



Kansas City District  
Rural Area



Transportation  
Alternatives  
2014

**Table of Contents**  
**A Guide to Transportation Alternatives**

	<u>Page</u>
<b>I. Schedule for Project Selection and Programming</b>	<b>2</b>
<b>II. Transportation Alternatives Activities</b>	<b>3</b>
<b>III. Project Eligibility Requirements</b>	<b>8</b>
<b>IV. Important Information for Applicants</b>	<b>8</b>
<b>V. Project Selection</b>	<b>9</b>
<b>VI. Reasonable Progress Requirement</b>	<b>10</b>
<b>VII. Application Instructions</b>	<b>10</b>
<b>VIII. Application</b>	<b>18</b>
<b>IX. MoDOT Contacts</b>	<b>23</b>
<b>X. MARC Contacts</b>	<b>23</b>
<b>XI. MoDOT's Reasonable Progress Policy</b>	<b>24</b>
<b>XII. Program Rating Sheet</b>	<b>26</b>

## Kansas City District Transportation Alternatives Implementation Plan

### **Kansas City District Rural Area Competitive Process** (Johnson, Lafayette, Pettis, Ray and Saline County)

#### **Application Workshop (September 25, 2014)**

- We will cover how to fill out the application and discuss what to expect should your project become funded.
- Workshop attendance is optional and is not required to submit an application.
- The workshop will be at 10:00am Thursday 9/25 at the following location:

Pioneer Trails Regional Planning Commission (room 203)  
802 S. Gordon, Concordia, MO 64020

#### **Solicitation of Applications (September 3, 2014 – November 14th, 2014)**

- MoDOT district liaison engineers will send their modified district applications to prospective interested parties within their district.

#### **Project Scoring and Rating (November 15th, 2014 – January 9th, 2014)**

- A Selection Committee meeting will be held at the MoDOT Kansas City District office in Lee's Summit on a to be determined date in mid-December.
- Project applicants are encouraged to do a project presentation at the selection committee meeting, presentations are not required but are highly recommended.
- District committee 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.
- 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 Resource Management.
- 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.

#### **Mid-America Regional Council (MARC) Process** (Cass, Clay, Jackson and Platte County)

- MARC already advertised a call for projects in January of 2014 and the selection process is being finalized this fall.
- MARC will likely do their next call for TAP projects in the spring of 2016.

# A Guide to Transportation Alternatives

Missouri Department of Transportation  
August 2014

**T**ransportation Alternatives Program (TAP) is authorized under the Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21) to provide for a variety of alternative transportation projects, including many that were previously eligible activities under separately funded programs. The TAP replaces the funding from pre-MAP-21 programs including Transportation Enhancements, Recreational Trails, Safe Routes to School, and Scenic Byways, wrapping them into a single funding source.

The mission of the Transportation Alternatives Program is to improve our Nation's communities through leadership, innovation, and program delivery. The funds are available to develop a variety of project types located in both rural and urban communities to create safe, accessible, attractive, and environmentally-sensitive communities where people want to live, work, and recreate. The Transportation Alternative Program consists of: Transportation Alternative Definition, Recreational Trails Program (RTP), Safe Routes to School (SRTS) activities, and Boulevards from Divided Highways.

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 Alternatives Activities

**T**here are 13 possible transportation alternatives activity categories, which have been grouped into three groups by common characteristics. The following list of alternatives activities includes examples of each type of project. This list of projects is not comprehensive, but it offers examples of how transportation alternatives funding can be used. Although the federal government provides guidance and ensures compliance, states are responsible for selecting their own alternatives projects. To discuss specific eligibility guidelines, contact the local coordinator for the Kansas City District listed on page 23 of this document or view [Transportation Alternatives](#) on the Internet.

### **Pedestrian and Bicycle Group**

**Pedestrian and Bicycle Facilities Category:** This category provides funding for new or reconstructed sidewalks, walkways, curb ramps, bike-lane striping, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, 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.

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

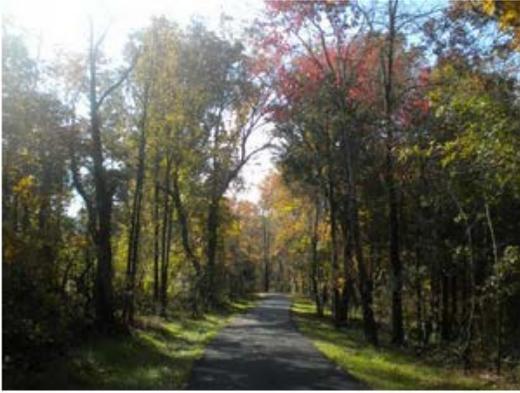


Urban Trail Corridor – Phase 7  
City of St. Joseph

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.

**Safe Routes for Non-Drivers Activities Category:** This category provides funding for construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs, such as access to transit.

**Recreational Trails Program (RTP) Activities Category:** This category provides funding for all eligible Recreational Trails Program (RTP) Activities such as but not limited to: restoration of existing recreational trails, development and rehab of trailside and trailhead facilities, construction of new recreational trails, and the acquisition of easements and property for recreational trails.



City of Greenville  
Old Greenville's Recreational Trail Project

The Old Greenville's Recreational Trail project constructed 2.23 miles of asphalt trail connecting the city of Greenville with the Old Greenville campground.

**Safe routes to School (SRTS) Activities Category:** This category provides funding for all eligible SRTS programs to improve the health and well-being of children by enabling and encouraging them to walk and bicycle to school. Activities include but are not limited to student education; walking school bus program; and the installation of safety signage, flashing beacons, and sidewalks. Pedestrian and bicycle safety education is only eligible for non-infrastructure projects that benefit elementary and middle school children.



Cape Girardeau used SRTS Grant to install uniform safety signage and flashing beacons at eight different schools throughout the city.

### Scenic and Natural Resources Group

**Scenic Turnouts and Overlooks Category:** This category provides funding for the construction of turnouts, overlooks, and viewing areas.

**Stormwater Mitigation Category:** This category provides funding to address storm water management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff, including activities for runoff pollution studies, soil erosion controls, detention and sediment basins, and river clean-ups.



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.

**Wildlife Management Category:** This category provides funding to address the reduction of vehicle-caused wildlife mortality; restoration and maintenance of connectivity among terrestrial or aquatic habitats.

## Community Improvement Group

**Outdoor Advertising Management Category:** 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.

**Streetscapes and Vegetative Management Category:** This category provides funding for activities including but not limited to: Streetscapes (especially benefiting pedestrians), Junkyard screening and removal, and Landscaping related to transportation projects such as: vegetation management practices in rights-of-way to improve roadway safety, prevent against and removal of

invasive species, and provide erosion control; projects to manage vegetation to improve sightlines and other safety considerations; and establishing living snowfences.

**Historic Preservation & Rehab of Historic Transportation Facilities Category:** This category supports the restoration of railroad depots, ferry terminals, bus stations and lighthouses, and the rehabilitation of historic roads, rail trestles, tunnels and bridges.

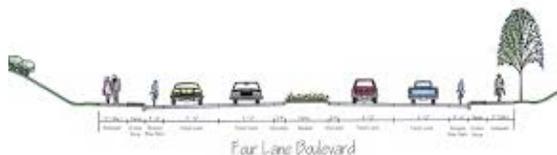


Restoration of the Old Appleton Bridge  
Village of Old Appleton

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 Activities Category:** This category helps fund archaeological activities such as research, preservation planning and interpretation, developing interpretive signs, exhibits and guides, and inventories and surveys relating to impacts from implementation of a transportation project eligible under title 23.

**Boulevards from Divided Highways:** This category helps fund converting divided highways to boulevards. Boulevards are defined as walkable, low-speed (35 mph or less) divided arterial thoroughfares in urban environments designed to carry both through and local traffic, pedestrians and bicyclists. Boulevards may be long corridors, typically four lanes but sometimes wider, serve longer trips and provide pedestrian access to land. Boulevards may be high-ridership transit corridors. Boulevards are for primary goods movement and emergency response routes and use vehicular and pedestrian access management techniques. Curb parking is encouraged on boulevards.



## Project Eligibility Requirements

To sponsor a Transportation Alternatives 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

[http://epg.modot.org/index.php?title=Category%3A136 Local Public Agency \(LPA\) Policy](http://epg.modot.org/index.php?title=Category%3A136+Local+Public+Agency+(LPA)+Policy) and the Code of Federal Regulations, respectively. A Transportation Alternatives 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 23 of this guide for more information.

- The application must be for a project located within one of the 5 Kansas City District rural area counties including Johnson, Lafayette, Pettis, Ray or Saline.
- Meet at least one of the 13 transportation alternatives activity categories.
- 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. DOT's, MPO's and non-profit organizations are not eligible sponsors for TAP funds.
- Provide a local match of at least 20 percent of the total project cost or the minimum required by the local committee.
- Meet any requirement established by local committee for maximum project funding
- 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.
- Provide a local match of at least 20 percent of the total project cost or the minimum required by the local committee.
- Project sponsors must have a qualified person of responsible charge that administers the project. Qualification of sponsor personnel can be obtained by attending a 4-hour LPA Basic Training course provided by MoDOT.

- Consultants that complete the project application for **free** are not eligible for the design or inspection of the project. Consultants must be paid at a fair market value for all preliminary work to complete the application to be eligible for the next phase of the project.
- **All applications for projects located on the MoDOT system must be accompanied by a letter of support from the appropriate MoDOT Area Engineer.**

## Project Selection

To encourage public involvement in transportation planning, projects are selected through a Local Competitive process.

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.

### Example of Funding Distribution

Selection Process	% Population	2014-2016
<b>Local</b>		
St. Louis (EWGCOG)	34.68%	<b>\$10.874 Million</b>
Kansas City (MARC)	17.78%	<b>\$5.575 Million</b>
Springfield (OTO)	4.62%	<b>\$1.449 Million</b>
NW District	4.92%	<b>\$1.543 Million</b>
NE District	4.84%	<b>\$1.518 Million</b>
<b>KC District Rural Area</b>	<b>3.00%</b>	<b>\$0.941 Million</b>
CD District	10.39%	<b>\$3.258 Million</b>
SW District	9.93%	<b>\$3.114 Million</b>
SE District	9.84%	<b>\$3.085 Million</b>
<b>Total</b>	<b>100.00%</b>	<b>\$31.355 Million</b>

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 is an example application for the selection 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 23 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.

The selection committee for the Kansas City rural area has historically and will likely be comprised of seven members including a representative from each of the 5 KC district rural counties appointed by the respective county commission, 1 representative from the Pioneer Trails Regional Planning Commission and one representative from the Mid-America Regional Council (MARC).

Project presentations are highly recommended but are not required. The presentations will be done at the beginning of the project selection meeting in mid-December with the specific date to be determined.

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 Alternatives 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 24 and 25 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 23 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 of November, 14<sup>th</sup> 2014.** (TMA, MPO and MoDOT district contact information is located on page 23.)

- 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.
- **Project applications can either be mailed in hard-copy form or submitted electronically to:**

Mike Landvik  
MoDOT Kansas City District  
600 Northeast Colburn Road  
Lee's Summit, MO 64086  
(816) 607-2256  
[Michael.landvik@modot.mo.gov](mailto:Michael.landvik@modot.mo.gov)

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 18.

### A) Project Sponsor Information

Please identify the agency or governmental organization that will be responsible for incurring costs and completing the project. DOT's, MPO's and non-profit organizations are not eligible sponsors for TAP funds. 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](http://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 Alternatives Categories by Group

Choose the applicable alternatives categories that best describe the project. Example project types can be found on pages 3 through 7 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 Alternatives 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 construction of scenic overlooks or viewing areas. 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 alternatives 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	<b>\$30,000</b>
Labor	\$10,000	\$10,000		<b>\$20,000</b>
	<b>\$30,000</b>	<b>\$15,000</b>	<b>\$5,000</b>	<b>\$50,000</b>

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.

Attach one additional sheet that details the costs. Remember the transportation alternatives 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.

Progress invoices submitted to MoDOT for reimbursement more than thirty (30) calendar days after the date of the vendor invoice shall also include documentation that the vendor was paid in full for the work identified in the progress invoice. Examples of proof of payment may include a letter or e-mail from the vendor, lien waiver or copies of cancelled checks. Reimbursement will not be made on these submittals until proof of payment is provided. Progress invoices submitted to MoDOT for reimbursement within thirty (30) calendar days of the date on the vendor invoice will be processed for reimbursement without proof of payment to the vendor. If the sponsor has not paid the vendor prior to receiving reimbursement, the sponsor must pay the vendor within two (2) business days of receipt of funds from MoDOT.

### **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 Alternatives Groups shown in Part D of this application. If the project includes categories from more than one group, the applicant must answer the Alternatives Group questions that pertain to the project. For example, a project may construct a scenic turnout along a state highway and accommodate bicycles/pedestrians on that highway by adding shoulders. The project would fulfill the alternatives categories of transportation facilities for pedestrians and bicycles, and construction of scenic overlook, turnout and scenic view. The scenic turnout qualifies under the Scenic and Natural Resources Group, while the improved highway shoulders would fall under the Pedestrian and Bicycle Group. In this case, the sponsor must address questions one and two below.

#### **1) Pedestrian and Bicycle 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) Community Improvement – Public Accessibility and Awareness

Describe how the applicant's project will improve the local community. Be sure to identify the project's target audience. Examples of community improvement include, but are not limited to, creating safe, accessible, attractive, and environmentally-sensitive communities where people want to live, work and recreate.

## **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 Alternatives 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.

<b>Maintenance Task</b>	<b>Task Cost</b>	<b>Frequency</b>	<b>Annual Cost</b>
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, RTP, or SRTS 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 ALTERNATIVES FUNDS PROGRAM APPLICATION

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: \_\_\_\_\_

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Second Sponsor Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

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## B. BASIC PROJECT INFORMATION

Project Title: \_\_\_\_\_

District Number: \_\_\_\_\_ County: \_\_\_\_\_

Metropolitan Planning Organization (if applicable): \_\_\_\_\_

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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. ALTERNATIVES 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 12 of this guidebook for details.

**1. Pedestrian and Bicycle Group**

- Transportation facilities for pedestrians and bicycles
- Recreational Trails Program (RTP) Activities
- Safe Routes to School (SRTS) Activities
- Preservation of abandoned railway corridors, including conservation and use thereof for pedestrian and bicycle trails
- Safe routes for non-drivers, including infrastructure-related projects

**2. Scenic and Natural Resources Group**

- Scenic turnouts, overlooks and viewing areas
- Mitigation of water pollution due to highway runoff
- Wildlife management, including projects that reduce vehicle-caused wildlife mortality by maintaining habitat connectivity.

**3. Community Improvement Group**

- Control and removal of outdoor advertising
- Streetscapes and Vegetative management activities
- Historic preservation of historic transportation buildings, structures or facilities
- Archaeological planning and research
- Boulevards from Divided Highways

**E. PROJECT DESCRIPTION**

Please provide a concise overview of the project. Include major components such as project width, length and material types. Describe the project’s link to surface transportation. Refer to page 13 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 - (2 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 alternatives 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. (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	\$	\$	\$	\$
6. Construction Engineering	\$	\$	\$	\$
<b>TOTALS</b> (Add each column)	\$	\$	\$	\$
		[BOX 1]	[BOX 2]	[BOX 3]

**To determine applicant federal share request:**

$$\frac{\text{---}}{\text{---}} = \text{---} \times 100\% = \text{---} \% \text{ (20\% minimum)}$$

(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:

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<b>Printed Name of Preparer</b>	<b>Preparer’s Title</b>	<b>Preparer’s Phone Number</b>
<b>Preparer’s Signature</b>	<b>Date</b>	

**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 - (6 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 pages 14 and 15 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. **Pedestrian 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. **Community Improvement Group – Beautification Qualities** – Describe how the project will improve communities and make them more environmentally sensitive.

**J. LONG-RANGE PLAN - (5 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 – (5 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:

<u>Maintenance Task</u>	<u>Task Cost</u>	<u>Frequency</u>	<u>Annual Cost</u>
1.	\$		\$
2.	\$		\$
3.	\$		\$
4.	\$		\$
5.	\$		\$
TOTAL ANNUAL MAINTENANCE COST			\$ _____

**M. PAST EXPERIENCE – (4 points)**

Briefly describe the agency’s past experience with the implementation of transportation enhancement, RTP, SRTS or similar projects. Include the experience level of the design staff or consultant, engineer and landscape architect, if applicable.

**N. ENVIRONMENTAL AND CULTURAL RESOURCE CONSIDERATIONS – (3 points)**

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 <input type="checkbox"/> | No <input type="checkbox"/> |
| ➤ Existing parks and recreation areas?               | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| ➤ Designated or undesignated wetlands and/or swamps? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| ➤ Creeks or rivers?                                  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| ➤ Stream straightening and/or crossing?              | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| ➤ Lakes or ponds?                                    | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| ➤ Known hazardous materials and/or waste?            | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| ➤ Floodplains?                                       | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

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 16 of the guidebook.

**O. APPLICATION CLARITY AND INNOVATIVENESS – (4 points)**

The application may be given up to four 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 pages 16 and 17 of the guidebook.

## MoDOT CONTACT INFORMATION

### **KC District**

MoDOT Kansas City District

Mike Landvik

600 Northeast Colburn Road

Lee's Summit, MO 64086

(816) 607-2256

[Michael.landvik@modot.mo.gov](mailto:Michael.landvik@modot.mo.gov)

### **Statewide Local Programs Administrator**

MoDOT-Transportation Program Management

Kenny Voss

(573) 526-2924

## MARC TAP CONTACT INFORMATION

### **Kansas City**

Stephen Lachky

Mid-America Regional Council

600 Broadway, Suite 200

Kansas City, MO 64105

(816) 701-8247

[slachky@marc.org](mailto:slachky@marc.org)

# 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:

<u>Phase</u>	<u>Maximum Time Frame</u>	<u>Funds Obligated</u>
1. Allocation of Funds	0 Months	No
2. Project Programming*	1 Months	No
3. Engineering Services Contract Approval	4 Months	Yes
4. Preliminary and Right of Way Plans Submittal (if applicable)	8 Months	No
5. Plans, Specifications & Estimate (PS & E) Submittal	12 Months	No
6. Plans, Specifications & Estimate (PS & E) Approval	14 Months	Yes
7. Construction Contract Award	16 Months	Modified
8. Final Certification/Project Closeout**	Variable	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.



# Transportation Alternatives Program Rating Sheet

[FOR SELECTION COMMITTEE USE ONLY]

**Project Sponsor:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Missouri Department of Transportation**  
 105 West Capitol  
 Jefferson City, MO 65102  
 (888) 275-6636

**REQUIRED: Prior to Funding Consideration**

- \* Local match must be greater than or equal to 20%.
- \* There must be a direct relationship with surface transportation.
- \* The project must be available to the public for at least 25 years.
- \* The project must meet one or more of the thirteen alternatives categories.
- \* The local sponsor must be a government, public agency, or school district and is responsible for funding the project.
- \* A letter of concurrence from MoDOT is included. (Applicable only if the project lies within MoDOT right of way.)

**MET**


*Selection committee members are responsible for reading and understanding the complete description of the criteria in the step-by-step directions.*

<b>CRITERIA: The Project...</b>	<b>Points Scale</b>	<b>Points Maximum</b>	<b>Criteria Score</b>
<b>D.</b> The project applies to multiple groups of alternatives categories (1 pt for two, 2 pts for three). 1. Bicycle and Pedestrian Group 2. Scenic and Natural Resources Group 3. Community Improvement Group	0-2	<b>2</b>	
<b>F.</b> The 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)	0-2	<b>2</b>	
<b>G.</b> The project provides beneficial safety, environmental, or traffic impacts.	0-5	<b>5</b>	
<b>H.</b> The project enhances the quality of life of the community. (connectivity, tourism, safe routes to school, building on existing efforts, etc.)	0-5	<b>5</b>	
<b>I.</b> The project is directly related to surface transportation. 1. Provides for bicycle and/or pedestrian transportation needs. 2. Provides scenic, natural or historic transportation alternatives. 3. Provides for community improvement transportation alternatives.	0-6	<b>6</b>	
<b>J.</b> The project fits well into existing local, regional or state long-range transportation plans.	0-5	<b>5</b>	
<b>K.</b> The project sponsor demonstrated public outreach and input.	0-4	<b>4</b>	
<b>L.</b> The role of the organization responsible for maintenance is clearly defined.	0-5	<b>5</b>	
<b>M.</b> A description of the sponsoring agency's past experiences with transportation enhancements, RTP or SRTS is included.	0-4	<b>4</b>	
<b>N.</b> The project addresses any preventative measures that may be necessary to mitigate adverse environmental or cultural impacts.	0-3	<b>3</b>	
<b>O.</b> The application demonstrates clarity and the use of new or innovative techniques.	0-4	<b>4</b>	

(45 possible)

**Project Total Score:** \_\_\_\_\_