**Transportation Alternatives Program (TAP) Application Guide**

The following guide is an overview of project and applicant information needed to complete a SEMCOG TAP Application. The actual **TAP Application** is available online and must be submitted in advance of the February, June, or October deadline. Please visit SEMCOG's TAP webpage for more information or reach out to Brian Pawlik, SEMCOG TAP Coordinator at 313-324-3426.

1. **Applicant Information** *(Page 2 of 10)*
   a. What is the name of the organization applying for a TAP Grant? *(Short Answer)*
      *Who is the lead organization for this project and application?*

   b. Is your organization an Act-51 Agency? *(Yes-No)*
      *Is the lead organization a city, village, county road commission, or a public transit agency?*

   c. Sponsorship agreement form *(Upload)*
      *If not an Act-51 Agency, one of the aforementioned will need to sponsor the applicant and the project. Both parties should fill out this form*

   d. Contact name, phone number, email *(Short Answer)*
      Who is the main contact for this project who can answer application questions and project correspondence?

   e. Additional contacts *(Short Answer)*
      *Please feel free to add additional contacts who may be involved with the project such as:*
      - *Chief Elected Official*
      - *Chief Administrative Official*
      - *Project Engineer*
      - *Project Manager*
      - *DDA Official*

2. **Project Information** *(Page 3 of 10)*
   a. Have you had a Pre-Application Meeting with SEMCOG staff specifically about this project? *(Yes-No)*
      *SEMCOG encourages each applicant to have one or more pre-application meetings for each TAP application to help maximize application eligibility, competitiveness, and expediency, while also minimizing applicant resources*

   b. Project Name *(Short Answer)*

*Please use a name that is short but descriptive of the work being performed (e.g. Woodward CycleTracks, Fort Street Sidewalks).*

c. Project Community or Communities *(Short Answer)*
*Please list the name of the community or communities where the project is located. If multiple communities, please list the lead community first.*

d. Project Type *(Select One)*
*Choose the project type that represents the largest share of the participating project cost or the most common.*
   i. Green Infrastructure
   ii. Sidewalks (new)
   iii. Crosswalks (new)
   iv. Shared use path (new)
   v. Separated Bike Lanes (new)
   vi. Standard or Buffered Bike Lanes (new)
   vii. Neighborhood Greenways
   viii. Other Bikeways: Wide paved Shoulders, Shared Lane Markings, Advisory Bike Lanes, and/or Bike Routes
   ix. Bicycle/Pedestrian Safety Related Streetscape
   x. Shared-Use Path Modernization
   xi. Traffic Calming
   xii. Other *(Please Specify)*

e. Additional TAP eligible items being constructed *(Check all that apply)*
*If your project includes multiple improvements, you can list all that apply, in addition to the primary project type.*
   i. None
   ii. Green Infrastructure
   iii. Sidewalks (new)
   iv. Crosswalks (new)
   v. Shared use path(s) (new)
   vi. Separated Bike Lanes (new)
   vii. Standard or Buffered Bike Lanes (new)
   viii. Neighborhood Greenways
   ix. Other Bikeways: Wide paved Shoulders, Shared Lane Markings, Advisory Bike Lanes, and/or Bike Routes
   x. Bicycle/Pedestrian Safety Related Streetscape
   xi. Traffic Calming

       xii.   Sidewalk and/or Shared-Use Path Modernization

   f.   Project Limits *(Long answer, 1000 Character limit)*
*Short description of where the project is located, including the road(s) or corridor(s) affected and the starting and endpoints. Use the nearest cross streets*.

   g.   Project Work Description *(Long answer, 1000 Character limit)*
*Please specify what is proposed to be built within the project area with as much precision as possible. The plan view drawing and cross section will help supplement this description.*

   h.   Map your Project *(map window)*
*Draw a polygon around the road corridor or area most affected by your project.*

3. **Required Documents** *(Page 4 of 10)*
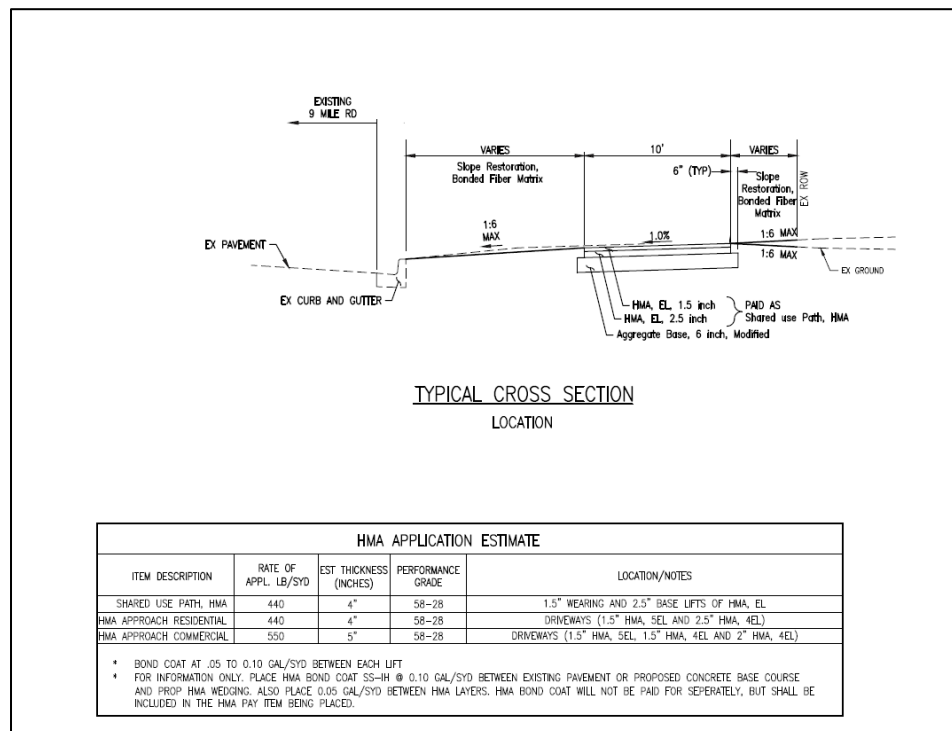   a. Project Narrative *(Upload)*
   *In a brief narrative, describe the proposed work and how the project:*
   - *Impacts residents, road/trail users, and neighboring communities;*
   - *Implements local, county, regional, state, and national plans;*
   - *Expands mobility and access to core services and other destinations:*
   - *Increases environmental benefits, including transportation-related stormwater runoff reduction estimates*

   b. Project Location Map *(Upload)*
   *A project location map is used to demonstrate how this project fits into the larger community-wide, county-wide or regional network.  Please show where this project is located in your community.  If this is a bicycle and or pedestrian project, please also show the connectivity to your existing and planned bicycle and pedestrian networks and/or adjacent communities' network, if applicable.*

   c. Plan View Drawing *(Upload)*
   *A plan view drawing is a downward looking/aerial view drawing of the project used to learn about proposed alignment, surrounding land use, and other important "constructability" and safety issues. It should show the entire project from the beginning to the end.*

*Example of one page of a Plan view Sketch*

d. Cross Section *(Upload)*

*A cross section is a vertical cut-away view of your project. SEMCOG is looking for the typical cross section, so we can ensure there is enough room in the Right-of-Way (ROW) for everything proposed and the features have the correct widths.*



*Example of a typical cross section*

e. Total Participation Budget *(short answer)*

*How much does the project cost for all participating items*

f. **Does the project include any non-participating work?** *(Yes-No)*
*This is work you plan to include in the project but is not eligible for TAP funding. Examples include road resurfacing, kayak launches, picnic tables, and public art.*

g. **Details of non-participating work.** *(Long answer, 1000 Character limit))*
*Please list the type of non-participating work being performed as part of this project. Examples include road resurfacing, kayak launches, picnic tables, and public art.*

h. **Detailed Engineering Construction Cost Estimate** *(Upload)*
*A detailed engineer's construction cost estimate using the Michigan Engineer's Resource Library (MERL) software. Be sure to list each pay item, the quantity, unit price and total line item cost. This is how we can ensure items are participating and that the estimate is accurate. Your TAP grant will be based on this estimate and there is no guarantee of additional funding should your estimate be lower than final estimate and contractor bids.*

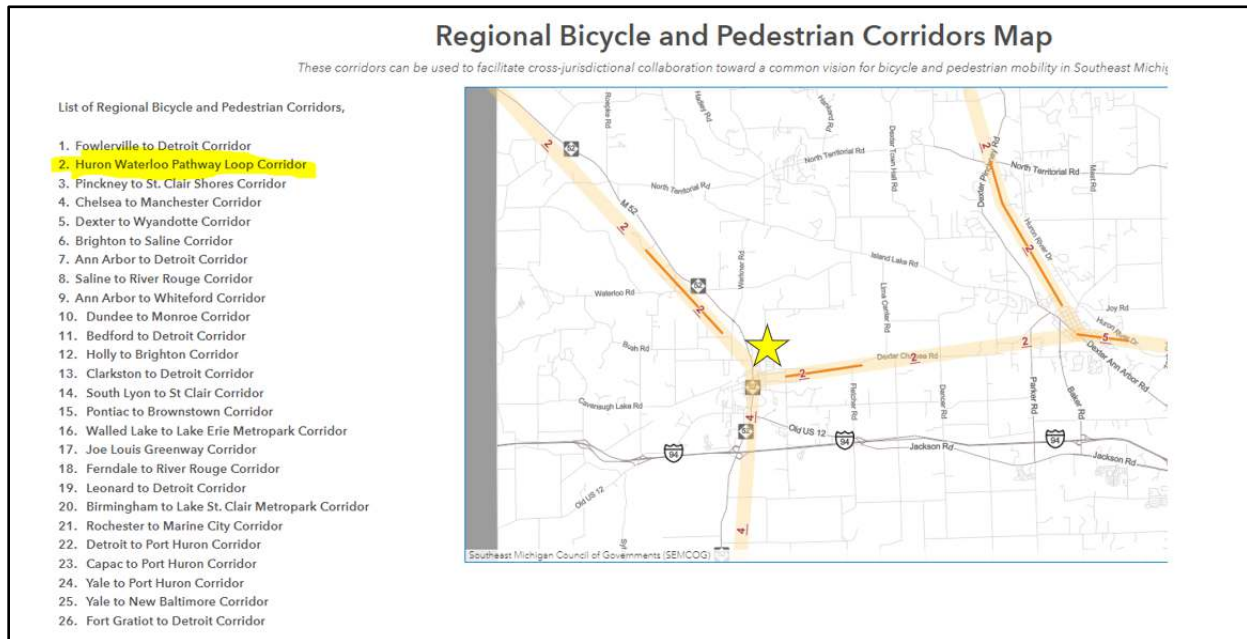| Line | Pay Item | Description | Quantity | Units | Unit Price | Total |
|---|---|---|---|---|---|---|
| **Category:** | **0001** | **Category 1** | | | | |
| 0001 | 1100001 | Mobilization, Max $138,000.00 | 1.000 | LSUM | $138,000.00 | $138,000.00 |
| 0002 | 2020002 | Tree, Rem, 19 inch to 36 inch | 27.000 | Ea | $250.00 | $6,750.00 |
| 0003 | 2040020 | Curb and Gutter, Rem | 645.000 | Ft | $20.00 | $12,900.00 |
| 0004 | 2040050 | Pavt, Rem | 638.000 | Syd | $10.00 | $6,380.00 |
| 0005 | 2040055 | Sidewalk, Rem | 2,483.000 | Syd | $72.00 | $176,776.00 |
| 0006 | 2040060 | Structures, Rem | 1.000 | LSUM | $750.00 | $750.00 |
| 0007 | 2047050 | __Recycle Receptacle, Salv and Reinstall | 1.000 | Ea | $200.00 | $200.00 |
| 0008 | 2047050 | __Relocate Bus Shelter | 1.000 | Ea | $5,000.00 | $5,000.00 |
| 0009 | 2047050 | _Bench, Salv and Reinstall | 2.000 | Ea | $200.00 | $400.00 |
| 0010 | 2047050 | _Litter Receptacle, Salv and Reinstall | 2.000 | Ea | $200.00 | $400.00 |
| 0011 | 2047051 | __Tree Trimming | 1.000 | LSUM | $3,000.00 | $3,000.00 |
| 0012 | 3020020 | Aggregate Base, 8 inch | 6,572.000 | Syd | $15.00 | $98,580.00 |
| 0013 | 4030005 | Dr Structure Cover, Adj, Case 1 | 3.000 | Ea | $1,000.00 | $3,000.00 |
| 0014 | 4030065 | Dr Structure Cover, Type Q | 1.000 | Ea | $1,000.00 | $1,000.00 |
| 0015 | 7060200 | Mechanically Stabilized Earth Wall, Precast, Furn | 300.000 | Sft | $25.00 | $7,500.00 |
| 0016 | 7060201 | Mechanically Stabilized Earth Wall, Precast, Install | 300.000 | Sft | $25.00 | $7,500.00 |
| 0017 | 8010001 | Driveway, Reinf Conc, 6 inch | 372.000 | Syd | $50.00 | $18,600.00 |
| 0018 | 8020037 | Curb and Gutter, Conc, Det F3 | 353.000 | Ft | $35.00 | $12,355.00 |
| 0019 | 8020050 | Driveway Opening, Conc, Det M | 228.000 | Ft | $38.00 | $8,664.00 |
| 0020 | 8030010 | Detectable Warning Surface | 200.000 | Ft | $55.00 | $11,000.00 |
| 0021 | 8030030 | Curb Ramp Opening, Conc | 220.000 | Ft | $20.00 | $4,400.00 |
| 0022 | 8032001 | Curb Ramp, Conc, 4 inch | 3,096.000 | Sft | $8.50 | $26,316.00 |
| 0023 | 8060030 | Shared use Path, Grading | 4,650.000 | Ft | $45.00 | $209,250.00 |
| 0024 | 8060040 | Shared use Path, HMA | 1,450.000 | Ton | $275.00 | $398,750.00 |
| 0025 | 8100402 | Sign, Type III, Erect, Salv | 12.000 | Ea | $60.00 | $720.00 |
| 0026 | 8102003 | Sign, Type III, Rem, Salv | 12.000 | Ea | $10.00 | $120.00 |
| 0027 | 8110111 | Pavt Mrkg, Polyurea, 12 inch, White | 678.000 | Ft | $5.00 | $3,390.00 |
| 0028 | 8120083 | Conc Barrier, Temp, Relocated | 20.000 | Ft | $5.00 | $100.00 |
| 0029 | 8120170 | Minor Traf Devices | 1.000 | LSUM | $69,000.00 | $69,000.00 |
| 0030 | 8162001 | Slope Restoration, Non-Freeway, Type A | 3,100.000 | Syd | $8.00 | $24,800.00 |
| 0031 | 8182328 | Hh, Adj | 4.000 | Ea | $2,000.00 | $8,000.00 |
| 0032 | 8187050 | __Flag Pole, Salv and Reinstall | 1.000 | Ea | $1,000.00 | $1,000.00 |
| 0033 | 8190276 | Light Std Arm, Install Salv | 9.000 | Ea | $2,000.00 | $18,000.00 |
| 0034 | 8190306 | Light Std Shaft, Rem and Salv | 9.000 | Ea | $2,000.00 | $18,000.00 |
| 0035 | 8200101 | Pedestal, Alum, Salv | 1.000 | Ea | $2,000.00 | $2,000.00 |
| 0036 | 8207050 | __Pushbutton and Sign, Salv and Reinstall | 3.000 | Ea | $2,000.00 | $6,000.00 |
| 0037 | 8207050 | __Relocate Guy Wire | 1.000 | Ea | $1,500.00 | $1,500.00 |
| 0038 | 8207050 | __Traffic Control Pole, Salv and Reinstall | 2.000 | Ea | $25,000.00 | $50,000.00 |
| 0039 | 8230096 | Hydrant, Relocate, Case 2 | 2.000 | Ea | $3,000.00 | $6,000.00 |
| 0040 | 8507050 | __Relocate Gas Utility Locator | 4.000 | Ea | $100.00 | $400.00 |
| | | | | | **Category 0001 Total:** | **$1,368,501.00** |
| | | | | | **Estimate Total:** | **$1,368,501.00** |

*Example of a Detailed Engineering Estimate*

i. **Grant Request** *(short answer)*
*The maximum amount is 80% of the total participating project costs.*

j. **Match Amount** *(short answer)*
*The minimum amount is 20% of the total participating project costs.*

k. Match Sources *(Long answer, 1000 character answer)*
*Please identify the source(s) of your match and their corresponding amount which adds up to the total match needed for the project. Sources are important to ensure they are legally allowed to match federal funding.*

l. Will this project be coordinated with any other infrastructure project? *(Yes-No)*
*Examples include other road work, water/sewer projects, etc.*

m. If the project will be coordinated with another infrastructure project, please provide more information on that project. *(Long answer, 1000 character answer)*

4. **Project Selection Criteria** *(Page 5 of 10)*
    a. Select the "Selection Criteria" your project implements: *(Check all that apply)*
        i. Addresses a gap and/or provide connections to identified Regional Corridors
        ii. Enhances existing Regional Corridors to increase safety, accessibility, use, and/or comfort
        iii. Enhances walking and biking in an identified Equity Emphasis Area
        iv. Enhances walking and biking in regional Demand Areas, especially in areas identified as gaps in access to walking or biking infrastructure
        v. Improves safety and mobility for pedestrians and bicyclists to access public spaces, downtowns, core services, and quality of life amenities
        vi. Integrates Green Infrastructure to improve water quality along roadways, especially in regional Equity Emphasis and Demand areas

    b. Proof of Competitiveness *(Upload)*
    *Please upload documents showing how your project meets our competitiveness criteria, such as your project being located on or connected to a regional corridor, with a demand or equity area, or on the high injury network.*
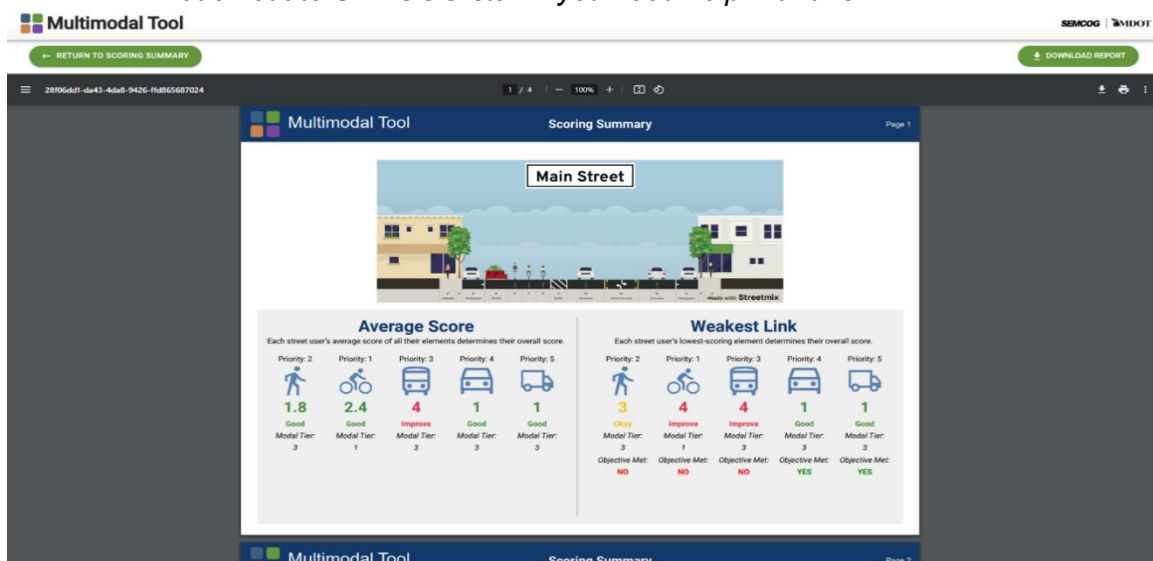
*Example of Proof of Competitiveness*

5. **Optional but Encouraged** *(Page 6 of 10)*
   a. Multi-Modal Tool Results *(Upload)*
      *SEMCOG highly encourages applicants to use its [Multimodal Tool](#) to demonstrate how the proposed improvements will impact roadway users. Be sure to show a before and after score.*

      *Reach out to SEMCOG staff if you need help with this.*



*Example of a Multimodal Tool Results*

b. Photos, renderings, etc. *(Upload)*
*SEMCOG highly encourages photographs of existing conditions and renderings of proposed treatments, if applicable. Please combine all photos into one document and provide descriptions for each photo.*



*Example of a Photo/Rendering*

6. **Public Outreach and Maintenance** *(Page 7 of 10)*

a. Public Outreach and stakeholder involvement. *(Long answer, 1000 character answer)*
*Please indicate if this project is in any publicly vetted plan documents that have been formally adopted by the community.*

b. Public Outreach Plan *(Long answer, 1000 character limit)*
*Please provide a high-level summary of any public outreach actions that will take place after this application has been approved for funding.*

c. Describe anticipated maintenance needs by task, frequency and annual cost.
*(Long answer, 1000 character limit)*
*Examples include cutting grass, edging, brush and branch clearing, downed tree removal, street sweeping, snow removal, crack sealing, seal coating, lane marking renewal, and partial/full depth reconstruction. Please go out 20 years or more with your maintenance plan.*

d. Which agency will be responsible for operation and maintenance of the completed project and what funding sources will be used? *(Long answer, 1000 character limit)*

*SEMCOG wants to ensure the project will be properly maintained for 20 years or more (life of the project). Dedicated sources of funding are generally better than general funds which can be removed in the future.*

7. **Green Infrastructure** *(Page 8 of 10 [only applies to those who select it as option above])*
    a. Green Infrastructure Effectiveness *(short answer)*

    *Please identify the amount of stormwater diverted from transportation-related facilities in an average storm event. Estimates of runoff reductions should be determined using a methodology that shows the pre- and post-runoff conditions.*

    b. Identify the proposed methodology to estimate stormwater runoff reduction.
    *(Long answer, 1000 Character Limit)*

    *This can include the [EPA Stormwater Calculator](#) or the [Center for Watershed Protection Watershed Treatment Model](#). Local agencies that have updated stormwater ordinances to meet more recent MS4 permit requirements may use those runoff reduction methodologies. Be sure also to include the methodology for differentiating between the entire project area stormwater vs the transportation-related infrastructure stormwater run-off reduction.*

    *Reach out to SEMCOG staff if you need help with this.*

    c. Additional Information *(Upload)*

    *Please upload any additional documentation showing the efficacy of the Green Infrastructure Project.*

8. **Project Schedule Questions** *(Page9 of 10)*

    Important Dates
    a. Which Fiscal Year are you requesting funding for? *(Pick One)*

    *Please choose this year based on [MDOT LAP's Planning Guide](#) on the [MDOT LAP webpage](#). If the project is simple, it may be possible to let the project within 10 months after Section 106 and NEPA documentation has been submitted. If near rivers, wetlands, woods, endangered species, historic sites, etc, the NEPA proecss may take much longer. Additionally, railroad and county and/or state road agencies may require permits which can push back your project.*
    - FY 2026
    - FY 2027
    - FY 2028
    - FY 2029
    - Flexible on FY

    b. Section 106 & NEPA *(short answer)*

Please estimate the date the Local agency will submit its Section 106 and NEPA Documentation (MDOT Form 5323) to MDOT LAP Environmental. This should be started 2-9 months before Grade Inspection submittal.

    c. Construction Date *(short answer)*

    d. Timeline Considerations: Potential Road Blocks

       Does the project include: *(Answer Yes, No, or Not Sure)*
       *Please do your best to identify any of the following conditions that may extend the timeline of your project.*

         i. County of MDOT ROW
        ii. Railroad Crossings or ROQ
       iii. New Signals on State or County Roads
       iv. Road Diet or Lane Diet
        v. ROW or Easement Acquisition
       vi. Tree Removal
      vii. Recreation Land
      viii. Proximity to Inland Lakes or Streams
       ix. Proximity to Wetlands
        x. Proximity to National/State Historical Sites
       xi. Proximity to Flood Plains
      xii. Proximity to Airports
     xiii. Proximity to Endangered Species
     xiv. Proximity to Contaminated Sites
      xv. Other

9. Submit Application *(Page 10 of 10)*
*You are now done with your application. SEMCOG staff should be contacting you with any questions and the next steps for your project.*