



South Dakota Transportation Alternatives Letter of Intent Due July 15, 2024

Instructions

1. Download or save this letter of intent (LOI) form to your computer or a USB/thumb drive. Do a "Save As" and rename the file. Do not complete the form on the SDDOT website. Once downloaded, complete the LOI electronically in the PDF format. The form can be saved and re-opened multiple times to complete the document. It does not have to be filled out all at once.
2. There are several drop-down menus, fields that only accept numbers and fields requiring recognizable email addresses and other required formats throughout the document. Warning pop-ups will offer instructions on how to proceed if you have used the wrong format in a field.
3. All narrative sections have limited text space. Additional pages of narrative will not be accepted and will not be reviewed.
4. A handwritten signature is NOT required on the LOI. The application should be reviewed and approved by the person designated by your organization. Typing in the signer's name is your confirmation of the signer's approval.
5. When the LOI is complete, it should be saved as a PDF and renamed with the name of the sponsor first. For example: Pierre_TA_LOI.
6. All attachments should be scanned (in color, if applicable) or saved as PDFs and submitted electronically. All attachment files should be named in a descriptive format. For example: Pierre_Location_Map. All attachments must be no larger than 8 1/2" x 11" in size.
7. On the email used to transmit Transportation Alternatives documents, use "TA LOI" followed by the sponsor's name. For example: TA_LOI_City of Pierre. The email should include a list of all files attached to the email. If more than one email is required due to system limits, please note in the email how many additional emails will follow.
8. If you have difficulty with the PDF form or attaching the supporting documents to the email, contact **Logan Gran at (605) 773-4912** before July 7th for help. If you do not have the equipment needed to submit the LOI and attachments by email, mailed LOIs, will be accepted.
9. **Completed letters of intent and attachments must be submitted to Logan.Gran@state.sd.us by 5 p.m., CDT on July 15, 2024. Mailed letters of intent must be postmarked no later than July 15, 2024, and must be addressed to Logan Gran, SDDOT, 5316 W 60th St N # A, Sioux Falls, SD 57107.** Letters of Intent and supporting documents received by email after 5 p.m. on July 15, 2024, or postmarked after July 15, 2024, will not be accepted. All sponsors will receive a confirmation of receipt for their letter of intent submittal within two working days. If you do not receive a confirmation, contact Logan Gran. Early submittal of your LOI is encouraged.
10. Direct all questions about the letter of intent, eligibility or other Transportation Alternatives items to Logan Gran at (605) 773-4912. Site visits and meetings with project sponsors also may be scheduled before July 15, 2024.
11. A letter of intent form is required before full application for Transportation Alternatives funding. This will be the only call for letters of intent for the 2025 Federal fiscal year.

Project and contact information

Project name

Organization/sponsor name

Co-sponsor name (if applicable)

Contact name and title

Address

City

State

Zip code

Phone number

Email address

Project type

Select the most applicable activity for which the project is eligible:

Bicycle/pedestrian/nonmotorized facility

Safe Routes to School - Infrastructure

Safe Routes to School - Non-infrastructure

Historic Preservation of Transportation Related Facilities

Vegetation Management

Environmental Mitigation related to Stormwater and Wildlife Habitat Connectivity

Construction of Turnouts, Overlooks and Viewing Areas

Rails to Trails

Other (please explain below)

Project Phase

Planning Study

Preliminary Engineering and Construction

Please provide the following project information

Describe your proposed project, including specific location, type of project, project scope and other details in 100 words or less. **An 8 1/2" x 11" vicinity map, a site location map and/or drawing of the project must be included with all letters of intent.** Include the graphic as an attachment with your letter of intent submittal.

What is the proposed cross section for your project? Explain below or attach a graphic of the proposed cross section **if applicable**, for your project. For example: This will be a 10-foot-wide concrete trail, 1,234 linear feet. This information will help determine eligibility of the project and accuracy of the cost estimate.

What are the environmental considerations for this project? Check all that apply.

Impacts to wetlands	Impacts to stream crossing	Project located on previously undisturbed ground
Tree removal needed	Impacts to endangered species	
Detention pond needed	Project near contaminated soil site	Other impacts
Impacts to floodplain or floodway	Project near park, recreation area or historic site.	

Briefly describe the environmental considerations that apply to this project.

What is your total project cost? (total of project cost from page 4)

What is your estimated funding request?

What percent local match do you plan to contribute to the project?

Note: Minimum local match required is 18.05%. Projects may be limited to \$600,000 depending on annual funding allowance.

On-site review contact

Provide the name, title, email address, work phone and cell phone number of a local contact for use in scheduling an on-site review. A cell phone number is necessary so we can reach the contact at the site on the day of the on-site review.

Contact name and title

Work number

Email address

Cell phone number

Signature

By signing this letter of intent, the local government/non-profit entity agrees to explore the development of a project application for Transportation Alternatives. The SDDOT will schedule a site review for your entity upon receipt of a signed letter of intent form. Following the site reviews, full applications will be due **October 1, 2024**.

Authorized signature

or

Name

Title

Project cost

An accurate estimate of project cost is important for the proposed Transportation Alternatives project. The cost estimate must be prepared by a professional engineer, landscape architect or architect familiar with the type of work proposed and the specific project site. Cost estimates must be prepared by an engineering, landscape architecture or architectural firm selected from the SDDOT's Consultant Retainer List found on the SDDOT website at <https://dot.sd.gov/doing-business/engineering/design-services/consultant-services>. Professionals preparing cost estimates should refer to the South Dakota Construction Cost Index and Average Unit Bid Prices found on the SDDOT website at <https://dot.sd.gov/media/documents/2021%20Bid%20Item%20Price%20Report.pdf>.

In addition to the summary table below, a detailed cost estimate must be included with all letters of intent. Include the detailed cost estimate as an attachment with your letter of intent submittal.

Note: Any work completed before federal authorization is not eligible for reimbursement through this program.

Cost estimate prepared by

Phone

Agency/firm

Typed/electronic signature

Date

or

Type of work	Federal share	Sponsor share/local match	Total
Preliminary Engineering			
Planning Studies			
Utility & ROW			
Environmental mitigations			
Construction			
Construction engineering			
Non-infrastructure			
	Federal share	Local Match	Total
TOTAL			

*** Design engineering includes but is not limited to planning, survey, design, engineering for right-of-way acquisition and utility relocation, environmental engineering and other services required to design the project and prepare plans and specifications for an SDDOT letting.**