RPA 15 TRANSPORTATION ALTERNATIVES PROGRAM
APPLICATION INSTRUCTIONS

This application form shall be used to submit a Transportation Alternatives Program project proposal.

1. It is recommended that all applicants contact the Area 15 Regional Planning Commission before starting an application for Transportation Alternatives Program funds to discuss the project.

2. A completed application **(Parts A-F, and Part G)** and all attachments must be submitted electronically in adobe pdf format. Note: the minority impact statement (Item K) on the checklist may be found here: https://iowadot.seamlessdocs.com/f/CO19101000125171775

3. All information submitted as part of this application and any additional information requested by the RPA will be used to evaluate the application.

4. Project applications are accepted one time, annually by the RPA.

5. Submit the completed application and all attachments by April 1st, 2026, at 5:00pm to:

   Hector Hernandez-Morales by e-mail: hector.hernandez@area15rpc.com

   NOTE: E-mails with applications must be timestamped by 5:00pm on April 1st, 2026. Applications sent after this time/date will not be reviewed.

6. Eligible applicants include: local governments, regional transportation authorities, transit agency, natural resource or public land agency, school district or school, tribal government, nonprofit entity, other local or regional governmental entity with responsibility for transportation or rec trails, state at the request of a eligible entity. Applicants should review the TAP program guidance to understand requirements, specifically section 5 application requirements and 6 federal requirements. Iowa Transportation Alternatives Set-aside program Guidance (iowadot.gov)

7. The maximum grant amount is 80% of the total cost of a project.

8. The minimum project size is $20,000.

9. Project sponsors will be requested to give a brief presentation at a Technical Advisory Committee meeting (date to be determined). The RPC will contact the project contact person listed on the application form to provide meeting information.

10. All projects will be reviewed by the RPA 15 Technical Advisory Committee and Policy Board. Only projects recommended for funding will be programmed into the RPA 15 Draft Transportation Improvement Program that is submitted to IDOT by June 15th. Final project approval is by IDOT/FHWA, in the Statewide Transportation Improvement Program by October 1.

11. All project applicants will be notified by the Area 15 Regional Planning Commission of the RPA's funding decision.

12. For funded projects – to begin a project - a project agreement and concept statement are completed through the IDOT; project materials and labor contracts must be let through the Iowa Department of Transportation. An engineer licensed in the State of Iowa must prepare all plans and specifications for the project. Additionally the engineer must oversee work on the project. Costs for engineering should be planned for in the project application.

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APPLICATION CRITERIA

NOTE: All projects will be rated based on the following criteria. Applicants are urged to address the following items in their applications.

RATING CRITERIA

I. NEED = 20 points

10	1.	Description of need. Why is the project needed? Who will it serve? How will the project address the need?
10	2.	Does the project serve any high need areas? Examples include: connectivity to existing trails, low-income areas, schools, transit oriented.

II. IMPACT = 40 points

15	1.	Describe the impact to the community, county and region. How will the project add to the transportation system?
15	2.	Alignment with local, regional or state plans. Is the project included in the RPA 15 Regional Trails Plan, Long-Range Transportation Plan or a different planning document?
5	3.	Safety. Does the project improve safety? If yes, explain.
5	4.	Quality of life. Will the project contribute to the Quality of Life in the community?

III. LOCAL EFFORT = 40 points

10	1.	Local financial commitment. Are local funds ready and available for this project?
10	2.	Readiness. Is the project ready for development including acquisition of land/easements, permits, zoning? Provide a schedule of milestones.
10	3.	Maintenance. What will be done to continue to operate and maintain the project after completion.
5	4.	Public Input. Discuss the public input process and extent property owners and general public have been informed and acceptance of the project.
5	5.	Project Development Capacity. Describe organization's experience with federal aid project development, capacity to administer project.

TOTAL = 100 points

***Projects with fewer than 60 points will not be considered for funding, and will be returned to the sponsor with comment and will be eligible for re-submission the following year.**