

TRANSPORTATION ALTERNATIVES PROGRAM AND SAFE ROUTES TO SCHOOL PROGRAM QUARTERLY REPORT

It is the responsibility of the grantee to fully complete a Transportation Alternatives Program (TAP) project on time and maintain it in perpetuity. Applicants are responsible for the timely completion of each phase of a TAP project, including federal obligation of the project within the projected fiscal year stated in the Grant Summary.

*Quarterly reports are required by MDOT to track the progress of your project. Please complete this form. **Be sure to save the form with the title of "TAP Project Status Report_XX.XX.XXXX"**. The date should be included as part of the title and file name. The first four pages are the form to upload; the pages after that do not need to be included. Once the form is completed, please use the correspondence function in MGS to notify your Grant Coordinator that the form has been submitted. **For assistance, see the help text and expectations information at the end of this document.***

*The report is due the first business day of the months of **January, April, July and October**. Submission of this report is required from the time a Conditional Commitment is issued until the grantee provides approval on an accurate bid letting package to MDOT's Local Agency Program. Failure to submit this form by the due dates listed could result in the rescission of the grant commitment. Submission of quarterly status reports that show lack of detail or progress toward fund obligation may also lead to rescission.*

MDOT understands that unforeseen circumstances can arise after a grant commitment is made. Please be honest with your responses below. If a project has fallen behind schedule please describe the situation that has caused the delay, how you plan to remedy the delay and how much extra time is needed.

GRANT INFORMATION	
GRANTEE AGENCY NAME	PROJECT NAME
GRANT NUMBER	GRANT FISCAL YEAR

PROJECT STATUS	
<p>1. Conditional Commitment Verification Progress Summary:</p>	<p>Date to be complete(ed):</p>
<p>2. Project Design Status & STIP/TIP Listing Progress Summary:</p>	<p>Date to be complete(ed):</p>

PROJECT STATUS (continued)

- | | |
|---|--------------------------|
| 3. Project Coordination Status
Progress Summary: | Date to be complete(ed): |
| 4. Program Application & GI Package submitted to MDOT
Progress Summary: | Date to be complete(ed): |
| 5. Grade Inspection Meeting Status
Progress Summary: | Date to be complete(ed): |
| 6. Right of Way & Match Certification
Progress Summary: | Date to be complete(ed): |
| 7. Final Submission of GI Package
Progress Summary: | Date to be complete(ed): |
| 8. Grantee Approval of Final Bid Package & Advertisement
Progress Summary: <i>**When your project reaches this milestone, reporting requirements end.**</i> | Date to be complete(ed): |

PROJECT STATUS *(continued)*

9. Construction Letting Date

Progress Summary:

Date to be complete(ed):

10. Anticipated Construction Start Date

Progress Summary:

Date to be complete(ed):

11. Anticipated Construction End Date

Progress Summary:

Date to be complete(ed):

Additional information regarding the status of the project:

CERTIFICATION

Failure to submit this form by the due dates listed could result in the rescission of the grant commitment. Submission of Quarterly Reports that show lack of detail or progress toward fund obligation may also lead to rescission.

The term "Grantee" means the authority under which the TAP grant application was submitted. It is expected that the eligible Act 51 Agency or other federally approved agency is completing and signing this form. The form will not be accepted if it is completed by a consultant, non-profit, friends group or other stakeholder. All formal grant communication must come from the grantee named in the Conditional Commitment. By signing this form, the grantee representative is confirming that all information listed in this form is factual, including their authority to sign the form as the "Grantee".

Grantee Certification of Project Status:

- (1) I certify that this form has been completed to the best of my knowledge and is a factual representation of the current TAP project status.*
- (2) I certify that I am the authorized official from the authority under which the TAP application was submitted, considered the "Grantee".*
- (3) I certify my understanding that failure to complete future status reports and/or submission of status reports lacking factual, detailed information can result in the rescission of my TAP Conditional Commitment.*

SIGNATURE		DATE
PRINTED NAME		TITLE

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Expectations for completing the Quarterly Report:

Below is a list of expectations for the TAP/SRTS - Local Agency Program's process flow that outlines each milestone from receiving a Conditional Commitment through Construction End Date. Each circled number corresponds to a milestone as shown on the flow chart below.

It is up to the grantee to review the flow chart and details listed below, being sure to understand what is expected at each milestone. Based on your understanding of each milestone, please complete the Quarterly Report using your understanding of the expectations listed here to provide your progress summary for each milestone.

If there are any changes to the timeline that are different than what was specified in the grant application, please document that on the Quarterly Report form with justification for the needed change. Changes in timeline will be reviewed and considered for approval by your grant coordinator.



1- LAP Process Flow

**Note: See LAP Planning Guide for current schedules and date information.*

1

Notification of Conditional Commitment

A CC provides official documentation to the applicant agency that its proposed project will receive TAP funding, **contingent upon the project meeting certain conditions.**

To certify receipt of the CC:

- Review listed conditions on the Grant Summary that was emailed
- Be sure that you understand the MDOT expectations of each condition and how long each will take to accomplish
- Review the project scope and understand what you are required to build
- Be sure to save your Quarterly Report form with the title "TAP Project Status Report_xx.xx.xxxx", the date must be included so your submissions can be tracked accordingly.
- Build your project schedule using the most difficult or time-consuming condition
 - It is critical that you understand how your project will be delivered through the MDOT Project Letting Process. Your project will be advertised and let by MDOT's Local Agency Programs (LAP).
 - Please follow this link to the LAP Project Planning Guide which will help you develop your schedule: https://www.michigan.gov/mdot/0,4616,7-151-9625_25885---,00.html

2

Begin Project Design

As project design progresses you should be working many items concurrently.

- Review your project alignment and determine if any property is needed (private or ROW)
- Schedule survey work
- Begin conversations with property owners
- Contact your local planning agency to begin the process of updating the TIP or STIP
 - TIP – Regional MPO's
 - STIP – Rural areas that are included in MDOT's State Transportation Plan
- Contact the local utility companies for which coordination is required, begin planning with them
- Identify the list of possible permits needed and begin contacting the corresponding agency
 - Determine the length of time permit application reviews take to build in enough lead time
- Review Federal requirements such as AASHTO, MUTCD, ADA, etc.
- Complete and submit **National Environmental Policy Act (NEPA) Requirements Form #5323**. For projects that may require an Environmental Assessment (EA), submit the EA document to LAP at least one year before making the Grade Inspection (GI) submittal.
 - [Form #5323](#) is required for all GI packages submitted on or after October 1st, 2019

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Project Coordination

With the acceptance of a final layout/alignment of the project:

- Schedule on-site meetings with permitting agencies (if needed) and finalize permit applications
 - Depending on complexity, some permit applications can take up to 9 months to approve
- Finalize property acquisition documentation and negotiations
 - Property acquisition always takes longer than expected
- Prepare and submit an application for a Section 106 review and forward the application to the Michigan State Historic Preservation Office (SHPO).
- Contact representatives of the 12 recognized Tribal Governments as required, request their input in the project, and maintain records of the correspondence. ***Because each tribal government is a recognized sovereignty, contacts must be between governmental units. Therefore, a governmental unit (state, county, city, village or township), must make the tribal contact, and the local agency's consultant or any other designated person or group, shall not make the contact.***
- Continue utility coordination as needed
- Refine the project schedule and update any limiting dates such as festivals, road closures, etc.
- Rereview Federal requirements such as AASHTO, MUTCD, ADA, etc. to be sure your design meets the required standards.

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Submit LAP Program Application & Grade Inspection Package

- With new NEPA requirements, the Program Application needs to be submitted as indicated on the [LAP Planning Guide](#).
- Begin to organize match sources and list any needed resolutions on upcoming agendas.
- **Prepare a Grade Inspection (GI) Package to AT LEAST 80% drawings.** A GI package should be a draft package of all documents to be used for bidding.
 - Expect that there will be changes to the draft package, budget enough time to make sure the updates are made as soon as possible
 - Incomplete package submission may result in a postponed GI meeting, this will affect your planned letting and construction start dates
 - Review of the GI package takes about a month. The LAP Engineer will contact you to schedule a meeting. LAP will conduct the meeting in about 30 days of an acceptable GI package receipt.

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Grade Inspection Meeting with MDOT

The GI meeting could take several hours, please budget enough time for this meeting. Representatives from the Local Agency and their engineer must be present at the meeting. Other attendees can include:

- County Road Commission if not the lead local agency
- Regional Grant Coordinator
- Staff from local MDOT TSC

Be prepared to:

- Take notes and ask questions regarding all the information covered by the LAP Engineer
- Discuss schedule and the status of all permits, property acquisition and utility coordination
- Answer questions regarding design choices as indicated in the plans
- Gain clarification on any items that may prevent timely updates to the package

The GI meeting is your time to clarify anything that may hinder bid letting of your project. Be prepared and make sure you understand the requirements of the LAP process as you approach bid letting.

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Right of Way and Match Certification

Certifying Right of Way (ROW):

Certification of possession of the right of way or property required to develop the project.

This certification is accomplished through completion of the Programming Application.

The Programming Application forms are designed to ensure that certain federal requirements are met by the recipient of federal funding. The entire set of forms may be completed simultaneously during the time the actions required to satisfy the project requirements conditions are being completed.

In the Programming Application packet, the specific forms used to meet the right of way certification requirement are identified as Attachment A, Property Acquisition Information and Attachment B, Property Acquisition Certification.

Certifying Match:

Certification that non-federal matching funds are secured, available, and committed for use in constructing the project.

Certification is accomplished by adoption of a resolution of the recipient agency's legislative body that the non-federal match funding indicated is available for expenditure on the project.

Implicit in this action is the assumption that the legislative body has control over the funds being committed. In cases where some or all of the match will be provided to the recipient agency by other organizations, the resolution should cite by what means the agency is assured control over that money (by way of contract or letter, and/or adopted resolutions from the contributing organizations, similarly committing funding to the specific project.) Copies of such agreements and resolutions should be provided with the agency's certification resolution.

Submit Agency Resolution

The Agency Resolution should:

- a) Certify that all financing is in place, including match funds.
- b) Certify operations and maintenance commitment.
- c) Authorize agency agent.

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Final Submission of GI Package

After your plans, special provisions, and construction cost estimate are 100% complete the entire package is submitted to LAP for review. If the package is complete, the LAP Engineer will then process the package through the internal MDOT review in preparation for Advertisement and Bid Letting.

- Reviewed by MDOT staff engineer
- Reviewed by MDOT Specs & Estimates
- Obligation of funds is requested from FHWA
- Cost sharing agreement is drafted and completed
- Complete package with comparison of cost estimates sent to local agency for review and approval

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Grantee Approval of Final Bid Package & Advertisement

If the grantee agrees to and approves the final bid package compiled by MDOT, the project is scheduled for advertisement. Typically, project advertisement to potential bidders is 5 weeks.

This is considered the end of the TAP/SRTS Quarterly Report requirement. Once your project reaches this milestone, you no longer have to submit Quarterly Reports.

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Construction Letting Date

After the programmed advertisement, the prospective bids are opened, reviewed and bid is selected as the winning bid.

A few notes:

- Any cost over the approved grant amount is the responsibility of the local agency
- Depending on how bids come in, the local agency may be given the opportunity to reject the bids if they are 10% over the construction cost estimate.
 - If rejected, the project must be updated with changes to the project, it cannot be re-bid as is.

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Construction Start Date

Typically, from the time the bids are opened to the time a contract is awarded is 49 days. Typically, construction can start within 10 days of the award of the contract. In some cases, progress clauses may dictate when construction can start and when it may have to be completed by.

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Construction End Date

The construction end date can vary. If there is no plant material being installed, the end date should be within that construction season. If plant material is being installed, the end date should include two years to allow for watering and cultivation of plant material, ensuring proper establishment.

Example Progress Summary Text:

- “We have worked with five property owners to obtain easements. Three easements were signed this quarter, two are still in progress. We plan to have all property and ROW secured by the date listed.”
- “During the previous quarter, plans were at 30% completion. During this quarter plans have been developed to 50% completion. We expect to hit our targeted GI submission date as listed.”
- “We were able to raise \$50,000 in additional local match from private donors. We are working with a foundation to raise the additional funds. Securing match is taking longer than expected which may push back our projected timeline.”

Please note that generic updates such as “we are making progress” or “we are very close to getting this done” will not be accepted.

If you have any questions while completing this form, please call your grant coordinator.

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Instructions on submitting this form to MDOT:

Submission of this form requires that you have access to the MOOT Grant System (MGS) and that you have access to the specific project file for which you are completing the form. If you are having trouble accessing MGS or the project file, please contact your Grant Coordinator.

After logging into MGS, locate the menu list on the left-hand side of the screen. Under the **Application** list of options, select **Correspondence**. The correspondence screen for that specific application/project will appear. Complete the webform making sure to select the document type of Quarterly Report and being sure to browse for and upload the completed Project Status Report. When finished, click **Send**.

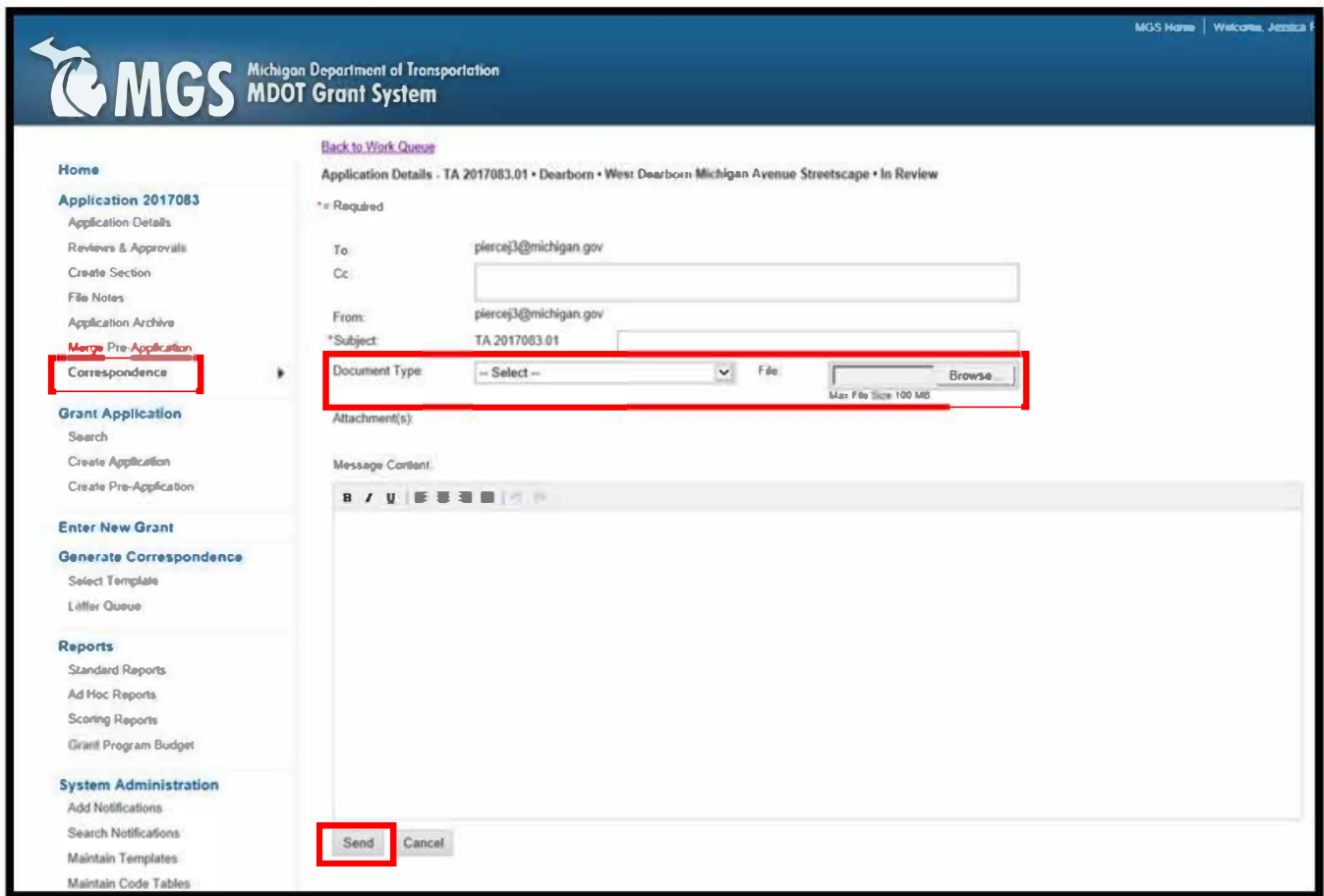


Figure 1 - Screenshot of correspondence screen

Once you click **send**, an e-mail will be sent to your grant coordinator and the status report will be automatically uploaded to the documents tab of the grant project. It is recommended that you copy or "Cc" yourself on the e-mail to be sure it was sent correctly.