

1. **Construction Funding:** Sponsors must, at a minimum, submit complete 30 percent design plans, per MDOT SHA checklist and guidance, in order to be considered for construction funding. Design plans beyond 30 percent are preferred.
2. **Design Funding:** Sponsors must include a completed concept, per MDOT SHA guidance, as a part of their application. In order to develop these items, sponsors are encouraged to utilize MPO's unified planning work programs, the TLC grant program, and the MDOT Bikeways program.
  - i. A concept must include:
    1. Plan level drawings demonstrating alignment of project
    2. Limits of disturbance shown on drawing
    3. Right-of-way impacts based on the limits of disturbance
    4. Demonstrate direct contact with all affected property owners
    5. Include planning level rough costs and material needs
3. **Procedure for partial awards, Metropolitan Planning Organizations (MPO) and State Flex:**
  - a. MPOs shall not make a partial grant award unless the cost of the project exceeds the MPO's annual TA allotment. The MPO may elect to use 100 percent of their annual allotment to partially award a single project contingent on the TA Selection Committee's favorable recommendation for the project to receive State Flex Funds.
  - b. The MPO shall provide to the TA Selection Committee a recommendation for the one project the MPO would like to jointly fund using state flex dollars.
  - c. The MPO shall develop a contingent scenario for awarding MPO TA funds if the TA Selection Committee declines to provide to balance of funds for a partially awarded MPO TA funds.
  - d. The TA Selection Committee may opt to award funds to projects that are not awarded by the MPO using state flex dollars.
4. **Procedure for additional fund requests:**
  - a. Any requests for additional funding totaling more than 10 percent of the original project cost must be addressed by the awarding MPO through its annual TA allotment
  - b. Requests for additional funds beyond the 10 percent by sponsors awarded MPO TA dollars will not be considered for state flex funding if not funded by the MPO
  - c. Requests for additional funds beyond the 10 percent by sponsors that were jointly awarded by an MPO and TA Selection Committee will be considered by a simple majority of the TA Selection Committee.
  - d. If project's cost increases more than 10 percent of the original cost and was awarded State Flex only, additional fund requests must be approved by a simple majority of the TA Selection Committee. This will be done on an ad hoc basis through email
5. **Milestone policy update**
  - a. Any projects not meeting the current milestone policy will be subject to fund withdraw pending a review and vote by the TA Selection Committee
  - b. Memos summarizing the sponsor, project progress, and outreach and correspondence history for all projects inactive per the milestone policy will be provided to the TA Selection Committee by the Program. The TA Selection Committee will vote on withdrawing funding for these projects at the annual TA Selection Committee meeting
  - c. Based on the recommendation of the TA Selection Committee, any sponsors whose funding is withdrawn will be sent a notification letter detailing the decision from the TA program manager on behalf of the Committee