District 3

Transportation Enhancements

2007

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A Guide to Transportation Enhancements

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A Guide to Transportation Enhancements

Missouri Department of Transportation
January 2007

Congress created the Transportation Enhancement Program in 1991. The program requires each state to reserve 10 percent of its Federal Surface Transportation Program funds annually for designated Transportation Enhancement activities to ensure transportation spending supports more than just roads.

Transportation Enhancement funds are available to develop a variety of project types located in both rural and urban communities. The projects help create more travel choices by providing funding to construct sidewalks and bike lanes, and to convert abandoned railroad rights of way to trails. Communities may also use the Transportation Enhancement Program to revitalize local regional economies by restoring historic buildings, renovating streetscapes or providing transportation museums and visitor centers.

This guide will help an applicant through the application process. It provides tips for meeting state and federal requirements, and explains how a project progresses from start to finish.

Transportation Enhancement Activities

There are 12 possible transportation enhancement activities, which have been grouped into three categories by common characteristics. The following list of enhancement activities includes examples of each type of project. This list of projects is not comprehensive, but it offers examples of how transportation enhancement funding can be used. Although the federal government provides guidance and ensures compliance, states are responsible for selecting their own enhancement projects. To discuss specific eligibility guidelines, contact the local coordinator for the applicant's area identified on pages 21 and 22 of this document or view www.enhancements.org on the Internet.

Bicycle and Pedestrian Group

Pedestrian and Bicycle Facilities: This category provides funding for new or reconstructed sidewalks, walkways, curb ramps, bike-lane striping, wide paved shoulders, bike parking, bus racks, off-road trails, bike and pedestrian bridges, and underpasses.

City of St. James Hiking and Biking Path
City of St. James

The city of St. James' path consists of 10,520 feet of bicycle and pedestrian path, 5,055 feet of new curb and 75 curb ramps. This project allows bicyclists and pedestrians access to commonly used community facilities. Bicycle and pedestrian facilities must adhere to the Americans with Disabilities (ADA) standards.

Pedestrian and Bicycle Safety and Education Activities: These programs are designed to encourage walking and bicycling by providing education and safety instruction to potential users through classes, pamphlets and signage.

Missouri River Bridge
Missouri Department of Transportation
Jefferson City

Providing Share the Road signs is an example of a project that can be funded in this category. This project provided Share the Road signs, bike-safe grates and roadway striping for a bike lane on the Missouri River bridge in Jefferson City.

Conversion of Abandoned Railway Corridors to Trails: This category provides funding for acquiring railroad rights of way; planning, designing and constructing multi-use trails; and developing rail-with-trail projects.

Urban Trail Corridor – Phase 7
City of St. Joseph

The St. Joseph Urban Trail is located on the historic Chicago and Rock Island Railroad corridor, connecting 9.2 miles of the St. Joseph Parkway System. This project converted the unutilized railway corridor to a bicycle and pedestrian facility that provides an east-west link to existing trails and sidewalks within the city of St. Joseph.

Scenic and Natural Resources Group

Scenic or Historic Highway Programs Including Tourist and Welcome Centers: This category provides funding for the construction of turnouts, overlooks, visitor centers, viewing areas, and designation signs and markers.

Lewis and Clark Historical Marker Signs
Missouri Department of Transportation
Charleston

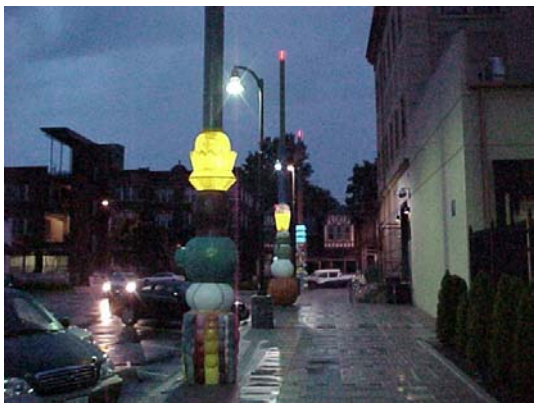
The Lewis and Clark Historical Marker signs project provides signs commemorating the bicentennial of the Lewis and Clark Expedition.

Acquisition of Scenic or Historic Easements and Sites: This category provides funding for acquiring scenic land easements, vistas and landscapes; acquiring historic battlefields; purchasing buildings in historic districts or historic properties; and preserving farmland.

Acquisition of the Rice-Tremonti House
City of Raytown

The Rice-Tremonti House property is located along the historic routes of the Santa Fe, Oregon and California trails. It is located in the city of Raytown at the intersection of 66th Street and Blue Ridge Cutoff (Old Santa Fe Road). This project acquired, preserved and provided public access to a 3.6-acre historic site and associated buildings located on the primary route of these three nationally significant historic trails. This project made an historic site available to the public in perpetuity. The city permanently owns, maintains and operates the property as a public park and museum.

Landscaping and Scenic Beautification: This category provides funding for improvements such as street furniture, lighting and public art, and landscaping along streets, historic highways, trails, interstates, waterfronts and gateways.



Delmar Community Pathway
City of St. Louis

The project consists of seven icon poles that include a series of art elements. Four of the poles contain recognizable images from the Delmar Loop rendered in glazed ceramic. The other three poles consist of ceramic cylinders with geometric patterns. On top of each ceramic stack is a light shade made of translucent fiberglass that conceals a 120-volt light.

Control and Removal of Outdoor Advertising: This category provides funding for billboard inventories or removal of illegal and nonconforming billboards.

Billboard Baseline Inventory
Missouri Department of Transportation
Jefferson City

The project provides the equipment needed to create a billboard baseline inventory. The inventory will be updated periodically and will be used to control outdoor advertising.

Environmental Mitigation of Runoff Pollution and Provision of Wildlife Connectivity: This category provides funding for runoff pollution studies, soil erosion controls, detention and sediment basins, river clean-ups and wildlife crossings.

Upper Jordan Creek Greenway
City of Springfield

The Upper Jordan Creek Greenway Project develops land purchased by the city of Springfield for stormwater improvements. This project makes improvements to the water collection facility in order to help prevent erosion and pollution in the creek. It includes the naturalization of the current concreted channel and the upgrading of four box culverts. It also includes 5,000 feet of asphalt trail for bicycles and pedestrians. This project connects two parks, neighborhoods, schools, colleges and businesses. It also creates a link under Chestnut Expressway and to the downtown Jordan Valley Park area.

Historic and Archeological Group

Historic Preservation: This category provides funding for preservation of buildings and facades in historic districts, restoration and reuse of historic buildings for transportation-related purposes and pedestrian access improvements to historic sites and buildings.

Hannibal Mark Twain Area
Restoration Project
City of Hannibal

The Hannibal Mark Twain Area Restoration Project provides historic lighting on approximately seven blocks of Broadway Street in Hannibal. This project is part of the Hannibal Mississippi River Front Master Plan adopted by the city of Hannibal in May 1995.

Rehabilitation and Operation of Historic Transportation Buildings, Structures or Facilities: This category supports the restoration of railroad depots, bus stations and lighthouses, and the rehabilitation of rail trestles, tunnels and bridges.

Restoration of the Old Appleton Bridge
Village of Old Appleton

The Village of Old Appleton Pedestrian and Bicycle Bridge Project restored this bridge constructed in 1879 by H. W. Sebastian and Company of St. Louis. A record flood washed the bridge off its piers and over the milldam in 1982. This project restored and remounted the bridge on higher pilings and makes the crossing accessible to bicyclists, pedestrians and equestrians. This project will improve the safety of the Lower Mississippi Delta Trail.

Archaeological Planning and Research: This category helps fund research; preservation planning and interpretation; developing interpretive signs, exhibits and guides; and inventories and surveys.

Although Missouri has not funded a project in this category, possible projects could include archeological investigations providing historical insight into the development and evolution of the early transportation networks in the United States.

Establishment of Transportation Museums: This category supports construction of transportation museums, including the conversion of railroad stations or historic properties to museums, with transportation themes and exhibits or the purchase of transportation-related artifacts.

Sedalia Katy Depot / Railroad
Heritage Museum
City of Sedalia

The Railroad Heritage Museum is located in the Sedalia Katy Depot. This project renovated the Sedalia Katy Depot and provides a welcome area, museum office and four exhibit galleries. The grounds include interpretive exhibits with restored rolling stock and rail sculptures. The depot is listed on the National Register of Historic Places. The project is accessible to bicycle and pedestrian visitors along the Katy Trail State Park.

Project Eligibility Requirements

To sponsor a Transportation Enhancement project, an applicant must follow the state and federal rules for using federal funds. The state and federal guidelines for these projects can be found in the Local Public Agency Manual at www.modot.mo.gov/business/documents/TABLECON2.pdf and the Code of Federal Regulations, respectively. A Transportation Enhancement project must adhere to the following guidelines. Local committees can apply tighter guidelines at their discretion. Please contact the appropriate MoDOT district staff listed on page 22 of this guide for more information.

- Meet at least one of the 12 transportation enhancement activities
- Have a direct relationship to an intermodal transportation system in terms of function, proximity or impact
- Involve activities that are over-and-above normal transportation practice
- Provide public access for at least 25 years
  The property must be either owned by the project sponsor or involve a permanent lease.
- Have a project maintenance plan for at least 25 years
- Be sponsored by a local government or public agency
  If the applicant is a state or federal agency, then the applicant must include a resolution from the local governing councils or commissions supporting the project.
- Meet the minimum project size of $25,000 in federal funding for enhancement projects
- Provide a local match of at least 20 percent of the total project cost or the minimum required by the local committee
- Minimum total project cost is $31,250. This includes the $25,000 in federal funds and $6,250 in local match, assuming that a 20 percent match is required.
- The maximum federal funds per project will be $175,000. Requests in excess of $175,000 of Federal Funds will not be considered. Projects of greater cost may be eligible for selection assuming the local agency can provide the additional funds.
- Be governed by the Local Public Agency Manual and other design guidance adopted by the local committees

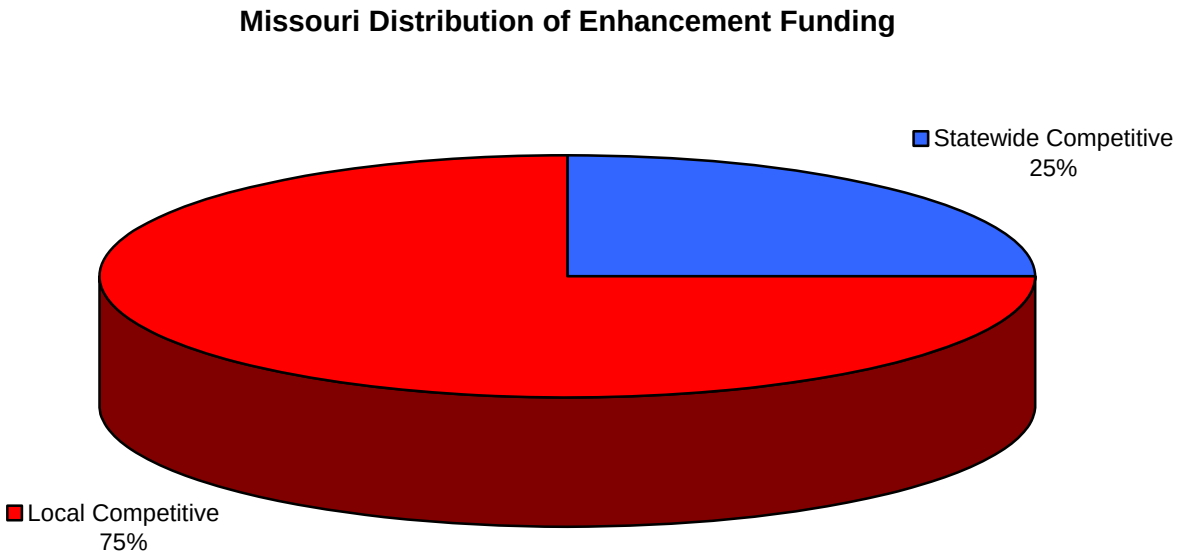
Important Information for Applicant

Project sponsors should keep in mind the following information.

- This program **reimburses** the project sponsor for costs incurred. It does not provide money up front.
- A large or expensive project may be split into phases. Each phase must be applied for and approved individually.
- The funds allocated to a project are fixed. The project sponsor must pay all costs incurred in excess the funding allocated to the project. Therefore, it is important to develop a good estimate for the project application.
- The majority of projects will go through a competitive bid process for construction. In some cases, construction may be done by volunteer or public forces.
- One application will be accepted per political sub-division, and the project must be owned, operated and maintained by the applicant.

Project Selection

To encourage public involvement in transportation planning, there are two distribution processes: Statewide Competitive and Local Competitive.



Twenty five percent of the annual allocation is provided to the statewide process. This process will focus on funding Missouri Welcome Centers.

The remaining 75 percent of the funds are distributed to the Transportation Management Areas (TMA) and MoDOT districts based on relative population. TMAs are metropolitan planning organizations for areas with a population greater than 200,000. Each TMA has developed its own process for project selection. Currently, Missouri has three TMAs (EWGCOG – St. Louis area, MARC – Kansas City area, and OTO – Springfield area). Outside the TMAs, each MoDOT district will identify a local selection committee.

The local selection committees will be able to set aside funds for emerging needs. The committees have the authority to decide the amount withheld for emerging needs. The committees also have the authority to determine the maximum project size and others factors.

Example of Funding Distribution

Selection Process	% Population	Spring 2007
Statewide (25%)		**$10.000 Million**
Local (75%)		**$30.000 Million**
St. Louis (EWGCOG)	34.68%	$10.400 Million
Kansas City (MARC)	16.36%	$4.910 Million
Springfield (OTO)	4.62%	$1.390 Million
District 1	3.61%	$1.080 Million
District 2	3.17%	$0.950 Million
District 3	3.59%	$1.080 Million
District 4	3.68%	$1.100 Million
District 5	8.09%	$2.430 Million
District 7	5.88%	$1.760 Million
District 8	4.65%	$1.400 Million
District 9	4.61%	$1.380 Million
District 10	7.06%	$2.120 Million
Total	**100.00%**	**$40.000 Million**

The population data used in the distribution of funding is based on the Census 2000. It will not be updated based on census projections. The next revision to the population data will come from the 2010 census.

The local application process steps are as follows.

1. Solicit for project applications.

   The application included in this guide should be used for the statewide process. Applications for the local and TMA processes may be modified. The MoDOT district enhancement fund representative will be able to supply applicants with the correct application and number required. See page 22 for the list of contacts.

2. Applications will be reviewed and rated by the appropriate selection committee. Funding will be applied to the projects selected by the committee. In the event the project cost exceeds the available funding, the applicant will have the option to (1) fund the unfunded amount, or (2) remove the project from consideration.

   The local committee membership will be diverse. It must consist of at least five members. The local committee may include representatives from Regional Planning Commissions, Metropolitan Planning Organizations, historic preservation advocate, bicycling advocate, pedestrian advocate, water quality advocate, architectural landscaping advocate, Missouri

Department of Transportation, Department of Natural Resources, Missouri Department of Conservation and Federal Highway Administration.

3. MoDOT staff will notify the applicant of the committee's decision.

Reasonable Progress Requirement

There is a reasonable progress policy for federally funded projects administered by MoDOT. This policy has two objectives: (1) ensure that federal funds will be programmed for a project within one year of the funds being allocated by MoDOT; and (2) ensure that once a project is programmed it will be built or implemented. These two objectives will allow the state and its citizens to get the maximum benefit from its federal Transportation Enhancement funds. Transportation Management Areas (TMA) with a Reasonable Progress Policy in place will be exempt from MoDOT's Reasonable Progress Policy. A copy of the Reasonable Progress Policy is provided on page 23 of this document. The Reasonable Progress Policy is a general policy that addresses several pass-through federal funding programs. Contact the appropriate MoDOT staff listed on page 21 for clarification.

Application Instructions

The application, application deadline information and corresponding guidance are available from any MoDOT district office, the MoDOT Central Office in Jefferson City or on the MoDOT Web site at **http://www.modot.mo.gov/business/manuals/localpublicagency.htm**. Projects in areas with a population greater than 50,000 must also submit an application to the appropriate Metropolitan Planning Organization. **All applications must be postmarked by close of business on the designated application deadline day.** (TMA, MPO and MoDOT district contact information is located on pages 21 and 22.)

- Local projects: Submit the specified number of copies to the appropriate TMA or district contact.
- Applications must be typed. The application can be found at **http://www.modot.mo.gov/business/manuals/localpublicagency.htm**. in electronic format.
- Project applications should be stapled in the upper left-hand corner. Do not use covers, binders, tabs or any other device.

Tips for successful applications include the following.

- Have a realistic completion plan
- Plan for cost increases and inflation
- Plan for long-term maintenance
- Check and double-check application for completeness and accuracy
- Be creative
- Provide photographs of the proposed project location
- Determine if the project complies or conflicts with MoDOT's Long-Range Transportation Plan and Statewide Transportation Improvement Program, and any local or regional long-range plan or Transportation Implementation Program
- Review all of the scoring procedures, and answer all questions

The Application Step-by-Step

The following section provides an explanation and/or instructions for each question on the application. The application begins on page 16.

A) Project Sponsor Information

Please identify the agency or governmental organization that will be responsible for incurring costs and completing the project. If funding is awarded, the contact person will become the primary contact. The contact person is expected to be aware of all rules and regulations for the program and serve as MoDOT's primary source for project information.

B) Basic Project Information

This information is used to track each project. The project must be available for public use for at least 25 years. Please indicate if a fee will be charged for public access to the project, and if so, how much that fee will be. If a fee is charged, describe how the funds raised from the fee will be used.

C) Project Location Information

1) The project location should be accompanied by a map no larger than 8 ½ inches by 11 inches in size. The location information may include a legal description of the land on which the project will take place.

2) If the project is a part of a previous transportation enhancement project, indicate the project number. If right of way acquisition is required for this project, the applicant must comply with the Uniform Relocation Assistance and Real Property Acquisition for federal and federally assisted programs (49 CFR Part 24) www.gpoaccess.gov/cfr/index.html. If the project is to be located on MoDOT right of way, the applicant will need to verify the exact project location with MoDOT. The available right of way will vary from urban to rural areas. Any activity that takes place within the MoDOT right of way requires permission from the appropriate district office. A letter of concurrence from MoDOT must be included with the application.

D) Transportation Enhancement Categories by Group

Choose the applicable enhancement categories that best describe the project. Example project types can be found on page 1 of this guide. Check all applicable categories. The categories have been combined into three groups to help facilitate the selection process within each MoDOT district. Multiple groups are permitted.

E) Project Description

The project description provides a concise overview of the proposal. Describe the overall concept of the project. Include major components such as width, length and material types. Other items to note include creative or innovative designs, safety features, maintenance standards or unique features. **All applicants are required by law to comply with the Americans with Disabilities Act (ADA) of 1990.** Applicant must refer to the Uniform Federal Accessibility Standards (UFAS) and the Americans with Disabilities Act Accessibility Guidelines (ADAAG) for complete details on making the project accessible (if applicable).

The applicant is required to also follow any state and local accessibility codes. Drawings no larger than 8 ½ inches by 11 inches may be attached.

All projects funded through the Transportation Enhancements Program must have a link to the surface transportation system – highways and roads, railroads and bicycle or pedestrian facilities. Surface transportation includes transport by both land and water. Transport by water encompasses features such as canals, lighthouses, and docks or piers connecting to ferry operations.

A project must have a strong link to surface transportation in order to adequately compete for this funding. The relationship that the project has to surface transportation may be a combination of function, proximity and/or impact.

- Function – The project will serve as a functional part of the transportation system; for example, the construction of bicycle and pedestrian facilities.
- Proximity – The project is located within the immediate vicinity of the transportation system and may be visible to the general public, such as the acquisition of scenic easements or landscaping. Proximity alone is not enough to establish the relationship to surface transportation. For example, a hotel located adjacent to a state highway would not automatically be eligible to receive enhancement funds just because it is located within the view of the highway.
- Impact – The project has a physical impact on the transportation system, such as retrofitting an existing highway by creating a wetland to filter runoff from the highway. In this example, the enhancement funds would be used to mitigate the pollution from the runoff. Projects with this type of transportation relationship are usually associated with ongoing or planned highway projects.

F) General Cost Estimate

In the cost estimate section of the application, several categories have been set up in which to enter information pertaining to the project. Most project costs will fall into these categories.

Try to break down the project costs into the specific cost categories. For example, "$80,000 for landscaping" without stating how much is for materials, labor or equipment is not acceptable. If information submitted in a proposal is unclear, the application may not be scored correctly.

Break down the costs for each category in the appropriate columns according to who will pay for that portion – either the federal share (to be reimbursed), the sponsor (as non-federal match) or a third party donation (as non-federal match). As an example: An applicant anticipates trail materials will cost $30,000 total. The applicant is receiving $5,000 in trail materials donated by the supplier. The federal share is $20,000, and the applicant's organization will pay $5,000. The applicant's organization's staff will provide the labor for the project, which is expected to cost $20,000, but the applicant wants half of the cost to be reimbursed. The budget table for this example would be as follows.

	Federal Share Request	**Non-Federal Match**		**Total**
		Applicant Budget	**Donation**	
Trail Materials	$20,000	$ 5,000	$5,000	**$30,000**
Labor	$10,000	$10,000		**$20,000**
	$30,000	**$15,000**	**$5,000**	**$50,000**

In this example, the total project cost is anticipated to be $50,000, and the federal share will cover $30,000, or 60 percent. The match is $20,000, with $15,000 covered by the sponsor and $5,000 donated by a third party.

Design and preliminary engineering costs are allowable, but they are limited to no more than 10 percent of the utility relocation, materials, labor and construction costs. Contingencies are allowable on construction costs only and are limited to no more than 10 percent of the utility relocation, materials, labor and construction costs. Construction engineering costs are allowable for construction costs only and are limited to no more than 15 percent of the utility relocation, materials, labor and construction costs.

Attach one additional sheet that details the costs. Remember the transportation enhancement funding is a reimbursement program, so the applicant must have funding available for the non-federal match and the federal share. Be sure to indicate the specific source(s) for the applicant's non-federal match. Non-federal match may come from private fund donations, city or county funds, force account or in-kind services. Describe any additional funds that will be used if the project cost exceeds those estimated in the general cost-estimate. The person who prepared the cost-estimate must sign in the space provided at the bottom of the page.

G) Safety, Environmental and Traffic Impacts

Describe the impact and effectiveness of the project, whether social, environmental, economic or otherwise. Effective projects may affect diverse user groups, be visible to the general public or raise the significance of the project location. If the project demonstrates the best way of meeting a need, it is also an effective project. Applicants are strongly encouraged to provide benefits that include safety improvements, reduction of air pollution that improves air quality and reduction of current traffic volumes and congestion.

H) Quality of Life of the Community

The quality and feasibility of the project is a vital factor in its success. Describe how the project will complement existing facilities or future plans for the local area. Be sure to describe the context-sensitive solutions that make the project stand alone. The project may provide connections between residential areas and parks, schools or industrial areas. It may link more than one mode of transportation. These are valuable social impacts. If the project boosts the local economy due to an increase in tourism, the applicant has created a positive economic impact.

I) Relationship to Surface Transportation

The questions asked in this section correspond to each of the Enhancement Groups shown in Part D of this application. If the project includes categories from more than one group, the applicant must answer the Enhancement Group questions that pertain to the project. For example, a project may acquire a scenic easement along a state highway and accommodate bicycles/pedestrians on that highway by adding shoulders. The project would fulfill the enhancement categories of transportation facilities for pedestrians and bicycles, and acquisition of scenic easements and scenic or historic sites. The scenic easement qualifies under the Scenic and Natural Resources Group, while the improved highway shoulders would fall under the Trails and Bicycle Group. In this case, the sponsor must address questions one and two below.

1) Bicycle and Pedestrian Group – Addressing Transportation Needs

Identify the transportation need(s) addressed by the applicant's project. Examples of transportation needs include, but are not limited to, filling network gaps, accommodating the appropriate level of transportation use, providing access to specific destinations, eliminating transportation barriers

and providing a viable alternative to motorized travel. Describe how the project will meet the need(s) identified by the applicant.

2) Scenic and Natural Resources Group – Intrinsic Qualities
Identify the qualities the applicant's project will create, enhance, protect, repair, revitalize or reestablish, and describe how the project will facilitate this outcome. The qualities may be scenic, historic or environmental in nature. The qualities may also be pre-existing or something that the project will create.

3) Historic and Archaeological Group – Public Accessibility and Awareness
Describe how the applicant's project will enhance awareness and public accessibility to an important cultural resource. Be sure to identify the project's target audience. Examples of enhancing awareness and accessibility include, but are not limited to, incorporating interpretive materials, raising the significance of an existing site or facility, and complementing existing plans or projects in the area.

J) Long-Range Plan

In addition to having a master plan for the project, the applicant should ensure that the project can be implemented as part of the city, county or organization's long-range plan. Also, by including the project in existing planning documents, important stakeholders will become familiar with and aware of the project, and the general public will be assured the plan is legitimate.

Projects incorporated into such plans may provide important links in the transportation system of the area or region. This, in turn, can provide some additional funding sources. All projects must be consistent with statewide and applicable metropolitan long-range transportation plans and must also be included in MoDOT's Statewide Transportation Improvement Program or the applicable metropolitan Transportation Improvement Program.

K) Partnerships and Public Involvement

Describe any partnerships that will be formed during, or as a result of , the applicant's project. The relationship may be between the applicant and private businesses, other governmental entities, or state and federal agencies. Also indicate the role of each active partner. Examples of active partner roles include, but are not limited to, dedicated volunteer participation during or after the project, an outside source of dedicated long-term funding for the upkeep of the project, or the creation of new groups or organizations that will be formed as a result of the project. Any supporting documentation should be attached to the application. Also describe any previous or planned public involvement activities. Describe any opposition the project may encounter, and what steps the sponsor will take to address that opposition.

L) Long-Term Maintenance

All Transportation Enhancement Program projects must be maintained and open to the public for at least 25 years. There are many options to consider when determining who will manage and maintain the completed project. If the submitting organization has the available funding and commitments to meet this requirement, including the project in a long-term plan, it is highly recommended. Management and maintenance may be as simple as having one organization take complete responsibility. However, for projects that include numerous cities, counties or regions, this is not always possible. If more than one governmental entity will be responsible for maintenance activities, a letter of commitment must be attached to the application.

Ultimately, MoDOT will hold the local government sponsor responsible for assuring proper maintenance of the project. Failure to do so may result in the removal of the applicant's project and possibly require the repayment of funds. MoDOT will not be responsible for maintaining the applicant's project unless prior written consent has been obtained from MoDOT. Transportation enhancement funds are not permitted for regular maintenance activities.

Complete the table in the application outlining the specific maintenance requirements of the applicant's project. Below is an example.

Maintenance Task	Task Cost	Frequency	Annual Cost
1. Sweep trail	$ 300	Monthly, May-Oct.	$ 1,800
2. Mow grounds	$ 550	Weekly, May-Oct.	$13,200
3. Empty trash containers	$ 100	Twice weekly	$ 5,200
4. Tree trimming	$ 450	Once per year	$ 450
5. Plant native species	$2,000	Once per year	$ 2,000
TOTAL ANNUAL MAINTENANCE COST		→	$22,650

M) Past Experience

Briefly describe past transportation enhancement projects the applicant may have completed. Describe who did the design and implementation for the applicant's previous projects.

N) Environmental and Cultural Resource Consideration

It is the project sponsor's responsibility to be aware of all necessary permits and clearances required prior to project approval. While the project is in the planning stage, make an assessment of potential negative impacts the project may have to the area. Although the applicant may not start the permit/clearance process until after receiving approval to begin design, there are preventative and/or corrective measures that can be taken to avoid negative environmental or cultural resource impacts to the project area.

For all "yes" boxes checked on the application form under this section, describe what steps applicant will take to avoid negatively impacting the applicant's project location. If the applicant answered "no" to all the questions under this section, describe other ways the applicant plans to mitigate the negative impacts at the project location.

Examples of preventative and corrective measures include, but are not limited to, rehabilitation of a disturbed area using native plant species, creation of wildlife food plots to minimize vehicle-caused wildlife mortality, stream bank stabilization (when connected in some way to surface transportation), controlled public access to certain sensitive environments, scheduled clean-ups throughout the project to prevent the spread of pollution or damage to the work area, and providing for proper drainage to lessen the effects of erosion due to an increase in impermeable surfaces.

O) Application Clarity and Innovativeness

It is advisable to have professional external reviews of the project application for grammar, typographical and mathematical errors. A well-written application makes a statement and is an important step in the application process. A good application does not need to be lengthy. A clear, concise application will also reduce the potential for confusion.

Innovative techniques help move the project steadily towards implementation by streamlining the development process. The applicant may need to work with the appropriate MoDOT district prior to submitting the application to determine if applicant is eligible for any streamlining opportunities available at the state and federal level.

Examples of streamlining techniques include, but are not limited to, 1) having a significant number of partners in a project to the extent that it moves the project forward, rather than bogging it down; 2) the use of federal agency partners to provide the non-federal match to the applicant's project; 3) significant in-kind donations of materials, services and cash for the non-federal match; and 4) partnership with applicant's conservation corps programs. There is not a single definition for innovative projects, so an applicant should be creative and highlight any techniques that demonstrate creativity and innovation.

TRANSPORTATION ENHANCEMENT FUNDS PROGRAM APPLICATION

2007 District Competitive

STP # _____ *(to be assigned by MoDOT)*

Application Date: _____

Date Approved: _____

A. PROJECT SPONSOR INFORMATION

First Sponsor Name: _____

Contact Person: _____

Title: _____

Address: _____ City: _____State: _____ Zip: _____

Phone:_____ Fax: _____ Email: _____

Second Sponsor Name: _____

Contact Person: _____

Title: _____

Address:_____ City: _____State: _____ Zip: _____

Phone:_____ Fax:_____ Email: _____

B. BASIC PROJECT INFORMATION

Project Title:_____

District Number: _____County: _____

Metropolitan Planning Organization (if applicable): _____

_____

Will the project be open to the public for at least 25 years? ☐ Yes ☐ No

Will a fee be charged for public access? If yes, how much? _____ ☐ Yes ☐ No
If yes, explain how the fees charged will be used.

C. PROJECT LOCATION INFORMATION

1. Where is the project located? Attach a map no larger than 8 ½ inches by 11 inches.

2. Please check the appropriate box for each question.

- Is the project a component or extension of a previously awarded transportation enhancement project? If so, give the project number: STP-_____ Yes ☐ No ☐
- Does all right of way necessary for the project fall within public ownership or lease? Yes ☐ No ☐
- Does the project sponsor own the right of way? Yes ☐ No ☐
- If no, does the applicant have an option on the property executable within one year of application? Yes ☐ No ☐
- Have utilities been cleared or considered for the project? Yes ☐ No ☐
- If right of way acquisition is necessary, is the applicant willing to exercise condemnation authority to acquire? Yes ☐ No ☐

D. ENHANCEMENT CATEGORIES BY GROUP - (1 point for two or 2 points for three or more)

Check all that apply. A project may overlap groups. A project may be awarded additional points if multiple categories apply, provided that the applicant effectively demonstrates how this will be successful and how the multiple categories will complement one another. See page 11 of this guidebook for details.

1. Bicycle and Pedestrian Group

☐ Transportation facilities for pedestrians and bicycles
☐ Safety and educational activities for pedestrians and bicyclists
☐ Preservation of abandoned railway corridors, including conservation and use thereof for pedestrian and bicycle trails

2. Scenic and Natural Resources Group

☐ Scenic and/or historic highway programs, including the provision of tourist and welcome centers
☐ Acquisition of scenic easements and scenic or historic sites including historic battlefields
☐ Landscaping and other scenic beautification
☐ Control and removal of outdoor advertising
☐ Mitigation of water pollution due to highway runoff, including projects that reduce vehicle-caused wildlife mortality, while maintaining habitat connectivity

3. Historic and Archeological Group

☐ Historic preservation
☐ Rehabilitation and operation of historic transportation buildings, structures or facilities
☐ Archaeological planning and research
☐ Establishment of transportation museums

E. PROJECT DESCRIPTION

Please provide a concise overview of the project. Include major components such as project width, length and material types. Include the cause of the need and a description of existing facilities. Deferred maintenance is not a legitimate cause of need. Identify any environmental or cultural resource considerations. Describe the project's link to surface transportation. Refer to page 11 of this guidebook

for details. Drawings no larger than 8 ½ inches by 11 inches may be attached to the back of this application.

F. GENERAL COST ESTIMATE - (3 points)

List the cost of the applicant's project components in the table provided below. Not all budget categories may apply to all projects. Transportation enhancement funds can reimburse up to 80 percent of the total project cost. Non-federal matching funds may come from the applicant's resources or from a third-party donation to the applicant for cash, materials or labor. The minimum federal share request is $25,000. (Tip: Add the rows across, and then add the columns down. Both sums should be the same and equal the total project cost in the bottom right-hand corner of the grid).

A project with a total cost of $100,000 and a federal-share request of $50,000 would score 2 points (50 percent federal share request). A project with a total cost of $100,000 and a federal share request of $75,000 would receive 1 point (75 percent federal share request). Please round to the nearest hundred dollars.

Federal Match Point Value: 0% - 70% = 2 points 71% - 79% = 1 point 80% = 0 points

LIST OF ITEMS IN ORDER OF COMPLETION	FEDERAL SHARE REQUEST	NON-FEDERAL MATCH		TOTAL (ADD EACH ROW)
		Applicant Budget	Donation	
1. Right of Way Acquisition	$	$	$	$
2. Labor / Construction	$	$	$	$
3. Utility Relocation	$	$	$	$
4. Materials	$	$	$	$
5. Design/Preliminary Engineering (No more than 10% of items 2-4 above)	$	$	$	$
6. Construction Engineering (No more than 15% of items 2-4 above)	$	$	$	$
7. Construction Contingency (No more than 10% of items 2-4 above)	$	$	$	$
TOTALS (Add each column)	$	$ [BOX 1]	$ [BOX 2]	$ [BOX 3]

To determine applicant federal share request:

_____ = _____ X 100% = _____ % *(20% minimum)*

(BOX 1 + BOX 2)/BOX 3

Note: Please attach an additional sheet detailing the costs described above. If applicable, describe all local groups/agencies that will complete work as part of the applicant's plan.

Name and title of individual who prepared the cost estimates for this project:

_____

Printed Name of Preparer **Preparer's Title** **Preparer's Phone Number**

_____

Preparer's Signature **Date**

G. SAFETY, ENVIRONMENTAL AND TRAFFIC IMPACTS - (5 points)

Describe the impact and effectiveness of the project. Include social, environmental, economic and other applicable impacts such as safety, air quality and reduction of congestion/traffic volume.

H. QUALITY OF LIFE OF THE COMMUNITY - (5 points)

Describe the quality of the project concept in terms of the benefits it provides, how it complements existing efforts and the overall feasibility of the long-term goal(s) of the project. Examples include connectivity, tourism and safe routes to school.

I. RELATIONSHIP TO SURFACE TRANSPORTATION - (5 points)

Sections 1 through 3 below relate to the category groups listed in Section D of this application. Answer all questions that apply. Refer to page 13 of the guidebook for examples of appropriate answers. *Answering two questions would make each question worth 3 points, and answering three questions would make each question worth 2 points.*

1. **Trails and Bicycle Group – Addressing Transportation Needs –** Describe how the project addresses transportation needs.

2. **Scenic and Natural Resources Group – Intrinsic Qualities –** Describe how the project enhances existing conditions regarding environmental, scenic or historic.

3. **Historic and Archeological Group – Public Accessibility and Awareness –** Describe how project will provide or improve public accessibility to and awareness of a cultural resource.

J. LONG-RANGE PLAN - (4 points)

How does the proposed project coordinate with existing local, regional or statewide long-range plans?

K. PUBLIC INVOLVEMENT AND PARTNERSHIPS- (4 points)

Describe the public involvement outreach activities the applicant has completed, or intends to complete, in order to gain support for this project. Also describe any partnerships that will be developed as a part of this project. Describe any anticipated opposition to the project and how that opposition will be addressed.

L. LONG-TERM MAINTENANCE – (3 points)

What governmental entity will be responsible for the short- and long-term project maintenance? Identify all maintenance participation and the source of funds supporting long-term maintenance. Attach supporting documentation to this application. Will the project sponsor be able to maintain the project for a minimum of 25 years? ☐ Yes ☐ No

Complete the following maintenance activity table:

Maintenance Task	Task Cost	Frequency	Annual Cost
1.	$		$
2.	$		$
3.	$		$
4.	$		$
5.	$		$
	TOTAL ANNUAL MAINTENANCE COST		$_____

M. PAST EXPERIENCE – (3 points)

Briefly describe the agency's past experience in completing transportation or community development projects, plus, list all prior enhancement grants received. Include the experience level of the design staff or consultant, engineer and landscape architect, if applicable.

N. ENVIRONMENTAL AND CULTURAL RESOURCE CONSIDERATIONS

If the project involves any of the following natural or cultural items, the applicant may, after project approval, be required to obtain specific permits and clearance forms to ensure compliance with local, state and federal requirements. This list may not be all-inclusive.

Will the project involve:

- Historic buildings or archeological sites? Yes ☐ No ☐
- Existing parks and recreation areas? Yes ☐ No ☐
- Designated or undesignated wetlands and/or swamps? Yes ☐ No ☐
- Creeks or rivers? Yes ☐ No ☐
- Stream straightening and/or crossing? Yes ☐ No ☐
- Lakes or ponds? Yes ☐ No ☐
- Known hazardous materials and/or waste? Yes ☐ No ☐
- Floodplains? Yes ☐ No ☐

For all "yes" answers, explain any preventative measures the applicant will take to avoid negative impacts during or after the implementation of the project. Additional information can be found on page 15 of the guidebook.

O. APPLICATION CLARITY AND INNOVATIVENESS – (2 points)

The application may be given up to two additional points for its overall clarity and the use of new or innovative techniques. Clarity includes following the guidelines, organization of the application materials and well-written but concise descriptions (no grammar, typographical or mathematical errors). Innovative techniques streamline aspects of the project. Examples of innovative techniques are found on page 15 of the guidebook.

P. DISCRETIONARY – (5 points)

The application may be given up to five additional points at the discretion of the Regional Transportation Enhancement Steering Committee. The Committee will be considering such things as the agency's willingness to contribute more than the minimum local match, factors that indicate the local commitment for the project, the local impact of the project and the projects overall benefit. Some of the points awarded for this category will be based on the regional committee's personal knowledge of the project and the project's sponsor.

Q. PAST EFFORTS TO ADDRESS NEED – (5 points)

Briefly describe past efforts undertaken by the community to address this need.

R. PROJECT READINESS – (4 points)

Discuss how quickly the project can be started and provide a timeline for project milestones.

DISTRICT INFORMATION

District 1
MoDOT Northwest District
Rick Kingery
3602 North Belt Highway, P.O. Box 287
St. Joseph, MO 64502
(816) 387-2428

District 2
MoDOT North Central District
Ron Watts
U.S. Route 63, P.O. Box 8
Macon, MO 63552
(660) 385-8618

District 3
MoDOT Northeast District
Gidget Mott
Highway 61 South, P.O. Box 1067
Hannibal, MO 63401
(573) 248-2634

District 4
MoDOT Kansas City District
Hope Visconti
600 Northeast Colburn Road
Lee's Summit, MO 64086
(816) 622-6317

District 5
MoDOT Central Missouri District
Dion Knipp
1511 Missouri Blvd., P.O. Box 718
Jefferson City, MO 65102
(573) 751-7399

District 6
MoDOT St. Louis District
Gregg Wilhelm
1590 Woodlake Drive
Chesterfield, MO 63017
(314) 340-4165

District 7
MoDOT Southwest District
Scott Bachman
3901 East 32nd Street, P.O. Box 1445
Joplin, MO 64802
(417) 629-3355

District 8
MoDOT Springfield Area District
Dawne Gardner / Andrew Seiler
3025 East Kearney, P.O. Box 868
Springfield, MO 65801
(417) 895-7662 / (417) 895-7696

District 9
MoDOT South Central District
Richard Pilcher
910 Springfield Road, P.O. Box 220
Willow Springs, MO 65793
(417) 469-6269

District 10
MoDOT Southeast District
Jay Lancaster
2657 North Main Street, P.O. Box 160
Sikeston, MO 63801
(573) 472-5264

Central Office
MoDOT-Transportation Program Management
Doug Hood / Mendy Knipp
P.O. Box 270
Jefferson City, MO 65102
(573) 751-3994 / (573) 526-2505

TRANSPORTATION MANAGEMENT AREAS

St. Louis
Terry Freeland
East-West Gateway Council of Governments
The Gateway Tower
One South Memorial Dr., Suite 1600
St. Louis, MO 63102-1714
(314) 421-4220
terry.freeland@ewgateway.org

Kansas City
Caitlin Cottrill
Mid-America Regional Council
300 Rivergate Center, 600 Broadway
Kansas City, MO 64105
(816) 474-4240
ccottrill@marc.org

Springfield
Sara Edwards
Ozark Transportation Organization
City of Springfield
City Hall
840 Boonville Avenue
Springfield, MO 65801
(417) 864-1611
sedwards@ci.springfield.mo.us

METROPOLITAN PLANNING ORGANIZATIONS

Columbia
Bill Watkins
Columbia Area Transportation Study Organization
City of Columbia
City-County Building
P.O. Box N
Columbia, MO 65205
(573) 874-7214
rab@gocolumbiamo.com

Jefferson City
Janice McMillan
Capital Area Metropolitan Planning Organization
City of Jefferson
320 East McCarty Street
Jefferson City, MO 65101
(573) 634-6306
jmcmillan@jeffcitymo.org

Joplin
David Hertzberg
Joplin Area Transportation Study Organization
City of Joplin
303 East Third Street, Municipal Building
P.O. Box 1355
Joplin, MO 64802-1355
(417) 624-0820 Ext. 530
dhertzbe@joplinmo.org

St. Joseph
Andy Clements
St. Joseph Area Transportation Study Organization
City of St. Joseph
City Hall
Eleventh and Frederick
St. Joseph, MO 64501-2346
(816) 271-4651
aclements@ci.st-joseph.mo.us

REASONABLE PROGRESS POLICY

Policy

This policy is to ensure the State of Missouri is getting the maximum benefit of its federal transportation funds. The policy has two objectives: (1) ensure that federal funds will be programmed for a project within one year of the funds being allocated by the Missouri Department of Transportation; (2) ensure that once a project is programmed, it will be constructed.

Transportation Management Areas with a Reasonable Progress Policy in place will be exempt from MoDOT's Reasonable Progress Policy. However, the TMAs' federal fiscal year ending balance will not be allowed to exceed a total of three years of allocation for that TMA. Any funds over the three-year allocation will be reprogrammed in the TMA area at the discretion of MoDOT and the TMA.

Procedures

The time frames shown represent maximum expected times for implementation approvals and concurrences; schedules will vary depending on project type. Actual progress towards implementation will be measured against the schedule submitted by the entity.

Project Development/Implementation Schedule:

Phase	Maximum Time Frame	Funds Obligated
1. Allocation of Funds	0 Months	No
2. Project Programming*	12 Months	No
3. Engineering Services Contract Approval	15 Months	Yes
4. Preliminary and Right of Way Plans Submittal (if applicable)	24 Months	Yes
5. Plans, Specifications & Estimate (PS & E) Submittal	34 Months	No
6. Plans, Specifications & Estimate (PS & E) Approval	36 Months	Yes
7. Construction Contract Award	48 Months	Modified
8. Final Certification/Project Closeout**	60 to 72 Months	Modified (as needed)

* The completion of the Project Programming phase is defined by submitting the approved project's programming data form to MoDOT and the project receiving a federal project number from MoDOT.

**The time lapse between Construction Contract Award and Project Closeout will depend on project type. Final Certifications as discussed in Section XI must be submitted to the appropriate MoDOT district representative 60 days after final inspection.

1. Reasonable Progress

For all federal-aid funds, "reasonable progress" shall have been made if a project has been programmed within one year of funding allocation. Verifiable steps toward achieving reasonable progress shall include submittal of all required documents to the appropriate MoDOT district office, entering into an Engineering Services Contract (if retaining outside engineering services) and initiation of the development of preliminary plans.

The development of right of way, utility and railroad plans, if required, should be concurrent with preliminary plan development. The authorization to proceed with right of way negotiations should begin

once MoDOT approves right of way plans. The award of the construction contract should occur no later than one year after the plans, specifications and estimate approval.

2. Policy Enforcement

If the allocated federal funds are not programmed for a specific project within one year, MoDOT will request information from the MPO or entity as to the planned use of the allocated funds. The MPO or entity will be required to provide a written explanation within 30 days of the notification as to the status of funds and a time line for their use. If adequate information is not received, MoDOT will pull the allocated funds from the entity and redistribute at the department's discretion.

If a project falls six months behind schedule at any point in its development, without a written explanation provided by the entity and approved by MoDOT, the entity and/or MPO will be contacted by MoDOT requesting information as to the cause of the delays. A letter will notify the entity of the schedule lapse and the possible implications of further delays. The entity and/or MPO will be required to reply in writing within 30 days of the letter date as to the project status and provide a revised timeline for the project. The entity will be allowed to reschedule a project one time after MoDOT has programmed a project. Any shifts in subsequent phases of a project caused by that rescheduling (if identified at the time of the rescheduling) will not be considered a separate change.

If a project falls one year behind the Project Development/Implementation Schedule at any phase, MoDOT will notify the entity and/or MPO of the schedule lapse by letter. The notification will serve as a final notice, giving the entity an opportunity to respond to the situation before MoDOT takes action. Information about the project will be submitted to MoDOT within 30 days of the letter date. The information will include:

1. Project status,
2, Current phase of project implementation, and
3. Funds obligated and spent on the project.

Actions taken by MoDOT may include removal of the project, which, per federal requirements, would require the entity to repay any federal funds spent on the project. The MPO and MoDOT will make the ultimate decision regarding the disposition of each project.

It **is not** the responsibility of MoDOT to keep the entity informed as to the status of the project. The entity will keep MoDOT informed as to any delays and/or unforeseen conditions that may hinder the project's progress. Failure to provide the required documentation will cause the project to be withdrawn and the funds redistributed at the discretion of MoDOT or the MPO. Federal regulations require the entity to repay any federal funds spent on a cancelled project. The project sponsor would be required to repay these funds prior to the programming of any future projects.

In addition, project sponsors failing to fulfill the obligations as stated in the contract agreement or showing reasonable progress for any project will not be allowed to request future project funds for a minimum period of one year, and then only with the approval of MoDOT.

District 3 Transportation Enhancement Program Rating Sheet

Project Sponsor: _____

Project Title: _____

Date Submitted: _____

Transportation Planning
2217 St. Mary's Blvd., P.O.Box 270
Jefferson City, MO 65102-0270
1-888-ASK-MODOT

REQUIRED: Prior to Funding Consideration	**MET**
* Local match must be greater than or equal to 20%.	
* The project must be available to the public for at least 25 years.	
* There must be a direct relationship with surface transportation.	
* The local sponsor must be a government agency and is responsible for funding the project.	
* The project must meet one or more of the twelve enhancement categories.	

Scorers are responsible for reading the complete description of the criteria in the step-by-step directions.

CRITERIA: The Project…	**Points Scale**	**Points Maximum**	**Criteria Score**
D. Overlaps more than one of the 12 categories (1 point for two, 2 points for 3 or more).	0-2	**2**	
F. Cost estimate is detailed, complete, realistic and includes a minimum of 20% local match. (points for federal match percent: 0%-70% = 2 points…71%-79% = 1 point…80% = 0 points)	0-3	**3**	
G. Provides beneficial safety, enviornmental, or traffic impacts.	0-5	**5**	
H. Enhances the quality of life of the community. (connectivity, tourism, safe routes to school, building on existing efforts, etc.)	0-5	**5**	
I. Relationship to Surface Transportation. **1.** Provides for bicylce and/or pedestrian transportation needs. **2.** Provides scenic, natural or historic transportation enhancement. **3.** Provides for historic or archeological transportation enhancements.	0-5	**5**	
J. Fits well into existing local, regional or state long-range transportation plans.	0-4	**4**	
K. Public involvement and Partnerships. Project sponsor demonstrated public outreach and input.	0-4	**4**	
L. Clearly defines the role of the organization responsible for maintenance.	0-3	**3**	
M. Includes a description of the sponsoring agency's past experiences with transportation projects.	0-3	**3**	
O. Demonstrates clarity and the use of new or innovative techniques.	0-2	**2**	
P. Subjective scoring of additional points.	0-5	**5**	
Q. Past efforts to address this need.	0-5	**5**	
R. Project readiness.	0-4	**4**	

(50 possible)

Project Total Score: #REF!

Transportation Enhancement Implementation Plan

DISTRICT COMPETITIVE PROCESS

Committee Coordination Phase (November 1, 2005-February 1, 2007)[1]

- The committee will review the Guide to Transportation Enhancements and make modifications to the application and rating system if desirable. The MoDOT district leadership must approve any modifications made to the application and rating system.
- The district will forward a copy of the approved application and rating system to MoDOT Transportation Planning.

Solicitation of Applications Phase (February 1, 2007 – May 15, 2007)

- MoDOT district liaison engineers will send their modified district applications to prospective interested parties within their district.
- MoDOT Central Office will post each district's application and rating system on the Local Public Agency page of the MoDOT Web site by February 1, 2006.

Project Scoring and Rating Phase (May 16, 2007 – July 18, 2007)

- District committees will meet to review all applications submitted within their district that meet the minimum federal requirements.
- Committees may interview each applicant in their district to gain more insight into the project at their discretion.
- Committees will score the projects within their district according to the approved rating system for the district. Documentation of the committees' rating and selection of projects should be kept at the district in case questions arise.
- Funding will be applied to projects selected by the committees. It is implied that the highest rating projects will be funded; this may not always be the case. The ratings are intended to be a tool for identifying good projects. MoDOT Transportation Planning will need to be copied on alterations to project selection other than based on highest ratings. The district committees will have the flexibility to withhold funding for future rounds if the appropriate committee agrees to do so.
- If necessary, the district committees may offer an applicant partial funding for a project. The applicant has the option whether or not to accept the offer.
- When all funding has been distributed, and the MoDOT district leadership concurs with the list of projects, the committees will send a list of funded projects to Transportation Planning.
- Each list of projects will need to provide the following information: project title, project sponsor, project description, total project cost, percent of federal funds applied (80 percent maximum) and the maximum federal funds.

TMA PROCESS

- Transportation Management Areas will determine their own selection process and timeline for selecting projects. The TMAs will submit their list of projects to Transportation Planning. Transportation Planning will need the list six weeks prior to the Missouri Highways and Transportation Commission meeting. For example, if Transportation Planning received the listing of projects by February 20, 2007, the commission would review/approve the list at the April 12, 2007, meeting. TMAs should develop a coordinated schedule so projects are submitted to the commission no more than twice a year, including the September submittal.

[1] Districts may not alter the time line of the intermediate steps for the 2007 round of funding. This will keep all of the districts on the same schedule and will be less confusing to the applicants.

STATEWIDE COMPETITIVE

There will be no statewide competitive process for 2007. The funding distribution will be used for the MoDOT Welcome Center Plan.