

SANDPOINT CITY COUNCIL AGENDA REQUEST FORM

Today's date: 12 / 12 / 23

Date of meeting 12 / 20 / 23

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

Name of Citizen, Organization, Elected Official, or Department Head making request:

Holly Ellis, Infrastructure & Development Services Construction Manager

Address: 1123 Lake Street, Sandpoint, Idaho 83864

Phone number and email address: 208.946.2087 / hellis@sandpointidaho.gov

Authorized by: Jennifer Stapleton

name of City official

City official's signature

(Department Heads, City Council members, and the Mayor are City officials.)

*Subject: Transportation Alternative Program (TAP) Application for Boyer Ave Project

Summary of what is being requested: Authorize submission of a TAP grant application to provide infill and connectivity on N Boyer Ave.

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

If yes, in what way? _____

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**

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: Yes No

Outreach efforts to adjacent property owners during design efforts.

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

5. Have all the affected departments been informed about this agenda item? **Yes or No** Yes No

This form must be submitted no later than 6 working days prior to the scheduled meeting. All pertinent paperwork to be distributed to City Council must be attached.

ITEMS WILL NOT BE AGENDIZED WITHOUT THIS FORM

*City Staff, please check one box: Consent Old Business New Business Other/Unknown

**CITY OF SANDPOINT
AGENDA REPORT**

DATE: December 14, 2023

TO: MAYOR AND CITY COUNCIL

FROM: Holly Ellis, Infrastructure & Development Services, Construction Manager

SUBJECT: 2024 LHTAC TAP Grant – North Boyer Ave Connectivity

BACKGROUND:

North Boyer Avenue is identified in the City’s adopted Multimodal Transportation Master Plan (MTMP) as a multimodal route needed to provide north/south connectivity. Currently, the eastern side of N Boyer Ave features a multi-use path from Blady Mountain Road north to Juniper Drive and a sidewalk from Alexander Way north to Schweitzer Cutoff Road. A gap exists between Juniper Drive and Alexander Way without a sidewalk or multi-use path. N Boyer Ave however has bike lanes on both the east and west sides of the road from Larch St to the north past Alexander Way. The proposed project aims to infill approximately 1,200 linear feet of sidewalk and install new ADA ramps on the east side of N. Boyer Avenue from Juniper Drive to Alexander Way. See Project Map attached.

The existing public-right-of-way along project provides about 10 feet between the curb and the private property line, which is insufficient for a multi-use path and a planter strip with snow storage. Previous attempts to acquire easements for additional public access were unsuccessful. However, there is enough space to accommodate a 6-foot wide sidewalk and a 4-foot wide planter strip

On January 2, 2020, City Council authorized staff to apply for the 2020 TAP grant to infill a multi-use pathway Avenue (Resolution 20-004) in this area. This project was not awarded funding.

If the grant is awarded, the design phase of the project would occur in 2025 and with construction slated for 2026, pending City Council acceptance of the grant, and approval of design and construction contract awards. The public will be invited to an informational open house during design efforts. The required match for this project would be funded by general fund in FY25 and FY26.

DESCRIPTION:

The Local Highway Technical Assistance Council (LHTAC) with the Idaho Transportation Department (ITD) is soliciting applications for the Transportation Alternatives Program (TAP) to add projects to fiscal years 2025, 2026, and 2027. The purpose of TAP funding is to provide for a variety of alternative transportation projects and to advance ITD’s strategic goals of Mobility, Safety and Economic Opportunity. Alternative transportation projects include on-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities act of 1990. Approximately \$7.5M is available each year with up to 95% going toward infrastructure projects and the rest funding non-infrastructure Safe Routes to School (SR2S) projects. The \$7.5M annual funding allocation is based from the IJA Act.

The maximum TAP award is \$500,000 in Federal-aid. All projects will require a 7.34% local match of Federal funds. Funding is eligible to be used for a consultant engineer off the ITD term agreement list to complete the design to Federal-aid standards, fund construction of the project, and fund construction engineering and inspection (CE&I) services by a consultant off the ITD term agreement list. Local sponsor

cannot perform the construction administration but can help augment inspection on TAP projects. The project must be designed and constructed following federal guidelines in order for the sponsor be eligible for the 92.66% federal reimbursement.

STAFF RECOMMENDATION:

Authorize staff to submit a Transportation Alternatives Program grant of up to \$500,000 to LHTAC for sidewalk connectivity on the east side of N Boyer Ave.

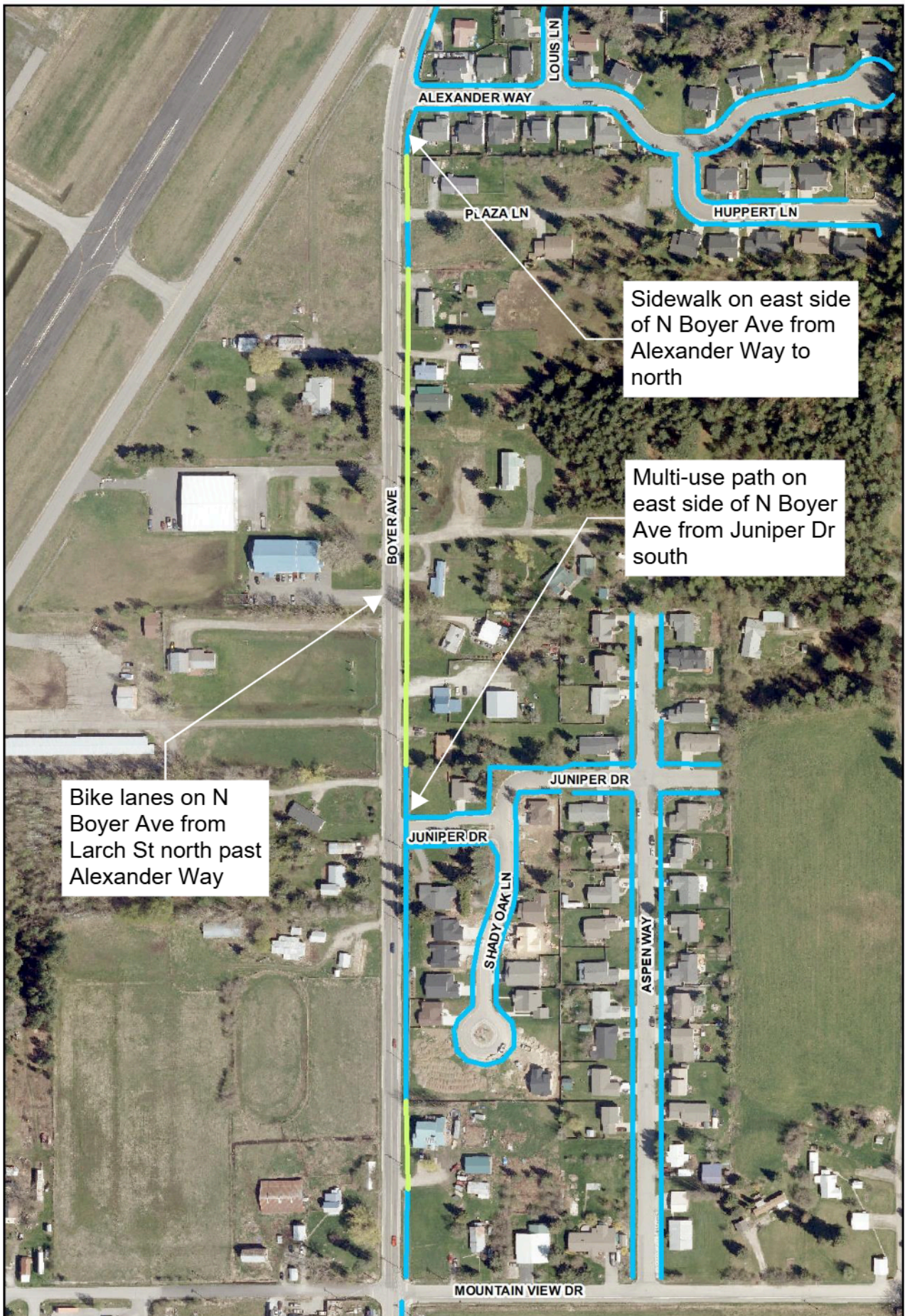
ACTION:

Move to authorize staff to submit a Transportation Alternatives Program grant of up to \$500,000 to LHTAC for sidewalk connectivity on the east side of N Boyer Ave.



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

ATTACHMENTS:

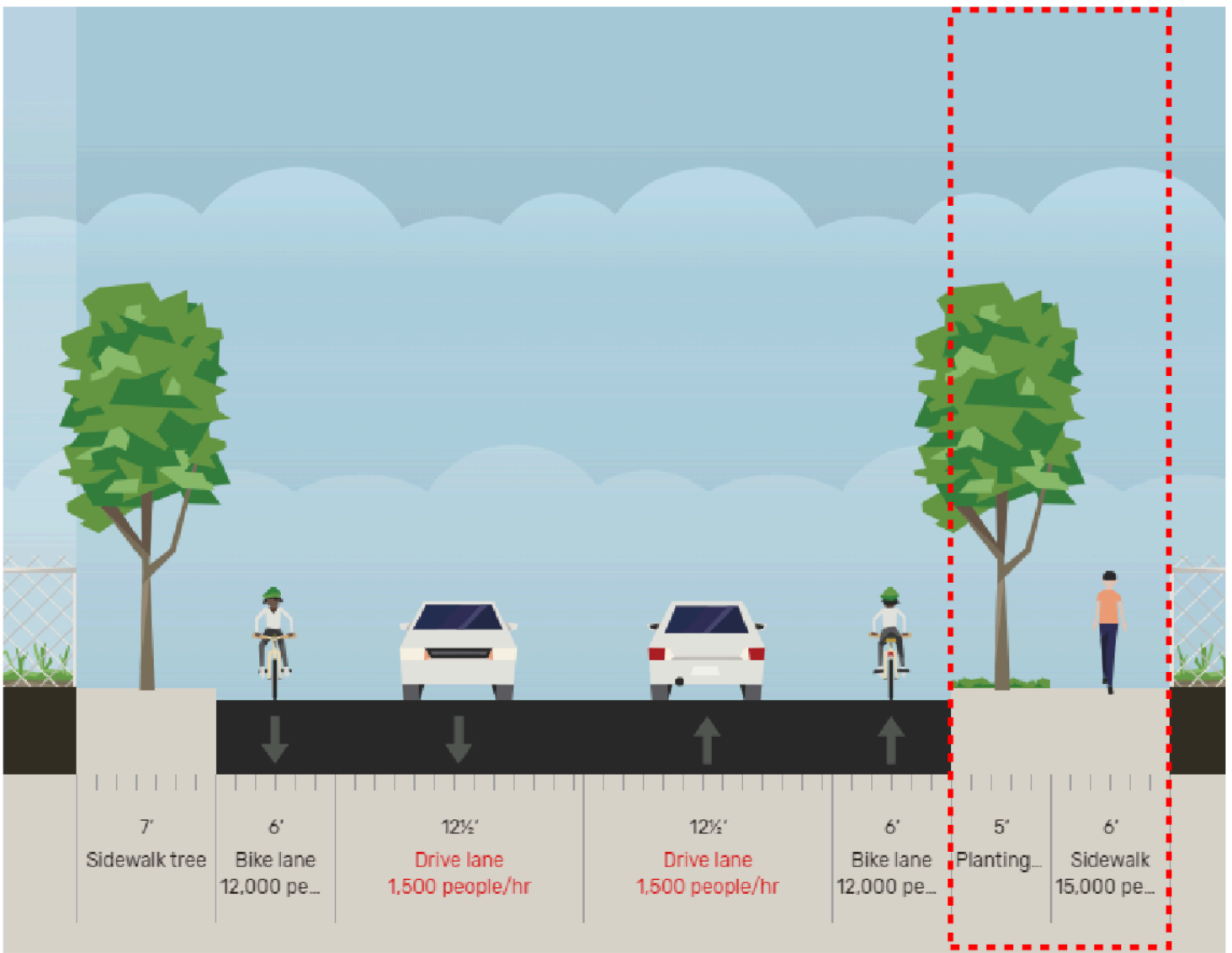
1. Project Map
2. TAP Grant Application



Boyer Ave Path/Sidewalk Gaps

-  Sidewalk infill needed
-  Existing Path/Sidewalk

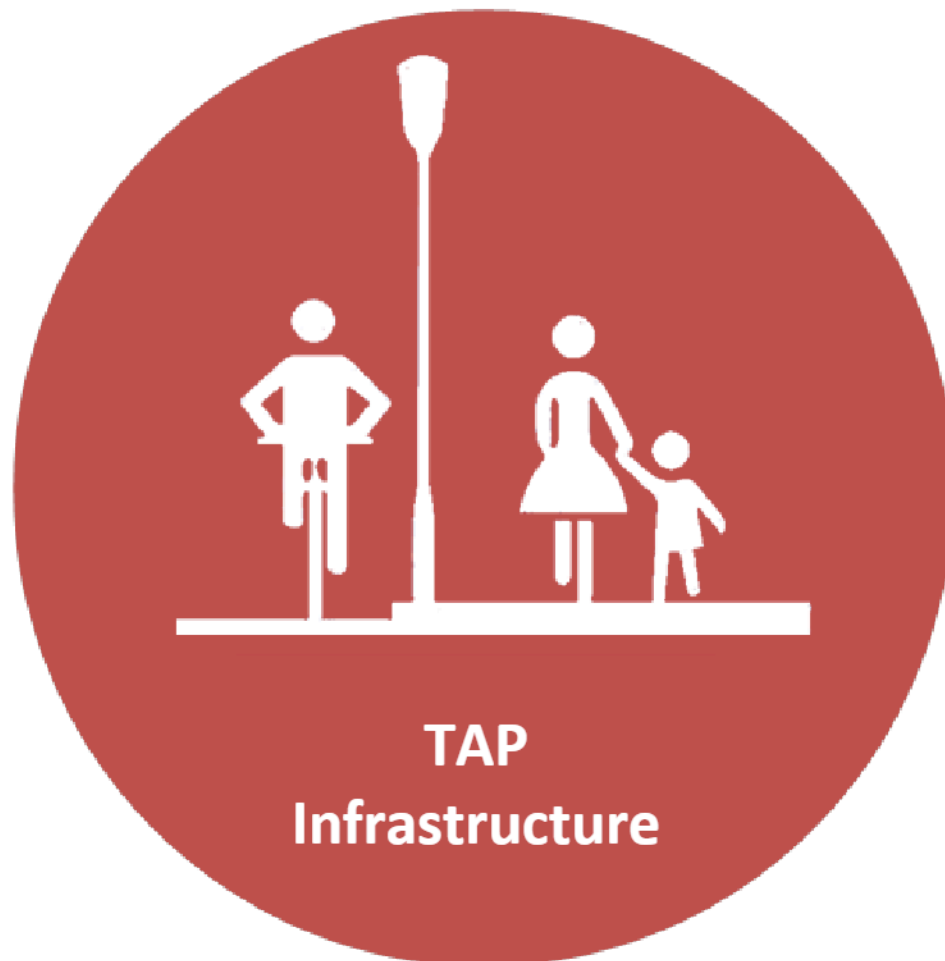




N Boyer Sidewalk Project

Transportation Alternatives Program (TAP): 2024 Application – Infrastructure Projects

Submittal Deadline (Electronic only): Thursday, January 18th, 2024, 4:00 pm MST



Local Highway Technical Assistance Council
3330 Grace Street
Boise, Idaho 83703
208-344-0565
Fax 208-344-0789



INCLUDED IN THIS PACKET

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1. APPLICATION INFORMATION

1.1 Instructions to Applicants

There are several changes to the TAP Infrastructure application from prior years. Major changes include:

- The ITD TAP coordinators have been updated. Please make sure you contact the appropriate ITD staff as required for your application.
- Eligible Applicants has been updated to conform with the Bipartisan Infrastructure Law (BIL)
- Definitions updated for standard and non-scalable projects
- Project maps and Right-of-Way questions are required elements of the applications but not scored.
- Project scoring has been adjusted to reflect policy directives from BIL. Please read the questions and scoring carefully. Mobility now encompasses connectivity and accessibility. LHTAC strongly encourages answers addressing both for the question on mobility.
- The scoring criteria has been updated to meet the guidance from BIL.

The following items are due to LHTAC or ITD TAP Coordinator by January 5, 2024:

- Pre-application checklist
- Environmental screening form
- TAP estimating worksheet

The forms will be returned to the applicant with signatures or with comments to be addressed prior to submission of the application. Forms with comments must still be signed prior to submission of application.

A completed application will include the following:

- Cover Sheet that includes the local sponsor and project name.
- Applicant information and funding preferences (page 9)
- Project Map that clearly defines project location with readily identifiable beginning and end points
- Responses to questions 1-5
- Letter or resolution from your agency stating a Match Commitment
- ITD 1983 form – ROW Certificate
- Supplemental Application Questions for projects within an MPO (if applicable)
- Railroad agreement (if applicable)
- The pre-application checklist, environmental screening form and TAP estimating worksheet.
- Application certification, signed page 7

Completed applications will be submitted as a single electronic file to APPLICATIONS@LHTAC.ORG by 4:00 PM Mountain Time on January 18, 2024.

Application resources can be found at LHTAC's website www.lhtac.org/programs/TAP

1.2 PROGRAM BACKGROUND

The Local Highway Technical Assistance Council (LHTAC) in partnership with the Idaho Transportation Department is now soliciting applications for the Transportation Alternatives Program (TAP) to add projects to fiscal years 2025, 2026, and 2027. The purpose of TAP funding is to provide for a variety of alternative transportation projects and to advance ITD's strategic goals of Mobility, Safety and Economic Opportunity. The TAP program 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. Approximately \$7.5M is available each year with up to 95% going toward infrastructure projects and the rest funding non-infrastructure Safe Routes to School (SR2S) projects. The \$7.5M annual funding allocation is based from the IIJA Act.

ELIGIBLE PROJECTS: According to ITD Administrative Policy 5081, funds can be used for on-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities act of 1990.

Examples of eligible projects:

- Paths/sidewalks along or adjacent to an existing roadway
- Connecting sidewalks/paths between two terminal points
- Curb ramps and other horizontal and vertical barriers to accessibility
- Pedestrian crossing facilities across an existing roadway including signing and/or signalization
- Reconstructing an existing non-compliant pathway or sidewalk
- Pedestrian bridges or underpasses

APPLICATION:

The application for the Transportation Alternatives Program is included in this package, and can be found on the LHTAC website, www.lhtac.org, under the Programs tab, then TAP Program.

The application is due **Thursday January 18th at 4:00 p.m. (MST)** and should be submitted electronically in a single PDF file to APPLICATIONS@LHTAC.ORG. The applications will be scored by the Transportation Alternatives Program (TAP) Selection and Evaluation Committee. Applicants will be notified of award in March 2024.

Limit two applications per eligible applicant.

FUNDING:

Standard TAP infrastructure awards are capped at \$500,000 in Federal-aid (plus 7.34% local match, for a total project size of \$536,700). You may submit up to two applications, however only one application will be funded per Jurisdiction, unless all jurisdictions who submitted applications receive an award and there is still funding remaining. Jurisdictions may submit one application for a non-scalable TAP project (up to \$1M in federal funds). Competitive non-scalable TAP projects are projects that cannot be phased. Examples of non-scalable TAP projects should include large elements like pedestrian bridges, underpasses, or pedestrian tunnels. Non-scalable TAP applications count toward the two-application limit per jurisdiction. See Section 2 for additional information about standard and non-scalable infrastructure application guidance.

2. PROGRAM GUIDANCE FOR 2024

Statement of Purpose: To share guidelines for the Transportation Alternatives Program

Program Administration Team: Local Highway Technical Assistance Council and Idaho Transportation Department

Guidelines and/or Rules:

Basic Structure:

- Application available by October 2, 2023
- Application due **January 18, 2024**
- Applicant is required to submit a signed document stating everything in this application is accurate and they are able to pay the 7.34% local match
- Projects on a state route require coordination with the ITD District TAP coordinator prior to application submittal. Start this coordination early in the application window to allow time for a site visit or communication about project limitations within ITD Right-Of-Way.
- Projects off-system require coordination with LHTAC TAP coordinator prior to application submittal
- ITD design standards and federal regulations (include link) apply to all projects funded with TAP funds.

Project Types:

- Standard Project:
 - Up to \$500k federal funds (plus 7.34% local match, total project \$536,700)
 - Projects may be phased
 - May submit two (2) applications each cycle
- Non-Scalable Project:
 - Up to \$1M federal funds (plus 7.34% local match, total project \$1,073,400)
 - Must include a non-scalable element: pedestrian bridge, pedestrian tunnel, etc.
 - May only submit one (1) non-scalable application each cycle. Agencies may submit one (1) standard project application in addition to a non-scalable application.

Application:

- Projects must be located within the public right of way, primarily serving a transportation use
- Limit of two applications per City, County, or Highway District (includes up to 1 Non-Scalable TAP application)

TAP Coordinators:

If a project falls within the Idaho Transportation Department (ITD) Right of Way (ROW), then the local sponsor must coordinate with the appropriate ITD district representative listed below. ITD must review and approve the scope of the project and provide a letter of support to be included in the project application. During design, the ITD District will have opportunities to provide comments at milestone projects submittals including (but not limited to) preliminary design, final design, and plans, specifications, and estimate (PS&E) submittal. Coordination with your district representative early in the application process is recommended.

- District 1 (North Idaho): Rob Beachler (208) 772-1216
- District 2 (North-Central Idaho): Jole Wells (208) 799-4226
- District 3 (Southwest Idaho): Aaron Bauges, (208) 334-8964
- District 4 (South-Central Idaho): Trey Mink, (208) 886-7848
- District 5 (Southeast Idaho): Melodie Halstead, (208) 239-3370
- District 6 (East Idaho): Jeff Sneddon (208)745-5863
- LHTAC (Local roads statewide): Amanda LaMott, (208) 344-0565

Scoring:

- Scoring will be by the Transportation Alternatives Program (TAP) Selection and Evaluation Committee as appointed by the Idaho Transportation Department comprising of professionals and stakeholders from various locations across Idaho.
- The MPOs will collaboratively score and rank the supplemental questions for projects that fall within MPO boundaries
- LHTAC staff to provide project recommendations to the LHTAC Council in March 2024 and the ITD Board at the April 2024 meeting.

Funding:

- Fund approximately \$7.5M in projects annually
- Funding available in 2025 (partial), 2026, and 2027
- Maximum federal award of \$500k for standard projects. Maximum federal award of \$1M for non-scalable projects
- No in-kind match
- Local jurisdictions may design the project in-house if they have a licensed engineer who can complete Federal-aid compliant design, but this work cannot be reimbursed by the TAP grant
- Local jurisdictions must hire a Construction Administration consultant as part of the Federal project to complete the construction engineering and inspection. The local agency may augment the construction engineering and inspection agreement by providing additional inspection. This work cannot be reimbursed by the TAP grant.
- All projects will require a 7.34% local match of Federal funds
- Project costs may exceed the Federal funds allocated to a project, but the local sponsor is required to pay 100% of cost overruns, unless additional Federal funding is available at the time of the request.

Eligible use of Funds:

- Hire an engineer off the ITD term agreement list to complete the design to Federal-aid standards
- Fund construction of the project through federally compliant acquisition process (state and federal procurement rules must be followed)
- Fund construction engineering and inspection (CE&I) services by a consultant off the ITD term agreement list. Local sponsor cannot perform the construction administration but can help augment inspection on TAP projects.

Eligible applicants

- City, County, or Highway District
- Transit agency
- Natural resource or public land agency
- School district, local education agency, or school
- Tribal government
- Any other local or regional governmental entity with responsibility for or oversight of transportation or recreational trails
- A State, at the request of an eligible entity listed above.

Sponsor certifies the following conditions of application:

- Sponsor is familiar with Transportation Alternatives Program eligibility criteria.
- All Right-of-Way (ROW) was acquired in accordance with the Uniform Relocation Assistance and Real Property Acquisition Act and no environmental issues are known to exist.
- If the project falls within ITD Right-Of-Way (ROW), sponsor has coordinated with the appropriate ITD District and have accurately represented the project scope.
- This project doesn't impact any rail lines. If a track is being crossed, sponsor has a documented agreement with the railroad and it's attached to this application.
- Sponsor budget accurately reflects the anticipated cost of the proposed project.
- The information in the application accurately reflects available knowledge of staff.
- Sponsor understands this is a reimbursement grant and must furnish the local catch match upfront and will be reimbursed as work progresses and invoices submitted with accompanying documentation.
- The project must be designed and constructed following federal guidelines in order for the sponsor be eligible for the 92.66% federal reimbursement.
- If the applicant decides to remove this project after the project has begun, the sponsor may be required to pay for 100% of all federal funds expended.
- Sponsor accepts responsibility for future maintenance and operating costs of the completed project.

Sponsor Signature (Authorized Official)

Date

Sponsor Printed Name

Title

3. APPLICATION

Project Title: _____

Applicant Agency: _____

Mailing Address (this can be a PO Box): _____

Also include a Physical address if different from your mailing address: _____

Person Responsible: _____

Phone: _____

Email: _____

Please list the person from your agency we should call if we have any questions on this project application.

Secondary Contact*: _____ (must be different than the previous contact)

Phone: _____ (must be different than the previous phone)

Email: _____ (must be different than the previous email)

*Second Contact is required so we can contact you in case the person responsible is no longer with your agency

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

Project costs:

Total Federal Funds: _____

Total Local Match: _____

Total Project Cost Estimate: _____

Federal reimbursement requested for: (select all that apply)

- Design activities
- Construction activities

Preference	
Design	
2025	<input type="checkbox"/>
2026	<input type="checkbox"/>
Construction	
2025	<input type="checkbox"/>
2026	<input type="checkbox"/>
2027	<input type="checkbox"/>

Unscored Application Criteria

- Provide a map clearly showing project limits
- (pass/fail) Do you own the necessary Right-of-Way for your project? Applicant must document this with an ITD-1983 form. Do you have all necessary easements or access agreements for the project? Provide if applicable.
- (pass/fail) If your project falls within railroad right-of-way, do you have a written agreement from the railroad supporting your project?

Please provide a response for questions 1-5

1. (35 pts) Project Description: Describe your project and demonstrate why it is important to your community. Include information on distinct elements applicable to the program including sidewalks, bike lanes, shared use path etc. (Limit 1 page)
2. (15 pts) Planning and Readiness: Is this project in your jurisdiction's transportation plan or comprehensive plan and has it been updated in the last 5 years? Do you have an ADA Transition Plan? (agencies with less than 50 employees are not required to have an ADA Transition Plan) If this project is within an MPO boundary, have you coordinated with them on the scope of this project? Do you have a resolution from your jurisdiction's governing body committing to the project match? (Limit ½ page)
3. (20 pts) Mobility: Describe how this project will increase mobility in your community? Does it tie into an existing pedestrian system and/or provide connectivity? Will the project increase biking or walking trips? Does this project remove a known barrier to accessibility? (limit ½ page)
4. (20 pts) Safety: Describe how this project will improve safety for cyclists, pedestrians, children, and those with disabilities in your community. (Limit ½ page)
5. (10 points) Do you have support from your community and/or neighboring agencies? (limit 5 pages)
 - If your project is within a Metropolitan Planning Organization (MPO) boundary, one of your five letters must be from your MPO indicating that this project is in alignment with the Metropolitan Transportation Plan.
 - If your agency is part of a regional transportation group or coalition, it is recommended to include a letter from them supporting your project.

Total: 100 points

Application Checklist:

- Signed page 7 from this application packet
- Responses to the unscored application criteria
- Responses to questions 1-5
- Pre-application checklist – signed by ITD or LHTAC TAP coordinator by January 5, 2024
- Environmental Screening Form – signed by LHTAC or ITD District Environmental Planner by January 5, 2024
- TAP estimating worksheet - signed by LHTAC or ITD District Environmental Planner by January 5, 2024
- Letter or resolution from your agency stating a Match Commitment
- ITD 1983 form – ROW Certificate
- Supplemental Application Questions for projects within an MPO (if applicable)
- Agreement with the railroad (if applicable)

4. SCORING

1. Project Description; 35 pts
 - a. Description clearly describes the scope and limits of the project. Describes the project elements and clearly shows how they address the needs of the projects and the benefits they provide. Elements may include: shoulder, bike lane, sidewalks, shared use path, traffic calming, street lighting, street furniture. 25-35 pts
 - b. Description moderately describes the scope and limits of the project. Describes the project elements and moderately shows how they address the needs of the projects and the benefits they provide. 15-25 pts
 - c. Description includes minimal information to understand the scope and limits of the project. Describes the project elements and how they address the needs of the projects and the benefits they provide. 0-15 pts

2. Planning and Readiness; 15 pts
 - a. Project is supported by a transportation plan or comprehensive plan and it's been updated w/in 5 years. The transportation plan has a written bicycle/pedestrian plan. Application includes a resolution from the governing body committing to pay the local match. MPO has been coordinated with and is supportive (if applicable); 10-15pts
 - b. Project is supported by a transportation plan or comprehensive plan and it's older than 5 years. Plan does not have a written bicycle/pedestrian plan. Application includes resolution from governing body committing to pay the local match. MPO may or may not have been contacted (if applicable); 5-10 pts
 - c. No transportation plan. Application may or may not have a resolution from governing body committing to pay the local match. MPO may or may not have been contacted (if applicable); 0-5 pts

3. Mobility; 20 pts
 - a. Description describes how this project will increase mobility and accessibility in the community. Describes how the project ties into an existing pedestrian facility or installs new facilities where none previously existed. Clearly provides examples of new connections to services and goods (i.e. residential to school, residential to commercial, commercial to health care, etc). Removes a known barrier to accessibility. 10-15 pts
 - b. Description describes how this project will increase mobility and accessibility in the community. Limited description for how the project ties into an existing pedestrian facility or installs new facilities where none previously existed. Limited examples of new connections this provides (i.e. residential to school, residential to commercial, commercial to recreational, etc). 5-10 pts
 - c. Description includes minimal information about how the project will increase mobility and accessibility in the community. Does not provide information on new connections. 0-5 pts

4. Safety; 20 pts
 - a. Description clearly describes how this project will improve safety for cyclists, pedestrians, children, and those with disabilities. Description includes pedestrian and/or bicycle counts, crash data, remarks from the local police, and other data driven documentation of safety enhancements. 15-20pts
 - b. Description moderately describes how this project will improve safety for some users. Limited data driven sources safety enhancements. 10-15pts
 - c. Project description provides little or no safety improvements. 0-10pts

5. Letters of support; 10 pts
 - a. Five unique and diverse letters or statements of support. If this project is within ITD Right-of-Way, one of the letters must be from the ITD District. 7-10pts
 - b. Form letters or non-diverse letters of support. 4-7 pts
 - c. Less than five letters of support. 0-4pts

No: 23-
Date: December 20, 2023

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 FY2024, would assist in funding the design and construction of approximately 1200 linear foot of new sidewalk;

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

WHEREAS: The project is estimated to cost \$516,000 which results in a local funding match requirement of \$38,000; and

WHEREAS: The FY2025 City Budget includes funds for this match amount.

NOW, THEREFORE, BE IT RESOLVED THAT: City staff is directed to finalize and submit an application for a TAP Grant through LHTAC for up to \$500,000, seeking funding to infill the sidewalk 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:

Cassidy Brocaille, Deputy City Clerk