project increase walking and biking trips after project completed? **4 pts.**

- Yes  
 No

(e) Briefly describe the improvements to mobility outlined in (a)-(g): **4 pts.**

This project connects 1,225 additional linear feet of pathways connecting residential developments, retail, schools, and employment facilities. Upon completion this project will greatly improve safety and mobility by establishing a contiguous pedestrian and bicycle route, which will also accommodate a wide range of users. Infilling the gaps between pathway segments will benefit pedestrians and bicyclists who are forced to travel in the street which is well traveled as a major north-south connector used for commuting and access to retail centers at either end.

## 5. Safety (20 pts)

(a) Does the project provide a safety improvement? **3 pts.**

Yes

No

(b) The safety improvements apply to (check all that apply): **3 pts.**

Bicyclists

Pedestrians

Children

Elderly

People with Disabilities

Others \_\_\_\_\_

(c) Will the project enhance awareness of cyclists and pedestrians outside the project limits? **3 pts.**

Yes

No

(d) Is the project within two miles of a school and provide a safe connection between a residential community, the school, library, park, after-school activities, et cetera? **3 pts.**

Yes

No

(e) If a traffic safety issue has been identified in direct connection with this proposed project and proposed project location, are the applicants and/or their community based law enforcement partners already working with the ITD Office of Highway Safety (OHS) traffic safety grant programs (5pt), planning to work with OHS (3pt) or No/Not applicable (0 pt)? Please identify the primary contact at OHS. **3-5 pts.**

Yes, already working with OHS Contact X

Yes, planning work with OHS Contact \_\_\_\_\_

No/Not Applicable

(f) Please describe the details of the safety improvements: **3 pts.**

The current pathway is segmented so that pedestrians and bicycles must move between off of the pathway and into the street. Infilling the pathway so that it is contiguous along N. Boyer Avenue will enable individuals to remain on the pathway, removing the necessity of walking/biking on the street.

## 6. Economic Opportunity (10 pts)

(a) The project improve economic opportunity by bringing more people to businesses. **2 pts.**

Yes

No (If no, the following answers are not needed to be completed)

(b) The project provides a NEW connection to small businesses. **2pts.**

Yes

No

(c) The project close a gap in existing walking and biking infrastructure to improve usability in a downtown, revitalization or business district. **3 pts.**

Yes

No

(d) Please give details that substantiate answers (a)-(g): **\_3\_ pts.**

N. Boyer Avenue is a significant arterial that connects Ponderay to Sandpoint allowing access to retail, recreation, and schools from residential developments. Currently the pathway is segmented necessitating individuals move from the pathway to the street creating a safety issue for pedestrians and bicycles. The lack of a continuous pathway and the resulting safety issues are a deterrent to multimodal transportation. Enabling a safe pathway will encourage multimodal travel to recreation and retail facilities resulting in additional individuals seeking recreational activities, both outdoor and at dining, entertainment, and shopping venues.

# Project Schedule

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Instructions: \* Provide a project schedule showing critical project milestones and logical time lines for design and/or construction activities. A copy of the base schedule format can be found at <http://itd.idaho.gov/ContractingServices/TAP/default.htm>

## TAP Coordinator Endorsement *(Infrastructure projects only)*

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See list below for contact information. To find the district in which your project is located, use the ITD map located at <http://itd.idaho.gov/>. Select District or LHTAC TAP Coordinator:

- District 1 (North Idaho): Greg Brands, (208) 772-1274
- District 2 (North-Central Idaho): Ken Helm, (208) 799-4223
- District 3 (Southwest Idaho): Aaron Bauges, (208) 334-8964
- District 4 (South-Central Idaho): Adrienne Woods, (208) 886-7841
- District 5 (Southeast Idaho): Melodie Halstead, (208) 239-3370
- District 6 (East Idaho): Mark Layton, (208) 745-5626
- LHTAC (Statewide): Amanda LaMott, (208) 344-0565

Please include as an attachment the documentation of District Coordination provided by the applicable District or LHTAC TAP Coordinator.

# Metropolitan Planning Organization (MPO) Coordination

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If a proposed project is located within a Metropolitan Planning Organization (MPO) boundary, the project applicant should coordinate with the MPO to have the proposed project reviewed and approved by the MPO. The MPO will require that the proposed project within their boundary be identified through their planning process and be consistent with their long-range transportation plan. Contact the appropriate MPO prior to submitting the application for more information and specific requirements designated by the affected MPO. A list of our MPO partners can be found at <https://itd.idaho.gov/funding/?target=advisory-boards>. As part of the application, if the project falls within an MPO boundary, provide a letter of support from the MPO.

Is the proposed project within an MPO boundary?

- Yes  
 No  
 Not Applicable

If yes, has the proposed project been identified as part of the MPO planning process or is in any MPO planning document like a Long Range Transportation Plan or Bicycle and Pedestrian Transportation Plan?

- Yes                       No

Does the MPO support the proposed project?

*If proposed project is not within an MPO boundary, mark Not Applicable.*

- Yes               No               Not Applicable

Select MPO area:

*If proposed project is not within an MPO boundary, mark Not Applicable.*

- Bannock Planning Organization (BPO)  
 Bonneville Metropolitan Planning Organization (BMPO)  
 Community Planning Association of Southwest Idaho (COMPASS)  
 Kootenai Metropolitan Planning Organization (KMPO)  
 Lewis-Clark Valley Metropolitan Planning Organization (LCVMPO)  
 Not Applicable

# Attachments

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The following attachments are to be completed and submitted with the application:

- Detailed Project Cost Estimate (Infrastructure) Project Budget (Non-infrastructure)
- Letters of Support (Minimum Local Government or Facility Owner, additional encouraged)
- Match Commitment
- Project Delivery Schedule
- District Coordination Letter

Additional Attachments

## Question 1 – Project/Program Elements

- Site Map – Project Location
- Project Site Photos
- Environmental Screening (ITD-1983)
- site checklist

## Question 2 – Property Ownership

- Right-of-Way Certificate
- Other

## Question 3 – Financial Readiness

- Other

## Question 4 – Mobility

- Site Map of connections labeling Land Use Types
- Documentation on capacity/trip induction

## Question 5 – Safety

- Documentation
- Other

## Question 6 – Economic Opportunity

- Site Map showing location of small businesses in relation to the project
- Letters of Support from Local Businesses
- Other

## Question 7 – Bicycle and/or Pedestrian Count Data

Site Map of area(s) where counts have been conducted  
If data has been collected over time, please provide all data



No: 20-  
Date: January 2, 2020

RESOLUTION  
OF THE CITY COUNCIL  
CITY OF SANDPOINT

**TITLE: TRANSPORTATION ALTERNATIVES PROGRAM (TAP) GRANT APPLICATION  
TO INFILL SHARED USE PATHWAY ON EAST SIDE OF NORTH BOYER AVENUE**

WHEREAS: The existing shared use pathway on the east side of North Boyer Avenue does not provide continuous connectivity and is in need of infill;

WHEREAS: The Idaho Transportation Department (ITD), administered by the Local Highway Technical Assistance Council (LHTAC), is soliciting Transportation Alternatives Program (TAP) Grant applications, which, if awarded in FY2022, would assist in funding the design and construction of approximately 1,225 linear foot of new shared pathway;

WHEREAS: The grant requires a local match of 7.34%;

WHEREAS: The project is estimated to cost \$451,760.00, which results in a local funding match requirement of \$33,159.18; and

WHEREAS: The FY2020 Budget includes funds for this match amount that may be included in future budgets.

NOW, THEREFORE, BE IT RESOLVED THAT: City staff is directed to finalize and submit an application for a TAP Grant through LHTAC, seeking funding to infill the pathway on the east side of North Boyer Avenue.

BE IT FURTHER RESOLVED THAT: The Mayor is authorized to sign any and all documents necessary to apply for this grant.

\_\_\_\_\_  
Shelby Rognstad, Mayor

ATTEST:

\_\_\_\_\_  
Melissa Ward, City Clerk

Council Members:	YES	NO	ABSTAIN	ABSENT
1. Williamson				
2. Ruehle				
3. Aispuro				
4. Darling				
5. McAlister				
6. Groat				