



South Dakota Transportation Alternatives Program Letter of Intent

Due July 30, 2014

Instructions:

1. Download or save this Letter of Intent (LOI) form to your personal computer or jump drive. Do a 'Save As' and rename the file. Do not complete the form on the SDDOT website . Once downloaded, complete the LOI form electronically in the pdf form format. The form can be saved and re-opened multiple times to complete the document. It does not need to be filled out all at once.
2. There are several pull downs, areas that accept only numbers, areas that require recognizable email addresses and other required formats throughout the document. Warning pop-ups will offer instructions in how to proceed if you have completed an answer in the wrong format.
3. All narrative sections have limited response space. Additional pages of narrative will not be accepted and will not be reviewed.
4. A handwritten signature is not required on the LOI. The application should be reviewed and approved by the person designated by your organization. Typing in the signer's name is your confirmation of the signer's approval.
5. When the LOI is complete, it should be saved as a pdf and renamed with the name of the sponsor first, for example 'Pierre TAP LOI'.
6. All attachments should be scanned (in color, if applicable) or saved as pdfs and digitally submitted. All attachment files should be named in a descriptive format, for example 'Pierre Location Map'. All attachments must be no larger than 8 1/2" x 11" in size.
7. Transmittal email subject lines should read 'TAP LOI' followed by the sponsor's name, for example 'TAP LOI City of Pierre'. The email should include a list of all files attached to the email. If more than one email is required due to system size limitations, please note in the transmittal email how many additional emails are to follow.
8. If you encounter difficulties with the pdf form or with attaching the supporting documents to an email, contact Nancy Surprenant at 605.773.4912 prior to July 24th for instructions. If you do not have the electronic capabilities to submit the LOI and attachments electronically, mailed LOIs will be accepted.
9. Completed Letters of Intent and attachments must be submitted to Nancy.Surprenant@state.sd.us. by 5 p.m. CST on July 30, 2014. Mailed Letters of Intent must be postmarked no later than July 30, 2014 and must be addressed to Nancy Surprenant, SDDOT, 700 Broadway Ave., Pierre, SD 57501. LOIs and supporting documents received via email after 5 p.m. on July 30, 2014, or postmarked after July 30, 2014 will not be accepted. All sponsors will receive a confirmation of receipt for their Letter of Intent submittal within two working days. If you do not receive a confirmation, contact Nancy Surprenant. Early submittal of your LOI is encouraged.
10. All questions regarding the Letter of Intent, eligibility or other TAP items should be directed to Nancy Surprenant at 605.773.4912. Site visits and meetings with project sponsors may also be scheduled prior to July 16, 2014.
11. A Letter of Intent form is required prior to full application for TAP funding. This will be the only call for Letters of Intent for the 2015 Fiscal Year.

Project and Contact Information

Project Name:

Organization / Sponsor Name:

Co-Sponsor Name (If Applicable):

Contact Name and Title :

Address:

City: State: Zip Code:

Phone Number: Email Address:

Project Type

Select the most applicable activity under which the project is eligible.

Bicycle / Pedestrian / Non-Motorized Facility

Other. Please explain below.

Safe Routes for Non-Drivers

Conversion and Use of Railroad Corridors for Trails

Turnouts, Overlooks and Viewing Areas

Community Improvement Activities

Environmental Mitigation Activity

Safe Routes to School Program - Infrastructure

Safe Routes to School Program - Non-Infrastructure

Boulevards and Roadways in former Right-of-Way

Please provide the following information:

Describe your proposed project, including specific location, type of project, project scope and details in 100 words or less. **An 8 1/2" x 11" vicinity map, a site location map and/or drawing of the project is required to be included with all Letters of Intent.** Include the graphic as an attachment with your Letter of Intent submittal.

What is the proposed typical cross section for your project? Explain below or attach a graphic of the proposed typical cross section, if applicable, for your project. For example: This will be a 10 foot wide, 4" concrete trail, with 6" granular base course, etc. This information will help determine eligibility of the project and accuracy of the preliminary cost estimate.

What are the environmental considerations for this project? Check all that apply.

- | | |
|---|--|
| <input type="checkbox"/> Project located on previously disturbed ground | <input type="checkbox"/> Tree removal needed |
| <input type="checkbox"/> Impact to stream crossing | <input type="checkbox"/> Impacts to endangered species |
| <input type="checkbox"/> Impacts to wetlands | <input type="checkbox"/> Project near contaminated soil site |
| <input type="checkbox"/> Impacts to floodplain or floodway | <input type="checkbox"/> Project near park, recreation area or historic site |
| <input type="checkbox"/> Detention pond needed | <input type="checkbox"/> Other impacts |

Briefly describe the environmental considerations that apply to this project.

What is your total project cost? (Total of project cost from page 4.)

What is your estimated funding request?

What percent local match are you planning on contributing to the project?

On-Site Review Contact

Provide the name, title, email address, work phone and cell phone number of a local contact for use in scheduling the on-site review. A cell phone number is necessary so we can reach the contact at the site on the day of the on-site review.

Contact Name and Title :

Phone Number: Email Address:

Cell Phone Number:

Signature

By signing this Letter of Intent, the local governmental entity is agreeing to explore the development of a project application for the Transportation Alternatives Program. SDDOT will schedule a site review for your entity upon receipt of a signed Letter of Intent Form. Following the site reviews, full applications will be due September 30, 2014.

Authorized Signature

Name:

Title:

Project Cost

An accurate estimates of project cost is vital for the proposed Transportation Alternatives project. The cost estimate must be prepared by a professional engineer, landscape architecture or architect, familiar with the type of work proposed and the specific project site. The professional preparing the cost estimates must be selected from the South Dakota Department of Transportation's (SDDOT) Consultant Retainer List found on the SDDOT website at <http://www.sddot.com/business/design/consultant>. Consultants should refer to the South Dakota Construction Cost Index and Average Unit Bid Prices found on the SDDOT website at <http://apps.sd.gov/hc65bidletting/ebscontractorinfo.aspx>

In addition to the summary table below, a detailed cost estimate is required to be included with all Letters of Intent. Include the detailed cost estimate as an attachment with your Letter of Intent submittal.

Note: Any work completed prior to federal authorization is not eligible for reimbursement through this program.

Cost Estimate Prepared By: Phone Number:

Agency/Firm:

Signature: Date:

Type of Work	Federal Share	Sponsor Share/ Local Match	Total
Design Engineering*	<input type="text"/>	<input type="text"/>	<input type="text"/>
Right-of-Way Acquisition	<input type="text"/>	<input type="text"/>	<input type="text"/>
Utility Relocations	<input type="text"/>	<input type="text"/>	<input type="text"/>
Environmental Mitigation	<input type="text"/>	<input type="text"/>	<input type="text"/>
Construction	<input type="text"/>	<input type="text"/>	<input type="text"/>
Construction Engineering	<input type="text"/>	<input type="text"/>	<input type="text"/>
Non-Infrastructure	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Federal Share	Local Match	Total
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>

*Design Engineering includes but is not limited to survey, design, engineering for ROW acquisition and utility relocation, environmental engineering and other services required to design the project and prepare plans and specifications for a DOT letting.