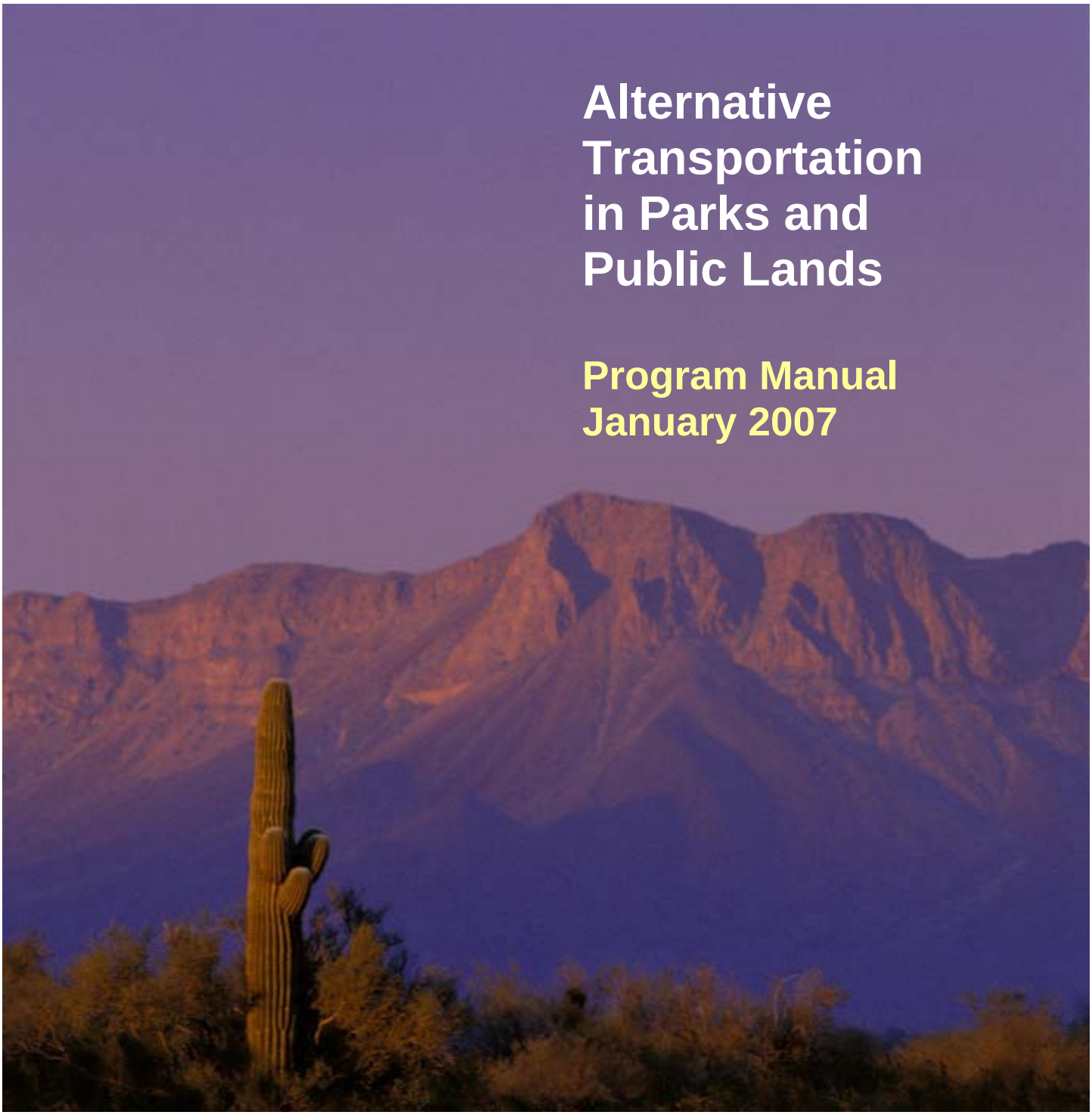
Alternative Transportation in Parks and Public Lands

Program Manual
January 2007



U.S. Department of Transportation
Federal Transit Administration

FTA-MA-20-1001-06.1

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REPORT DOCUMENTATION PAGE

Form Approved
OMB No. 0704-0188

1. AGENCY USE ONLY (Leave blank)	2. REPORT DATE	3. REPORT TYPE AND DATES COVERED
	January 2007	

4. TITLE AND SUBTITLE
Alternative Transportation in Parks and Public Lands Program Manual

5. FUNDING NUMBERS

6. AUTHOR(S)
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7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES)
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8. PERFORMING ORGANIZATION REPORT NUMBER

9. SPONSORING/MONITORING AGENCY NAME(S) AND ADDRESS(ES)
Federal Transit Administration
Scott Faulk
U.S. Department of Transportation
Washington, DC 20590
202-366-1660

10. SPONSORING/MONITORING AGENCY REPORT NUMBER
FTA-MA-20-1001-06.1

11. SUPPLEMENTARY NOTES

12a. DISTRIBUTION/AVAILABILITY STATEMENT
Public distribution.

12b. DISTRIBUTION CODE

13. ABSTRACT (Maximum 200 words)

The Alternative Transportation in Parks and Public Lands (ATPPL) Program funds capital and planning expenses for alternative transportation systems in national parks and public lands. ATPPL is a new program, authorized by the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), which was enacted on August 10, 2005. The program is administered by the Federal Transit Administration (FTA), in partnership with the U.S. Department of the Interior (DOI) and the U.S. Department of Agriculture Forest Service (USFS). This manual is the primary reference guide for ATPPL. It includes: information on ATPPL's background, legislation, and goals; a discussion of ATPPL project eligibility, and a listing of project requirements; an overview of the project application process, and links to project proposal materials; and a listing of relevant reference materials. It is intended for a variety of audiences, including: administrators of national parks and public lands, and other Federal Land Management Agency (FLMA) staff; FTA planners and regional staff; state, local, and tribal governments; regional and local transit administrators; transportation planners and analysts; and general audiences wishing to better understand alternative transportation in national parks and public lands.

14. SUBJECT TERMS
National parks, national forests, public lands, federal lands, alternative transportation, transit

15. NUMBER OF PAGES

16. PRICE CODE

17. SECURITY CLASSIFICATION OF REPORT	18. SECURITY CLASSIFICATION OF THIS PAGE	19. SECURITY CLASSIFICATION OF ABSTRACT	20. LIMITATION OF ABSTRACT
Unclassified	Unclassified	Unclassified	

NSN 7540-01-280-5500 Standard Form 298 (Rev. 2-89)

Prescribed by ANSI Std. 239-18298-102

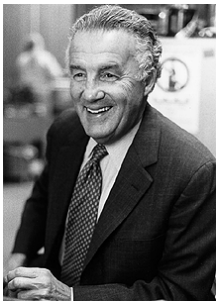
"Americans should be free to enjoy our national parks without having to worry about being stuck in traffic. …[This new program] will give travelers more ways to view America's true splendor."

James Simpson
Administrator,
Federal Transit Administration,
U.S. Department of Transportation

"The Alternative Transportation in Parks and Public Lands Program will help us develop new alternatives for enjoying our parks and public lands while protecting our resources. More visitors enjoy our parks and public lands each year and this program provides an additional tool to help enhance the visitor experience."

Lynn Scarlett
Deputy Secretary,
U.S. Department of the Interior

"As millions of visitors drive into our national parks each year, too many of them spend hours looking for parking, or staring at the bumper of the car in front of them. I believe that we have a clear choice before us: we can turn paradise into a parking lot—or we can invest in alternatives. …this program represent[s] very promising alternatives, and I hope that [it] will allow for more success stories in the future, so that we can enjoy our nation's natural treasures for many generations to come."



Senator Paul Sarbanes

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Additional reference materials are available at *www.fta.dot.gov/atppl*

Introduction

The **Alternative Transportation in Parks and Public Lands (ATPPL) Program** funds capital and planning expenses for alternative transportation systems in national parks and public lands. ATPPL is a new program, authorized by the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), which was enacted on August 10, 2005. The program is administered by the Federal Transit Administration (FTA), in partnership with the U.S. Department of the Interior (DOI) and the U.S. Department of Agriculture Forest Service (USFS).

This manual is the primary reference guide for ATPPL. It includes:

- Information on ATPPL's background, legislation, and goals
- A discussion of ATPPL project eligibility, and a listing of project requirements
- An overview of the project application process, and links to project proposal materials
- A listing of relevant reference materials

The manual is intended for a variety of audiences, including:

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- State, local, and tribal governments
- Regional and local transit administrators
- FTA planners and regional staff
- Transportation planners and analysts
- General audiences wishing to better understand alternative transportation in national parks and public lands

Additional information is available on the ATPPL web site: ***www.fta.dot.gov/atppl***

Federal Transit Administration (FTA)

FTA is one of 10 operating administrations within the U.S. Department of Transportation (DOT). FTA functions through a Washington, DC headquarters office and 10 regional offices, which assist transit agencies in all 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Guam, the Northern Mariana Islands, and American Samoa. FTA's mission is to improve public transportation for America's communities, including buses, subways, light rail, commuter rail, monorail, passenger ferry boats, trolleys, inclined railways, and people movers, as well as vans in demand response service. This includes providing financial assistance to develop new transit systems and to improve, maintain, and operate existing systems.

Further information on FTA or DOT is available on their web sites—

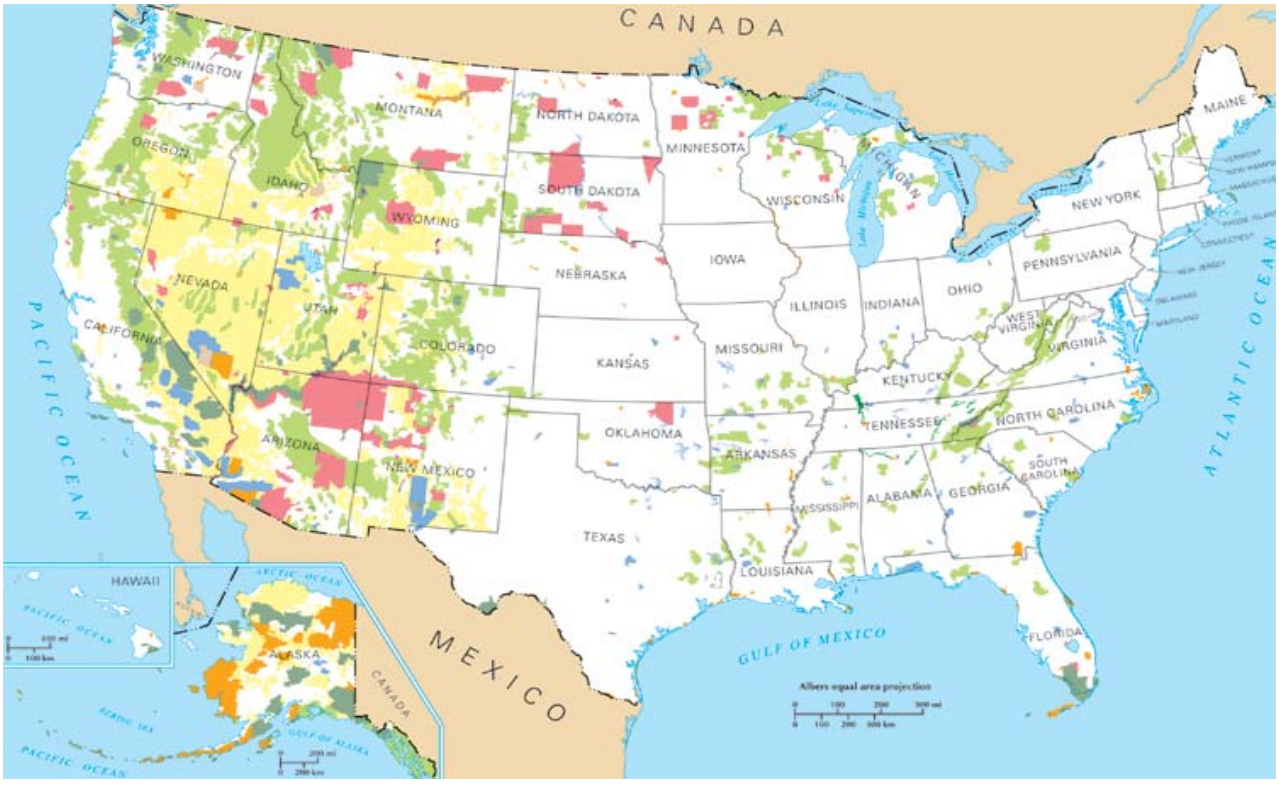
FTA: ***www.fta.dot.gov***

DOT: ***www.dot.gov***

Background: alternative transportation in parks and public lands

Almost 650 million acres of land—nearly 30% of the United States—is managed by federal agencies. Much of this area is used for public recreation, including lands managed by agencies within the U.S. Department of the Interior (DOI) and the U.S. Department of Agriculture.

Mt. Rainier National Park



Federal lands are managed by a variety of different agencies.
Source: The National Atlas, *nationalatlas.gov*

Agency	Established	Units	Unit types	Acres	States	Department	Visitors (2005)
National Park Service (NPS)	1872	390	National Parks, National Historic Sites, etc.	83,600,000	49	Interior	423,387,198
U.S. Fish and Wildlife Service (FWS)	1903	632*	National Wildlife Refuges, etc.	93,000,000*	49	Interior	37,591,455
Bureau of Land Management (BLM)	1812	863	National Wilderness Areas, National Conservation Areas, etc.	262,000,000	12	Interior	59,119,764
U.S. Forest Service (USFS)	1905	177*	National Forests and Grasslands	192,000,000 *	42	Agriculture	205,000,000
Bureau of Reclamation (BOR)	1902	308	Recreation Units	8,500,000	17	Interior	90,000,000

* excludes Wilderness Areas and National Wild and Scenic Rivers

Selected federal land management agency characteristics and visitation.
Source: NPS, BLM, USFS, FWS, BOR.

Since the early 20th century, Federal Land Management Agencies (FLMAs) have had to adapt as the American population has grown (by more than 100 million people) and become more mobile. More Americans than ever now enjoy public lands. However, increased recreational visitation to public lands has presented FLMAs with new transportation challenges. Growing visitation has meant more traffic congestion in and around national parks, wildlife refuges, forests, and other areas. This congestion overloads parking areas, causes air and noise pollution, wastes energy, stresses roads and bridges—and in general frustrates people who often visit public lands precisely to escape these very problems.

Protecting the variety of natural resources at Midewin National Tallgrass Prairie in Illinois requires careful transportation management.
Source: USFS

Growing, unmanaged automobile use threatens not only visitor enjoyment, but public lands themselves. Both natural and cultural resources are subject to damage. For instance, at Midewin National Tallgrass Prairie, careful management is necessary to protect land and water resources from being overwhelmed by transportation; parking is kept to a minimum and recreational activities are restricted to nonmotorized use. At Mesa Verde National Park, crowded parking facilities result in visitors parking on road shoulders, less than six feet away from the ancient Mesa ruins.

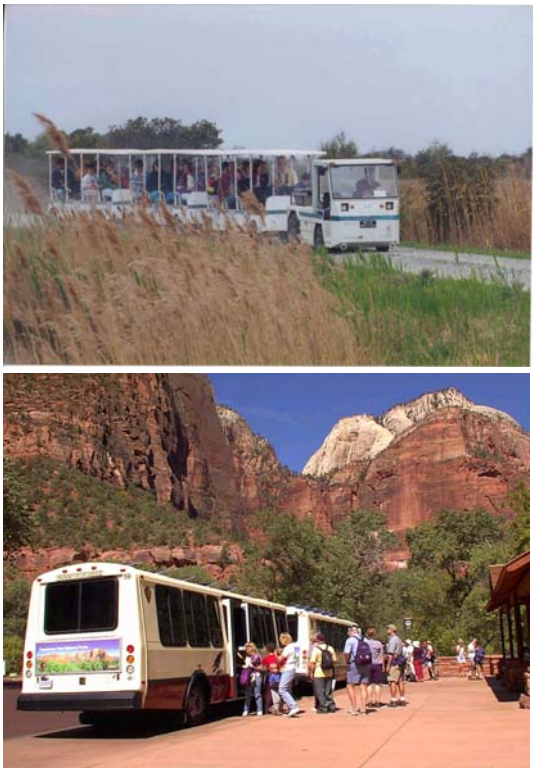
Limited parking facilities at Mesa Verde National Park in Colorado results in visitors parking near fragile Native American ruins.
Source: NPS

Many national parks and public lands have already begun to address these problems by implementing alternative transportation systems, using several sources of funding.

Recognizing that alternative means of transportation offer a way for public land managers to improve both resource protection and visitor enjoyment, in August 2001, DOI and the U.S. Department of Transportation (U.S. DOT) published a comprehensive study of alternative transportation needs in national parks and related federal lands. Required under Section 3039 of the Transportation Equity Act for the 21st Century (TEA-21) (Pub. L. 105-178, June 9, 1998), the ***"Federal Lands Alternative Transportation Systems Study"*** identified significant alternative transportation needs at sites managed by the National Park Service (NPS), the Bureau of Land Management (BLM), and the U.S. Fish and Wildlife Service (FWS). Sites managed by the U.S. Forest Service (USFS) were examined in a ***supplement*** to the original study.

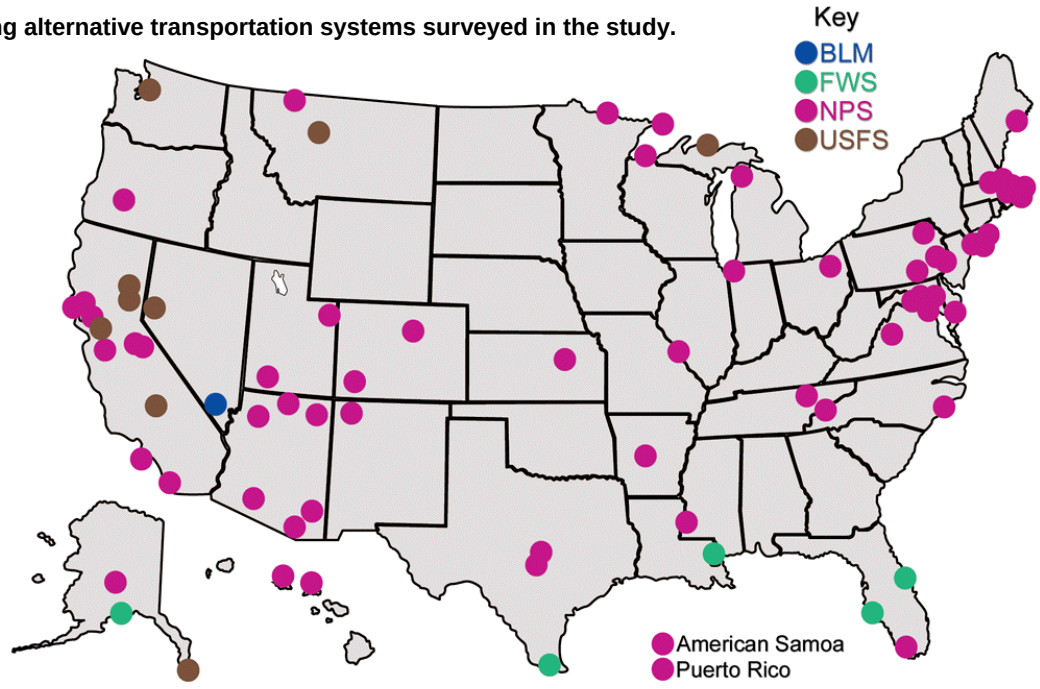
Overall, more than $2.4 billion in alternative short-term and long-term transportation needs between 2001 and 2020 were identified, including designing and constructing new services as well as improving or expanding alternative transportation systems that are already operating on federal lands.

Examples of alternative transportation systems



Two shuttle systems currently operating: Back Bay National Wildlife Refuge (top); Zion National Park (bottom).
Sources: FWS, NPS

Existing alternative transportation systems surveyed in the study.



Legislative basis

Based upon the success of existing alternative transportation projects, as well as the high need for such systems (as demonstrated in the *Federal Lands Alternative Transportation Systems Study*), Congress recognized the need for a dedicated source of funding, and authorized the creation of the **Alternative Transportation in Parks and Public Lands (ATPPL) Program** in 2005, as part of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU).

ATPPL is a new discretionary funding program that aims to enhance the protection of national parks and federal lands, and to increase the enjoyment of people visiting them. It funds planning and capital, or implementation, projects for alternative transportation facilities and services as defined in SAFETEA-LU (see box). (The full text of the ATPPL legislation can be found in the appendices to this manual.)

ATPPL is administered by the Federal Transit Administration (FTA), which is part of U.S. DOT, in consultation with DOI and with USFS. Projects in or in the vicinity of a national park, National Wildlife Refuge, BLM area, Bureau of Reclamation (BR) area, or National Forest System area are eligible for funding. SAFETEA-LU authorized $97 million in funding during FY06–FY09 (see table). Of this funding, up to 10 percent can be used for program-level activities: program planning, research, technical assistance, and technology development.

DOI determines the final selection of projects, after consultation with and in cooperation with DOT.

"The term *'alternative transportation'* means transportation by bus, rail, or any other publicly or privately owned conveyance that provides to the public general or special service on a regular basis, including sightseeing service. Such term also includes a nonmotorized transportation system (including the provision of facilities for pedestrians, bicycles, and nonmotorized watercraft)."

—49 USC § 5320(b)(3), as amended by SAFETEA-LU (section 3021)

Authorized ATPPL funding for fiscal years (FY) 2006–09.
Source: SAFETEA-LU.

Year	Authorized funding
2006	$22 million
2007	$23 million
2008	$25 million
2009	$27 million
Total	$97 million

Program goals

The purpose of the Alternative Transportation in Parks and Public Lands Program, as mandated by SAFETEA-LU, is **"to enhance the protection of national parks and public lands and to increase the enjoyment of those visiting parks and public lands."**

Drawing from additional language in the legislation, a handful of ATPPL program goals have been established that fall under this overall purpose statement. These goals translate into criteria by which ATPPL project proposals are evaluated and selected for funding, as explained later in this manual.

The goals of the program are:

- To conserve natural, historical, and cultural resources.
- To reduce congestion and pollution.
- To improve visitor mobility and accessibility.
- To enhance the visitor experience.
- To ensure access to all, including persons with disabilities.

Each of these goals is further elaborated below.

Conserve natural, historical, and cultural resources

Roads, bridges, and parking areas make it possible for visitors to travel to and through national parks and public lands, but they can also lead to detrimental impacts. Natural, historical, and cultural resources—fragile vegetation, endangered wildlife, unique rock and mineral formations, scenic vistas, monuments, preserved structures, natural quiet—all feel the effects of asphalt and traffic.

Alternative transportation can reduce damage to vegetation, the risk of vehicle-animal collisions (also improving habitat connectivity), and the risk of fires caused by visitors and their cars. Both natural and cultural resources will be safer with fewer visitors driving and parking in sensitive places.

Reduce congestion and pollution

By reducing traffic congestion, alternative transportation can reduce vehicle emissions and air and noise pollution, improve air quality, and can lead to improved energy efficiency, as fewer vehicles, perhaps using unconventional fuels (such as biodiesel, natural gas, or propane), are required to transport visitors.

Because alternative transportation can mitigate or reduce the need for impervious surfaces such as parking lots and roads, that in turn can result in decreased water pollution from run-off.

Also, "visual pollution"—the negative impact of roads, parking areas, and signs on a scenic or cultural landscape—can be reduced.

Improve visitor mobility and accessibility

Alternative transportation options—shuttle buses, ferry boats, bicycle paths, pedestrian trails—can reduce the "footprint" and

impacts of transportation, as visitors can choose a method of travel that does not require the operation and parking of their own automobiles.

Some areas within national parks and public lands are so sensitive that they may be accessible *only* by alternative transportation, since a deluge of cars would pose great danger to the site.

By reducing vehicle traffic and parking along roads, alternative transportation systems can improve visitor safety, and can enable enhanced interpretation, education, and visitor information services, by offering better access to rangers, foresters, and other staff. Visitors who are now able to leave their cars behind, and visitors who otherwise would have limited or no accessibility options, can enjoy the services available and can fully experience the recreation and health benefits of their national parks and other public lands.

Red Rock Canyon National Conservation Area

Enhance the visitor experience

Traffic delays, a lack of adequate parking, and air, noise, and visual pollution caused by an overabundance of cars don't just endanger resources—those unpleasant conditions also frustrate visitors. Alternative transportation can enable the same number of visitors to get around using fewer, cleaner vehicles—meaning less time lost to traffic and parking delays, and more time to enjoy the experience of being in a national park or public land. Existing shuttle services, such as at Acadia National Park in Maine and Yosemite National Park in California, have received high marks from visitors.

Ensure access to all, including persons with disabilities

In addition to improving mobility generally, by offering easy access to and through sites, alternative transportation—whether shuttle buses, multi-use paths, or improved traveler information services—offers greater accessibility to all, including persons with disabilities and those who do not have other means of transportation. Alternative transportation systems can also link to other networks, such as the public transit systems of nearby communities—which, in many cases, are growing rapidly toward national parks, national forests, and other public lands.

Management goals

Several management goals have also been established to ensure efficient operation of the program.

Sound evaluation. Selecting the most meritorious projects for funding based upon a sound evaluation process is an important management goal.

Demonstrated need. Projects should make improvements in areas that demonstrate the greatest need for alternative transportation. The focus is on developing the best possible solutions to resource and visitor-experience problems that now exist or are anticipated.

Financial sustainability and efficiency. ATPPL seeks to ensure that funded projects are sustainable and make efficient use of federal dollars ATPPL also encourages projects to leverage other federal, state, and local government funding programs, as well as non-federal partnerships for funding and implementation.

Sound, integrated, and participatory planning. Project plans should rest on objective analysis, using all available data, and should be consistent with other relevant plans and processes. Projects should be the result of a cooperative planning process involving the public and a wide variety of stakeholders.

Project variety. One management goal is to ensure project variety. As such, additional consideration will be given to funding projects based on geographic diversity, balance between urban and rural projects, balance in size of projects, and balance between funding new projects and existing projects.

Siletz Bay National Wildlife Refuge

Related transportation programs

Several other federal transportation programs have goals that relate to the ATPPL program; they may also provide funding for projects on or near national parks and public lands. (See Appendix E.)

Amistad National Recreation Area

ATPPL structure and program-level activities

ATPPL is administered by the Federal Transit Administration, in cooperation with the Department of the Interior—whose agencies include the National Park Service, the Bureau of Land Management, the Bureau of Reclamation, and the U.S. Fish and Wildlife Service—and the U.S. Forest Service (which is part of the Department of Agriculture).

Legislative requirements

The ATPPL legislation requires DOT and DOI to develop cooperative arrangements for conducting ATPPL activities at the program level. Such activities include:

- Providing technical assistance.
- Conducting research and development.
- Creating interagency, multidisciplinary teams to develop alternative transportation policies, procedures, and coordination mechanisms.
- Developing criteria for planning, funding, and selecting an annual program of projects, identifying near-term and long-term consequences of alternative choices, and then implementing and overseeing those projects.

(Not more than ten percent of ATPPL funding per fiscal year can be used for these planning, research, and technical assistance activities.)

In addition, DOT, in consultation with DOI, is required to report annually to Congress (both the House and the Senate) on project funding awarded. This report is to be included in the DOT Annual Report on New Starts (49 U.S.C. § 5309), submitted to Congress in February of each year.

The legislation also specifies that all projects that are considered for funding in the ATPPL program must be consistent with the metropolitan and statewide planning and public participation requirements found in 49 U.S.C. § 5303, 5304, and 5307(d). (See ***www.planning.dot.gov/state.asp*** for more information.)

DOT-DOI Memorandum of Agreement (MOA)

To formalize the ATPPL management structure, DOI and DOT have prepared a Memorandum of Agreement (MOA). The provisions of the MOA explain how ATPPL's legislative requirements will be carried out.

Interagency team

As directed by the legislation, the MOA stipulates that an interagency team will be established to coordinate the ATPPL program. The team, which has been established, consists of representatives from FTA, NPS, BLM, FWS, and USFS, and meets regularly in order to coordinate ATPPL program activities, especially including those summarized below. (The MOA itself contains complete details.)

Major program activities

Major tasks to be undertaken by FTA and the interagency team include the following:

Conducting planning, research, and technical assistance to support the program. This includes activities such as providing workshops, technical assistance in project-level scoping and planning, publication of best practices, and providing manuals and other reference materials.

Developing program strategies, policies, and procedures for ATPPL implementation. Team members will ensure that all recommendations are consistent with their own agency goals and requirements (such as, in the case of FTA, the metropolitan and statewide transportation planning processes enumerated in 49 U.S.C., Chapter 53).

Developing project evaluation criteria to govern the evaluation of ATPPL project proposals, as submitted by qualified applicants.

Evaluating project proposals and recommending an annual program of projects to DOI, which has the ultimate decision on selecting projects for funding each year.

Project management oversight and review.

Monitoring overall program performance. The team will establish goals, measures, and a process for evaluating, reviewing, and reporting on program performance. (This may include information aggregated from the required project-level reports.)

Submitting the annual report to Congress required by SAFETEA-LU.

Communicating with interested parties by appropriate means:

- The team itself will conduct regular meetings.
- Notices will be published in the Federal Register when appropriate, such as to announce the beginning of a project-application cycle, and to list projects receiving funding.
- The ATPPL web site will be used as a central reference point and clearinghouse for information about the program.
- Guidance and outreach materials such as this program manual will be created, updated, and distributed as appropriate.
- A training program, and training activities, such as webinars, will be conducted.
- All team members will be available as points of contact for questions within their agencies and from their partners.
- General news, updates, and announcements will be distributed via e-mail.

Agency contacts

Refer to the ATPPL web site, ***www.fta.dot.gov/atppl***, for current agency contact information.

Project and applicant eligibility

This section describes who is eligible to apply for (and receive) ATPPL funding, as well as the types of projects that qualify.

Acadia National Park

Eligible areas

In accordance with SAFETEA-LU, areas eligible for ATPPL funding include any federally owned or managed park, refuge, or recreational area that is open to the general public, including:

National Park Service units	***home.nps.gov/applications/parksearch/geosearch.cfm***
National Wildlife Refuge System units	***www.fws.gov/refuges/profiles/bystate.cfm***
Bureau of Land Management recreational areas	***www.blm.gov/recreation/***
Bureau of Reclamation recreational areas	***www.usbr.gov/dataweb/html/maps.html***
National Forest System units	***www.fs.fed.us/recreation/map/finder.shtml***

Snake River Birds of Prey National Conservation Area

Eligible applicants

Eligible applicants for ATPPL funding include these federal land management agencies (FLMAs), which manage eligible areas:

- Bureau of Reclamation (BR)
- Bureau of Land Management (BLM)
- National Park Service (NPS)
- U.S. Forest Service (USFS)
- U.S. Fish and Wildlife Service (FWS)

Also eligible to apply are state, tribal, or local governmental authorities with jurisdiction over land in the vicinity of an eligible area, acting with the consent of the FLMA, alone or in partnership with an FLMA or other governmental or nongovernmental participant.

Haleakala National Park

General eligibility notes

ATPPL considers project eligibility within two categories: **planning** and **implementation** ("capital").

Planning projects are intended to identify the best alternative solution to a public land's transportation problem. Proposals for these projects will not yet have key information that is needed to make a decision on whether to fund a capital project.

Implementation projects (or "capital projects") are projects that, in general, involve purchasing or constructing alternative transportation facilities or equipment.

Eligible projects must be in or in the vicinity of an eligible area, must consist of one of the eligible activities listed below, must meet the definition of alternative transportation, and must contribute to the goals of the program.

Operating assistance, such as funding for fuel and vehicle drivers' salaries, is *not* eligible under the ATPPL program.

Eligible planning projects

Eligible planning projects include:

- Activities to comply with metropolitan and statewide planning provisions. (See "Consistency with other plans," below, for specific references.)
- Alternative transportation planning studies, including evaluation of no-build and all other reasonable alternatives, traffic studies, visitor utilization studies, transportation analysis, feasibility studies, and environmental studies.

Eligible implementation projects

There are three categories of eligible implementation projects.

General capital expenses include:

- All aspects of acquiring, constructing, supervising, or inspecting equipment or a facility for use in public transportation, expenses incidental to the acquisition or construction (including designing, engineering, location surveying, mapping, and acquiring rights-of-way), payments for the capital portions of rail trackage rights agreements, transit-related intelligent transportation systems, relocation assistance, acquiring replacement housing sites, and acquiring, constructing, relocating, and rehabilitating replacement housing.
- Those projects operated by an outside entity, such as a public transportation agency, state or local government, private company engaged in public transportation, or private non-profit organization.
- The deployment/commercialization of alternative transportation vehicles that introduce innovative technologies or methods.

Fixed guideway and bus projects are defined as those transportation projects that run on a dedicated right of way, like a light rail, trolley, bus rapid transit, or any type of ferry system. For these types of projects, eligible projects include:

- Development of a new fixed guideway project.
- Rehabilitation or modernization of existing fixed guideway systems.
- Expansion of existing systems.

For bus or shuttle projects, eligible projects include:

- Purchase, replacement, and rehabilitation of buses and related equipment.
- Construction of bus-related facilities such as bus shelters.
- Purchase of rolling stock that incorporates clean fuel technology or the replacement of buses of a type in use on August 10, 2005, with clean fuel vehicles.

Other eligible implementation projects, which include:

- The capital costs of coordinating a national park or public-land transit system with an external public transportation system.
- Non- motorized transportation systems, including facilities for pedestrians, bicycles, and non-motorized watercraft.
- Water-borne access systems within or in the vicinity of an eligible area (as

appropriate and consistent with Section 5320).

- Any other alternative transportation project that:
  - Enhances the environment.
  - Prevents or mitigates an adverse impact on a natural resource.
  - Improves FLMA resource management.
  - Improves visitor mobility and accessibility and the visitor experience.
  - Reduces congestion and pollution, including noise and visual pollution.
  - Conserves a natural, historical, or cultural resource (although rehabilitation or restoration of non-transportation facilities are not permitted).

The capital cost of leasing vehicles is an eligible expense under the program.

North Platte River / Bennett Peak

Deschutes National Forest

Project proposal and selection process

Early in each fiscal year, FTA will publish a Notice of Funding Availability in the Federal Register that solicits ATPPL project proposals for that fiscal year. In addition, DOI agencies and USFS will issue proposal calls to their land units to make them aware of the opportunity.

Demand for financial assistance from ATPPL far exceeds the funds available for the program. The selection process is therefore expected to be highly competitive. In FY 2006, ATPPL's first year of operation, the program was able to fund only about half of the project proposals evaluated. Competition for funds is expected to continue to grow over future years.

General project selection criteria

Project proposals will be evaluated (and awarded a score on a weighted, point-based system) according to selection criteria that are based on the goals of the ATPPL program, as generally described earlier in this document. (See Appendix B for more details.)

In addition to the specific criteria by which planning and implementation projects will be evaluated (see below), consideration will be given to projects based upon geographic diversity, balance between urban and rural projects, and balance in size of projects.

The program of projects may also be balanced by type of project, as categorized below, to best show accomplishments from the program:

- *New alternative transportation systems* – to show new systems made possible by this new program.
- *Expansion or enhancement of an existing alternative transportation system* – to demonstrate improvements and expansions enabled by the program.
- *Rehabilitation or replacement of vehicles or facilities of existing alternative transportation systems* – to support and sustain existing meritorious systems into the future.
- *Planning studies* – to prepare for new systems that can be funded in future years.

Arctic National Wildlife Refuge

Planning project selection criteria

Proposed planning projects will be evaluated based on the following criteria:

Demonstration of need

- Visitor mobility & experience: current or anticipated problem
- Environmental condition as result of existing transportation system

Methodology for assessing: visitor mobility & experience benefits of project

- Reduced traffic congestion
- Enhanced visitor mobility, accessibility, and safety
- Improved visitor education, recreation, and health benefits

Methodology for assessing: environmental benefits of project

- Protection of sensitive natural, cultural, and historical resources
- Reduced pollution

Methodology for assessing: financial sustainability and operational efficiency

- Effectiveness in meeting management goals
- Financial plan and cost effectiveness
- Cost effectiveness
- Partnerships and funding from other sources

Implementation project selection criteria

Proposed implementation projects will be evaluated based on the following criteria:

Demonstration of need

- Visitor mobility & experience
- Environmental condition as result of existing transportation problem

Visitor mobility & experience benefits of project

- Reduced traffic congestion
- Enhanced visitor mobility, accessibility, and safety
- Visitor education, recreation, and health benefits

Environmental benefits of project

- Protection of sensitive natural, cultural, and historical resources
- Reduced pollution (air, noise, visual)

Operational efficiency and financial sustainability

- Effectiveness in meeting management goals
- Feasibility of proposed budget
- Cost effectiveness
- Partnering, funding from other sources

Note on non-motorized transportation systems

While non-motorized systems, such as trails, are eligible under the program, not all non-motorized systems will meet the goals of the program needed to be considered for funding. Like motorized systems, in order to be considered for funding, non-motorized systems must reduce or mitigate the number of auto trips by providing an alternative to travel by private auto. In addition, non-motorized systems must provide a high degree of connectivity within a transportation system. Finally, they should improve safety for motorized and non-motorized transportation system users.

How to apply

Project proposal templates for FY 2007 as well as guidance on completing them are available within the appendices to this document. The most current information will also be on the ATPPL web site, at ***www.fta.dot.gov/atppl***. There are separate proposal templates for planning and capital ("implementation") projects. Applications for planning projects focus on a demonstration of need, while applications for implementation projects focus on how the proposed project will benefit visitors and the environment, as well as how it is a cost-effective solution for meeting ATPPL goals.

Project proposals must be submitted to the designated contact person at the headquarters office of the federal land management agency that manages the park or public land involved. Contacts can be found in Appendix D of this document or within the Federal Register notice of ATPPL funding availability. If the project involves more than one FLMA, a proposal template must be submitted to all agencies involved. Project proposals must adhere to the page limits listed on the proposal templates.

Submission by e-mail is preferred. Mail and fax submissions will also be accepted.

Complete proposals must be received by the designated federal land management agency contact listed in the Federal Register notice by the due date published in the notice.

In addition, a synopsis of the ATPPL funding announcement will also be posted in the FIND module of the government-wide electronic grants web site at ***www.grants.gov***.

If applicants would like to apply for funds appropriated for future fiscal years, applicants must reapply each year. An applicant may also propose a project that would expend money in multiple years even though the award is from one year's worth of appropriated ATPPL program funds. The project, would however, need to be ready to begin and need to be completed in a reasonable period of time, as evaluated on a case by case basis. In sum, the period of performance of the award is separate from the year of funds of the award.

Proposal applications for each type of project collect:

- Background information on the applicant park or public land
- A description of the proposed project
- Responses to several questions, which help to justify the project

Applicants should also consider how the project would affect the finances of the public land as a whole. Thus, proposed projects should have a realistic financial plan; implementation project applications must include a five-year operating budget. Cost estimates can be based on previous experience, similar projects, or other credible information.

Big Bend National Park

Klamath National Forest

Application checklist

Ensuring that the template application is completed correctly is essential to be considered for ATPPL funding. Below is a list of things that should be verified as completed before an application is submitted for consideration.

- ❑ Is the cover sheet complete?
- ❑ Is each section of the proposal complete?
- ❑ Has an executive summary been included and can it stand alone?
- ❑ Has a project description been provided within the specified length limits?
- ❑ Within the acceptable length limit, has the project been justified based on the specified criteria?
- ❑ For implementation projects, does the project budget extend at least five years does it include all of the required information, and is a budget narrative included?

Forms and guidance

Appendix B to this document includes the FY 2007 proposal forms and complete guidance. (Consult the ATPPL web site for documents for future years.)

Project evaluation

Proposals are first screened by the federal land management agency that manages the park or public land unit involved. Then, an interagency technical review committee carefully evaluates the proposals based on the project selection criteria. The committee then provides a recommendation to the Secretary of the Interior. Finally, as stated by the ATPPL legislation, the Secretary of the Interior, after consultation with and in cooperation with the Secretary of Transportation, determines the final selection and amount of funding for each project.

South Spit Cooperative Management Area

Announcement of projects selected for funding

Once the Department of the Interior makes final project selections, and notifies each federal land management agency of projects awarded for sites under their jurisdiction, FTA will publish the list of all selected projects and funding levels in the Federal Register. The list will also be reported to Congress as per SAFETEA-LU's reporting requirement.

Bighorn River

Funds administration and requirements

Once proposals have been reviewed and projects have been selected, FTA will award funds to the lead project sponsor of each selected project to implement the project.

Funds administration

Since there are two types of recipients under this program—FLMAs, and state, local, and tribal government entities—projects will be supported by one of two types of funding agreements:

- Funds awarded to FLMAs will be made through interagency agreements between FTA and the FLMA.
- Funds awarded to state, local, and tribal entities will be made through grants directly from FTA.

Recipients who are **state or local government entities** will be required to apply for ATPPL funds electronically through FTA's electronic grant award and management system, TEAM. The content of these grant applications must reflect the approved proposal. (Note: applications for the ATPPL program do not require Department of Labor Certification.) After grant award, payments to grantees will be made on a cost reimbursement basis by electronic transfer to the grantee's financial institution through the Electronic Clearing House Operation (ECHO) system. Staff in FTA's regional offices are available to assist applicants.

Recipients who are **federal land management agencies** will be required to enter into an interagency agreement with FTA. FTA will administer one interagency agreement with each FLMA receiving funding through the program for all of that agency's projects. Individual FLMA units should work with the contact at their headquarters office to coordinate the availability of funds to that unit. The inter-agency agreements will function as reimbursable agreements. After the FLMA receives the bill for project costs, the FLMA will receive reimbursement through the Intra-governmental Payment and Collection (IPAC) process. The FLMA will need to provide documentation supporting all charges to the FTA contact listed in the interagency agreement. IPACs will be charged back if supporting documentation is not promptly received.

Requirements for funding recipients

Recipients of ATPPL funding must comply with a number of requirements. In general, these fall into five categories:

- Federal requirements triggered by ATPPL. These are requirements that apply to all federal government programs, such as the National Environmental Policy Act.
- ATPPL-specific requirements, as contained within the program's enabling legislation (49 U.S.C. § 5320). These include the requirement for state, local, and tribal government applicants to consult with the appropriate FLMA, and the requirement for projects to be consistent with the metropolitan and statewide planning process.
- Other requirements that apply to other FTA programs, such as the requirement to properly maintain vehicles and to allow DOT contractor site visits. The ATPPL legislation specifies that recipients are subject to these requirements, contained in 49 U.S.C. § 5307, to the extent the Secretary of

Transportation determines to be appropriate.

- Other requirements referenced by 49 U.S.C. § 5307.
- Reporting requirements. There is a quarterly milestone/progress report requirement. (Appendix C contains more information about this.) Recipients are also requested to submit annual performance data.

All requirements will be incorporated into grant agreements between FTA and its grantees, and into interagency agreements between FTA and FLMAs, for projects funded with ATPPL funds. Recipients that contract with other entities to carry out the projects should develop agreements with those entities to ensure that the requirements are met.

Oversight requirements: certification and review

Recipients of ATPPL funds will be required to certify that they will comply with all applicable federal and FTA programmatic requirements. FLMA recipients will complete the certification by signing the interagency agreement. FTA direct grantees will complete this certification as part of the annual Certification and Assurances package. This certification is the basis for oversight reviews conducted by FTA.

The Secretary of Transportation and FTA have elected not to apply the triennial review requirements of 49 U.S.C. § 5307(h)(2) to ATPPL recipients that are not direct FTA grantees. Instead, working with the existing oversight systems at the FLMAs, FTA will perform periodic reviews of specific projects funded by the ATPPL program as authorized by 49 U.S.C. § 5327. These reviews will ensure that projects meet the basic statutory, administrative, and regulatory requirements. To the extent possible, these reviews will be coordinated with other reviews of the project. FTA direct grantees awarded ATPPL funds (state, local and tribal government entities) will be subject to all applicable triennial, state management, civil-rights, and other reviews.

Requirements document

FTA has developed a document that explains all of these requirements in detail. It is available on the ATPPL web site at ***www.fta.dot.gov/documents/ATPPL_FY_2006_Requirements_Final.pdf***.

Analysis of FY 2006 projects

In FY 2006, 42 projects were selected for funding, for a total of $19,631,170. This is approximately half of the 78 applications, totaling $40.5 million, submitted and reviewed. The list includes funding for both existing alternative transportation systems and funding for new systems.

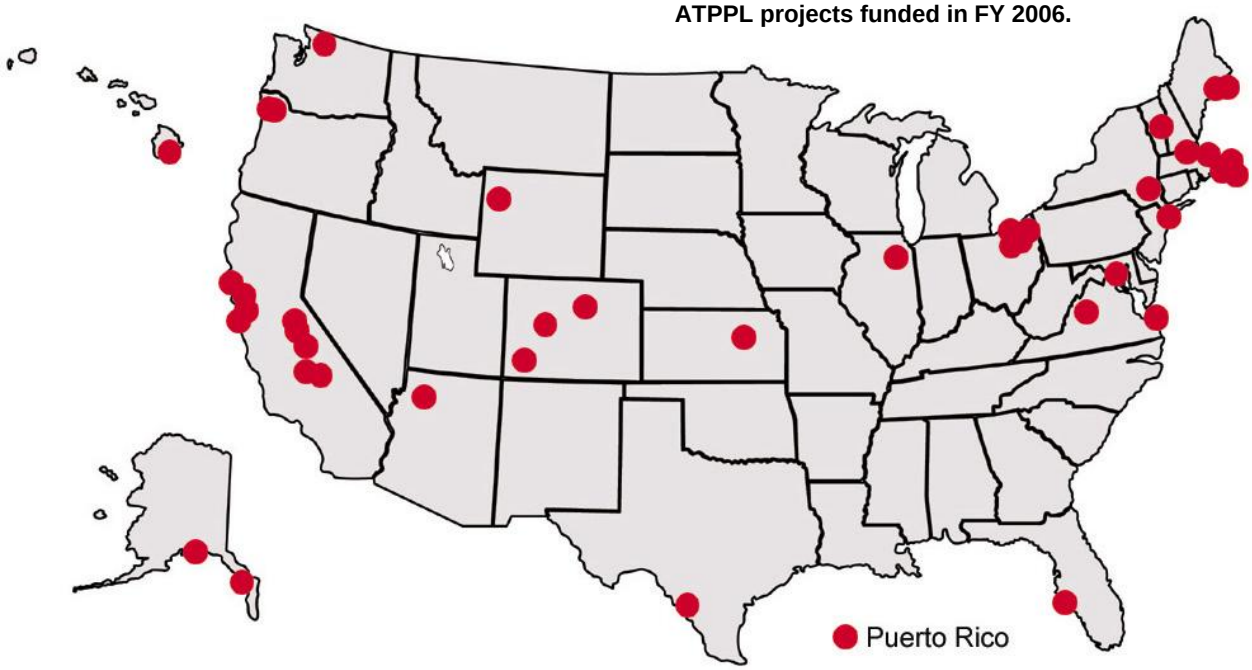
25 projects (totaling $16 million) are capital projects and 17 (totaling $3.6 million) are planning projects. The types of projects selected include purchase of buses for new transit service, replacement of old buses and trams, ferry dock replacement, infrastructure design, intelligent transportation system components, and planning studies. As the program is in its first year, the majority of capital projects for fiscal year 2006 were for existing systems. The planning projects funded will develop new capital projects for funding in fiscal years 2007-2009.

15 projects were awarded through grants to state and local governments; 27 projects were awarded through interagency agreements with FLMAs.

As illustrated below, the projects are located in 21 states and in Puerto Rico. There are projects in all major geographic regions – northeast, south, midwest, and west – and in both rural and urban areas. The list also includes projects that provide transportation from urban areas to parks and public lands in outlying rural areas.

Project size varies considerably from $40,000-$80,000 planning studies to purchasing several buses for $400,000 to $1,400,000. Dock replacement and rail projects are also large ticket items. The most expensive project is $4.7 million. 22 projects are under $250,000, 9 projects are between $250,000 and $500,000, and 11 projects are above $500,000.

ATPPL projects funded in FY 2006.



Selected projects funded in FY 2006

Sequoia National Park, CA, National Park Service
Financial assistance will purchase five shuttle buses for the City of Visalia to run a new service from the San Joaquin Valley to the popular Sequoia National Park. This will allow the thousands of visitors who pass through the valley on their way to the park to take public transportation rather than private automobiles. The financial assistance will also fund the lease of ten shuttle buses connecting key sites within Sequoia National Park – lodging, camping, food service facilities, popular day use trails, and features of the world-famous Giant Forest Sequoia grove. Ridership of the shuttles is estimated to reduce vehicular traffic by up to 925 cars daily, and up to 47% within the popular Giant Forest / Generals Highway / Lodgepole area. An estimated 3,703 visitors daily (35% of the visitors) will use the Giant Forest shuttle, removing 50.3 tons of pollutants from the air in this air quality non-attainment area. The ATPPL funding share is 22% for the shuttle to the park and 34% for the shuttle within the park.

Back Bay National Wildlife Refuge, VA, Fish and Wildlife Service
Two alternative fueled specialty trams will be purchased to replace the antiquated tram system currently used to transport visitors through the Back Bay National Wildlife Refuge and to the adjoining False Cape State Park. The refuge protects 350 species of waterfowl, shorebirds, songbirds, wading birds, and raptors as well as active bald eagle nests, loggerhead turtles, white-tailed deer, red and grey fox, and river otter. The tram system allows visitors to enjoy nature and recreation opportunities with minimal impact from transportation.

Midewin National Tallgrass Prairie, IL, U.S. Forest Service
The Midewin National Tallgrass Prairie became a new unit of the National Forest system in 1996. As the largest single block of public land reserved for open space in the Chicago metropolitan region, Midewin has the potential to offer a mix of outdoor recreational opportunities. Public transportation service will enable city residents without cars to access this area and offer a convenient and environmentally friendly alternative for others. Funding will allow the Midewin National Tallgrass Prairie along with its regional comprehensive and transportation planning partners to develop an alternative transportation system plan for the prairie. The project will develop detailed alternatives, evaluate their costs and benefits, include a public participation process, prepare a staged set of implementation actions, and develop a funding strategy.

The full list of projects selected for FY06 funding is available on the ATPPL web site: ***www.fta.dot.gov/documents/Projects_Selected_for_FY06_Funding-8-29-06.pdf***.

Sample proposal language

Below are examples of language from proposals that were awarded funding in FY 2006. Though not every section of the application is represented (from both planning and implementation project applications), the nature of the responses should give potential applicants a strong idea of what is considered a successful proposal.

1. Demonstration of Need

1a. Describe the site's current and anticipated transportation problem or opportunity. Cite documentation in agency plans and other reports. Describe how the project is the most effective solution for meeting identified management goals and objectives for the site.

Santa Ana National Wildlife Refuge
Project Title: Santa Ana National Wildlife Refuge Tram Replacement Project
Funding Awarded: $510,000

The requested financial assistance would provide a new tram to replace the current tram at Santa Ana NWR. The current tram, acquired in 1993, has had frequent breakdowns in the last five years, resulting in regular cancellations when it is down for increasingly frequent servicing. A newer, more reliable model with improved fuel economy, better safety features, and easier access would vastly improve the Refuge tram program. The funding also would allow the Refuge to purchase a new tram garage/shelter to protect the tram.

The new tram that would be acquired has an extensive list of improvements compared to the current tram model, including:

- Greater fuel efficiency, higher miles per gallon, lower emissions, easy access to engine for repairs
- More torque (pulling power) at low speeds; current tram has experienced problems on slopes in hot weather
- Increased passenger capacity, increased ability to operate more tours
- Quieter operation
- Reduced tram maintenance costs
- Less time that tram is out of service for repairs
- Increased seating for visitors using wheelchairs, improved wheelchair loading
- Safer, easier access (low step model) than current tram

The Refuge Annual Narrative Report for 1981 explains, "…it is felt that the carrying capacity of the refuge in terms of people has been reached, if not exceeded. This belief and concern for a very fragile resource has led to the decision to close Santa Ana to private vehicles during peak visitation periods and implement a refuge interpretive tram to shuttle people through the refuge…we expect the tram to help obtain four objectives:

1. Reduce the volume of private vehicles driving through the refuge, thereby reducing the amount of intrusion and disturbance to wildlife species
2. Increase the quality of experience for the visitor by providing interpretive personnel on the tram to explain about various aspects of the refuge and to answer questions
3. Conserve energy by reducing gas consumption from the many private vehicles that would normally drive through the refuge
4. Reduce road maintenance, litter and vandalism by eliminating private vehicles on the wildlife drive during the peak public use periods."

In 1982, Santa Ana NWR acquired its first tram. Personal vehicles were prohibited for much of the peak visitor season and daily tram tours were offered to shuttle visitors through the Refuge. The benefits were immediate, and the tram service reduced disturbance to wildlife and habitat and provided a quality interpretive program at the same time…

The seven-mile Wildlife Drive is one way for all but the first 1/3 mile, and drivers are unable to safely pass slow traffic except at designated parking areas, where slower vehicles can pull off to let another pass. The parking areas (with one exception) are small, with lot capacities averaging five spaces. The result of the road and parking system was frequent complaints from drivers about birders or wildlife watchers holding up traffic when they stopped to look at birds or other animals in the middle of the road. Less common complaints included excessive smoke and fumes from vehicle exhausts (reported by other drivers, bicyclists and pedestrians who share the road), loud radio noise if following close behind an offending vehicle, excessive vehicle speed (hazardous to pedestrians, cyclists and wildlife), and inadequate parking at parking areas along the interior Refuge road.

In 1999, Refuge staff eliminated all personal vehicle access to the Wildlife Drive during the tram season…

The current tram, purchased in 1993, seats 72 passengers. Tram tours are 75 minutes long, and take visitors on a scenic tour along our 6.8 mile Wildlife Drive, three times daily on weekdays and four times a day on weekends. The tram operates from the day after Thanksgiving through April 30, and cars are permitted on the Wildlife Drive only on weekends from May through Thanksgiving. During the time period the tram is in operation and personal vehicles are prohibited on the Wildlife Drive, approximately 7.62% of Refuge visitors take tram tours or use it as a shuttle service.

Since the tram season corresponds directly to the peak visitation season, congestion has been eliminated for five months of the year, and almost nonexistent during the weekends from May through November when personal vehicles are permitted on the Wildlife Drive. Noise and air pollution due to vehicle use is minimal now, due entirely to the closure of the Drive to private vehicles when the tram is in operation.

The average annual tram ridership for calendar years 2003, 2004 and 2005 is 7,624, or an average of 64 passengers using the tram each day the tram is in operation. When the tram is in operation, it is the only vehicle (besides the occasional Refuge vehicle performing field work) using the Wildlife Drive on the Refuge. Prior to the seven-day tram operation schedule and the ban on personal vehicles in peak visitation season, the average vehicle per hour count was estimated to be between 30 and 50/hour.

2. Protection of Resources

2a. Describe how this project will protect and/or improve natural, cultural, historic, and/or scenic resources.

2b.Describe how this project will mitigate the impact of traffic congestion, and what environmental benefits will result (improved habitat connectivity, reduced pollution - including noise pollution, air pollution, and visual pollution).

Rocky Mountain Arsenal National Wildlife Refuge

Project Title: Rocky Mountain Arsenal National Wildlife Refuge Tram Replacement
Funding Awarded: $40,000

2a. The replacement of the tram, trailer, and GSA lease bus allows RMANWR to continue the current high level of natural, cultural, and scenic resources protection that originated from public access restrictions due to hazardous materials cleanup requirements and is continuing with the establishment and operation of the refuge. The alternative of not replacing the tram and trailer would eventually lead to either: 1) allowing private vehicles to tour the refuge, with a resulting increase in emissions, congestion, and resource impacts by unaccompanied visitation; or 2) greatly reducing public access to the refuge with the resulting failure to accomplish one of the most important purpose of RMANWR, environmental education and interpretation.

2b. With the current policy of no private vehicles touring the refuge, and continued implementation of this policy through the use of tour buses, the level of resulting environmental benefits (from reduced vehicle emissions, reduced on-refuge vehicle congestion, and increased visitor mobility and flexibility) will increase as visitors arriving by car are required to "park and ride" and more potential visitors are motivated to use mass transit alternatives to reach the refuge as opposed to single occupancy vehicles. During peak visitation weekends, operating tour buses (56 trips at 20 visitors per bus) over the 14 mile refuge tour route rather than the anticipated 1,130 private vehicles that would otherwise be driving the same route would save 15,029 miles per day of vehicle operation on the refuge tour route. Perhaps even more important, but less quantifiable, is the spaciousness, quiet and unimpeded scenic viewscape provided by a tour bus as opposed to having numerous private vehicles driving and congesting the refuge tour route.

3. Financial Sustainability and Operational Efficiency

3b. Explain how the planning study proposal considers financial planning for this proposal (economic analysis, operational funding, and maintenance funding, funding of replacement equipment and operating revenues such as transportation fees). Describe any innovative financing or joint development support of this proposal. How will planning project impact sties deferred maintenance backlog.

Inyo National Forest

Project Title: Feasibility Analysis of Alternatives for Future Mandatory Shuttle Bus Operations for Reds Meadow/Devils Postpile

Funding Awarded: $167,000

3b. The analysis would provide a clear picture of the true impacts of the shuttle versus no shuttle on operations, staff, and the ability to achieve protection of resources and providing a quality visitor experience.

The analysis could reveal innovative alternatives that reduce shuttle operational costs and prove beneficial to the long-term financial sustainability of the system. For example, the fleet currently in use is vintage 1989; an analysis of which might warrant investing in newer, environmentally friendly and efficient buses, and appropriate size vehicles for the characteristics of Reds Meadow Road and accommodation of passengers at appropriate headways to optimize system capabilities, reducing fuel costs, number of staff required to operate the shuttle, etc.

A key component of this feasibility study will to provide for a financially sustainable transportation system for the next ten years. This comprehensive analysis would include operations, maintenance, funding of replacement equipment, and operating revenues.

For example, this analysis would providing cost/benefit analysis of leasing/purchasing buses. The purchase of buses (rolling stock) reduces the uncertainty if grants would fund leasing for future operations. However, purchasing buses involves maintenance and storage of rolling stock. Another fleet need is analysis of bus sizes needed for cycles of daily needs and peak visitation needs. An operational efficiency would be

determined for a mixture of bus sizes deployed at what time of day/day of week/seasonal variation.

4. Public Benefits

4a. What number and percentage of visitors to this facility will benefit from this project? Please include information on seasonal or cyclical visitation that is relevant to the proposed project.

4b. Describe how the project will enhance visitor experience related to educational benefits, recreational benefits, public health benefits, and social benefits.

4c. Describe the transportation benefits of the project for improving the visitor experience by addressing any current transportation mobility issues (reduces congestion, interposal connectivity, improves public access, including access for those with disabilities.)

4d. Describe how the project would improve safety. Include quantitative analysis on accident rates, property loss, and other measures, if available.

4e. Describe how the project will reduce fuel consumption for site patrons and improve energy efficiency aspects of transportation including non-motorized transportation. This will be assessed by the number of riders switching form auto to transit or bike/pedestrian as a result of the project.

Grand Canyon National Park

Project Title: Hermit Road Shuttle Bus Transfer
Funding Awarded: $733,050

4a. Approximately 3.9 million people visit the South Rim of the Grand Canyon. Of those, at least 625,000 ride shuttle buses on Hermit Road, representing approximately 16 %.

4b. The project will provide a much improved visitor experience by providing adequate protection from the elements and opportunities for seating, while visitors wait for shuttle buses.

4c. The improvements to the transfer area will ensure that buses can align properly adjacent to the curb. This will make use of fold out ramps from buses fully ADA compliant and easier to use by visitors in wheelchairs. These improvements will provide for universal access.

4d. Adding adequate space for passing vehicles will significantly reduce the safety risks currently associated with shuttle bus loading in the road lane. Providing an appropriately placed and sized shade shelter will protect waiting visitors from the sun; seating will provide benefit for visitors unaccustomed to the elevation (7,000').

4e. Improvements may encourage more visitors to take the shuttle bus system onto Hermit Road, rather than taking their vehicles to other South Rim locations.

Appendices

A. ATPPL legislation (from SAFETEA-LU)

B. FY07 planning and implementation project proposal forms and guidance

C. Quarterly reporting for FLMA funding recipients

D. ATPPL contact list

E. References

F. Instructions for preparing a grant application to FTA

G. Instructions for receiving FTA funds

Appendix A
ATPPL legislation (from SAFETEA-LU)

Below is the text of Section 3021 of the 2005 Safe, Accountable, Flexible, Efficient Transportation Equity Act–A Legacy for Users (SAFETEA-LU), which established the ATPPL program within 49 U.S.C. § 5320.

This text is available on the ATPPL web site at ***www.fta.dot.gov/documents/SAFETEA-LU_Section_3021_49_USC_5320.pdf***.

SEC. 3021. ALTERNATIVE TRANSPORTATION IN PARKS AND PUBLIC LANDS.

(a) IN GENERAL.—Chapter 53 is amended by striking section 5320 and inserting the following:

SECTION 5320. Alternative transportation in parks and public lands.

(a) IN GENERAL.—

(1) AUTHORIZATION.—

(A) IN GENERAL.—The Secretary, in consultation with the Secretary of the Interior, may award a grant or enter into a contract, cooperative agreement, interagency agreement, intra—agency agreement, or other agreement to carry out a qualified project under this section to enhance the protection of national parks and public lands and increase the enjoyment of those visiting the parks and public lands by—

(i) ensuring access to all, including persons with disabilities;

(ii) improving conservation and park and public land opportunities in urban areas through partnering with State and local governments; and

(iii) improving park and public land transportation infrastructure.

(B) CONSULTATION WITH OTHER AGENCIES.—To the extent that projects are proposed or funded in eligible areas that are not within the jurisdiction of the Department of the Interior, the Secretary of the Interior shall consult with the heads of the relevant Federal land management agencies in carrying out the responsibilities under this section.

(2) USE OF FUNDS.—A grant, cooperative agreement, inter-agency agreement, intra—agency agreement, or other agreement for a qualified project under this section shall be available to finance the leasing of equipment and facilities for use in public transportation, subject to any regulation that the Secretary may prescribe limiting the grant or agreement to leasing arrangements that are more cost-effective than purchase or construction.

(3) ALTERNATIVE TRANSPORTATION FACILITIES AND SERVICES.—Projects receiving assistance under this section shall provide alternative transportation facilities and services that complement and enhance existing transportation services in national parks and public lands in a manner that is consistent with Department of Interior and other public land management policies regarding private automobile access to and in such parks and lands.

(b) DEFINITIONS.—In this section, the following definitions apply:

(1) ELIGIBLE AREA.—The term ‘eligible area’ means any federally owned or managed park, refuge, or recreational area that is open to the general public, including—

(A) a unit of the National Park System;

(B) a unit of the National Wildlife Refuge System;

(C) a recreational area managed by the Bureau of Land Management;

(D) a recreation area managed by the Bureau of Reclamation; and

(E) a unit of the National Forest System.

(2) FEDERAL LAND MANAGEMENT AGENCY.—The term ‘Federal land management agency’ means a Federal agency that manages an eligible area.

(3) ALTERNATIVE TRANSPORTATION.—The term ‘alternative transportation’ means transportation by bus, rail, or any other publicly or privately owned conveyance that provides to the public general or special service on a regular basis, including sightseeing service. Such term also includes a nonmotorized transportation system (including the provision of facilities for pedestrians, bicycles, and nonmotorized watercraft).

(4) QUALIFIED PARTICIPANT.—The term ‘qualified participant’ means—

(A) a Federal land management agency; or

(B) a State, tribal, or local governmental authority with jurisdiction over land in the vicinity of an eligible area acting with the consent of the Federal land management agency, alone or in partnership with a Federal land management agency or other governmental or nongovernmental participant.

(5) QUALIFIED PROJECT.—The term ‘qualified project’ means a planning or capital project in or in the vicinity of an eligible area that—

(A) is an activity described in section 5302(a)(1)(A), 5303, 5304, 5305, or 5309(b);

(B) involves—

(i) the purchase of rolling stock that incorporates clean fuel technology or the replacement of buses of a type in use on the date of enactment of the Federal Public Transportation Act of 2005 with clean fuel vehicles; or

(ii) the deployment of alternative transportation vehicles that introduce innovative technologies or methods;

(C) relates to the capital costs of coordinating the Federal land management agency public transportation systems with other public transportation systems;

(D) provides a nonmotorized transportation system (including the provision of facilities for pedestrians, bicycles, and nonmotorized watercraft);

(E) provides waterborne access within or in the vicinity of an eligible area, as appropriate to and consistent with this section; or

(F) is any other alternative transportation project that—

(i) enhances the environment;

(ii) prevents or mitigates an adverse impact on a natural resource;

(iii) improves Federal land management agency resource management;

(iv) improves visitor mobility and accessibility and the visitor experience;

(v) reduces congestion and pollution (including noise pollution and visual pollution); or

(vi) conserves a natural, historical, or cultural resource (excluding rehabilitation or restoration of a non-transportation facility).

(c) FEDERAL AGENCY COOPERATIVE ARRANGEMENTS.—The Secretary shall develop cooperative arrangements with the Secretary of the Interior that provide for—

(1) technical assistance in alternative transportation;

(2) interagency and multidisciplinary teams to develop Federal land management agency alternative transportation policy, procedures, and coordination; and

(3) the development of procedures and criteria relating to the planning, selection, and funding of qualified projects and the implementation and oversight of the program of projects in accordance with this section.

(d) LIMITATION ON USE OF AVAILABLE AMOUNTS.—

(1) IN GENERAL.—The Secretary, in consultation with the Secretary of the Interior, may use not more than 10 percent of the amount made available for a fiscal year under section 5338(b)(2)(J) to carry out planning, research, and technical assistance under this section, including the development of technology appropriate for use in a qualified project.

(2) ADDITIONAL AMOUNTS.—Amounts made available under this subsection are in addition to amounts otherwise available to the Secretary to carry out planning, research, and technical assistance under this chapter or any other provision of law.

(3) MAXIMUM AMOUNT.—No qualified project shall receive more than 25 percent of the total amount made available to carry out this section under section 5338(b)(2)(J) for any fiscal year.

(e) PLANNING PROCESS.—In undertaking a qualified project under this section—

(1) if the qualified participant is a Federal land management agency—

(A) the Secretary, in cooperation with the Secretary of the Interior, shall develop transportation planning procedures that are consistent with—

(i) the metropolitan planning provisions under section 5303;

(ii) the statewide planning provisions under section 5304; and

(iii) the public participation requirements under section 5307(d); and

(B) in the case of a qualified project that is at a unit of the National Park System, the planning process shall be consistent with the general management plans of the unit of the National Park System; and

(2) if the qualified participant is a State or local governmental authority, or more than one State or local governmental authority in more than one State, the qualified participant shall—

(A) comply with the metropolitan planning provisions under section 5303;

(B) comply with the statewide planning provisions under section 5304;

(C) comply with the public participation requirements under section 5307(d); and

(D) consult with the appropriate Federal land management agency during the planning process.

(f) COST SHARING.—

(1) GOVERNMENT'S SHARE.—The Secretary, in cooperation with the Secretary of the Interior, shall establish the Government's share of the net project cost to be provided to a qualified participant under this section.

(2) CONSIDERATIONS.—In establishing the Government's share of the net project cost to be provided under this section, the Secretary shall consider—

(A) visitation levels and the revenue derived from user fees in the eligible area in which the qualified project is carried out;

(B) the extent to which the qualified participant coordinates with a public transportation authority or private entity engaged in public transportation;

(C) private investment in the qualified project, including the provision of contract services, joint development activities, and the use of innovative financing mechanisms;

(D) the clear and direct benefit to the qualified participant; and

(E) any other matters that the Secretary considers appropriate to carry out this section.

(3) SPECIAL RULE.—Notwithstanding any other provision of law, funds appropriated to any Federal land management agency may be counted toward the remainder of the net project cost.

(g) SELECTION OF QUALIFIED PROJECTS.—

(1) IN GENERAL.—The Secretary of the Interior, after consultation with and in cooperation with the Secretary, shall determine the final selection and funding of an annual program of qualified projects in accordance with this section.

(2) CONSIDERATIONS.—In determining whether to include a project in the annual program of qualified projects, the Secretary of the Interior shall consider—

(A) the justification for the qualified project, including the extent to which the qualified project would conserve resources, prevent or mitigate adverse impact, and enhance the environment;

(B) the location of the qualified project, to ensure that the selected qualified projects—

(i) are geographically diverse nationwide; and

(ii) include qualified projects in eligible areas located in both urban areas and rural areas;

(C) the size of the qualified project, to ensure that there is a balanced distribution;

(D) the historical and cultural significance of a qualified project;

(E) safety;

(F) the extent to which the qualified project would—

(i) enhance livable communities;

(ii) reduce pollution (including noise pollution, air pollution, and visual pollution);

(iii) reduce congestion; and

(iv) improve the mobility of people in the most efficient manner; and

(G) any other matters that the Secretary of the Interior considers appropriate to carry out this section, including—

(i) visitation levels;

(ii) the use of innovative financing or joint development strategies; and

(iii) coordination with gateway communities.

(h) QUALIFIED PROJECTS CARRIED OUT IN ADVANCE.—

(1) IN GENERAL.—When a qualified participant carries out any part of a qualified project without assistance under this section in accordance with all applicable procedures and requirements, the Secretary, in consultation with the Secretary of the Interior, may pay the share of the net capital project cost of a qualified project if—

(A) the qualified participant applies for the payment;

(B) the Secretary approves the payment; and

(C) before carrying out that part of the qualified project, the Secretary approves the plans and specifications in the same manner as plans and specifications are approved for other projects assisted under this section.

(2) FINANCING COSTS.—

(A) IN GENERAL.—The cost of carrying out part of a qualified project under paragraph (1) includes the amount of interest earned and payable on bonds issued by a State or local governmental authority, to the extent that proceeds of the bond are expended in carrying out that part.

(B) LIMITATION ON AMOUNT OF INTEREST.—The rate of interest under this paragraph may not exceed the most favorable rate reasonably available for the qualified project at the time of borrowing.

(C) CERTIFICATION.—The qualified participant shall certify, in a manner satisfactory to the Secretary, that the qualified participant has exercised reasonable diligence in seeking the most favorable interest rate.

(i) RELATIONSHIP TO OTHER LAWS.—

(1) SECTION 5307.—A qualified participant under this section shall be subject to the requirements of sections 5307 and 5333(a) to the extent the Secretary determines to be appropriate.

(2) OTHER REQUIREMENTS.—A qualified participant under this section shall be subject to any other requirements that the Secretary determines to be appropriate to carry out this section, including requirements for the distribution of proceeds on disposition of real property and equipment resulting from a qualified project assisted under this section.

(3) PROJECT MANAGEMENT PLAN.—If the amount of assistance anticipated to be required for a qualified project under this section is not less than $25,000,000—

(A) the qualified project shall, to the extent the Secretary considers appropriate, be carried out through a full funding grant agreement in accordance with section 5309(g); and

(B) the qualified participant shall prepare a project management plan in accordance with section 5327(a).

(j) ASSET MANAGEMENT.—The Secretary, in consultation with the Secretary of the Interior, may transfer the interest of the Department of Transportation in, and control over, all facilities and equipment acquired under this section to a qualified participant for use and disposition in accordance with any property management regulations that the Secretary determines to be appropriate.

(k) COORDINATION OF RESEARCH AND DEPLOYMENT OF NEW TECHNOLOGIES.—

(1) GRANTS AND OTHER ASSISTANCE.—The Secretary, in cooperation with the Secretary of the Interior, may undertake, or make grants, cooperative agreements, contracts (including agreements with departments, agencies, and instrumentalities of the Federal Government) or other agreements for research, development, and deployment of new technologies in eligible areas that will—

(A) conserve resources;

(B) prevent or mitigate adverse environmental impact;

(C) improve visitor mobility, accessibility, and enjoyment; and

(D) reduce pollution (including noise pollution and visual pollution).

(2) INFORMATION.—The Secretary may request and receive appropriate information from any source.

(3) FUNDING.—Grants, cooperative agreements, contracts, and other agreements under paragraph (1) shall be awarded from amounts allocated under subsection (d)(1).

(l) INNOVATIVE FINANCING.—A qualified project receiving financial assistance under this section shall be eligible for funding through a State infrastructure bank or other innovative financing mechanism available to finance an eligible project under this chapter.

(m) REPORTS.—

(1) IN GENERAL.—The Secretary, in consultation with the Secretary of the Interior, shall annually submit a report on the allocation of amounts made available to assist qualified projects under this section to—

(A) the Committee on Banking, Housing, and Urban Affairs of the Senate;

(B) the Committee on Transportation and Infrastructure of the House of Representatives; and

(C) the Committee on Resources of the House of Representatives and the Committee on Energy and Natural Resources of the Senate.

(2) ANNUAL REPORTS.—The report required under paragraph (1) shall be included in the report submitted under section 5309(k)(1).

Appendix B
FY07 planning and implementation project proposal forms and guidance

This appendix includes three files:

- Guidance for ATPPL project proposals for FY 2007
- ATPPL *planning* project proposal form for FY 2007
- ATPPL *implementation* project proposal form for FY 2007

These materials are specific to FY 2007 and are provided for reference only. Please check the ATPPL web site—at ***www.fta.dot.gov/atppl***—for the latest materials, since they may be modified for different fiscal years.

U.S. Department of Transportation
Federal Transit Administration

Guidance for Project Proposals
Alternative Transportation in Parks and Public Lands Program
Fiscal Year 2007

Background

Traffic congestion in and around popular national parks, wildlife refuges, national forests, and other federal lands causes traffic delays and noise and air pollution that substantially detract from the visitor's experience and the protection of natural resources. To address these problems, Congress established the Alternative Transportation in the Parks and Public Lands (ATPPL) program.

The program funds alternative transportation – that is alternatives to the private automobile such as buses, rail, ferries, trams, trails, transit related intelligent transportation systems, and other transportation that helps visitors access destinations in parks and public lands without harming the environment or their enjoyment of the site.

The goals of the program are to enhance the protection of national parks and federal lands and increase the enjoyment of those visiting them. This includes to:

- conserve natural, historic, and cultural resources;
- reduce congestion and pollution;
- improve visitor mobility and accessibility;
- enhance visitor experience;
- and ensure access to all, including persons with disabilities.

Demand for financial assistance through the ATPPL program far exceeds the funds available for the program. In the program's first year, fiscal year 2006, the program was able to fund only about half of the project proposals evaluated. Competition for funds is expected to be even more competitive for future years, as more potential applicants are made aware of the program.

The evaluation criteria are based on those found in the program's legislation, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). They are designed to help the Department of the Interior, after consultation with and in cooperation with the Federal Transit Administration, select the most meritorious projects. There are two sets of evaluation criteria, one for "implementation" or capital projects, and one for planning projects.

Separate criteria are needed for planning projects and capital projects because planning project proposals may not yet have key information that is needed to make a decision on whether or not

to fund an alternative transportation system. Funding capital projects allows for implementation of new alternative transportation systems and expansion or rehabilitation of existing alternative transportation systems. Funding of planning projects ensures the wise use of federal dollars to fund additional capital projects in the future. Planning is intended to identify the best alternative solution to a public land's transportation problem. Operating assistance, such as funds to pay drivers and purchase fuel, is not eligible under the program.

Summary of Criteria

The main section of the proposal form, the project justification section, asks you to justify your projects based on the evaluation criteria.

For implementation projects, you are first asked to demonstrate the need for your project, then to explain the benefits it will bring, and finally to show realistic financial planning.

Implementation projects that score highly will be those that 1) demonstrate strong need for ATPPL assistance at the site because the site faces significant current or anticipated problems of traffic congestion, natural resources impact, and visitor experience; 2) provide visitor mobility and visitor experience benefits; 3) benefit the environment; and 4) demonstrate realistic, sustainable, and effective financial plans. The criteria are grouped into these four categories and are listed in the chart below.

Criteria for Implementation Projects	**Points**	**Weight**
1. Demonstration of Need		25%
a. Visitor mobility & experience	(1-5)	
b. Environmental condition as result of existing transportation system	(1-5)	
2. Visitor Mobility & Experience Benefits of Project		25%
a. Reduced traffic congestion	(1-5)	
b. Enhanced visitor mobility, accessibility, and safety	(1-5)	
c. Visitor education, recreation, and health benefits	(1-5)	
3. Environmental Benefits of Project		25%
a. Protection of sensitive natural, cultural, and historical resources	(1-5)	
b. Reduced pollution (air, noise, visual)	(1-5)	
4. Operational Efficiency and Financial Sustainability		25%
a. Effectiveness in meeting management goals	(1-5)	
b. Feasibility of proposed budget	(1-5)	
c. Cost effectiveness	(1-5)	
d. Partnering, funding from other sources	(1-5)	

For planning projects, you are first asked to demonstrate the need for the project. The demonstration of need section for planning has the highest weight because the benefits a later project would bring have not yet been assessed. For planning projects, you are then asked how the planning project's scope and methodology will address issues key to the program. The methodology will be judged on its thoroughness and quality.

Planning projects that score highly will be those that 1) demonstrate strong need for ATPPL assistance at the site because the site faces significant current or anticipated problems of traffic congestion, natural resources impact, and visitor experience; 2) possess a strong methodology for assessing visitor mobility and visitor experience benefits, environmental benefits, and financial sustainability and operational efficiency. The criteria are listed in the chart below.

Criteria for Planning Projects	Points	Weight
1. Demonstration of Need		50%
a. Visitor mobility & experience	(1-5)	
b. Environmental condition as result of existing transportation system	(1-5)	
2. Methodology for Assessing: Visitor Mobility & Experience Benefits of Project		15%
a. Reduced traffic congestion	(1-5)	
b. Enhanced visitor mobility, accessibility, and safety	(1-5)	
c. Improved visitor education, recreation, and health benefits	(1-5)	
3. Methodology for Assessing: Environmental Benefits of Project		15%
a. Protection of sensitive natural, cultural, and historical resources	(1-5)	
b. Reduced pollution	(1-5)	
4. Methodology for Assessing: Operational Efficiency and Financial Sustainability of Alternatives		20%
a. Effectiveness in meeting management goals	(1-5)	
b. Financial plan and cost effectiveness	(1-5)	
c. Cost effectiveness	(1-5)	
d. Partnerships and funding from other sources	(1-5)	

Other Criteria for both Capital and Planning Projects

Additional consideration will be given to projects based upon:

- geographic diversity,
- balance between urban and rural projects,
- and balance in size of projects.

The program of projects may also be balanced by type of project, as categorized below, to best show accomplishments from the program.

- New alternative transportation systems – to show new systems made possible by this new program.
- Expansion or enhancement of an existing alternative transportation system – to demonstrate improvements and expansions enabled by the program.
- Rehabilitation or replacement of vehicles or facilities of existing alternative transportation systems – to support and sustain existing meritorious systems into the future.
- Planning studies – to prepare for new systems that can be funded in future years.

Responding to the Criteria for Different Types of Projects

As mentioned above, there are two sets of criteria – one for implementation projects and one for planning projects. While there are several different types of projects within these two categories, all implementation projects will be judged by the same criteria and all planning projects will be judged by the same criteria. There may, however, be differences in the arguments an applicant uses to respond to the criteria for different types of projects. The uniform criteria allow evaluators to compare very different projects, based on how well they meet the goals of the program. The guidance below helps applicants justify different types of projects using these same criteria.

For example, for a new alternative transportation system, the applicant should demonstrate the need for the system and describe the benefits it would provide. While for an existing alternative transportation system, the proposal should explain both the need for the existing system and the need for the proposed improvement. The applicant would also describe the benefits of the existing system and the benefits of the proposed improvement.

For example, for replacing two buses in an existing system of 8 buses that takes visitors to destinations within a public land, the proposal should describe the benefits of the existing system (e.g. reduces the number of vehicle trips by x trips, eliminates illegal parking on tree roots on x miles of road shoulder, reduces animal-vehicle collisions by x collisions, …) and the benefits of the proposed improvement (the buses will replace two buses that are at the end of their life cycle and will go out of operation within 5 months; with the replacement, the system has 8 buses and is able to provide x number of rides and remove x number of vehicle trips, while without the replacement the system has only 6 buses and is only able to provide y number of rides and remove y number of vehicle trips; the new buses produce fewer pollutants than the older buses they would replace…).

For an Intelligent Transportation System (ITS) such as electronic signs that tell visitors when the next bus will be at the stop, the applicant should similarly describe the need for and benefits of the system. For instance, such an ITS system may encourage more visitors to use the bus system, thus reducing traffic and pollution.

An example of another type of project that ATPPL might fund is the replacement of a tram in a public land that does not allow private vehicles to travel on the site. In this case, under demonstration of need, the applicant should describe the mobility and environmental problem that would exist without the tram system and the policy of not allowing private vehicles. Under environmental benefits and visitor mobility and experience benefits, the applicant should describe the benefits of the tram system over the alternative – allowing visitors to drive private vehicles on the tram tour route.

Non-motorized transportation systems

Non-motorized transportation systems, such as pedestrian and bicycle trails, are eligible under the program's legislation. To be funded, a proposed non-motorized project would have to contribute to the program's goals by reducing traffic, improving visitor experience, and

protecting natural resources by providing visitors with an alternative to the private automobile. The Technical Review Committee will use the criteria below to select and prioritize those projects most suitable to meeting ATPPL program goals.

- Non-motorized systems must reduce or mitigate the number of auto trips by providing an alternative to travel by private auto.
  - For example, a new trail that would cause 500 visitors per day to walk or bike to destinations rather than drive would be a good candidate for the program.
  - A highly rated non-motorized alternative transportation system would connect destinations within a larger transportation system and result in visitors switching from driving to using the new non-motorized system. Such a system would reduce vehicle traffic, improve visitor experience, and protect natural resources.
  - A non-motorized system that is unlikely to get people to switch from driving to walking/biking/etc would not be a good candidate.
- Non-motorized systems must provide a high degree of connectivity within a recreational transportation system.
  - The best-scoring non-motorized transportation project proposals are those that expand, complete or enhance an integrated network of motorized and non-motorized recreational transportation systems. Non-motorized transportation systems within that network will provide connectivity among and between:
    - Transportation centers and recreational/resource destinations
    - Interpretive and educational centers and recreational/resource destinations
    - Recreational/resource destinations and other recreational/resource destinations
- Non-motorized systems improve safety for motorized and non-motorized transportation system users.

Description of Criteria for Implementation Projects

This section elaborates on each of the criteria to guide applicants in preparing project proposals.

Demonstration of Need

Severity of current or anticipated visitor mobility & experience problem: Many public lands have problems of traffic congestion getting to the site and traveling to destinations within it. Other sites may have manageable levels of traffic congestion but are experiencing growing visitation and are looking to address future problems before they reach a crisis stage.

To illustrate, because many people want to visit the site and visitors may not have a convenient alternative to the private automobile, the roads and parking lots may end up at or above capacity during popular visitation times. Visitors experience traffic delays and parking shortages. The visitor's experience, or enjoyment of the public land, is diminished by the hassle and frustration of traffic delays and inability to find parking. In addition, it is difficult for visitors to get to desired destinations. Furthermore, individuals with disabilities and persons who do not own cars often have trouble accessing public lands when there is no convenient alternative to the private automobile.

Projects will be evaluated on the severity of the current or anticipated visitor mobility and visitor experience problem the site faces. This helps evaluators prioritize projects for those sites that face significant current or anticipated problems in order to direct funding to where it is most needed. Proposals should cite documentation if it is available such as reports, plans, or studies that support their demonstration of need. Projects for sites with more severe current or anticipated problems have a high need for ATPPL assistance and will score high on this criterion.

For proposals for projects to expand or rehabilitate an existing alternative transportation system, the applicant should explain the current visitor mobility and experience problem that the project seeks to address and the visitor mobility and experience problem that would result if the alternative transportation system as a whole did not exist.

Severity of current or anticipated environmental problem caused by existing transportation system: Many public lands have current or anticipated problems of pollution and negative impacts on natural, cultural, and historic resources due to high numbers of vehicles. Vehicle emissions can cause air pollution and degrade air clarity. High numbers of vehicles can create noise pollution and can also cause detract from the scenery. Parking lot capacities often do not meet parking needs, resulting in visitors sometimes parking on roadway or other inappropriate locations, damaging vegetation and other resources. Vehicle-animal collisions and run-off from impervious surfaces are other environmental problems that can result when visitors do not have a convenient alternative to the private automobile.

Proposals for sites that demonstrate substantial current or anticipated environmental problems will receive more points on this criterion. For proposals for projects to expand or rehabilitate an existing alternative transportation system, the applicant should explain the current environmental problem that the project seeks to address, as well as the environmental problem that would result if the existing alternative transportation system as a whole did not exist.

The applicant should indicate if the proposed project is to address a current problem, preserve the status quo, or avoid or reduce future problems.

Visitor Mobility & Visitor Experience

Reduced Traffic Congestion: A major goal of the ATPPL program is to reduce or mitigate automobile traffic congestion. The visitor's experience, or enjoyment of the public land, is diminished by the hassle and frustration of traffic delays and inability to find parking.

Many public lands can accommodate more visitors but not more vehicular traffic. By providing an alternative to the private automobile, the same or greater number of visitors can travel to destinations within the public land with fewer vehicles and with fewer parking spaces.

Projects that receive high ratings on this criterion will be those that would significantly reduce traffic congestion to and/or within the public land. Estimates of the number of vehicle trips the project would mitigate, estimates of decreases in time lost to traffic delays, and/or estimates of decreases in parking demand should be provided.

Enhanced Visitor Mobility, Accessibility, and Safety: Another goal of the ATPPL program is to improve the mobility of people and ensure access to all, including persons with disabilities. Alternative transportation can improve mobility by making it easier for visitors to travel to different destinations in the park. It can also improve mobility by linking to other transportation networks, such as the public transportation systems of nearby communities.

Alternative transportation can ensure access to people with disabilities by providing alternatives to the private car, such as buses, rail cars, and paths that accommodate wheelchairs, as required by the Americans with Disabilities Act. Alternative transportation can also provide access to public lands for people who do not have access to a car because they cannot afford a car, cannot drive because of age or disability, or choose not to own a car.

In addition, by reducing vehicle traffic and parking along roads, new alternative transportation systems can improve visitor safety. Upgrades and safety improvements to existing alternative transportation systems can also improve visitor safety. Finally, alternative transportation, by leading to more controlled access to a site and fewer vehicles, can sometimes reduce the risk of vehicle and human caused fires.

Project proposals that receive high ratings on this criterion will be ones that ease travel in and around the public land, improve safety, and provide access to all, including persons with disabilities and persons without cars. The applicant should include the estimated number of visitors that would benefit each year.

Visitor Education, Recreation, and Health Benefits: Alternative transportation can offer improved interpretation, education, and visitor information services as well as recreation, health, and social benefits. All of these are part of the visitor's experience, or enjoyment, of the public land.

For example, visitor education is improved if a staff member of the public land explains the geology of the public land to visitors while they are on a bus. Another example is the increased recreation and health benefits of people who previously were unable to access the public land. Projects rate well if they can demonstrate these benefits to a significant number of visitors.

Environmental Benefits

Protection of Sensitive Natural, Cultural, and Historic Resources: This is a major goal of the ATPPL program. Alternative transportation can reduce impacts on vegetation and wildlife, reduce auto-animal collision rates, and improve habitat connectivity, among other benefits.

Applicants should describe the benefits the proposed project would produce in this area. Applicants should also ensure that visitation does not exceed an area's ability to handle increased levels of visitation (carrying capacity).

Reduced Pollution: Alternative transportation can reduce or mitigate air pollution by removing vehicles from the road and allowing new visitors to come by alternative means. In addition, new vehicles purchased through the program may produce less pollution than older vehicles.

If possible, the applicant should provide such information as reduction or mitigation of vehicle miles traveled (indicating a reduction in pollutant emissions) or, if possible, an estimate of anticipated tons of pollutant emissions reduced or mitigated (ozone, CO2, PM10, etc). Applicants should also indicate any anticipated increase in air clarity or reduction in noise from autos.

Alternative transportation can also reduce or mitigate the need for impervious surfaces such as parking lots and roads, resulting in decreased water pollution from run-off. Additionally, alternative transportation can reduce or mitigate "visual pollution" such as the visual impact of roads and parking.

Finally, alternative transportation may improve energy efficiency through reduction in the use of fuel from fewer vehicles being operated and from the use of alternative fuels. Applicants should describe benefits the proposed project would have in any of these areas of reducing or mitigating pollution.

Financial Sustainability and Operational Efficiency

Operational Efficiency: Here you are asked to describe how the proposed project is the most effective solution for meeting identified management goals and objectives for the land unit.

Feasibility of Proposed Budget: In order to receive funding, projects must have a realistic financial plan. The project budget must include all revenues, capital costs, and operating costs, including maintenance costs, over five years. Costs estimates should be based on previous experience, similar projects, or other credible information. You may use the budget template provided or attach the budget in another form, as long as the attachment contains at least the items in the template and extends at least five years. Remember to also include a budget narrative that considers how the project will affect the finances of the public land as a whole and describes the maintenance plan.

Cost-Effectiveness: Some measure of cost-effectiveness is needed to ensure good use of funds. Applicants should provide the data requested in the proposal template to enable a calculation of the cost per person using the alternative transportation system. Applicants should also compare the costs of the proposed projects with other alternatives.

Some projects may cost more per user and still be more worthwhile than a project that costs less per user because more resources are preserved and visitors have a better experience. Cost-effectiveness is one factor among several used to compare the merits of competing projects.

Partnering, funding from other sources: Project sponsors are encouraged to form partnerships with other agencies, levels of government, and the private sector. Strong partnerships can

improve the success of a project by involving other stakeholders. Partnerships can also aid the finances of a project. Leveraging funding from multiple sources is encouraged.

Any economic, mobility, or other benefits to communities near the public land unit are encouraged. Local communities near public land units may benefit economically from alternative transportation services that cause increased tourism, sales revenues, hotel revenues, and ease of travel between the community and the land unit.

Any time sensitive situations need to be explained – for example if the funding isn't matched in a given time period the partnering opportunity may not be valid any longer.

Description of Criteria for Planning Projects

Demonstration of Need

(Same as above under Demonstration of Need criteria for capital projects.)
Planning projects will be primarily judged by the severity of the problem the public land faces, that is, the demonstrated need for action.

Methodology

The planning project's methodology and scope of work should include tasks that will assess the following in a thorough and professional manner:

- Visitor Mobility & Experience Benefits of Project
    - Reduced traffic congestion
    - Enhanced visitor mobility, accessibility, and safety
    - Improved visitor education, recreation, and health benefits
- Environmental Benefits of Project
    - Protection of sensitive natural, cultural, and historic resources
    - Reduced pollution (air, noise, visual)
- Financial Sustainability and Operational Efficiency
    - Effectiveness in meeting management goals
    - Feasibility of financial plan
    - Cost effectiveness of multiple alternatives
    - Partnerships and funding from other sources

The planning project should have a scope of work and methodology at this proposal phase, though it will be refined when the project starts.

Projects that Take More than One Year to Carry Out

Some projects may take more than one year to carry out. For instance, some bus purchases can take 18 months to complete. While projects must be ready to implement, there is no requirement that funds be spent in the same fiscal year in which they are awarded.

For example, if an applicant submits a proposal to compete for congressionally appropriated fiscal year 2007 funds, and the proposal is selected for funding, the applicant may, for instance,

spend part of the fiscal year 2007 funds in fiscal year 2007 on project expenses that are incurred in fiscal year 2007, and part of the fiscal year 2007 funds in fiscal year 2008 on project expenses that are incurred in fiscal year 2008.

In other words, an applicant may propose a project that would expend money in multiple years even though award is from one year's worth of FTA ATPPL program funds. The project would however, need to be ready to begin and need to be completed in a reasonable period of time.

If you seek funds that Congress appropriates for future fiscal years, you must reapply in that year.

Instructions for Filling out Proposal Templates

1. Please complete all sections of the proposal. Incomplete proposals will not be considered.
2. Remember to fill out the project proposal cover sheet. Be sure to fill in every section.
3. The one page executive summary should summarize your project and its justification. It should be able to stand alone.
4. The one page project description is where you should describe what the requested financial assistance would fund (details of planning study, type and quantity of vehicles, details on facility to be constructed, etc…). You may attach up to two pages of maps or other illustrations that do not count towards the page limit. Maps showing alternative transportation system routes and key destinations within and near the public land are particularly useful.
5. The project justification section is where you should justify your project based on the specified criteria. Your responses must total no more than eight pages.
6. For implementation projects, be sure to either fill out the budget template provided or include a budget in your own format that at a minimum contains the items in the budget template and extends at least five years. Be sure to include a budget narrative under the heading under 4b.

Workshop

FTA will hold a "webinar" style outreach workshop to provide information about the program, aid applicants in developing project proposals, and answer any questions. Dates and other details will be available shortly on the program website, www.fta.dot.gov/atppl.

U.S. Department of Transportation
Federal Transit Administration

Alternative Transportation in the Parks and Public Lands Program
Project Proposal for Fiscal Year 2007 Funds – Planning Project

BASIC PROJECT INFORMATION			
Project Name (Please provide a 1-2 sentence description of the project):			
Proposed Funding Recipient:			
Public land unit(s) involved:	Location of Project City: County: State: Congressional District:		
Federal Land Management Agency managing the above unit(s): ☐ Bureau of Land Management ☐ Bureau of Reclamation ☐ Fish and Wildlife Service ☐ Forest Service ☐ National Park Service	Type of Planning Project: (Implementation projects, please use the alternate form) ☐ Planning		
☐ Proposal is to plan for a possible new alternative transportation system where none currently exists. ☐ Proposal is to plan for a possible expansion or enhancement of an existing alternative transportation system.			
ATPPL Funding Requested during FY 2007 $	**Total** Cost of Planning Project at Completion (All sources) $		
Were you awarded FY 2006 ATPPL funds? ☐ Yes ☐ No If answer "Yes," please provide amount awarded: $			
Do you plan to request additional ATPPL funds in future years? ☐ Yes ☐ No **(Note: If you wish to compete for future ATPPL fiscal year funds you must reapply).** If answer "Yes," please specify ATPPL proposed funding levels for out years below:			
FY 2008 $	FY 2009 $	FY 2010 $	
FY 2007 Funding Amounts from sources other than ATPPL funds? ☐ Yes ☐ No If answer "Yes," please specify funding levels per source below:			
State $	Local $	Federal (other than ATPPL) $	Private sources $

CONTACT PERSON

Name:	Phone:
Position:	E-mail:
Address:	

OTHER PROJECT SPONSORS (in addition to funding recipient)

REQUIREMENTS
☐ If a State, Tribal, or local government entity is proposing the project, the applicant has contacted the manager of the federal land unit(s) and has the consent of the Federal land management agency or agencies affected. ☐ The project is consistent with the metropolitan and statewide planning process. ☐ The project is consistent with agency plans. ☐ The planning project will analyze all reasonable alternatives, including a non-construction option.

BASIC PROJECT DATA	
Number of Visitors (Annual):	Daily Number of Visitors (Peak season):
Average Number of Vehicles per Day at Peak Visitation:	
Current Road Level of Service at Peak Visitation: (Please consult guidance where available on determining this variable. You may use observational accounts or pictures to provide an assessment of this datum for FY 2007 proposals).	
What time of the year does your land unit experience Peak Visitation? ☐ Spring ☐ Summer ☐ Fall ☐ Winter	
Current Carrying Capacity of Existing Roads: (vehicles/day)	
What percent of that capacity is the site operating at during peak periods? %	
Current parking shortages during peak visitation:	
Current Number of Persons who use the alternative transportation system (if one already exists) at peak visitation: (average number of visitors/daily at peak)	
Estimated Annual Number of Persons who will use the alternative transportation system at project completion: (anticipated number of riders or users/annually)	
Average number of auto collisions with wildlife in the area? collisions/year	

Executive Summary

Please provide an executive summary of your proposal that is no more than one page in length.

Project Description

What activities would be funded by the requested ATTPL financial assistance? Please provide a project description that is no more than one page in length. You may attach up to two pages of maps or other illustrations that do not count towards the page limit.

Alternative Transportation in the Parks and Public Lands
Planning Evaluation Criteria

(There are separate evaluation factors for implementation projects. Use the implementation project proposal template for implementation projects.)

Criteria	Points	Weight
1. Demonstration of Need		50%
a. Visitor mobility & experience	(1-5)	
b. Environmental condition as result of existing transportation system	(1-5)	
2. Methodology for Assessing: Visitor Mobility & Experience Benefits of Project		15%
a. Reduced traffic congestion	(1-5)	
b. Enhanced visitor mobility, accessibility, and safety	(1-5)	
c. Improved visitor education, recreation, and health benefits	(1-5)	
3. Methodology for Assessing: Environmental Benefits of Project		15%
a. Protection of sensitive natural, cultural, and historical resources	(1-5)	
b. Reduced pollution	(1-5)	
4. Methodology for Assessing: Operational Efficiency and Financial Sustainability of Alternatives		20%
a. Effectiveness in meeting management goals	(1-5)	
b. Financial plan and cost effectiveness	(1-5)	
c. Cost effectiveness	(1-5)	
d. Partnerships and funding from other sources	(1-5)	

Planning Justification
Your responses to these questions must total no more than eight pages.

1. Demonstration of Need

a. Visitor mobility and experience: Describe the site's current and/or anticipated transportation problem or opportunity for improvement. You should include information on issues such as traffic congestion, traffic delays, parking shortages, difficulty in accessing destinations, safety issues, lack of access for persons with disabilities, lack of access for individuals with lower incomes or without cars, and visitor frustration. Please cite reports, plans, studies, and other documentation to support your description.

b. Environmental condition as a result of the existing transportation system: Describe the site's current or anticipated problem or opportunity for improvement of the environment in this area. You should include information on current or anticipated problems such as air pollution, noise pollution, run-off, water quality, harm to vegetation and wildlife, and other impacts or stressors on natural, scenic, cultural and/or historic resources caused by the existing transportation system. Please cite documentation in agency plans, studies, reports and other documentation that will help to support your description.

Scope of Work and Methodology
The planning project's scope of work and methodology should include tasks that will assess the areas below in a thorough and professional manner. The planning project should have a scope of work and methodology at this proposal phase, although it may be refined later.

2. Methodology for Assessing - Visitor Mobility & Experience Benefits of Project
Please address how the planning project's scope and methodology will assess the visitor mobility & experience benefits of a potential alternative transportation system improvement in the following areas:

a. Reduced traffic congestion: This criterion includes: reduced average number of daily motorized vehicle trips during peak visitation, time lost to traffic delays, visitor frustration, and the area's current capacity of the existing transportation system.

b. Enhanced visitor mobility, accessibility, and safety: This criterion includes enhanced intermodal interconnectivity, improved public access to resources, improved access for those with disabilities and low incomes, traffic safety, pedestrian/cycling safety, and safety in the case of catastrophic events (i.e., forest fires or security threats).

c. Improved visitor education, recreation, and health benefits: Describe how the project's scope and methodology will assess improved visitor education, recreation and health benefits?

3. Methodology for Assessing - Environmental Benefits of Project
Please address how the planning project's scope and methodology will assess the environmental benefits of a potential alternative transportation system improvement in the following areas:

a. Protection of sensitive natural, cultural, and historical resources: This criterion includes energy conservation, energy efficiency, ecosystem sustainability, preservation of archeological and/or historical resources, viewshed and watershed preservation, reduction in auto-wildlife collision rates, improved habitat connectivity, ensuring that visitation does not exceed an area's ability to handle increased levels of visitation or the "carrying capacity" of the land unit, and other protection benefits where applicable.

b. Reduced pollution: This criterion includes air pollution, water pollution, noise pollution, and visual pollution.

4. Methodology for Assessing - Operational Efficiency and Financial Sustainability

Please address how the planning project's scope and methodology will assess the operational efficiency and the financial sustainability of a potential alternative transportation system improvement in the following areas:

a. Operational efficiency: This criterion includes considerations of how a potential alternative system may/may not meet identified management goals and objectives for this site, including consideration of multiple alternatives.

b. Financial feasibility: This criterion includes the development of a financial plan that will incorporate a potential alternative transportation system, including the evaluation of multiple alternatives.

c. Cost effectiveness: This criterion includes the development of an analysis of cost effectiveness considerations that includes multiple alternatives.

d. Partnerships and funding from other sources: This criterion includes planning projects that would be carried out or funded in partnership with other entities in addition to the sponsor and will receive points depending on the level of partnership. Documentation (e.g., partnership agreements, letters of partnership support, letters of confirmation of financial contribution, letters of in-kind contributions, etc.) that supports and verifies involvement of partners and level of partnership *must* accompany this proposal.

U.S. Department of Transportation
Federal Transit Administration

Alternative Transportation in the Parks and Public Lands Program

Project Proposal for Fiscal Year 2007 Funds – Implementation Project

BASIC PROJECT INFORMATION			
Project Name (Please provide a 1-2 sentence description of the project):			
Proposed Funding Recipient:			
Public land unit(s) involved:	Location of Project City: County: State: Congressional District:		
Federal Land Management Agency managing the above unit(s): ☐ Bureau of Land Management ☐ Bureau of Reclamation ☐ Fish and Wildlife Service ☐ Forest Service ☐ National Park Service	Type of Implementation Project: (Planning projects, please use the alternate form) ☐ Bus ☐ Vehicle replacement ☐ Tram/Trolley ☐ Boat/Ferry/Dock ☐ Rail ☐ Non-motorized (e.g., bicycling/pedestrian trail) ☐ Other (e.g., Intermodal facility, ITS) Describe:		
☐ Proposal is for a new alternative transportation system where none currently exists. ☐ Proposal is for an expansion or enhancement of an existing alternative transportation system. ☐ Proposal is for rehabilitation of or replacement of vehicles or facilities for an existing alternative transportation system.			
ATPPL Funding Requested during FY 2007 $	**Total** Project Capital Cost at Completion (All sources) $		
Were you awarded FY 2006 ATPPL funds? ☐ Yes ☐ No If answer "Yes," please provide amount awarded: $			
Do you plan to request additional ATPPL funds in future years? ☐ Yes ☐ No **(Note: If you wish to compete for future ATPPL fiscal year funding you must reapply).** If answer "Yes," please specify ATPPL proposed funding levels for out years below:			
FY 2008 $	FY 2009 $	FY 2010 $	
FY 2007 Funding Amounts from sources other than ATPPL funds? ☐ Yes ☐ No If answer "Yes," please specify funding levels per source below:			
State $	Local $	Federal (other than ATPPL) $	Private sources $
CONTACT PERSON			

Name:	Phone:
Position:	E-mail:
Address:	

OTHER PROJECT SPONSORS (in addition to funding recipient)

REQUIREMENTS
☐ If a State, Tribal, or local government entity is proposing the project, the applicant has contacted the manager of the federal land unit(s) and has the consent of the Federal land management agency or agencies affected. ☐ The project is consistent with the metropolitan and statewide planning process. ☐ The project is consistent with agency plans. ☐ If this is an implementation project, all reasonable alternatives, including a non-construction option, were analyzed before proposing this project.

BASIC PROJECT DATA	
Number of Visitors (Annual):	Daily Number of Visitors (Peak season):
Average Number of Vehicles per Day at Peak Visitation:	
Current Road Level of Service at Peak Visitation (Please consult guidance where available on determining this variable. You may also use observational accounts or pictures to provide an assessment of this datum for FY 2007 proposals).	
What time of the year does your land unit experience Peak Visitation? ☐ Spring ☐ Summer ☐ Fall ☐ Winter	
Current Carrying Capacity of Existing Roads: (vehicles/day)	
Current parking shortages during peak visitation:	
Current Average Number of Persons who use the alternative transportation system (if one already exists) at Peak Visitation: (average number of visitors/daily at peak)	
Current Annual Number of Persons who use the alternative transportation system (if one already exists): (anticipated number of riders or users/annually)	
Estimated Annual Number of Persons who will use the alternative transportation system at project completion: (anticipated ridership/usage)	
Is there an anticipated reduction in auto collisions with large animals with this project? ☐ Yes ☐ No If "Yes," please provide anticipated reduction: collisions/year	

BASIC PROJECT DATA (CONTINUED)
Is there an anticipated increase in porous surface with this project? ☐ Yes ☐ No If "Yes," please provide anticipated area of increase: square feet
Is there an anticipated increase in wildlife habitat connectivity? ☐ Yes ☐ No If "Yes," how many acres would be connected by the project? acres
Is there an anticipated increase in air clarity measures (e.g., visitors' visual experience) for the land unit as a result of this project? ☐ Yes ☐ No If "Yes," please explain:
Is there an anticipated reduction of visual impact of parking and roads on visitor experience? ☐ Yes ☐ No If "Yes," please explain:
Is there an anticipated reduction of visual or noise impacts of transportation facilities on visitor experience? ☐ Yes ☐ No If yes, please explain:

Executive Summary

Please provide an executive summary of your proposal that is no more than one page in length.

Project Description

What activities would be funded by the requested ATTPL financial assistance? Please provide a project description that is no more than one page in length. You may attach up to two pages of maps or other illustrations that do not count towards the page limit.

Alternative Transportation in the Parks and Public Lands Implementation Evaluation Criteria

(There are separate evaluation factors for planning projects. Use the planning project proposal template for planning projects.)

Criteria	Points	Weight
1. Demonstration of Need		25%
a. Visitor mobility & experience	(1-5)	
b. Environmental condition as result of existing transportation system	(1-5)	
2. Visitor Mobility & Experience Benefits of Project		25%
a. Reduced traffic congestion	(1-5)	
b. Enhanced visitor mobility, accessibility, and safety	(1-5)	
c. Visitor education, recreation, and health benefits	(1-5)	
3. Environmental Benefits of Project		25%
a. Protection of sensitive natural, cultural, and historical resources	(1-5)	
b. Reduced pollution (air, noise, visual)	(1-5)	
4. Operational Efficiency and Financial Sustainability		25%
a. Effectiveness in meeting management goals	(1-5)	
b. Feasibility of proposed budget	(1-5)	
c. Cost effectiveness	(1-5)	
d. Partnering, funding from other sources	(1-5)	

Your responses to these questions must total no more than <u>eight pages</u>.

Implementation Evaluation Factors:

<u>1. Demonstration of Need</u>

a. Visitor mobility and experience: Describe the site's current and/or anticipated transportation problem or opportunity for improvement. Please cite documentation in agency plans and other reports to support your description. You should include information on issues such as traffic congestion, traffic delays, parking shortages, difficulty in accessing destinations, safety issues related to traffic, lack of access for persons with disabilities, lower incomes, or without cars, and visitor frustration.

b. Environmental condition as a result existing transportation system: Describe the site's current or anticipated problem or opportunity for improvement of the environment in this area. Please cite documentation in agency plans and other reports to support your description. You should include information on current or anticipated problems such as air pollution, noise pollution, run-off, water quality, harm to vegetation and wildlife, and other impacts or stressors on natural, cultural and/or historic resources caused by the existing transportation system.

<u>2. Visitor Mobility and Experience Benefits</u>

a. Reduced traffic congestion: Describe *how* this project will mitigate the impact of traffic congestion or enhance current visitor travel conditions. In order to respond to this question, please include (where applicable) a description of how this project will:

- Reduce the average number of daily motorized vehicle trips during peak visitation with project implementation. (This is estimated based on anticipated alternative transportation system usage at completion and the typical number of passengers per vehicle); *and*
- Decrease or mitigate time lost to traffic delays.

b. Enhanced visitor mobility, accessibility, and safety: Describe *how* the implementation of this project will improve or maintain visitor mobility, access and safety. In order to respond to this question, please include (where applicable) a description of:

- Benefits that the project would have in easing visitor travel to destinations and decreasing visitor inconvenience;
- Improved access for persons with disabilities;
- Improved access for individuals with lower incomes or without cars;
- Anticipated impacts on vehicle accident rates or property loss;
- Anticipated impacts on visitor safety in cases of catastrophic events, such as forest fires; *and*
- The number of visitors per year that will benefit.

c. Visitor education, recreation and health benefits: Describe *how* the project will enhance or maintain visitor experience related to educational benefits, recreational benefits, public health benefits, and social benefits. How many visitors per year will experience these benefits?

3. Environmental Benefits

a. **Protection of natural, cultural, and historic resources:** Describe *how* this project will improve or maintain the protection of natural, cultural, historic, and/or scenic resources. Please provide as much information as possible about *anticipated outcomes of the project*, such as:
   - Ensuring that visitation does not exceed an area's ability to handle increased levels of visitation or the "carrying capacity" of the land unit;
   - Maintaining ecosystem function, ecosystem restoration, disturbed land restoration, or re-vegetation efforts;
   - Improving habitat connectivity;
   - Preserving an archeological resources, historical resources, viewshed or watershed; *and*
   - Reducing auto-large animal collision rates or other protection benefits where applicable.

b. **Reduced pollution:** Describe *how* this project would reduce and/or prevent pollution – including air pollution, water pollution, noise pollution, and visual pollution. In order to respond to this question, please include (where applicable):
   - Estimated reduction in *average vehicle miles traveled at peak visitation* (a measure that is an estimate of a reduction in pollutant emissions as a result of the proposed project); and
   - Estimated number of riders *switching from auto to transit or to non-motorized transportation (including bike, pedestrian, and/or waterborne craft)* as a result of the project (a measure of estimated reduction in fuel consumption for site patrons and improved energy efficiency aspects of transportation, including non-motorized transportation).

4. Operational Efficiency and Financial Sustainability

a. **Operational Efficiency:** Describe how the proposed project is the most effective solution for meeting identified management goals and objectives for this site. Please cite documentation in agency plans and other reports to support your description.

b. Feasibility of Proposed Budget: Fill in the budget template below *or* attach a project budget that *at a minimum contains the items in the budget template* and extends at least 5 years. Include a narrative to elaborate on the financial plan.

	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011
Revenue					
ATTPL funding (requested)					
Funds from public land budget					
Other federal funds					
State funding					
Local funding					
Passenger Fares and/or transportation fees					
All other dedicated sources of funding [1, 2]					
Total Revenue					
Capital Costs					
Purchase of rolling stock (vehicles)					
Lease of rolling stock (vehicles)					
Construction (e.g., bus shelters, sidewalks, trails, etc.)					
Rehabilitation					
Other: _____					
Total Capital Costs					
Operating Costs					
Salaries					
Routine Maintenance					
Insurance					
Fuel					
Contracted services					
Other: _____					
Total Operating Costs					

[1] Documentation to support all other dedicated sources of funding (e.g., letters of confirmation of financial contribution, or letters of in-kind contribution) or innovative financing must be provided with this application.

[2] For example, funding from partnerships, private commitments, donations, etc.

Proposed budget narrative: In this narrative, include details such as size and number of vehicles, fuel type, terms of lease, description of facilities to be constructed, types of ITS, etc. The narrative should also describe the maintenance plan, include information on how the project will impact total operating and maintenance costs and schedule at the site, as well as information on the project's impact on the unit's ability to maintain other assets. Finally, for vehicle replacement projects, please list the age, mileage, and vehicle type of each vehicle that you are requesting funding to replace.

c. Cost Effectiveness: Fill in all information for items 1-4 below in order to calculate the cost per person using the alternative transportation system. FTA will calculate annualized cost per passenger trip and annual fare box recovery – common transit cost effectiveness measures – based on the information that you provide. ***You must provide all information in order to fulfill these required criteria.***

1. Annual cost for vehicle operations and maintenance (including salaries, fuel, maintenance, administrative expenses related to system, and all other operating costs): $
2. Average annual number of riders: /year
3. Transportation fee or fares recovered (average): $ /year
4. Useful life of transportation assets: years

Annual cost per passenger trip: This will be automatically calculated by FTA.

Annual fare box recovery This will be automatically calculated by FTA. %

d. Partnering, funding from other sources: Describe any partnerships the project has with federal, state, tribal and local government agencies, gateway communities and the private sector. Please cite agreements or documentation (*including letters of dedicated financial support or confirmation of financial or in-kind contribution*) that show a high level of coordination and partnering activities. If applicable, describe any economic, mobility, or other benefits to the gateway community.

Appendix C
Quarterly reporting for FLMA funding recipients

This document describes the information to be included in quarterly reports and provides an example of a quarterly report. This information is for Alternative Transportation in Parks and Public Lands Program (ATPPL) funding recipients who are Federal Land Management Agencies. Funding recipients who are state, local or tribal government entities will submit reports through FTA's electronic grants management system.

This document is current for use during FY 2007. Please check the ATPPL web site—at ***www.fta.dot.gov/atppl***—for the latest version, since it may be modified for different fiscal years.

Also refer to the "requirements for funding recipients" section earlier in this manual, and the July 2006 document, "Alternative Transportation in Parks and Public Lands Program: Requirements for Recipients of FY 2006 Funding," which provides an additional explanation of reporting requirements.

Note: Under the Paperwork Reduction Act of 1995 (44 U.S.C. § 3501, *et seq*.), federal agencies must obtain approval from the Office of Management and Budget (OMB) for each collection of information they conduct, sponsor, or require. FTA will not require reporting until an OMB number has been obtained.

Contents of Quarterly Report

The quarterly reports should include the following elements for each project being implemented by the Federal Land Management Agency:
a) name of public land unit expending the ATPPL funds
b) brief description of activities implemented during the quarter
c) amount of ATPPL funds disbursed during the quarter
d) total amount of ATPPL funds disbursed to date
e) total amount of ATPPL funds awarded to the project
f) total amount of ATTPL funds remaining, and
g) milestones.

For vehicle purchases, award recipients should use the following standard milestones:

- RFP/IFB Issued
- Contract Awarded
- 1st Vehicle Delivered
- Last Vehicle Delivered
- Contract Complete

For other activities for which an RFP/IFB is issued, such as planning studies, ferry dock construction, or bus rehabilitation, award recipients should use the following standard milestones:

- RFP/IFB Issued
- Contract Awarded
- Contract Complete

For activities completed in-house, award recipients should use the milestone "activity complete."

Sample Quarterly Report

Name of land unit: Cherry Valley National Park

Brief description of activities implemented during quarter:
During the second quarter of FY '07, Cherry Valley National Park purchased one ADA compliant bus in the amount of $200,000. The Park expects to acquire an additional ADA compliant bus for $200,000 by 8/15/07 and complete construction of a transfer station for $400,000 by 9/1/07. Cherry Valley National Park's ATPPL project will be complete after the transfer station is constructed.

Amount of ATPPL funds disbursed this quarter: $200,000
Total amount of ATPPL funds disbursed to date: $200,000
Total amount of ATPPL funds awarded: $800,000
Total amount of ATPPL funds remaining: $600,000

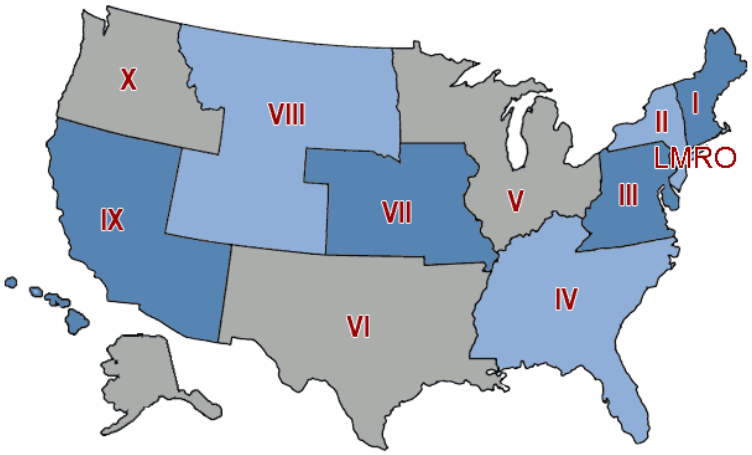
Milestone Report:

Activity	Milestone Description	Estimated Completion Date	Revised Estimated Completion Date	Date Completed
Purchase Vehicle	RFP/IFB Issued	10/1/2006		10/01/2006
	Contract Awarded	11/1/2006	11/3/2006	11/3/2006
	1st Vehicle Delivered	12/31/2006	1/24/2007	1/24/2007
	Last Vehicle Delivered	8/15/2007	9/1/2007	
	Contract Complete	8/15/2007	9/1/2007	
Construct Bus Transfer Station	RFP/IFB Issued	01/31/2007		
	Contract Awarded	2/28/2007		
	Contract Complete	9/1/2007		
Project Oversight	Activity Complete	9/30/2007		

Appendix D
ATPPL contact list

Federal Transit Administration
Headquarters
Office of Program Management
400 7th Street, SW
Washington, DC 20590
(202) 366-4020

Regions (see map at right)
Region I
55 Broadway, Suite 920
Cambridge, MA 02142-1093
Telephone: (617) 494-2055
Areas served: ME, NH, VT, MA, RI, CT



Region II
One Bowling Green
Room 429
New York, NY 10004-1415
Telephone: (212) 668-2170
Areas served: NY, NJ, US VI

Region III
1760 Market Street
Suite 500
Philadelphia, PA 19103-4124
Telephone: (215) 656-7100
Areas served: PA, VA, WV, DE, MD, DC

Region IV
Atlanta Federal Center
Suite 17T50
61 Forsyth Street, SW
Atlanta, GA 30303
Telephone: (404) 562-3500
Areas served: NC, KY, TN, SC, AL, GA, FL, MS, PR

Region V
200 West Adams Street
Suite 2410
Chicago, IL 60606
Telephone: (312) 353-2789
Areas served: IL, OH, MN, WI, IN, MI

Region VI
819 Taylor Street, Room 8A36
Fort Worth, TX 76102
Telephone: (817) 978-0550
Areas served: TX, OK, AR, LA, NM

Region VII
901 Locust Street
Suite 404
Kansas City, MO 64106
Telephone: (816) 329-3920
Areas served: IA, KS, NE, MO

Region VIII
12300 West Dakota Ave., Suite 310
Lakewood, CO 80228-2583
Telephone: (720) 963-3300
Areas served: CO, UT, MT, WY, SD, ND

Region IX
201 Mission Street, Room 2210
San Francisco, CA 94105-1926
Telephone: (415) 744-3133
Areas served: CA, AZ, NV, HI, GU, AS, MP

Region X
Jackson Federal Building
915 Second Avenue, Suite 3142
Seattle, WA 98174-1002
Telephone: (206) 220-7954
Fax: (206) 220-7959
Areas served: WA, OR, ID, AK

National Park Service
Headquarters
Program Leader, Park Roads and Parkways Program
Park Facility Management Division
1201 Eye St. NW
Washington, DC 20005
Telephone: (202) 208-6843

Bureau of Land Management
Headquarters
Engineering and Environmental Services Division
1849 C St. NW
Washington, DC 20240
Telephone: (202) 557-3585
Fax: (202) 452-5046

Bureau of Reclamation
Headquarters
Partnership Coordinator
Telephone: (202) 513-0599

U.S. Forest Service
Headquarters
USDA Forest Service, Engineering Staff
1400 Independence Avenue SW
Mailstop Code: 1101
Washington, DC 20250
Telephone: (703) 605-4646
Fax: (703) 605-1542

U.S. Fish and Wildlife Service
Headquarters
Trails, Byways, and Transportation Enhancements Coordinator
Refuge Roads Program, Washington Office
Division of Visitor Services and Communications
4401 N. Fairfax Dr., Room 634
Arlington, VA 22203

U.S. DOT Volpe Center
Service and Operations Planning Division
55 Broadway
Cambridge, MA 02142
Telephone: (617) 494-2716
Fax: (617) 494-3260
www.volpe.dot.gov

Appendix E
References

General web sites

Alternative Transportation in Parks and Public Lands: ***www.fta.dot.gov/atppl***

Federal Transit Administration: ***www.fta.dot.gov***

U.S. Department of Transportation: ***www.dot.gov***

U.S. Department of the Interior: ***www.doi.gov***

Bureau of Land Management: ***www.blm.gov***
BLM facts: ***www.blm.gov/nhp/facts/acres.htm***

Bureau of Reclamation: ***www.usbr.gov***

U.S. Fish and Wildlife Serice: ***www.fws.gov***

National Park Service: ***www.nps.gov***
(and see below)

U.S. Forest Service: ***www.fs.fed.us***
Recreation programs: ***www.fs.fed.us/recreation/programs/facts/facts_sheet.shtml***

U.S. DOT Volpe Center: ***www.volpe.dot.gov***
NPS planning studies: ***www.volpe.dot.gov/nps***

Federal Lands Alternative Transportation Systems Study

Section 3039 of TEA-21 required the Secretary of Transportation, in coordination with the Secretary of the Interior, to " undertake a comprehensive study of alternative transportation needs in national parks and related Federal Lands. " The results of the Federal Lands Alternative Transportation Systems (ATS) study identified significant transit needs at sites managed by NPS, BLM, and FWS.

The four volumes of the Section 3039 report and a summary for Congress are available at:
www.nps.gov/transportation/alt/ats-study.htm

Federal Lands ATS Study: National Wildlife Refuges
Within the Section 3039 studies conducted by FWS, transit needs were identified at 13 of 23 National Wildlife Refuges. The reports are available at:
www.fws.gov/refuges/roads/3039study.html

Federal Lands ATS Study: Summary of USFS ATS Needs
This report documents alternative transportation needs in lands managed by USFS. It is a follow-on study to the original Section 3039 study. Link:
www.fta.dot.gov/documents/Fed_Lands_Forest_Service_SupplementATS_Needs.pdf

Related transportation programs

Several other federal transportation programs may also provide funding for projects on or near national parks and public lands. (However, the list below is not intended to be a definitive description or list.)

Federal Lands Highway Program (FLHP)
The Federal Lands Highway Program (FLHP) is administered by the Federal Highway Administration (FHWA). Its purpose is to provide funding for a coordinated program of public roads that serve the transportation needs of federal lands that are not a state or local government responsibility. This program contains five categories funded under the Highway Trust Fund:

- Indian Reservation Roads
- Park Roads and Parkways
- Forest Highways
- Public Lands Highways
- Refuge Roads

FLHP roads serve recreational travel and tourism, protect and enhance natural resources, provide sustained economic development in rural areas, and provide needed transportation access for Native Americans. More information is at ***www.fhwa.dot.gov/flh/flhprog.htm.***

FLHP also has the responsibility for administering the Emergency Relief program for federal roads (ERFO), Defense Access Roads, and for promoting the development of new technology, including the Coordinated Federal Lands Highway Technology Implementation Program (CTIP), which is a cooperative technology deployment and sharing program between the FHWA Federal Lands Highway office and the federal land management agencies.

Web links:
ERFO—***www.fhwa.dot.gov/flh/erfo.htm***
Defense Access Roads—***www.fhwa.dot.gov/flh/defense.htm***
CTIP—***www.fhwa.dot.gov/flh/ctip.htm***

Alternative Transportation Program
Begun in 1998 by FLHP and the National Park Service as an administrative set-aside from the Park Roads and Parkways Program, the Alternative Transportation Program (also known as the Transportation Management Program) supports the coordination of policies, projects, and activities related to planning, partnering, and implementation of alternative transportation systems within, to, and between national parks. The program is aimed at minimizing and alleviating traffic congestion, as well as negative impacts to the natural environment and visitor experience. More information is at ***www.nps.gov/transportation/alt/***

Recreational Trails Program (RTP)
Under the RTP, FHWA makes funds available to states to develop and maintain recreational trails and trail-related facilities for both motorized and nonmotorized recreational trail uses.
www.fhwa.dot.gov/environment/rectrails/rtbroch.htm

Surface Transportation Program (STP), Statewide and Urbanized
The STP can be used for construction, maintenance, transit, signal control, and traffic management. Ten percent of STP funding is designated for safety-related projects; 10 percent is designated for enhancement projects. For more information, visit ***www.fhwa.dot.gov/safetealu/factsheets/stp.htm***.

Transportation Enhancements (TE)
The Transportation Enhancements Program, administered by FHWA, is a funding source for transportation projects that increase recreation opportunity and access, such as bicycle and pedestrian facilities, scenic routes, and beautification. Link: ***www.fhwa.dot.gov/environment/te/***

National Scenic Byways (NSB) Program
Under the NSB Program, the U.S. Secretary of Transportation recognizes certain roads as National Scenic Byways or All-American Roads based on their archaeological, cultural, historic, natural, recreational, and scenic qualities. There are 126 such designated byways in 44 states. The Federal Highway Administration promotes the collection as America's Byways. Link: ***www.bywaysonline.org/***
Information on the NSB grant process is available at: ***www.bywaysonline.org/grants/***

Additionally, FWS has published a guide to the Scenic Byways Program for FWS staff and partners. The guide reflects the changes made by SAFETEA-LU and is available as:
www.fws.gov/refuges/roads/pdfs/DRAFT_9-2005_NSBGuide.pdf

State Scenic Byways Program
Funding is available for improvements such as safety enhancements, bicycle and pedestrian facilities, recreation area investments, signage, and interpretive resources.
www.bywaysonline.org/

National Forest Scenic Byways
National Forests and Grasslands offer a vast network of highways and roads that access the largest single adventure-travel and nature-based tourism estate in America.
www.byways.org
www.byways.org/browse/byways/usfs.html

Transportation, Community, and System Preservation Program (TCSP)
TCSP is a comprehensive initiative of research and grants to investigate the relationships between transportation, community, and system preservation plans and practices and identify provide sector-based initiatives to improve such relationships. States, metropolitan planning organizations, local governments, and tribal governments are eligible for discretionary grants to carry out eligible projects to integrate transportation, community, and system preservation plans and practices that: improve the efficiency of the transportation system, reduce environmental impacts of transportation, reduce the need for costly future public infrastructure investments, ensure efficient access to jobs, services and centers of trade, and examine development patterns and identify strategies to encourage private sector development patterns which achieve these goals.
www.fhwa.dot.gov/tcsp

Congestion Mitigation and Air Quality (CMAQ) Improvement Program
CMAQ provides funding for surface transportation and other related projects that contribute to air quality improvements and reduce congestion.
www.fhwa.dot.gov/environment/cmaqpgs/

Ferry Boat Discretionary Program
The Ferry Boat Discretionary Program provides a special funding category for the construction of ferry boats and ferry terminal facilities. It was created in 1991 and reauthorized in 1998 and 2005. Section 1801 of SAFETEA-LU added the program to Section 147 of 23 U.S.C.
www.fhwa.dot.gov/discretionary/fbdinfo.htm

Bureau of Land Management Back Country Byways Program
BLM's Back Country Byways program designates special roads that cross BLM Districts. These byways are noted for their scenic attributes. Most of the public lands found along the byways are remote and provide both solitude and recreational opportunities. The routes provide signage at their access points and at confusing intersections along the routes. Some byways also have information kiosks and interpretive stations along the route.
www.blm.gov/or/resources/recreation/byways.htm

National Trails System / National Recreation Trails
National recreation trails recognize existing trails that connect people to local resources and improve their quality of life. Applications are based on diverse partnerships, and more than 900 trails have already been

designated on federal, state, local, and privately owned land throughout the country. Benefits of NRT designation include access to technical assistance from NRT program partners and funding opportunities, as well as inclusion in the online NRT database.
www.nps.gov/nts/nrt.html
www.americantrails.org/nationalrecreationtrails/

Appalachian Development Highway System
Congress authorized the construction of the Appalachian Development Highway System (ADHS) in the Appalachian Development Act of 1965. The ADHS was designed to generate economic development in previously isolated areas, supplement the interstate system, connect Appalachia to the interstate system, and provide access to areas within the Region as well as to markets in the rest of the nation. The ADHS is currently authorized at 3,090 miles. By the end of FY 2005, 2,633 miles—approximately 85 percent of the miles authorized—were complete or under construction.
www.arc.gov/index.do?nodeId=1006

FTA programs

Major programs of the FTA fall into two main categories: formula programs and discretionary programs. Formula programs are based on funding allocation formulas, and include programs such as urbanized or non-urbanized/rural programs, in which funding in allocated based on the size of a community. Formula funding also funds metropolitan and statewide planning programs.

Discretionary programs are programs that are funded on a programmatic basis, and do not use a formula to allocate funding. Examples of this, in addition to ATPPL, include the New Starts/Small Starts program, which provides funding for construction of new fixed guideway systems or extensions to existing fixed guideway systems, such as the construction or extension of a new light rail or HOV/bus lane.

*Urbanized program (49 U.S.C. **§** 5307)*
FTA provides formula funding to state and local public agencies for planning expenses, purchase of capital equipment and construction of transit facilities, and operating assistance in areas under 200,000 population. For more information, see ***www.fta.dot.gov/funding/grants/grants_financing_3561.html***.

*New Starts/Small Starts (49 U.S.C. **§** 5309)*
FTA provides grants to urbanized areas for capital costs related to the development of new fixed guideway systems or extensions of existing systems. Visit ***www.fta.dot.gov/index_5221.html*** to learn more.

*Bus and Bus Facilities (49 U.S.C. **§** 5309 and **§** 5318)*
FTA provides capital assistance for new and replacement buses and bus-related equipment and facilities. Visit ***www.fta.dot.gov/funding/grants/grants_financing_3557.html*** to learn more.

*Non-urbanized (rural) Area Formula program (49 U.S.C. **§** 5311)*
FTA provides funding to states for the purpose of supporting public transportation in areas of less than 50,000 population. Funds may be used for capital, operating, and administrative assistance to state agencies, local public bodies (including Indian tribes and groups), nonprofit organizations, and operators of public transportation services. Link: ***www.fta.dot.gov/funding/grants/grants_financing_3555.html***

*Tribal Transit Program (49 U.S.C. **§** 5311(c)(1))*
FTA provides assistance to Indian Tribes for planning, capital, and operating assistance for transit service.

National Park Service Alternative Transportation Program

A selection of fact sheets, explaining the program, is available at ***www.nps.gov/transportation/alt/our_work.htm***:

Program Overview

Air and Noise Benefits of Alternative Transportation Systems

Alternative Fuel in National Park Units

Water Transportation Alternatives in National Park Units

Bicycle and Pedestrian Trails in Parks

Intelligent Transportation Systems (ITS) in National Park Units

Alternative Transportation Systems Partnerships

NPS also produced a document, "NPS Accomplishments in Alternative Transportation," which outlines the program's core accomplishments.
www.nps.gov/transportation/alt/brochure.htm

Several documents are available describing NPS's involvement with transportation partnerships (all are at ***www.nps.gov/transportation/alt/partnerships.htm***):

Partnering for Success: Techniques for Working with Partners to Plan for Alternative Transportation (May 9, 2003)
This report summarizes the techniques of and lessons learned by some of the national parks that have been particularly successful in forming partnerships to support planning and implementation of alternative transportation systems.

Partnering for Transportation Success at Acadia National Park (May 22, 2003)
This report presents a case study of the partnerships that supported the implementation of the Island Explorer shuttle system on Mount Desert Island, serving Acadia National Park and the surrounding communities.

Planning Through Partnerships: Alt. Transportation at Boston Harbor Islands National Park Area
This case study tells the story of a successful and collaborative transportation planning process using an innovative approach to planning to secure political and financial support for its transportation needs.

Other references

USDA Forest Service SAFETEA-LU Training Website
USFS, BLM, and the Federal Highway Administration have jointly developed training videos that describe how the various programs authorized within SAFETEA-LU can benefit public lands and their neighboring communities. The videos can be found at ***www.fs.fed.us/eng/transp/safetea-lu/***

Federal Register
A search on the term "ATPPL" should bring up all relevant Federal Register notices for a given publication year.
www.gpoaccess.gov/fr/index.html

Appendix F
Instructions for preparing a grant application to FTA

Appendix F
Instructions for Preparing a Grant Application to FTA

I. **Pre-Application Stage**

a. System Access: Applications for FTA grant program funds must be submitted electronically through the Transportation Electronic Award Management System (TEAM). Applications must have access to TEAM in order to receive an FTA grant. If an applicant does not have access to TEAM, the applicant's representative should contact the appropriate FTA regional office for assistance. Contact information for FTA's regional offices can be found in Appendix D.

b. Planning: Prior to grant application submittal, projects planning requirements should be complete and properly documented. Project activities to be funded should be included in a federally-approved State Transportation Improvement Program (STIP) for capital and or operating projects or Unified Planning Work Program (UPWP) for planning projects. In addition, all ATPPL projects should be integrated into and consistent with the metropolitan and statewide planning process.

c. Environmental Determination: The impact that a proposed FTA assisted project will have on the environment shall be evaluated and documented in accordance with the National Environmental Policy Act of 1969 (42 U.S.C. 4321 *et sew*.), prior to grant application.

d. U.S. DOT Parklands and Special Lands "4(f)" Determination: The DOT Policy on Lands, Wildlife, and Waterfowl Refuges, and Historic Sites (49 U.S.C. 303) requires that special effort be made in developing transportation plans and programs to include measures to mitigate, minimize, avoid adverse impacts, and to maintain or enhance the natural beauty of lands crossed by transportation activities or facilities. A Section 4(f) evaluation must be prepared for each location within a proposed FTA project before the use of Section 4(f) land is approved (23 CFR 771.135(a)). See http://environment.fhwa.dot.gov/projdev/4fpolicy.asp for guidance on the preparation of a Section 4(f) evaluation.

e. Civil Rights Submissions: The FTA Regional Civil Rights Officer must verify that all required Civil Rights Submissions are current at the time that the grant application is entered into TEAM. A grant applicant should maintain readily available records of FTA approvals of civil rights submissions in the event a question concerning compliance should arise.

II. **APPLICATION STAGE (TEAM INFORMATION)**: Applicants for ATPPL program funds should submit their grant applications electronically through the TEAM. TEAM is a database accessible via the Internet at http://ftateamweb.fta.dot.gov/. The TEAM User Guide provides detailed information on how to access and use FTA's TEAM System. The User Guide, located under the "links" section, covers the creation, submission, award, and execution of a grant application; reporting requirements, grant amendments,

budget revisions, and close-out procedures are also addressed. Information that should be entered into TEAM when preparing an application includes:

a. Recipient Information. Applicants should enter all required information about their organization in the appropriate fields in TEAM, including: recipient address, union information, UZA ID (if applicable), Congressional district(s), DUNS number, etc. The information shall be current and accurate for each grant and periodically updated as changes occur.

b. Project Information. Applicants should identify whether the application is a new grant, a grant amendment, or a budget revision. The project start/end date, program date, MPO concurrence date, and grant project costs shall be identified.

    i. Project description. This information must be in sufficient detail for FTA to obtain a general understanding of the nature and purpose of the planned activities. There is also a specific text field for the descriptive information in the budget section for each activity line item. Project activities shall be sufficiently described to assist the reviewer in determining eligibility under the program.

    ii. Program DATE and PAGE (STIP/UPWP). All projects for capital and planning funds in the grant application must be included in the current Statewide Transportation Improvement Program (STIP). The STIP is jointly approved by FTA and FHWA. FTA funds cannot be obligated unless the STIP is approved by FTA. The application should note the page(s) in the most recently approved STIP on which the project(s) contained in the application are listed. TEAM has a field designated “program date” where the date of the most recent FTA/FHWA STIP approval should be entered. If the grant includes planning activities the Unified Planning Work Program (UPWP) date should be entered here, if possible, or in the project details section.

c. Budget. The appropriate scopes and activity line items should be used when developing the project budget. All sources of funds shall be identified and confirmed. All rolling stock procurements shall include vehicle description and fuel type; expansion activities shall include discussion on vehicle needs. The project budget should reflect the precise activities for which the grant funds will be used, and the budget should be prepared in accordance with requirements for specific funding programs. If the grant contains funding for tribal governments, the non-add scope (992-00) should also be added to the budget and identify the amount of funding in the application allocated to tribes. The non-add scope does not affect the total funds in the budget; it simply allows FTA to query the funding amounts upon request.

d. Project Milestones. Estimated completion dates for all milestones should be provided; revenue vehicles have particular milestone requirements. If milestones are not pre-populated by the TEAM system for a particular Activity Line Item (ALI), use the add function to add milestones for that ALI to the grant application.

e. Environmental Findings. The application should include a proposed classification of each ALI in accordance with FHWA/FTA Environmental Impact and Related Procedures. (See 23 CFR Parts 771.115 and 771.117.) Grant applicants should refer to Part 771.117(c) and (d) for a listing of the Class II projects. Most ATPPL funded projects meet the criteria for a categorical exclusion and require no further action. However, if a project does not clearly meet the criteria for a categorical exclusion, a grant applicant is strongly encouraged to contact the FTA regional office for assistance in determining the appropriate environmental review process and level of documentation necessary.

f. Fleet Status. Fleet status data is not required for ATPPL grant applications.

g. Application Submission. Once FTA deems the activities eligible and determines that all pre-application requirements have been satisfied, a grant number is assigned. At this point, the grant is ready to be pinned and submitted in TEAM by the designated recipient/grantee.

h. Certification of Labor Protective Arrangements. Department of Labor (DOL) certification is not required for ATPPL funded projects.

i. Congressional Notification. ATPPL grants containing over $1 million in funding must go through the Congressional notification process prior to grant award.

j. Grant Approval. Once FTA staff determines through a final review of the application that FTA program requirements have been met, FTA awards and obligates funds requested in the grant.

k. Grant Execution. After FTA has approved and awarded the grant, the applicant shall execute the award before funds can be drawn down from the grant. Grants that include pre-award activity require the submission of a financial status report prior to grant execution.

III. ATPPL APPLICATION CHECKLIST.

Part I – Recipient Information

1. Are Annual Certifications & Assurances pinned?
2. Is the Grantee Contact & Other information Complete?
3. Is UZA/Congressional District information entered and accurate?
4. Has Civil Rights Program Documentation been approved by FTA?
5. Has the applicants DUNS Number been entered in the appropriate field?

Part III – Project Details

1 Does the Project Description include adequate descriptive information of funded sub-recipients and projects?

Part II – Project Information

Have the following fields been completed if applicable?

1 New Application or Amendment?

2. Start/End Date?

3. Program Date (STIP date) (UPWP if planning activities included)?
4. Have control totals been entered by the grantee?

5. If pre-award authority is applicable, has "yes" been selected?
6. Has the EO 12372 Review been completed, if applicable?

Part IV – Budget

1. Are activity line item (ALI) codes entered under the appropriate scope codes?

2. Does the funding amount entered in the budget match financial information entered in the "Project Information" field?
   a. Federal Funds can be 100%

   b. Local Match

3. Does the rolling stock (vehicle) line item contain accurate information such as:
   a. Description

   b. Fuel Type

4. Details (Extended Budget Description)

   a. Has descriptive information been added in the details section of each ALI that identifies the items being funded using the line item?

5. If the grant contains funding to tribal governments, has a non-add scope been added to the grant that shows the funds allocated to tribes?

Part V – Project Milestones

1. Are milestones listed for each ALI? (If an ALI does not have milestones, they should be added.)
2. Have estimated completion dates been entered?

Part VI – Environmental Findings (NEPA)

1. Has an environmental finding been entered for each ALI

Appendix G
Instructions for receiving FTA funds

Appendix G
Instructions for Receiving FTA Funds

I. ECHO INFORMATION. ECHO-Web is a personal computer (PC) based application that processes draw down requests and makes payments to FTA grantees. ECHO-Web consists of a web-based application which grantees can access via the internet to submit their draw down data. ECHO then transmits funds for requests approved for payment to the Grantee's financial institution through Treasury's Automated Clearing House (ACH) process.

a. User's manual: An ECHO user's manual can be found at http://www.fta.dot.gov/documents/ECHOWebGranteeUserManual.pdf. The manual provides step-by-step guidelines and procedures that will assist grant recipients in drawing down FTA funds.

b. Regulation: Office of Management and Budget (OMB) Circulars A-102, A-110 and 31 (CFR) Part 205, governs payment to recipients for financing operations under Federal grant and other programs. These regulations require that payment to a grant recipient be limited to the minimum amounts needed and timed so as to be in accord only with the actual, immediate cash requirements of the grantee in carrying out the approved project. For further information regarding cash management procedures, refer to the FTA "ECHO System Users Manual for Grantees."

ECHO Control Number (ECN)_____ (For initial ECHO setup agency will assign ECN Number, for non ECHO payments enter "N/A").

Initial Setup ☐ Info. Change ☐ Grantee Information Change ☐

Information from this form is required under the provision of 31 U.S.C. 3322 and 31 CFR 210. Treasury uses this to transmit payment data by electronic means to a company's or a grantee's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Treasury ACH Payment System.

Note: See below for instructions on completing this form.

GRANTEE INFORMATION		
NAME:		
ADDRESS:		
CITY/STATE/ZIP:		**TELEPHONE NUMBER:** ( )
CONTACT PERSON NAME:		
SIGNATURE OF AUTHORIZED OFFICIAL IN FTA		**TELEFAX NUMBER:** ( )
	DATE: / /	
AGENCY INFORMATION		
NAME: ***Federal Transit Administration***		

ADDRESS: ***400 7th Street SW, Room 9422, TBP-24, Washington, D.C. 20590***		
CONTACT PERSON NAME:	***(202) 366-9748***	
FINANCIAL INSTITUTION INFORMATION **(Note: Have Your Bank Complete This Section)**		
NAME:		
ADDRESS:		
CITY/STATE/ZIP:		
CONTACT PERSON NAME:	**TELEPHONE NUMBER:** **( )**	
NINE DIGIT ROUTING TRANSIT NUMBER: __ __ __ __ __ __ __ __ __		
DEPOSITOR ACCOUNT TITLE:		
DEPOSITORS ACCOUNT NUMBER:		
TYPE OF ACCOUNT: CHECKING SAVING		
SIGNATURE AND TITLE OF REPRESENTATIVE:	**DATE:** ***/ /***	**FAX NUMBER:** **( )**

c. Instructions for Completing Form:

i. Fill in your ECHO Control Number. If this is an Initial ECHO Setup, FTA will assign an ECHO Control Number.

ii. Check appropriate box(es).

iii. Initial Setup.

iv. Change in Bank Information.

v. Change in Grantee Information.

vi. Fill out information in the appropriate section(s) listed below:

1. Grantee Information Section - Print or type the name of the grantee and address that will receive ECHO/ACH payments. Also include a contact person's name, date, telephone and fax numbers.

2. Financial Institution Information Section - Have your bank fill out this section. They should print or type the name and

address of the financial institution who will receive the ECHO/ACH payment. Also included are the ACH coordinator's name, telephone number, nine-digit routing transit number (ABA #), depositor (grantee) account title, depositor (grantee) account number, and type of account (type can ONLY be designated as Checking or Saving), signature and title of representative, date and fax number.

vii. Mail the form to the name and address shown in the Agency Information Section. This section also includes a contact person's name and telephone number.

viii. If there are any questions, please call (202) 366-9748 and ask for the agency's ACH contact.