

# FTA Joint Development Project Request Form

## FTA Joint Development Project Request Form

<p><b>Administrative Information</b></p> <p>Project sponsors must submit an electronic version of this form and attached documentation to their FTA Regional Office.</p> <p style="text-align: right;">Project Request Status <input style="width: 80%;" type="text"/></p> <p style="text-align: right;">Date of Submission <input style="width: 80%;" type="text"/></p> <p style="text-align: right;">FTA Region <input style="width: 80%;" type="text"/></p>	<p><b>FTA USE ONLY</b></p> <p style="text-align: right;">Grantee ID <input style="width: 80%;" type="text"/></p> <p style="text-align: right;">Project ID <input style="width: 80%;" type="text"/></p> <p style="text-align: right;">Submission ID <input style="width: 80%;" type="text"/></p>
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**Section 1: Project Description and Overview**

Project Title

Project Street Address

Project Location City

Project Location State

FTA-assisted real property local parcel number(s)

Project Sponsor (FTA Grantee)

Project Sponsor Contact Name

Project Sponsor Contact Title

Project Sponsor Contact Phone Number

Project Sponsor Contact Email Address

Joint Development Partner 1

Joint Development Partner Role 1

Joint Development Partner 2

Joint Development Partner Role 2

Joint Development Partner 3

Joint Development Partner Role 3

Provide a brief summary describing the proposed FTA-assisted joint development project.

Identify/describe the FTA-assisted asset being contributed to the joint development project, including proportional amount of the asset being contributed to joint development.

Size of non-transit joint development project land area (in acres)

Size of non-transit joint development project square footage upon completion

Does this project include the construction of residential development?

If so, specify total number of housing units to be constructed, as well as number of affordable housing units, as defined in Circular 7050.1A, if any.

Does this project include the construction of commercial development?

If so, specify the floor area of commercial space to be constructed, in square feet.

Does the joint development project involve the destruction or modification of existing FTA-assisted transit facilities?

If yes, what is the current U.S. dollar value of those facilities?

If yes, what is the age (average if more than one) of the facilities?

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Source(s) of FTA funds for asset(s) contributed to the joint development project:	
Section 5307	<input style="width: 100%;" type="text"/>
Section 5309	<input style="width: 100%;" type="text"/>
Section 5310	<input style="width: 100%;" type="text"/>
Section 5311	<input style="width: 100%;" type="text"/>
Section 5337	<input style="width: 100%;" type="text"/>
Section 5339	<input style="width: 100%;" type="text"/>
FHWA Flexible Funds	<input style="width: 100%;" type="text"/>
Other (specify funding source):	<input style="width: 100%;" type="text"/>
FTA Grant Number	<input style="width: 100%;" type="text"/>
Is this a new grant or existing grant?	<input style="width: 100%;" type="text"/>
Is the joint development project part of a concurrent transit project?	<input style="width: 100%;" type="text"/>
If yes, what is the estimated total project cost?	<input style="width: 100%;" type="text"/>
Estimated cost of non-transit portion of the joint development project (non-transit portion only)	<input style="width: 100%;" type="text"/>
Amount of original Federal investment contributed to the non-transit portion of the joint development project	<input style="width: 100%;" type="text"/>

## Section 2: Eligibility Requirements

For more information on Eligibility Criteria, see FTA Circular 7050.1A, Chapter III.

### Criterion 1: Economic Benefit

The economic benefit criterion can be met by either satisfying (1) or (2):

- 1) Enhancing Economic Development  
OR  
2) Incorporating Private Investment

Please answer either (1) and (1.1) or (2), (2.1), (2.2), and (2.3) depending on how your project meets the Economic Benefit Criterion.

#### Option 1:

(1) This joint development project enhances economic development.

(1.1) Demonstrate how the joint development project will contribute to privately or publicly funded economic development activity occurring in close proximity to the transit facility. Describe the economic benefits to be provided by the joint development.

*For example, if the joint development project as described above will build new housing or commercial space, specify how that will benefit the economy near the transit facility. If the joint development project is expected to create new jobs, specify how many jobs are estimated to be created.*

#### Option 2:

(2) This joint development project incorporates private investment.

(2.1) Form of private investment contributed

(2.2) Value of private investment contributed to the joint development project (expressed in U.S. Dollar value)

(2.3) Describe the timing of private investment (e.g. before, during, or after construction; for a scheduled period of time; etc.)

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## Criterion 2: Public Transportation Benefit

The public transportation benefit criterion can be met by either satisfying (1) or (2):

- 1) Enhancing the effectiveness of a public transportation project and relating physically or functionally to the public transportation project  
OR
- 2) Establishing new or enhanced coordination between public transportation and other transportation

Please answer either (1), (1.1) and (1.2) or (2), (2.1) and (2.2) depending on how your project meets the Public Transportation Benefit Criterion.

### Option 1:

(1) This joint development project enhances the effectiveness of a public transportation project *and* is related physically or functionally to that public

(1.1) Demonstrate how the joint development will enhance the effectiveness of public transportation. Reasonable demonstration of forecasted benefits of the project may include increased ridership, travel time savings, enhanced wayfinding, deferral of transit operating or capital costs, improved transit access, and increased mobility.

(1.2) Specify how the joint development project is physically or functionally related to the public transportation project.

### Option 2:

(2) This joint development project establishes new or enhanced coordination between public transportation and other transportation.

(2.1) Specify how the project establishes new or enhanced coordination between public transportation and another mode of transportation. This may include proximate or shared ticket counters, terminals, parking facilities, taxicab bays, passenger drop-off points, waiting areas, shared or coordinated signage, schedules, ticketing, or bike paths or walkways connecting transit to another mode.

(2.2) Specify which of the following modes the project establishes new or enhanced coordination with:

- Intercity bus
- Intercity rail
- Taxi facilities
- Bicycle/ pedestrian facilities
- Other (specify):


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### Criterion 3: Fair Share of Revenue

The Fair Share of Revenue criterion is satisfied by demonstrating that the project sponsor receives a fair share of the revenue generated by the joint development project over the term of the contractual agreement. The minimum threshold for the Fair Share of Revenue must be at least equivalent to the amount of the original federal investment in the project. Joint development projects that are community service or publicly operated facilities or include affordable housing (as defined in FTA Circular 7050.1A) may be excepted from this threshold requirement, but the revenue must be based on the actual revenue generated by the facility. This revenue must be used for public transportation.

Minimum fair share of revenue threshold (equivalent to amount of the original Federal investment in the joint development project)

Duration of the joint development contract period in years (if it is a one-time sale, enter "1").

Estimated annual fair share of revenue (if is a one-time sale, this is the total fair share of revenue).

Actual or estimated amount of revenue to project sponsor agreed upon with the project partners over the duration of the contract period (excludes any payments for operations and maintenance costs for the joint development facility)

Terms of revenue payment to project sponsor (include payment schedule, amounts, specific conditions, etc.)

Is this joint development project a community service or publicly-operated facility, or include affordable housing, as defined in Circular 7050.1A?

### Criterion 4: Fair Share of Costs

This criterion is applicable only if the project provides space within a federally-assisted transit facility for the use of a tenant or for a non-transit purpose. Satisfaction is demonstrated through an agreement whereby the tenant covers their fair share of the costs to improve, operate and maintain the space being used.

Does this project provide space within a FTA-assisted transit facility for the use of a tenant or for a non-transit purpose?

If yes, identify the fair share of costs which the tenant will contribute.

State the basis for determining these costs; i.e. commercial valuation method used for costs determination

Identify the type and purpose of all costs to be provided to the project sponsor by the tenant. State the monetary value, in U.S. dollars, of the tenant's fair share of costs contribution.

**Section 3: Real Property Considerations**

Applicable only if FTA funds are/were used in the acquisition of real property being used for joint development.

**Fair Market Value**

Fair Market Value of FTA-assisted real property used for the joint development project (if applicable, attach appraisal and review appraisal to this form and list in Section 5)

**Satisfactory Continuing Control**

Identify means of conveying or encumbering FTA-assisted real property for joint development, and to whom. (Describe the legal instrument used for conveyance.) Specifically describe any interests in the property to be conveyed, including any encumbrance, easement, long-term lease, or similar interests, the means of conveyance, and elements of property identification or recordation.

State how the project sponsor will maintain satisfactory continuing control of the FTA-assisted real property. Specify the terms and conditions stipulated for preserving satisfactory continuing control to ensure the use of the property for its transit purpose.

**Parking (if applicable)**

Does this project involve any change to FTA-assisted transit parking facilities?  
If yes, what is the remaining useful life of the parking facility in years?

  

**Section 4: Baseline Market Analysis**

Fill out the accompanying Attachment 1: Baseline Market Analysis Documentation Form and submit with this Project Request form.

**Section 5: Documentation**

Fill out the accompanying Attachment 2: Other Documentation Form and submit with this Project Request form.