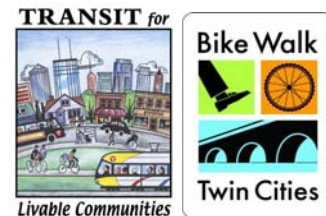


To: Jurisdictions in the Non-Motorized Transportation Pilot (NTP)  
Program Grant Area  
From: Transit for Livable Communities, Bike/Walk Twin Cities  
Re: Letter of Intent for Capital Projects as Demonstration Innovations  
Announced: November 17, 2008  
Due Date: December 15, 2008



## A. Overview

Transit for Livable Communities (TLC) opens a letter of intent (LOI) process for demonstration innovations toward bicycling/walking mode shift. After two full solicitations and several direct awards over the past two years, we have worked with communities to increase access and improve the overall bicycling and walking network of Minneapolis and neighboring communities. Over 25 projects are in preliminary engineering or implementation stages. New bicycle parking facilities will blanket Minneapolis next spring. Major planning studies, including the Minneapolis Pedestrian Master Plan and the Metro Transit Bike/Ped Improvements Study, are nearing completion. The Bike Walk Ambassadors are implementing outreach campaigns to schools, parks, employers, faith communities and community groups. We met with many of you recently to look at state-of-the-art online mapping tools, and you have joined us in several other workshops and planning sessions. Our fall counts, soon to be released, will verify what many of us observe, that bicycling and walking continue to build momentum.

Even as we enter the final funding phase of the NTP Minneapolis pilot, we know the work is far from complete. Congress looks to us for evidence that shrewd investments and enlightened designs can help transform auto trips into bicycle and pedestrian trips. Our opportunity to showcase the Minneapolis area is also our opportunity to inspire the nation.

There is no minimum or maximum guideline per project. Funding for capital projects in this NTP phase, which includes but is not limited to the LOI process described here, is approximately \$5 million. The purpose of this process is to bring forward innovation that will significantly contribute to the goals of the NTP Program.

## B. NTP Program

Funding is executed through the NTP Program, funded by Congress in 2005 as part of SAFETEA-LU and administered as Bike Walk Twin Cities (BWTC) for the Minneapolis pilot.

### Goals

- Increase trips made by walking and bicycling including to public transit
- Decrease motor vehicle trips
- Decrease congestion and energy use
- Promote better health and a cleaner environment

## C. Criteria for Strategic Investments: Demonstration Innovations

- Maximize bicycle use and walking for transportation resulting in **mode shift** out of motor vehicles; contribute to ongoing shift in attitudes and travel behavior (Transit mode share may be considered where pedestrian or bicycle connections are relevant.)
- Demonstrate commitment and certainty of **project completion**: launched or significantly underway by *summer 2010*
- Demonstrate community benefit through clear and documented **need** or **opportunity**
- Address **cultural and economic gaps**; improve access to and within underserved communities and/or corridors
- Demonstrate **cost effectiveness** and project continuity
  1. Leverage funds from other sources and/or leverage NTP money to expand effective existing programs;
  2. Be sustainable beyond NTP funding
- Create and foster **community ownership** and involvement throughout process

- Demonstrate **innovation and best practices**; incorporate BWTC and other resources toward comprehensive, multi-pronged excellence in public participation, design, enforcement, education/awareness
- Serve residents, visitors and/or commuters in the **NTP geographic area** (Brooklyn Center, Columbia Heights, Edina, Falcon Heights, Fridley, Golden Valley, Lauderdale, Minneapolis, Richfield, Robbinsdale, Roseville, St Anthony Park, St. Louis Park, St. Paul) with a project that addresses travel patterns within Minneapolis or connections to/from Minneapolis

#### **D. Projects Considered for Funding in this Letter of Intent**

TLC will fund demonstration innovations that inspire exclamation points -- “wow!” “aha!” or “yes!” Reaching new users is good. Building synergistic relationships that could bring a *complete streets* mentality into the mainstream is good. Examples of eligible capital projects include, but are not limited to: bike station development, comprehensive wayfinding signage, mapping, bike sharing, or free bikes incentive program. Suitable projects could also be facilities for pedestrians or bicyclists applied in an innovative or strategic way, e.g, creative streetscape retrofitting for ADA accessibility, covered bicycle parking; or using innovative funding or collaboration, e.g., cost sharing programs for new sidewalks, multi-modal enhancement of economic development projects.

#### **E. Projects Not Considered for Funding in this Letter of Intent**

Projects funded in this LOI process must be capital investments in nature; programmatic elements (e.g., education or promotion) may be added to the scope. Maintenance projects are not eligible for this funding, but applicants should address a commitment to the sustainability and maintenance of the project if funded. Projects selected will not be in categories funded in previous BWTC solicitations (Bike/Walk Streets, Livable Streets, Operations, Off-Street Bicycle/Pedestrian Facilities).

#### **F. Eligible Applicants**

As required by the Federal Highway Administration and the Minnesota Department of Transportation, only organizations that have taxing authority are eligible for direct funding. Organizations (neighborhood organizations, non-profit groups, community development corporations (CDCs), and other non-taxing entities) that would like to seek funding must establish relationship with a relevant eligible jurisdiction (e.g., public works department) to serve as a project sponsor/fiscal agent.

#### **G. To Apply**

Prepare a two-page letter (plus one-page map if relevant) that addresses the following:

- Summary of proposed project
- Alignment of proposed project with Criteria for Strategic Investments: Demonstration Innovations in section C of this document (e.g., evidence and commitment to project completion within specified timeline)
- Cost estimate, including financial commitment of partners
- Identification of jurisdictions necessary for project completion (e.g., relevant public works departments, ROW entities) and documented or expected involvement of these jurisdictions with the project proposal, include map of project area if relevant
- If a nontaxing entity, identification of the willingness of an eligible fiscal agent
- Name, phone number, and e-mail address of primary contact person

**Send materials electronically to [joanp@tlcminnesota.org](mailto:joanp@tlcminnesota.org) by 4:30 p.m. on Monday, December 15, 2008.**

#### **H. Review and Notification Process**

Applications will be evaluated on the concept of the project relative to the criteria and program goals identified here. In early January TLC will invite selected applicants to continue to proposal stage. Invitation to continue to proposal will not constitute guarantee of funding. Proposals will be developed January through March 2009 in consultation with TLC staff and with access to any additional relevant resources provided by TLC.

Be creative. Have fun. We look forward to hearing from you.