

# Agenda

## TAC Funding and Programming Committee



**Meeting date:** January 15, 2026

**Time:** 1:00 PM

**Location:** Virtual

### Public participation:

This meeting will be streamed and recorded.

[Watch the meeting online.](#)

If you have comments, we encourage members of the public to email us at [public.info@metc.state.mn.us](mailto:public.info@metc.state.mn.us).

You may pre-register to speak at a virtual public meeting of the TAC Funding and Programming Committee by emailing us at [public.info@metc.state.mn.us](mailto:public.info@metc.state.mn.us).

### Dakota Land, Water, and People Acknowledgment

The Metropolitan Council acknowledges that the land we currently call Minnesota and specifically the seven-county region is the ancestral homeland of the Dakota Oyate who are present and active contributors to our thriving region. As part of the Metropolitan Council's commitment to address the unresolved legacy of genocide, dispossession, and settler colonialism and the fact that government institutions, including the Metropolitan Council, benefitted economically, politically, and institutionally after the forceable removal of the Dakota Oyate, the Metropolitan Council is dedicated to instilling Land, Water, and People Commitments in regional policy. These commitments support the Dakota Oyate, the eleven federally recognized Tribes in Minnesota, Ho-Chunk Nation, and the American Indian Communities representing over 150 diverse Tribal Nations that call the seven-county region home.

### Call to order

1. Approval of the agenda
2. Approval of December 18, 2025, TAC Funding and Programming minutes – roll call

### Public comment on committee business

### TAB report

### Business

1. 2026-14: Scope Change Request – City of Minneapolis' Elliot Park Neighborhood Pedestrian Improvements (Joe Barbeau, MTS Planning)

### Information

None.

### Other business

### Adjournment

**Key:**

\*      Agenda item changed following initial publication

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**Council contact:**

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651-602-1380



# Minutes

## TAC Funding and Programming Committee



**Meeting date:** December 18, 2025,

**Time:** 1:00 PM

**Location:** Virtual

### Members present:

- |   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> Eden Prairie – Robert Ellis         | <input checked="" type="checkbox"/> MnDOT Metro District – Aaron Tag               | <input checked="" type="checkbox"/> Anoka Co. – Jerry Auge           |
| <input checked="" type="checkbox"/> Fridley – Jim Kosluchar (Chair)     | <input checked="" type="checkbox"/> MnDOT Metro District State Aid – Colleen Brown | <input checked="" type="checkbox"/> Carver Co. – Darin Mielke        |
| <input checked="" type="checkbox"/> Lakeville – Paul Oehme (Vice Chair) | <input checked="" type="checkbox"/> MnDOT Bike/Ped – Molly McCormick               | <input checked="" type="checkbox"/> Dakota Co. – Jacob Chapek        |
| <input checked="" type="checkbox"/> Minneapolis – Katie White           | <input checked="" type="checkbox"/> MPCA – Innocent Eyoh                           | <input checked="" type="checkbox"/> Hennepin Co. – Emily Buell       |
| <input checked="" type="checkbox"/> Plymouth – Michael Thompson         | <input checked="" type="checkbox"/> DNR – Nancy Spooner-Walsh                      | <input checked="" type="checkbox"/> Ramsey Co. – Codie Leseman (Alt) |
| <input checked="" type="checkbox"/> Eagan – Russ Matthys                | <input checked="" type="checkbox"/> Suburban Transit Assoc. – Heidi Scholl         | <input checked="" type="checkbox"/> Scott Co. – John Rudolph         |
| <input checked="" type="checkbox"/> St. Paul – Anne Weber               |  | <input checked="" type="checkbox"/> Wash Co. – Madeline Dahlheimer   |
| <input checked="" type="checkbox"/> Met Council – Cole Hiniker          |  | <input type="checkbox"/> FHWA – Scott Mareck (ex-officio)            |
| <input checked="" type="checkbox"/> Metro Transit – Scott Janowiak      |  | <input type="checkbox"/> = present, E = excused                      |
| <input checked="" type="checkbox"/> TAB Coordinator – Elaine Koutsoukos |  |  |

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### Call to order

A quorum being present, Committee Chair Kosluchar called the regular meeting of the TAC Funding and Programming Committee to order at 1:00 p.m.

### Agenda approved

Chair Kosluchar noted that a roll call vote was not needed for approval of the agenda unless a committee member offered an amendment to the agenda. Committee members did not have any comments or changes to the agenda.

### Approval of minutes

It was moved by Katie White, Minneapolis, and seconded by Madeline Dahlheimer, Washington Co., to approve the minutes of the November 20, 2025, regular meeting of the TAC Funding and Programming Committee. **Motion carried**

## Public comment on committee business

### TAB report

Elane Koutsoukos, TAB Coordinator, reported on the December 17 regular TAB meeting.

### Business

1. **2026-02:** 2026 Regional Solicitation Qualifying Requirements (Steve Peterson, MTS Planning)

Russ Matthys, Eagan, presented a real-world example from the City of Eagan regarding a Highway 149 project completed in 2007. He stated that the project expanded the roadway from two lanes to a four-lane divided highway to address transportation system needs and included trails along the corridor. He noted the project covered approximately two miles and that while roadway improvements were necessary, the surrounding trail system had not yet fully developed. He added that the city is currently working on a Highway 3 corridor study that will eventually connect to the southern end of the segment.

Steven Peterson stated that staff revised the relevant paragraph based on policy workgroup input and added examples. He asked whether the intent was to reflect a long-term plan and requested that Matthys provide clarification in writing.

Cole Hiniker, Met Council, inquired whether, in cases where the ultimate plan involves a cross-jurisdictional agreement, if a letter from the partnering agency acknowledging a long-term maintenance plan could satisfy the applicable requirement.

Matthys responded that, to his knowledge, the City of Eagan entered into an agreement requiring the city to maintain the trail, which it currently does, apart from winter maintenance for a specific mile-long segment. He stated that the trail lies within MnDOT right-of-way and that maintenance responsibilities were established as part of the project agreement. He emphasized that the issue is timing, noting that constructing the trail alongside roadway improvements made sense even though it preceded full development of the broader trail network. He explained that discussions within the Highway 3 corridor study include the possibility of a trail along some or all of the 12.5-mile corridor, but that differing priorities have delayed implementation. He stated that he can only act within the City of Eagan's authority.

Hiniker stated that his understanding was that an agreement to maintain the facility exists and that the issue is timing rather than willingness or obligation. He stated that providing the maintenance agreement could satisfy the qualifying criterion, specifically bullet #3, and that the project would therefore meet the rule requirements.

Matthys clarified that the only outstanding issue relates to winter maintenance and reiterated that the city otherwise maintains the trail.

Codie Leseman, Ramsey Co., asked whether the committee was being asked to adopt a strict pass/fail rule or whether there was flexibility to treat the requirement as a scored criterion, allowing partial credit for projects demonstrating effort or partial compliance.

Chair Kosluchar responded that the intent of the application process is to differentiate between projects through scoring. He stated that winter maintenance had previously been discussed as a scoring criterion but that, because maintenance or an agreement is a mandate, all qualifying projects would receive the same score or fail to meet federal requirements. He stated that this makes the item more appropriate as a qualifying criterion rather than a scoring factor.

Koutsoukos confirmed that the requirement functions as a qualifying criterion. She stated that if an applicant can provide any of the required information, the project is qualified to apply; otherwise, it is not. She emphasized that the requirement is not part of project rating.

Dahlheimer stated that she had considered making a motion to approve the item with edits but deferred because another member had requested to speak.

Paul Oehme stated that, in response to Matthys' comments, bullet #2 could be modified to explicitly include a letter agreement or resolution, or otherwise require an agreement, to address future maintenance obligations. He stated that this would reflect the existence of an agreement in cases such as Eagan's.

Peterson suggested that bullet #3, which addresses cross-jurisdiction agreements with another agency, may already cover that scenario.

Oehme agreed that either bullet could be used if the language sufficiently captures the intent.

Chair Kosluchar acknowledged the point and thanked the speaker. He invited further comments on the qualifying criteria and thanked staff for providing tracked changes, noting that the edits were helpful for review.

Matthys raised a separate question regarding pedestrian facility projects. He stated that he could not identify pedestrian or bicycle facilities in Eagan that are located outside of right-of-way and asked whether other cities have such facilities. He requested clarification of the requirement stating that projects must exclude right-of-way costs and asked whether this refers specifically to right-of-way acquisition costs or to any studies or improvements occurring within the right-of-way.

Chair Kosluchar responded that his interpretation is that the requirement refers to right-of-way acquisition costs. He deferred to staff for confirmation.

Peterson confirmed that the requirement is intended to exclude right-of-way acquisition costs.

Matthys acknowledged the clarification and requested that the language be explicitly clarified to state "right-of-way acquisition" to avoid confusion.

It was moved by Dahlheimer, and seconded by Russ Matthys, Eagan, that TAC Funding and Programming Committee recommend that the Technical Advisory Committee (TAC) recommend adoption of the attached qualifying requirements for the 2026 Regional Solicitation.

### **Motion carried**

#### **2. 2026-03: 2026 Active Transportation Solicitation Qualifying Requirements (Joe Widing, MTS Planning)**

Hiniker noted that a similar issue exists with requirement #13, consistent with an earlier issue raised by Matthys, and stated that the language should be clarified by adding the word "acquisition." He stated that a similar motion could address this issue and asked whether there were any comments or questions before proceeding.

Dahlheimer stated that policymakers have provided guidance on what constitutes maintenance. For the official record, she reiterated that Washington County does not support snow removal as a qualifying criterion. She explained that the county's position is based on efforts to make the application process more accessible to smaller entities and that requiring snow removal would undermine those efforts by preventing some applicants from qualifying. She emphasized that this comment was entered for the record due to the extensive discussion on the topic. She also asked a procedural question regarding whether counties and cities may submit comments during the public comment period, including comments on specific language changes.

Peterson confirmed that jurisdictions may submit comments during the public comment period and that language-related comments could be shared at that time. He further stated that staff have elevated prior comments, including those related to active transportation, to the policy work group. He reported that the chair and vice chair of the Active Transportation Work Group discussed the possibility of allowing future use of active transportation funds for purchasing trail snow removal equipment, noting that this option would not apply in the current funding round but could be explored in the future.

Darin Mielke, Carver Co., stated he supported the comments made by Dahlheimer. He stated

that requiring year-round maintenance, particularly snow plowing during winter months, would deter smaller agencies from applying for funding because they may believe they cannot complete or maintain the project. He requested that this position be reflected in the official record.

Chair Kosluchar stated that he would entertain a motion regarding the qualifying criteria, including potential amendments. He summarized that the amendments discussed included clarification of winter maintenance demonstration requirements and clarification that the right-of-way language refers specifically to right-of-way acquisition costs.

It was moved by Hiniker, and seconded by Matthys, that TAC Funding and Programming Committee recommend that Technical Advisory Committee (TAC) recommend adoption of the attached qualifying requirements for the 2026 Active Transportation Solicitation.

### **Motion carried**

#### **3. 2026-04: 2026 Active Transportation Solicitation Match Requirement (Steve Peterson, MTS Planning)**

Jerry Auge, Anoka Co., asked for clarification on the minimum and maximum funding amounts within the applicable categories, asking whether projects ranged from approximately \$200,000 to \$2,000,000.

Joseph Widing, MTS Planning, responded that, for local bicycle facilities, the minimum eligible amount is \$150,000 and the maximum is \$3.5 million. He stated that for local pedestrian facilities, the minimum is \$150,000 and the maximum is \$2.5 million. He added that planning projects have no minimum funding amount and a maximum of \$200,000.

Emily Buell, Hennepin Co., stated that Hennepin County operates a program that funds sidewalk and bikeway improvements for city partners and includes a local match requirement. She stated that the county has found local buy-in to be helpful and noted that several small cities have successfully applied for funding, been deemed eligible, and completed projects through the program.

Matthys expressed concern about using tax dollars to construct infrastructure that may not be maintained over the long term. He stated that while maintenance commitments may be made, the absence of strong asset management and long-term planning creates risk. He asserted that requiring applicants to contribute a portion of construction costs encourages thoughtful planning and long-term stewardship. He acknowledged that some communities lack staffing and financial capacity for long-term planning but stated that, in such cases, funding improvements may not be appropriate.

Widing stated that he understood the concern and noted that a qualifying requirement for the program is that projects originate from an adopted planning or programming document. He stated that this requirement is intended to ensure projects are not selected arbitrarily and to support long-term maintenance considerations.

Mielke asked what project costs are eligible for funding and whether eligibility includes construction, engineering, and planning costs, or is limited to construction for facility projects and planning documents for planning projects.

Widing responded that, for bicycle and pedestrian facility projects, eligibility includes engineering costs, including advanced engineering and preliminary design. He stated that for planning projects, eligibility is limited to systemwide planning efforts rather than single-corridor or single-project studies.

Mielke asked whether right-of-way costs are eligible. Widing confirmed that right-of-way acquisition costs are not eligible.

Chair Kosluchar stated that the recommended motions presume no local match requirement for planning projects. He summarized that the committee's recommendation narrowed options to either no local match or a small match for facility projects, noting that a 5% match had been



discussed.

Michael Thompson, Plymouth, made a motion to move forward with a 5% local match requirement for local bicycle and local pedestrian facility improvement categories.

Chair Kosluchar restated the motion, clarifying that it applies a 5% match to local bicycle and pedestrian facility categories and no match to planning projects.

Thompson provided additional commentary in support of the motion emphasizing that the use of tax dollars warrants shared investment. He stated that a vested local interest improves efficiency and stewardship and noted that a 5% match is relatively low compared to other programs.

It was moved by Michael Thompson, Plymouth, and seconded by Paul Oehme, Lakeville, that TAC Funding and Programming Committee recommend that the Technical Advisory Committee recommend a local match requirement or lack thereof for the Active Transportation Solicitation

**Motion carried**

4. **2026-05:** 2026 Regional Solicitation Criteria, Measures, and Scoring Guidance (Steve Peterson, MTS Planning)

It was moved by Dahlheimer, seconded by Emily Buell, Hennepin Co., that TAC Funding and Programming Committee recommend that the Technical Advisory Committee (TAC) recommend adoption of the attached criteria, measures, and scoring guidance for the 2026 Regional Solicitation.

**Motion carried**

5. **2026-06:** 2026 Active Transportation Solicitation Criteria, Measures, and Scoring Guidance (Joe Widing, MTS Planning)

It was moved by White, seconded by Robert Ellis, Eden Prairie, that TAC Funding and Programming Committee recommend that the Technical Advisory Committee (TAC) recommend adoption of the attached criteria, measures, and scoring guidance for the 2026 Active Transportation Solicitation.

**Motion carried**

6. **2026-07:** 2026 Regional Solicitation Scoring Criteria and Measure Weighting (Steve Peterson, MTS Planning)

Darin Mielke emphasized that the Funding and Programming Committee's role is to provide a technically sound, defensible recommendation focused on scoring integrity, clarity, and alignment with the stated purpose of each funding category. He went on to say that Carver County did not oppose the inclusion of Community Considerations but was concerned about the amount of weight assigned. Mielke noted that the Technical Steering Committee had already invested significant effort in its recommendation and that Carver County supported that work. He expressed concern that Community Considerations could become a narrative-based "writing contest" that is difficult to independently verify or appeal. He stated that Carver County supported weighting Community Considerations at 10 percent for the two safety categories and 15 percent for all other categories.

Matthys asked for clarification regarding whether the proposed percentages would apply across all funding categories or only safety. Mielke responded that the proposal would apply 10 percent to proactive and reactive safety categories and 15 percent to all other categories, consistent with the Technical Steering Committee recommendation.

Peterson responded to the discussion by noting that the Technical Steering Committee recommendation had been brought forward to the Policy Work Group, which viewed the matter as a policy decision and provided direction accordingly. He cautioned that deviating from the Policy Work Group's compromise could create process concerns, as this item was

now at the action stage

Koutsoukos reported that the topic had been discussed briefly at TAB and that additional discussion was anticipated. She noted that several TAB members expressed support for a lower Community Considerations percentage but clarified that no formal vote was taken and no numerical consensus was reached at that level.

Oehme stated that he also attended the Policy Work Group meeting and that there was no consensus to uniformly reduce Community Considerations. He noted that some members supported following the Technical Committee's recommendation, particularly in the safety categories. Oehme emphasized that the Funding and Programming Committee serves a technical role and is not intended to make policy decisions. He reiterated that the Technical Committee recommended 10 percent for the safety categories and 15 percent for all others and noted that transit categories had been discussed as a potential exception, with some policymakers expressing interest in retaining a 20 percent weight. Oehme stated his support for advancing the Technical Committee recommendation.

Innocent Eyoh, MPCA, stated that he supported the recommendation of the Policy Work Group, expressing a preference for a 15 percent Community Considerations weighting for both proactive and reactive safety categories and retaining a 20 percent weighting for the remaining funding categories.

Codie Leseman, Ramsey Co., raised concerns about potentially reducing emphasis on safety and community considerations. Leseman requested a brief explanation from staff regarding how the proposed changes might affect urban counties.

Peterson responded that Community Considerations had evolved from prior equity-based demographic measures to a broader framework consistent with federal guidance. He stated that any project across the metro area could score well under Community Considerations if applicants adequately addressed community context and need. He noted that pilot scoring demonstrated that some urban projects scored poorly due to insufficient discussion of community need, not geography.

Hiniker added that the Technical Steering Committee vote was not unanimous, attendance was incomplete, and that no transit providers were present, emphasizing that the recommendation did not represent technical consensus.

Dahlheimer stated that proposals to reduce Community Considerations should not be interpreted as minimizing their importance. She explained that concerns raised in prior discussions focused on the relative weight of Community Considerations compared to criteria supported by quantitative measures, and that there was interest in emphasizing metrics that are more readily measurable. She requested that this context be noted for the record.

Hiniker stated that safety is embedded within Community Considerations and should not be viewed as separate from that criterion. He reported that policymakers had expressed frustration when technical committees advanced recommendations that differed from policy direction and stated that forwarding a recommendation not aligned with the policymakers' compromise could cause confusion at TAB. Hiniker noted that the Council supports maintaining Community Considerations at 20 percent, referencing equity-focused work conducted by a special working group not represented in the committee.

Dahlheimer asked whether a compromise approach could be considered, such as retaining 20 percent for non-safety categories while reducing safety categories to 10 percent.

Leseman asked staff whether reducing the weight from 20 percent to 10 percent could result in worse safety outcomes, particularly for smaller or rural communities.

Hiniker responded that higher Community Considerations weighting can benefit smaller applicants that may lack extensive quantitative data and could improve funding outcomes for those communities.



It was moved by Mielke and seconded by Buell to recommend adjusting Community Considerations weighting to 10 percent for the two safety categories (proactive and reactive) and 15 percent for all other funding categories, consistent with the Technical Steering Committee recommendation.

It was moved by Mielke, and seconded Buell, that TAC Funding and Programming Committee recommend that the Technical Advisory Committee (TAC) recommend adoption of the weighting criteria and measures for the 2026 Regional Solicitation as attached.

**Motion carried**

7. **2026-08:** 2026 Active Transportation Solicitation Scoring Criteria and Measure Weighting (Joe Widing, MTS Planning)

Mielke suggested that Carver County's perspective would be to adjust a certain category from 20% to 15%, to keep it consistent with other categories. He also suggested that the motion should mirror the previous agenda item for active transportation.

Leseman raised questions regarding the proposed 5% adjustment to the community considerations category. He noted that much of the crash and traffic data used to evaluate outcomes is largely vehicle-based, with pedestrian and bicycle crashes often underreported, making it difficult to fully assess the impact of the adjustment. While the rationale for the previous adjustment was based on well-established data and measurements, she explained that it is less clear when applied specifically to pedestrians, cyclists, and other rolling users. Leseman acknowledged that the change improves consistency and user-friendliness but suggested that additional clarification or justification would be helpful, particularly given the time constraints for decision-making.

It was moved by Mielke, and seconded by Jacob Chapek, Dakota Co., that TAC Funding and Programming Committee recommend that the Technical Advisory Committee (TAC) recommend adoption of the weighting of the scoring criteria and measures for the 2026 Active Transportation Solicitation as attached.

**Motion carried**

8. **2026-09:** 2026 Regional Solicitation Release for Public Comment (Steve Peterson, MTS Planning)

It was moved by Matthys, and seconded by Dahlheimer, that TAC Funding and Programming Committee recommend that the Technical Advisory Committee recommend approval of the draft 2026 Regional Solicitation (inclusive of the approvals made in Action Transmittals 2025-31, 2025-33, 2025-35, 2026-02, 2026-05, and 2026-07) for public comment.

**Motion carried**

9. **2026-10:** 2026 Active Transportation Solicitation Release for Public Comment (Joe Widing, MTS Planning)

It was moved by Ellis, seconded by Oehme, that TAC Funding and Programming Committee recommend that the Technical Advisory Committee recommend approval of the draft 2026 Active Transportation Solicitation (inclusive of the approvals made in Action Transmittals 2025-32, 2025-34, 2025-36, 2026-03, 2026-04, 2026-06, and 2026-08) for release for public comment.

**Motion carried**

10. **2026-11:** 2026 Highway Safety Improvement Solicitation Release for Public Comment (Steve Peterson, MTS Planning)

It was moved by Oehme, and seconded by Dahlheimer, that TAC Funding and Programming Committee recommend that the Technical Advisory Committee (TAC) recommend approval of the draft 2026 Highway Safety Improvement Program (HSIP) applications for release for public comment.

**Motion carried**

## Information

## Reports

## Adjournment

Business completed; the meeting adjourned at 3:10 p.m.

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### Council contact:

Robbie King, Senior Planner  
[Robbie.King@metc.state.mn.us](mailto:Robbie.King@metc.state.mn.us)  
651-602-1380

DRAFT



# Action Transmittal

Transportation Advisory Board



**Committee meeting date:** January 15, 2026

**Date:** January 9, 2026

## Action Transmittal: 2026-14

Scope Change Request – City of Minneapolis' Elliot Park Neighborhood Pedestrian Improvements

**To:** TAC Funding & Programming Committee

**Prepared by:** Joe Barbeau, Planning Analyst, 651-602-1705

### Requested action

The City of Minneapolis requests a scope change to remove pedestrian improvements at two intersections on Park and Portland Avenues in the Elliot Park Neighborhood and add improvements along 11<sup>th</sup> Avenue South in the same neighborhood.

### Recommended motion

Recommend that the Technical Advisory Committee recommend approval of the City of Minneapolis's scope change request to remove improvements at two intersections along Park and Portland avenues from its four-intersection pedestrian improvement project (SP# 141-030-056), expand improvements at the remaining 11<sup>th</sup> Avenue intersections, and add a two-way protected bikeway along 11<sup>th</sup> Avenue South.

### Background and purpose

The City of Minneapolis was awarded \$2,000,000 in Surface Transportation Block Grant (STBG) funds in the Pedestrian Facilities category in the 2022 Regional Solicitation for program year 2027. [The application](#) was awarded to fund intersection improvements such as protected bicycle intersection elements, ADA ramp upgrades, signal upgrades, curb extensions, and striping at four intersections: Park Avenue & 14<sup>th</sup> Street, Portland Avenue & 15<sup>th</sup> Street, 11<sup>th</sup> Avenue South & 17<sup>th</sup> Street, and 11<sup>th</sup> Avenue South & 15<sup>th</sup> Street. Each intersection includes an existing bike lane planned to be upgraded to a protected bikeway, though not as part of this project.

After being awarded the funding for these upgrades, Hennepin County announced its intent to perform similar upgrades along Park and Portland avenues, which are under its jurisdiction. Additionally, Hennepin County advanced a separate 2024 mill-and-overlay project, which reduced the number of through lanes on Park and Portland avenues from three to two. Hennepin County's changes to those intersections, while not identical to what was in the city's application, similarly address the safety concerns at these intersections: reducing exposure for people walking and biking and improving ADA-compliant crossings.

The requested scope change maintains the original intersection improvements at 11<sup>th</sup> Avenue South & 17<sup>th</sup> Street and 11<sup>th</sup> Avenue South & 15<sup>th</sup> Street and adds new elements following a scope refinement. These include new signals, geometric changes, and integration of the bikeway with space for future transit stops. It also adds a curb-protected two-way bikeway along 11<sup>th</sup> Avenue South between 4<sup>th</sup> Street South and 18<sup>th</sup> Street East. The two retained intersections are both on that route.

## Relationship to regional policy

Projects that receive funding through the Regional Solicitation processes are subject to the regional scope change policy. The purpose of this policy is to ensure that the project is designed and constructed according to the plans and intent described in the original application. The scope change policy allows project sponsors to adjust their projects as needed while still providing substantially the same benefits described in their original project applications.

## Staff analysis

Approval/Denial of the Scope Change: The protected bike lane improvements intended to be made along 11th Avenue South are different in nature from the original application, but do not detract from the value or intent of the original application and intersect the project's remaining intersections. In fact, they have been planned, though not as a part of the project, since before the application was submitted. Similarly, the refined scope at the two 11<sup>th</sup> Avenue intersections does not detract from the project. Therefore, allowing these additions on their own would be allowable without TAB action, provided federal funds would be restricted to original items.

Regarding the removal of the two intersections, for requests that result in the on-the-ground project not changing (i.e., project elements being moved directly to another project), a scoring analysis is not needed. Further, scoring is a non-issue as all eligible projects in the Pedestrian Facilities category were funded in the 2022 Regional Solicitation.

Funding: The project's original and proposed updated funding are displayed in Table 1 below.

**Table 1**

	<b>Cost Estimates (2022-unit costs)</b>	<b>Notes</b>
Original Grant Application	\$2,564,770 (\$2,000,000 Federal; 78%)	Inclusion of all four intersections in the original Regional Solicitation application.
<b>Removal</b> – Park Avenue and Portland Avenue Intersections	\$1,394,000	Signal mast and non-signal improvements at Park Avenue & 14 <sup>th</sup> Street and Portland Avenue & 15 <sup>th</sup> Street.
<b>Addition</b> – Refined scope for 11 <sup>th</sup> Avenue South intersection safety improvements	\$428,870	Refined planning concept based on further design work that include intersection safety improvements.
<b>Addition</b> – 11 <sup>th</sup> Avenue South curb-protected bikeway	\$290,350	Curb-protected two-way bikeway improvements along 11 <sup>th</sup> Avenue South between 4 <sup>th</sup> Street South and 18 <sup>th</sup> Street East.
Total Updated Cost Estimate	\$1,889,990 (\$1,511,000 Federal; 80%)	

The City of Minneapolis is requesting that STBG funding be reduced from \$2,000,000 to \$1,511,000 (just under 80% federal), which ensures that the project meets the requirements of a 20% local match in funding.

While all changes in this request are permissible, whether federal funding can be moved to new project elements is in question. The Scope Change Policy states: “While adding eligible project elements is permitted, awarded funds cannot be shifted away from any removed elements to new

project elements unless the removed elements are being done as part of some other programmed project. *Awarded funds cannot be added to a project beyond the original award as part of a scope change.”*

The city acknowledges that the county’s project at the removed intersections is not a one-for-one match; for example, no pedestrian refuge is being constructed. That said, staff believe the underlined text in the paragraph applies. However, the italicized indicates that the federal funding should remain within the original scope, which holds true to the policy’s rationale to not shift funding to new elements simply to keep all federal funds.

Given the above language, staff presents the following funding options, along with approval for the scope adjustments, for discussion:

1. The applicant returns \$1,087,320 (e.g., retention of \$912,680) in federal funds, reflective of 78% of the funding attached to the intersections being removed. This would effectively keep the funds with the remaining original project elements only.
2. The applicant returns \$752,281, retaining \$1,247,719. This allows federal spending on all intersection elements (new and original) but not the bikeway.
3. The applicant returns \$489,000, retaining \$1,511,000 as requested, enabling federal funding to be spent on all updated project elements.

## Routing

To	Action Requested	Date Completed (Scheduled)
TAC Funding & Programming Committee	Review and recommend	<i>January 15, 2026</i>
Technical Advisory Committee	Review and recommend	<i>February 4, 2026</i>
Transportation Advisory Board	Review and approve	<i>February 18, 2026</i>



## MEMORANDUM

To: Jim Kosluchar, Chair, TAC Funding and Programming Committee

Cc: Colleen Brown, Federal Aid Program Coordinator, MnDOT Metro District State Aid  
Kyle Puent, Federal Aid Project Manager, MnDOT Metro District State Aid  
Mohamed Omer, Engineer, City of Minneapolis Public Works  
Nick Turner, Principal, Alliant Engineering, Inc.

From: Gustave Stewart, Transportation Planner, City of Minneapolis Public Works

Date: December 22, 2025

Subject: Scope Change Request for SP 141-030-056 Elliot Park Traffic Safety Project

Dear Mr. Kosluchar,

The City of Minneapolis respectfully requests for the Metropolitan Council's Funding and Programming Committee to consider the change request described below for SP 141-030-056 City of Minneapolis Elliot Park Traffic Safety project.

### Grant Application & Funding Award

In 2022, the City of Minneapolis was awarded \$2,000,000 in Surface Transportation Block Grant (STBG) federal funding toward pedestrian safety in the Elliot Park neighborhood in Minneapolis. The project application focused on providing safety improvements on City identified High Injury Streets, which have vehicle, bicycle, and pedestrian crash history, to prevent future crashes and injuries. Intersections in the application included Park Avenue (CSAH 33) & 14<sup>th</sup> Street E, Portland Avenue (CSAH 35) & 15<sup>th</sup> Street E (MSAS 281), 11<sup>th</sup> Avenue S (MSAS 213) & 15<sup>th</sup> Street, and 11<sup>th</sup> Avenue S (MSAS 213) & 17<sup>th</sup> Street E. Proposed safety improvements included ADA ramp upgrades, curb extensions, pedestrian refuge island, signal, striping, and protected bicycle intersection elements.

### Project Coordination

Following award of the STBG funding, the City coordinated with Hennepin County, which owns and operates Park Avenue (CSAH 33) and Portland Avenue (CSAH 35). Through that coordination, the City learned that Hennepin County had advanced a separate 2024 mill and overlay project and a reconstruction project into its' 10-year work plan for these corridors. These projects are independent of this STBG award and were not anticipated at the time of the City's 2022 grant application.

As part of the 2024 mill and overlay, Hennepin County reduced the number of through lanes on Park Avenue and Portland Avenue from three to two and re-striped the roadway to provide a wider buffered bikeway. These changes substantially shortened the pedestrian crossing distance and reduced the number of general traffic lanes that pedestrians must cross at Park Avenue &



14th Street E and Portland Avenue & 15th Street E. While these improvements are not identical to the specific treatments described in the City's original application, they address core safety and accessibility concerns that motivated the City's proposed work at Park and Portland: reducing exposure for people walking and biking and improving ADA-compliant crossings on these High Injury Streets.

Park Avenue and Portland Avenue are also programmed by Hennepin County as a future full reconstruction in their ten-year work plan. The planned reconstruction may include signal upgrades, curb extensions, and separated bicycle facilities and will provide a greater opportunity to re-envision the corridor compared to the project scope's spot improvements. Furthermore, the reconstruction project would likely result in the removal of any constructed elements part of this project, risking potential pay back of federal funds.

Given the recent lane reductions, buffered bikeway, ADA upgrades, and planned reconstruction, the City does not believe it is an efficient or appropriate use of federal funds to construct additional interim geometric or signal work at these two County-owned intersections. As a result, the traffic signal improvements, which include the proposed mast-arm upgrades identified in the STBG application, for the Park and Portland intersections will not be constructed as part of this project. Accordingly, the City is requesting a formal scope change to remove Park Avenue & 14th Street E and Portland Avenue & 15th Street E from the STBG project and to focus the remaining federal funds on safety and multimodal improvements along 11th Avenue S within the Elliott Park neighborhood. In the interim, the City will be exploring short-term safety countermeasures with the County at these intersections, which may include temporary bollard treatments, prior to the reconstruction project.

#### *Project Development – 11<sup>th</sup> Avenue Corridor*

As the project progressed, the City focused project development on 11th Avenue S, a City-identified High Injury Street within the Elliott Park neighborhood. Through corridor-level analysis, crash history review, and public engagement, the City refined the concept originally described in the STBG application into a cohesive set of safety and multimodal improvements along 11th Avenue S between 4th Street S and 18th Street E. The resulting 30 percent layout is attached.

Within this corridor framework, the project provides targeted intersection improvements that directly respond to the safety needs identified in the original grant application. Together, these intersection treatments implement the median, ADA, signal, and protected bicycle intersection elements contemplated in the original project concept.

- At 11th Avenue S and 17th Street E, the project will install a new traffic signal, ADA-compliant ramps, marked crosswalks, and protected bikeway intersection treatments. This intersection serves traffic exiting I-35W and has a history of safety concerns for people walking and biking; the new signal and geometric changes will reduce conflicts, manage vehicle speeds, and provide protected crossings consistent with the crash reduction strategies described in the application.
- At 11th Avenue S and 15th Street E, the project will construct a permanent raised median to provide a pedestrian refuge, upgrade ADA ramps, add curb extensions, and integrate the bikeway with space for future transit stop improvements.

To effectively deliver these proposed safety benefits at the intersections, a two-way protected bikeway on the west side of 11<sup>th</sup> Avenue S was incorporated into the design. The curb-protected bikeway between and beyond 15<sup>th</sup> and 17<sup>th</sup> Street is critical to ensuring safety for bicyclists

transitioning from the two-way configuration to the existing one-way bike lanes north and south of the project area. The 5<sup>th</sup> St and 18<sup>th</sup> St intersections serve as the safest and most feasible potential transition points in the project area. The curb-protected bikeway connects existing and planned bikeway facilities on both ends of the corridor, with the Samatar Trail Crossing connection at 5<sup>th</sup> Street and a future planned All Ages & Abilities low-stress bikeway south of this project along 11<sup>th</sup> Avenue S. The inclusion of the curb-protected bikeway in the Elliot Park Traffic Safety Project's design meets and strengthens the original project goals of improving pedestrian and bicycle safety, enhancing ADA accessibility, and supporting multimodal travel within the Elliott Park neighborhood.

#### Cost Estimated and Funding

For the 2022 Regional Solicitation application, the City prepared a planning-level cost estimate for the four Elliott Park intersections: Park Avenue & 14<sup>th</sup> Street, Portland Avenue & 15<sup>th</sup> Street, 11<sup>th</sup> Avenue S & 15<sup>th</sup> Street E, and 11<sup>th</sup> Avenue South & 17<sup>th</sup> Street E. The total project cost in the application was \$2,564,770, with a requested federal STBG amount of \$2,000,000 and the remainder to be funded with local match.

The City is requesting an updated cost estimate in the STIP as well as a reduction in STBG funds to reflect the refined project scope. The scope change request includes the removal of the Park Avenue & 14<sup>th</sup> Street and Portland Avenue & 15<sup>th</sup> Street and updated estimates for the project design along 11<sup>th</sup> Avenue S. The table below summarizes these changes.

	<b>Cost Estimates (2022-unit costs)</b>	<b>Notes</b>
Original Grant Application	\$2,564,770	Inclusion of all four intersection in the original grant application.
<i>Removal</i> – Park Avenue and Portland Avenue Intersections	\$1,394,000	Estimate for Park Avenue & 14 <sup>th</sup> Street and Portland Avenue & 15 <sup>th</sup> Street, with the following assumptions: <ul style="list-style-type: none"> <li>• \$75k per signal mast arm</li> <li>• \$472k non-signal work at each intersection</li> </ul>
<i>Addition</i> – Refined scope for 11 <sup>th</sup> Ave S intersection safety improvements	\$428,870	Refined planning concept for 11 <sup>th</sup> Avenue & 15 <sup>th</sup> Street and 11 <sup>th</sup> Avenue & 17 <sup>th</sup> Street intersection safety improvements, developed through further design work.
<i>Addition</i> – 11 <sup>th</sup> Ave curb-protected bikeway	\$290,350	Necessary curb-protected two-way bikeway improvements for intersection safety improvements along 11 <sup>th</sup> Avenue.
Total Updated Cost Estimate	\$1,889,990	

To reflect the updated cost estimate associated with the scope change request, the City is requesting the federal funding for the grant to be reduced from \$2,000,000 to \$1,511,000. This change ensures the STBG-funded project meets the 80% federal maximum and 20% local minimum match requirements. Accordingly, the City is also requesting to update the STIP cost estimate from \$2,821,247 to \$1,993,126, reflecting 2025 unit costs.

#### Summary of Request

The City of Minneapolis is requesting for the following improvements to be made:

- Remove Park Avenue & 14th Street and Portland Avenue & 15th Street from the STBG project scope, recognizing coordination with Hennepin County projects.
- Reallocate planning-level non-signal funding capacity originally associated with Park and Portland to the refined 11<sup>th</sup> Avenue S project scope within the Elliot Park neighborhood.
- Update the total STIP cost estimate from \$2,821,247 to \$1,993,126 to reflect the removal of the two intersections and the updated project scope.
- Adjust STBG federal funding from \$2,000,000 to \$1,511,000.

By granting the scope change request, the City and County will maximize efficiency and reduce redundancy of work, while still providing important safety improvements. The City believes this approach is a more cohesive and effective process to traffic safety improvements for the community.

Please refer to the attachments for additional information and reach out to me at [gustave.stewart@minneapolismn.gov](mailto:gustave.stewart@minneapolismn.gov) with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Gustave Stewart".

Gustave Stewart  
Transportation Planner  
City of Minneapolis, Public Works

**ATTACHMENT 1: FUNDING DATA FOR SCOPE CHANGE REQUEST**

**Original Application:**

Regional Solicitation Year	2022
Application Funding Category	Pedestrian Facilities
HSIP Solicitation?	No
Application Total Project Cost	\$2,564,770
TAB Award	\$2,000,000
Application Federal Percentage of Total Project Cost	78%

<b>Project Elements Being Removed:</b>	<b>Original Application Cost</b>
Removal of Park Avenue & 14th Street and Portland Avenue & 15th Street intersections, recognizing completed and planned future project work.	\$1,394,000

<b>New Project Elements:</b>	<b>Cost (Based on Year of Costs in Original Application)</b>
Refined concept for 11th Avenue & 15th Street and 11th Avenue & 17th Street intersection safety improvement work.	\$428,870
Inclusion of 11th Avenue two-way curb-protected bikeway.	\$290,350

# HENNEPIN COUNTY

## MINNESOTA

December 15, 2025

Jim Kosluchar  
Chair, TAC Funding and Programming Committee  
Metropolitan Council  
390 North Robert Street  
St. Paul, MN 55101

Re: Support for Scope Change Request  
Elliot Park Traffic Safety Project (SP 141-030-056)

Mr. Kosluchar,

Hennepin County has been notified that the City of Minneapolis is requesting a scope change for the Elliot Park Traffic Safety Project (SP 141-030-056), which was awarded federal funding as part of the 2022 Regional Solicitation. This scope change request would remove the following intersections from the project:


- Park Avenue (CSAH 33) and 14th Street E
- Portland Avenue (CSAH 35) and 15th Street E

Since the city was awarded federal funding for the project in 2022, the following has transpired along Park Avenue and Portland Avenue:

- Reconstruction of these corridors between I-94 and Washington Avenue (CSAH 152) was added to the county's 10 Year Work Plan, tentatively scheduled for 2035.
- A mill and overlay was completed in 2024, including a new pavement surface, restriping from three lanes to two lanes, bikeway enhancements, and ADA upgrades.

Hennepin County supports the city's scope change request to coordinate planned efforts along Park and Portland avenues and reduce any potential re-work at these intersections. Recognizing the timeline for the county's reconstruction project, county and city staff will coordinate to monitor and potentially explore interim safety improvements at these intersections.

Sincerely,



Carla Stueve, P.E.  
Transportation Project Delivery Director and County Engineer

cc: Jason Pieper, P.E. – Capital Program Manager  
Emily Buell – Transportation Project Delivery Grant Coordinator

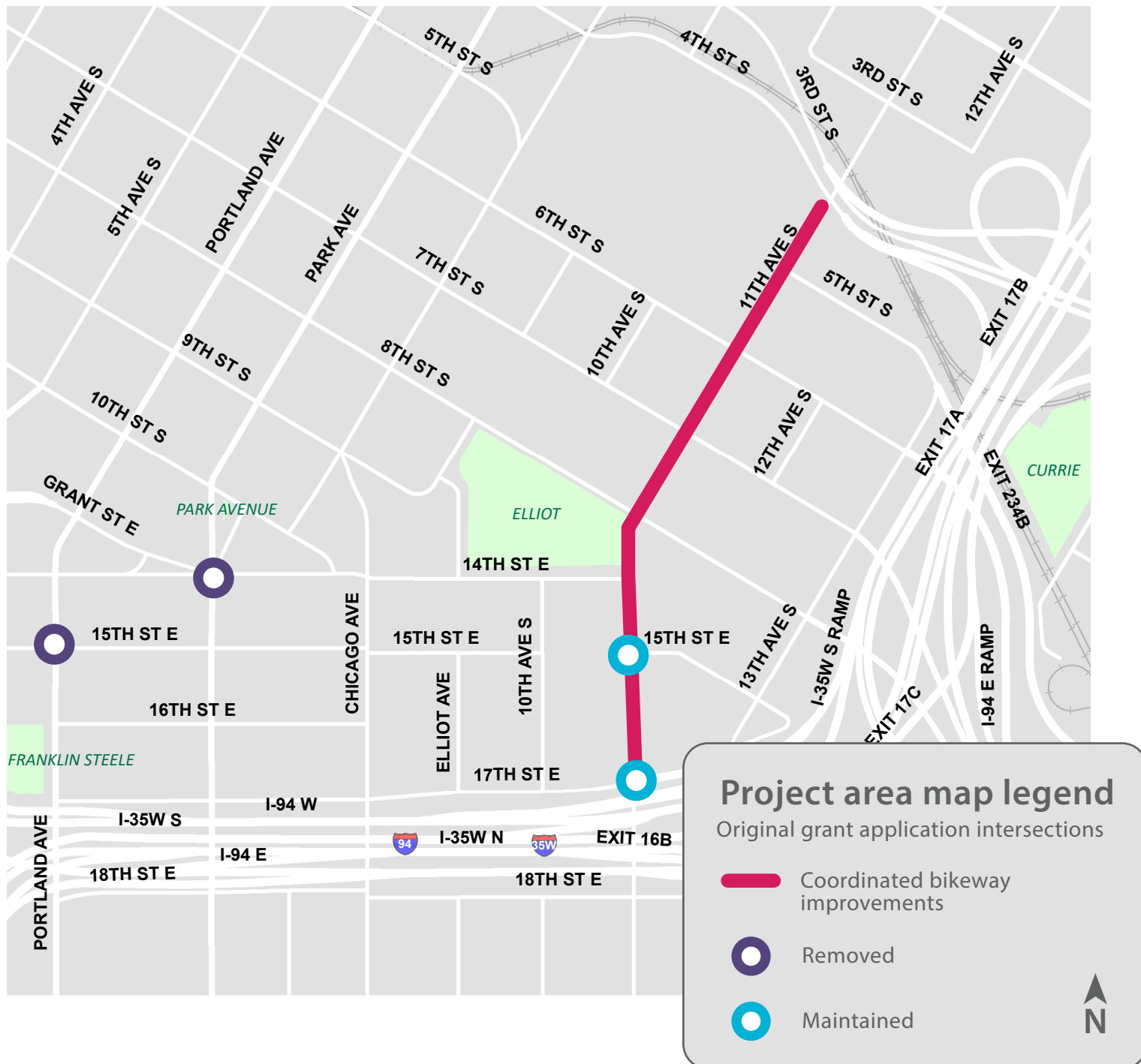
Hennepin County Public Works  
1600 Prairie Drive | Medina, MN  
612-596-0356 | hennepin.us



# Elliot Park traffic safety project area map

Project area map

## Removed, maintained, & coordinated bikeway improvements loaction map









## SCOPE CHANGE POLICY

Projects awarded funds through the Transportation Advisory Board (TAB) as part of the Regional Solicitation, Highway Safety Improvement Program (HSIP) or Active Transportation Solicitation are often concepts that are further developed in the period from project application to implementation. Project sponsors work on activities after funds are awarded such as preliminary and final design, environmental studies, and public involvement. Sometimes during this project development process, the project sponsor wants to make changes to the scope of the project. Changes to a project's scope could affect its benefits to the region. It is important to the TAB that any change in a project's scope does not substantially reduce these benefits.

### Scope Changes

A scope change is any revision that changes the physical characteristics of the project and has the potential to add to or detract from the project's benefits to the region. The project description in the original funding application serves as the project's scope for the purpose of determining whether a scope change is needed.

### Three Levels of Scope Changes

There are three types of scope changes described below. The TAB Coordinator, the MnDOT Metro District Federal Aid Program Coordinator (for Federal Highway Administration-administered projects), and Metropolitan Council Grants Managers (for Federal Transit Administration-administered projects) will determine the type of scope change.

#### Administrative scope changes:

Minor changes that typically occur when projects move into detailed design or minor additions such as project amenities or aesthetic items do not need TAB Coordinator/Metropolitan Council staff review. The MnDOT Metro District Federal Aid Program Coordinator or Metropolitan Council Grants Managers can review and approve minor changes including, but not limited to:

- Removing or adding of minor items, such as benches, waste receptacles, signage, etc.
- Changing the design of aesthetic items, such as lighting, railings, benches, etc.
- Adding items due to normal detailed design of a project such as noise walls, retaining walls, storm sewers, bike racks, wi-fi, etc.
- Adding new project elements/improvements funded through another source (e.g., a change to a more fuel-efficient bus) or combining a TAB-funded project with one or more separate non-TAB funded projects to improve efficiency and reduce construction impacts (e.g., combining a roadway project with an adjacent mill and overlay project). These changes should not detract from the original scope.
- Changing the width of a bike path (must still meet standards).

#### Informal scope changes:

Scope changes that exceed the standards of administrative scope changes are brought for a consultation between the TAB Coordinator; the MnDOT Metro District Federal Aid Program Coordinator or Metropolitan Council Grants Managers; and Council staff. The consultation will determine if the scope change can be approved through an informal process or if a formal scope change request is needed due to the potential negative impacts of the changes. An informal scope change may include, but is not limited to:

- Slightly changing a bike or pedestrian trail route alignment while still making the major connections.
- Combining two separate TAB-funded projects, provided this does not threaten to negatively impact either project.
- Changing the termini of a project, provided this does not threaten to negatively impact the project.
- Changing a pedestrian overpass to an underpass; or an underpass to an overpass.
- Changing an intersection treatment (e.g., a traffic signal to a roundabout) or an interchange design.
- Changing bus length, fuel source, type, or number, provided there is no resulting decrease in transit service.
- Changing transit project from purchasing vehicle to leasing vehicles.
- Reversion to the original scope (or a previously approved scope change). Note that any federal funds taken away in a previous scope change cannot be returned; the entire scope would need to be completed with the reduced federal contribution.
- Moving elements such as a trail, sidewalk, pedestrian bridge, traffic signal, transit stop, transit vehicle, etc., to another project, provided that the on-the-ground result does not change, and the value being removed is less than 10% of the awarded amount up to \$500,000. The project absorbing these project elements must be included in the existing Transportation Improvement Program (TIP) or in the case of non-federal projects, an agency-approved capital program within the next four years. A letter of commitment from staff representing the recipient project sponsor is also required. Because the entire applied-for project is being completed, federal funds will be fully retained. Any resulting projects must meet the federally required minimum non-awarded match. Subsequent requests of this nature will be considered formal requests if the cumulative movement of project elements is over 10% of the awarded amount or over \$500,000.

Some informal changes lead to project cost reductions. Any scope change request that a) otherwise meets the definition of informal and b) does not move all removed elements to another project and includes a cost reduction<sup>1</sup> above \$100,000 is a formal scope change.

### Formal scope changes:

Any change that may significantly alter the estimated benefits to the region (particularly if altered to the degree where the revised scope may not have justified its original selection) must go through the formal committee process and be approved by TAB. A formal scope change request process is likely to be needed in instances including, but not limited to:

- Removing significant elements such as a trail, sidewalk, pedestrian bridge, traffic signal, transit stop, transit vehicle, etc.
- Adding elements that detract from the value or intent of the original application.
- Removing proposed access closures, if the closures are described in the project description and used to score points in the application.
- Reducing the frequency or hours of transit service.
- Reducing the number of parking spaces in a park-and-ride facility.
- Changing the number of travel lanes.

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<sup>1</sup> Cost reduction is calculated by estimating the value, at the time of application, of any project elements being removed. While project elements may be allowed to be added to the scope, their costs do not offset the costs of removed elements.

- Shifting from a bridge replacement project to a bridge rehabilitation project.
- Changing designs from an off-road trail to on-road bicycle route or eliminating/reducing separation or protection from roadways.

### Ineligible Requests

The TAB Coordinator may inform the project sponsor that the proposed revisions exceed the limits of a scope change and that the proposed change constitutes a new project. Such requests will not be processed through the TAC and TAB and that the original project should either be completed or withdrawn. If the project is to be withdrawn, staff representing the project sponsor should submit a formal letter to the TAB Coordinator stating that the project is being withdrawn and federal funds are being returned to the region for reallocation. A proposed change will be considered a new project and therefore not eligible for a scope change if it is:

- Relocating the project away from the defined problem, need, or location, such as switching transit start-up service from one market area to another
- Moving funding from one project to another, such as moving funds awarded to a project on County Road A to the same, similar, or different work on County Road Z.
- Eliminating the primary improvement proposed in the project description (e.g., a bridge will not be improved for a project submitted in the bridge application category or a trail will not be improved in the multiuse trails application category).

### Steps and Requirements to Determine Scope Change Type and Request a Formal Scope Change

The following steps must be followed to determine a scope change type and whether the proposed change needs to go through the formal scope change request process. It should be noted that once a MnDOT Metro District State Aid project has been authorized, the project scope cannot change.

1. The project sponsor informs the TAB Coordinator and the MnDOT Metro District Federal Aid Program Coordinator or Metropolitan Council Grants Managers that it wants to change a project. At this time, the MnDOT Metro District Federal Aid Program Coordinator or Metropolitan Council Grants Managers may determine that the change is minor in scope and no further action is needed. If the requested change is more substantial, the project sponsor will be asked to provide a written description of the proposed scope change and a map or schematics showing how the proposed scope change affects the project.
2. Upon this submittal, the TAB Coordinator will consult with the MnDOT Metro District Federal Aid Program Coordinator or Metropolitan Council Grants Managers to discuss the extent of the changes and whether the scope change will require a formal scope change request. The TAB Coordinator will contact the project sponsor and inform them whether the proposed modification can be accomplished administratively

or whether it will trigger a formal scope change request and/or TIP amendment<sup>2</sup> request.

3. For a formal scope change request, the project sponsor must provide data on the revised project scope to the TAB Coordinator, including a complete project description; location map; project layout, sketches, or schematics; and a discussion of project benefits being retained, gained, or lost. Applicants must provide a cost breakdown of the TAB-eligible items proposed for removal and addition (in the year of costs used in the original application) using the attached project cost worksheet. Failure to do so can result in the request not being included on the TAC Funding & Programming Committee's agenda.
4. Council staff will conduct an analysis of the requested change, including the background information provided by the project sponsor for consideration by the TAC Funding & Programming Committee. The Committee will discuss the staff analysis and recommend one of the following to TAC and TAB (see detailed sections below and on the following page about determining scope change and federal funding amount recommendations):
  - Approval of the scope change as requested;
  - Approval of the scope change request with modifications to the scope and/or a recommended reduction of awarded funds; or
  - Denial of the requested change

### Determining the Scope Change Approval Recommendation

To determine whether the scope change request should be approved, the TAC Funding & Programming Committee will discuss the merits of the proposed changes and weigh the overall benefits or reduction of benefits to the region. Council staff will provide a written analysis regarding the potential impacts of the proposed changes. The affected scoring measures, except for cost-effectiveness (any cost increases are paid for by the local agency and not awarded funds), will be analyzed by Council staff to determine if each sub-score would have likely increased, decreased, or stayed the same with the scope change (a precise rescoring of the application is not possible since applications were scored against each other at a specific moment in time). Council staff will then evaluate whether the total score would have likely increased, decreased, or stayed roughly the same based on the summation of the sub-score changes. This relative change in the total score will be compared to the scoring gap between the project's original score and the highest unfunded project in the same application category. The TAC Funding & Programming Committee may consider recommending denial of the scope change request if it is clear that the project would have scored fewer points than the highest-scoring unfunded project (i.e., the project would have been undoubtedly below the funding line). Council staff may confirm their findings with the original scorer of the measure and/or request additional information of the

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<sup>2</sup> A TIP amendment request is only required to accompany a scope change request if the project is in the current fiscal year and either the project description changes in the TIP, the project termini change by 0.3-mile or greater, or the funding amount changes enough to meet federal TIP amendment thresholds.

applicant, if necessary. Project sponsor must attend TAC Funding & Programming, TAC, and TAB meetings, where the item is on the agenda.

Staff will recommend approval of requests moving elements such as a trail, sidewalk, pedestrian bridge, traffic signal, transit stop, transit vehicle, etc., to another project. The project absorbing these project elements must be included in the existing Transportation Improvement Program (TIP) or in the case of non-federal projects, an agency-approved capital program within the next four years. A letter of commitment from staff representing the recipient project sponsor is also required.

NOTE: for project requests that result in the on-the-ground project not changing (i.e., project elements being moved directly to another project), this analysis is not necessary.

### Determining the Awarded Funding Amount Recommendation

To determine whether awarded funds should be recommended to be removed from a project, Council staff will assess the project elements being reduced or removed and provide this information to the TAC Funding & Programming Committee. While adding eligible project elements is permitted, awarded funds cannot be shifted away from any removed elements to new project elements unless the removed elements are being done as part of some other programmed project. Awarded funds cannot be added to a project beyond the original award as part of a scope change.

Applicants must provide a revised cost estimate including a cost breakdown of the items proposed for removal using the attached project cost worksheet. Any removed or added items should use the costs in the year requested in the original application instead of the year of construction costs. Regional Solicitation projects must continue to maintain at least a 20% non-federal match, while HSIP projects must continue to maintain at least a 10% non-federal match.

For requests moving elements such as a trail, sidewalk, pedestrian bridge, traffic signal, transit stop, transit vehicle, etc., to another project, federal funds will be fully retained. Any resulting projects must meet the federally required minimum non-federal match.

Staff may recommend awarded funding reduction options, if applicable, based on the awarded share of the cost of the project elements being removed or the proportionate reduction of project benefits in cases in which that is discernable (e.g., number of parking spaces or length of sidewalk) and/or another method developed by staff or the TAC Funding & Programming Committee. Any awarded funding reduction determined to be less than \$50,000 will be retained by the applicant. A recommendation will move from TAC Funding & Programming Committee to the TAC and TAB for approval. If applicable, a TIP amendment request will also be moved for approval through the Metropolitan Council.



**ATTACHMENT 1: FUNDING DATA FOR SCOPE CHANGE REQUEST**

**Original Application:**

Regional Solicitation Year	
Application Funding Category	
HSIP Solicitation?	Yes          No
Application Total Project Cost	
TAB Award	
Application Federal Percentage of Total Project Cost	

<b>Project Elements Being Removed:</b>	<b>Original Application Cost</b>

<b>New Project Elements:</b>	<b>Cost (Based on Year of Costs in Original Application)</b>