

Spartanburg Area Transportation Study

366 N. Church Street

Suite 700

Spartanburg, SC 29303

(864) 562-4252

Fax: (864) 562-4256

June 8, 2009

Dear Potential Transportation Enhancement Grant Applicant:

Thank you for your interest in the SPATS Transportation Enhancement Program. Our FY 2009 application process begins this month with Intent to Apply forms due to the SPATS office on June 23, 2009. **Please notify this office no later than Tuesday, June 23 if you plan to submit an application to SPATS for enhancement project funding using the enclosed *Intent to Apply Form*.**

The next step will be the Intent Presentation meeting, scheduled for Thursday, June 25, 2009, at the County Administration Building. At that session, the Enhancement Committee will hear all project presentations and provide feedback to applicants as to factors to add or improve their applications. I am also enclosing an **Information Worksheet** which will give you the outline you need for your presentation and criteria that will be considered. If you do not plan to make a verbal presentation of your project, you must provide a Letter of Intent that covers everything on the Information Worksheet.

Please note that due to new SCDOT Commission guidelines, only bicycle/pedestrian and beautification projects are eligible for enhancement funding this fiscal year. Also, new federal guidelines require a local government agency to submit qualifications to SCDOT in order to manage a project now, and a local government can choose to allow SCDOT to manage a project. If you are a community organization, you are required to co-apply with a governmental agency.

The deadline to submit final enhancement project applications is Friday, July 24, 2009 at 5 pm at the SPATS office, Suite 700 of the County Administration Building at 366 N. Church St., Spartanburg SC 29303. After that date, the Enhancement Committee will meet once again to review the final applications and make their recommendations to the Policy Committee. The Policy Committee meeting to approve recommendations is scheduled for Monday, August 10, 2009. The enclosed **Timeline** captures all of the dates mentioned above.

Detailed application instructions and requirements are on the SCDOT website at: http://www.scdot.org/community/tep_app.shtml We will provide you with a Word version of the application at your request. Thank you again for your continued support of the Transportation Enhancement Program. Please call Jeri Blair at 562-4252 or me if you have any questions. We look forward to hearing from you.

Best wishes,

Lisa Bollinger, Senior Transportation Planner/Intermodal Planner

Enclosures: Intent to Apply Form, Information Worksheet, and Timeline

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**Spartanburg Area Transportation Study
Transportation Enhancement Project Application**

INTENT TO APPLY FORM 2009

FAX to 864-562-4256 no later than
5 pm, Tuesday, June 23, 2009. No cover needed.

Project Name:

Projected Total Project Cost: \$

Total Federal Funds Requested: \$
(up to 80% of total project cost)

Total Match *(at least 20% of total project cost): \$*

Agency Providing the Local Match Share:
(A match commitment letter must be attached to your application)

Agency Providing Project MAINTENANCE:
(A maintenance commitment letter must be attached to your application)

Project Description (2-3 sentences):

Applicant:

Contact Name:

Contact Phone:

Fax:

Email:

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TRANSPORTATION ENHANCEMENT PROJECT INFORMATION WORKSHEET

ENHANCEMENT PROJECT INFORMATION:

Project Name:

Location:

Total Project Cost: \$

Total Federal Funds Requested: \$
(up to 80% of total project cost)

Total Match *(at least 20% of total project cost): \$*

Agency Providing the Local Match Share:

A match commitment letter must be attached to your application.

Project Description *(A project site location map must be part of your application and should be part of your presentation):*

Agency Providing Project Maintenance:

A maintenance commitment letter must be attached to your application.

Please be prepared to address the following questions:

1. Does your organization have a current enhancement project?
2. Has your organization received enhancement funds in the past 2 years?
3. Do you have the resources to submit certified project cost estimates?
4. Have you considered other funding sources for your project?
5. How does your project benefit the transportation system?
6. How does your project benefit beautification efforts?
7. Do you have secure matching funds already in place?
8. Do you have a secure maintenance program for your project?
9. Does the scope of your project benefit a large number of citizens?
10. Do you have significant public support for this project?

*You must notify SPATS of your intent to apply for Enhancement Project funds no later than **Tuesday, June 23, 2009**. FAX the enclosed Intent to Apply form to 864-562-4256. No cover needed.*

(OVER for 2009 Enhancement Application Timeline)

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SPARTANBURG AREA TRANSPORTATION STUDY

Transportation Enhancement Project Applications

2009 Timeline

- | | |
|--------------------|--|
| Tues, Jun 2 | Mail meeting notice to Enhancement Committee w/timeline, explanation of 2009 process, and notify of election of officers |
| Wed, Jun 8 | Mail Request for Applications |
| Tue, Jun 23 | RSVP deadline for Intent to Apply |
| Thu, Jun 25 | Enhancement Committee Meeting
Election of Officers
Status of projects
Hear project application presentations |
| Tue, Jun 30 | Mail feedback and notes from Committee to Applicants |
| Wed, Jul 17 | |
| Thu, Jul 18 | Tours of projects (tentative) |
| Fri, Jul 24 | Deadline to submit applications |
| Thu, Jul 30 | Enhancement Committee meeting to allocate projects |
| Mon, Aug 3 | Mailing to Policy Committee (tentative) |
| Mon, Aug 10 | Policy Committee Meeting – approval of projects |