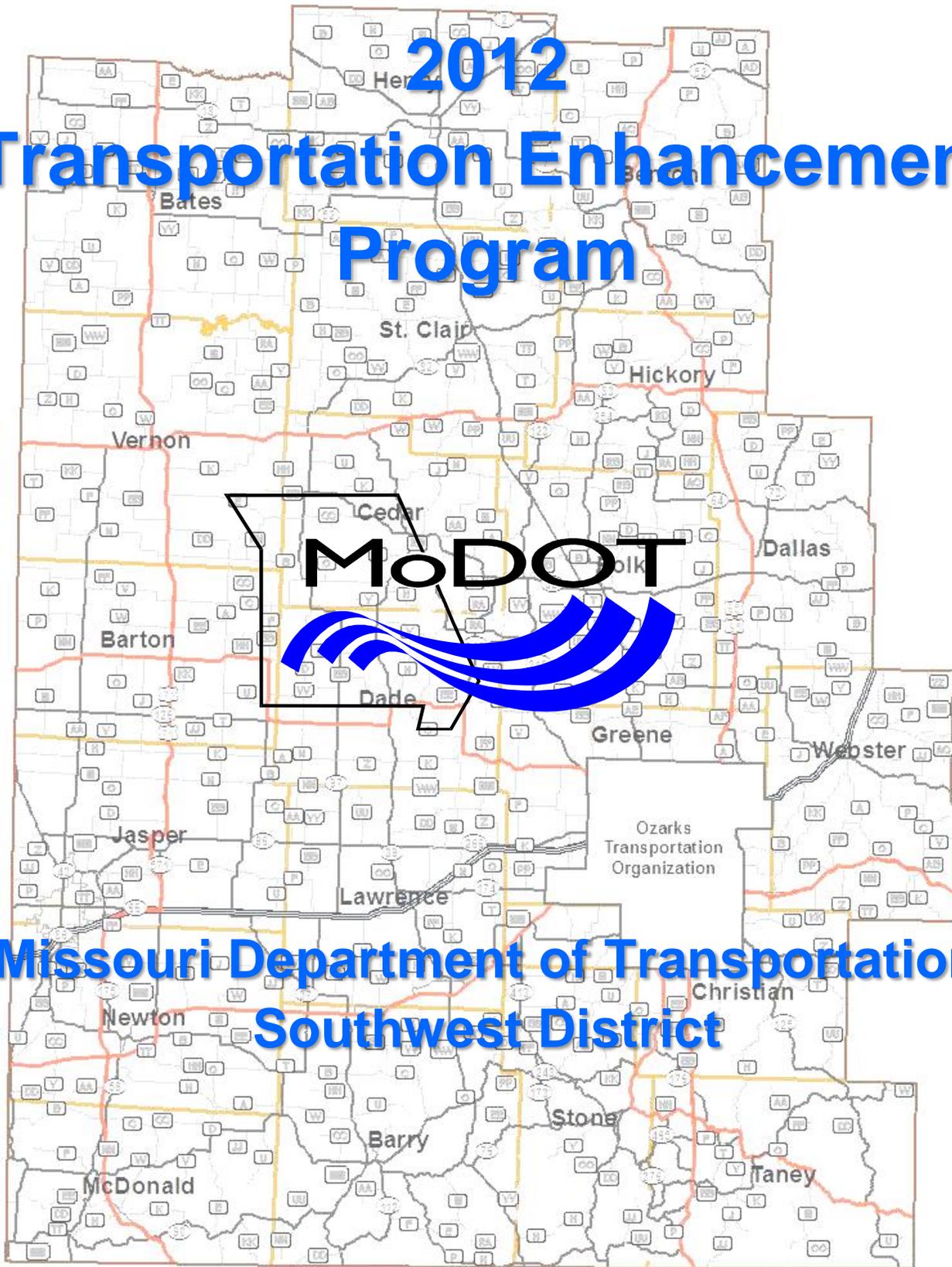


2012 Transportation Enhancement Program



Missouri Department of Transportation
Southwest District

Table of Contents
A Guide to Transportation Enhancements
Southwest District

	<u>Page</u>
I. Transportation Enhancement Activities	1
II. Project Eligibility Requirements	4
III. Important Information for Applicant	4
IV. Project Selection	5
V. Reasonable Progress Requirement	5
VI. Work by Local Forces	5
VII. Application Instructions	6
VIII. The Application Step by Step	6
IX. Contact Information	11
X. Reasonable Progress Policy	12
XI. Application	15

A Guide to Transportation Enhancements

The Transportation Enhancement Program, created by Congress in 1991, 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.

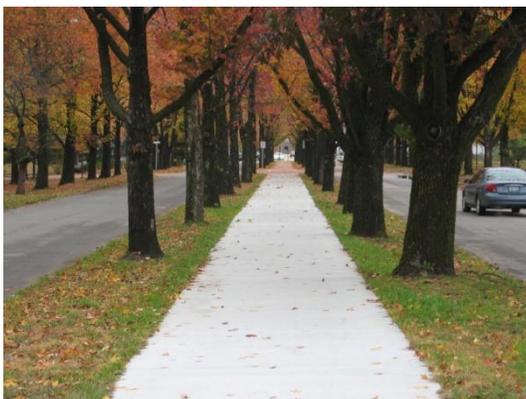
Transportation Enhancement funds are available to develop a variety of project types, that are located in both rural and urban communities. The projects help create more travel choices by providing funding for such things as sidewalk construction, bike lanes and to convert abandoned railroad rights of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

This guide has been modified to meet the needs of the MoDOT Southwest District (Barry, Barton, Bates, Benton, Cedar, Dade, Dallas, Henry, Hickory, Jasper, Lawrence, McDonald, Newton, Polk, St. Clair, Stone, Taney, Vernon, and Webster Counties, and the non-metropolitan areas of Greene and Christian Counties) and will help an applicant through the application process. It also provides tips for meeting state and federal requirements.

Transportation Enhancement Activities

The following is a list of eligible Enhancement activities, some of which include examples of previous enhancement projects. This list of projects is not comprehensive, but 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 MoDOT District enhancement representative identified on page 11 of this document.

Pedestrian and Bicycle Facilities: This category provides funding for design and construction of on-road and off-road facilities for pedestrians, bicyclists, and other non-motorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting, and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990.



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 be compliant with the Americans with Disabilities Act (ADA).

Conversion of Abandoned Railway Corridors to Trails: This category provides funding for the conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users.



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: This category provides funding for the design and construction 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.

Historic Preservation: This category provides funding for the preservation, rehabilitation, and operation of historic transportation building, structures, and facilities.



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.

Vegetation Management: This category provides funding for vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control.

Environmental Mitigation: This category provides funding for any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to address storm water management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff. Projects can also reduce vehicle-caused wildlife mortality or restore and maintain connectivity among terrestrial or aquatic habitats.



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.

Construction of Turnouts, Overlooks, and Viewing Areas: This category provides funding for the acquisition of rights-of-way for scenic viewing areas.

Archeology: This category provides funding for archaeological activities relating to the impacts from implementation of a transportation project.

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



Billboard Baseline Inventory
MoDOT
Jefferson City

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

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 on-line in MoDOT's Local Public Agency (LPA) Manual at the following link: www.modot.org/business/lpa/lpamanual.htm. A Transportation Enhancement project must adhere to the following guidelines. Local committees can apply more stringent guidelines at their discretion. Please contact the MoDOT District enhancement representative listed on page 11 of this guide for more information.

A Transportation Enhancement project must:

- Meet at least one of the 9 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 sponsor or involve a permanent lease
- Have a project maintenance plan for at least 25 years
- Be sponsored by a local government, public agency, or school district
 - 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; The maximum federal amount requested cannot exceed \$300,000
- Provide a local match of at least 20 percent of the total project cost
- Be governed by the Local Public Agency Manual
- Be completed. NO EXCEPTIONS, regardless of inaccurate estimates or cost overruns

Important Information for Applicant

Project sponsors should keep in mind the following:

- This program **reimburses** the project sponsor for costs incurred. It is not a grant and does not provide money up front.
- The maximum Federal funding limit per local agency per funding cycle will be **\$300,000**.
- 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.
- A very 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.
- All projects will go through a competitive bid process for the majority of the construction. In some cases, a portion of the construction may be done by volunteer or public forces.
- 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.

Project Selection

1. Solicit for project applications.

Applicants may obtain a project application by visiting MoDOT Southwest District's website at: www.modot.mo.gov/southwest/.

MoDOT Southwest District will solicit for applications beginning September 4, 2012. **THE DEADLINE FOR COMPLETED APPLICATIONS WILL BE NOVEMBER 5, 2012. ALL APPLICATIONS MUST BE POSTMARKED BY CLOSE OF BUSINESS DAY OR DELIVERED TO THE MODOT SOUTHWEST DISTRICT OFFICE BY THE END OF THE BUSINESS DAY NOVEMBER 5, 2012.**

2. Applications will be reviewed and rated by the Southwest District Enhancement Committee. Funding will be applied to the projects selected by the committee. In the event the project cost exceeds the available funding, the applicant may have the option to (1) fund the unfunded amount, (2) remove the project from consideration, or (3) reduce the scope of the project.
3. MoDOT staff will notify the applicant of the committee's decision.

Reasonable Progress Requirement

There is a reasonable progress policy for 2012 Transportation Enhancement 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 12 of this document. The Reasonable Progress Policy is a general policy which addresses several pass-through federal funding programs. Contact the appropriate MoDOT staff listed on page 11 for clarification.

Work by Local Forces

For some projects, due to their nature, size, or special considerations, it may be desirable for the LPA to use its own resources rather than a contractor or consultant. The federal requirement for use of local work varies depending on the type of service or work being provided by the LPA. MoDOT's Engineering Policy Guide (EPG) [136.3.12](#) includes guidelines and procedures to receive federal-aid reimbursement for the costs related to services or work completed by the LPA. One hundred percent (100%) construction work by local forces is not allowed for the 2012 TE projects.

Any participation of federal-aid for local work must be pre-approved by MoDOT and FHWA. Any funds spent or work completed prior to obligation of funds, FHWA authorization, will not be reimbursable!

Application Instructions

The application, application deadline information and corresponding guidance are available from the MoDOT Southwest District Office or on the MoDOT website at www.modot.mo.gov/southwest/. **All applications must be postmarked no later than November 5, 2012, or delivered to the MoDOT Southwest District Office in Springfield by the end of the business day November 5, 2012.**

- Submit **12 copies** of the completed Transportation Enhancement application (Pages 15-28 of this document) to MoDOT Southwest District Office.
- Applications must be typed. The application can be found in electronic format at www.modot.mo.gov/southwest/.
- Project applications are to be stapled in the upper left hand corner. Do not use covers, binders, tabs, or any other device.

Tips for successful applications --

- Demonstrate ability to expedite project completion
- Plan for cost increases and inflation
- Plan for long-term maintenance
- Check and double-check application for completeness and accuracy
- Provide photographs of the proposed project location
- Determine if the project complies or conflicts with MoDOT's Long-Range Transportation Plan, Statewide Transportation Improvement Program or ADA Transition Plan, 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 15.

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.

D. 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.

E. 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.

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.

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.

Applicants must attach one sheet of additional detailed cost. 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. We strongly recommend that this person be a skilled professional and experienced in estimating construction costs.

F. Pedestrian, Bicycle, and Americans with Disabilities Act (ADA) Improvement Projects

Projects where the primary objective is to create or improve non-motorized transportation facilities such as walking and biking trails and sidewalks or to upgrade such facilities to ADA standards are highly desirable. For projects that meet these needs as a primary function of the proposed activity, up to 8 points will be assigned to the application. All projects, regardless of category, must meet all applicable ADA standards.

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. Public Involvement, Partnerships and Long-Range Plan

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.

The applicant should ensure that the project can be implemented as part of a plan formally adopted by the city, county or state. 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.

J. Long-Term Maintenance

All Transportation Enhancement Program projects must be maintained and open to the public for at least 25 years. If the submitting organization has the available funding and commitments to meet this requirement, including the project in a long-term plan 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	Revenue Source
1. Sweep trail	\$ 300	Monthly, May-Oct.	\$ 1,800	General Rev.
2. Mow grounds	\$ 550	Weekly, May-Oct.	\$13,200	Parks Sales Tax
3. Empty trash containers	\$ 100	Twice weekly	\$ 5,200	General Rev.
4. Plant native species	\$2,000	Once per year	\$ 2,000	Parks Sales Tax
TOTAL ANNUAL MAINTENANCE COST			\$22,200	

K. 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 have started 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” answers 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.

L. Past Experience

Briefly describe past transportation enhancement projects the applicant may have completed and how it was done so in a timely manner.

M. Expedited Completion

Timely progress is paramount. It is important that the project sponsor understand that progress milestones and deadlines have been established to ensure that the project receives federal approval for construction in a timely manner.

CONTACT INFORMATION

Chad Zickefoose
Missouri Department of Transportation
Southwest District
3025 East Kearney
Springfield, Missouri 65803
(800) 225-6483
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David Hertzberg
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2012 TE REASONABLE PROGRESS POLICY

Policy and Procedure Issues

POLICY

This is a modified reasonable progress policy for the fiscal year 2012 & 2013 transportation enhancement projects 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 six months of the funds being allocated by MoDOT; (2) ensure that once a project is programmed, it will awarded by the 2014 construction season.

MPOs or TMAs with a Reasonable Progress Policy in place will be exempt from MoDOT's Reasonable Progress Policy. However, the MPOs or TMAs federal fiscal year ending balance will not be allowed to exceed a total of three years of allocation for that MPO or TMA. Any funds over the three-year allocation will be reprogrammed in the MPO or TMA area at the discretion of MoDOT and the MPO or 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	1 Months	No
3. Engineering Services Contract Approval ²	4 Months	Yes
4. Preliminary & Right of Way Plans Submittal	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 Project Closeout ³	Variable	Modified (as needed)

¹ 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.

² The evaluation of environmental and cultural impacts on the project must begin immediately after Preliminary Engineering (PE) authorization. The LPA must submit [Fig. 136.6.4 LPA Request for Environmental Review \(RER\)](#) to the MoDOT district contact within 60 days of preliminary engineering (PE) authorization for all federal-aid projects as discussed in [EPG 136.6 Environmental and Cultural Requirements](#).

³ The time lapse between construction contract award and project closeout will depend on project type. Final certifications as discussed in [EPG 136.11 Local Public Agency Construction](#) must be submitted to the appropriate MoDOT district representative 60 days after final inspection.

Verification of 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 six months after the plans, specifications and estimate approval.

Policy Enforcement

If a project falls three months behind schedule at any point in its development, without a written explanation provided by the LPA and approved by MoDOT, the LPA and/or MPO will be contacted by MoDOT requesting information as to the cause of the delays. A letter will notify the LPA of the schedule lapse and the possible implications of further delays. The LPA 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 LPA 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 three months behind the Project Development/Implementation Schedule at any phase, MoDOT will notify the LPA and/or MPO of the schedule lapse by letter. The notification will serve as a final notice, giving the LPA 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 LPA 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 LPA informed as to the status of the project. The LPA 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 LPA to repay any federal funds spent on a cancelled project. The LPA would be required to repay these funds prior to the programming of any future projects. In addition, LPAs 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.

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Transportation Enhancement Program Application



Southwest District

STP# _____ (to be assigned by MoDOT)

A. PROJECT SPONSOR INFORMATION

Sponsor Name: [Click here to enter text.](#)

Contact Person: [Click here to enter text.](#)

Title: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

City: [Click here to enter text.](#) State: [Click here to enter text.](#) ZIP: [Click here to enter text.](#)

Phone: [Click here to enter text.](#) Fax: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

Signature: _____ Date: [Click here to enter a date.](#)

.....

If applicable:

Second Sponsor Name: [Click here to enter text.](#)

Contact Person: [Click here to enter text.](#)

Title: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

City: [Click here to enter text.](#) State: [Click here to enter text.](#) ZIP: [Click here to enter text.](#)

Phone: [Click here to enter text.](#) Fax: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

Signature: _____ Date: [Click here to enter a date.](#)

B. BASIC PROJECT INFORMATION

Project Title: [Click here to enter text.](#)

Will the project be open and accessible to the public for at least 25 years?

Choose YES or NO

Will a fee be charged for public use?

Choose YES or NO

If yes, how much?

[Click here to enter text.](#)

Explain how the fees charged will be used.

[Click here to enter text.](#)

Is the proposed project intended to be a phase of a multi-phase project?

Choose YES or NO

C. PROJECT LOCATION INFORMATION

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

2. Please check the appropriate box for each question,

Is the project a component or extension of a previously awarded transportation enhancement project? **Choose YES or NO**

If so, give the project number: STP-[Click here to enter text.](#)

Does all right of way, including easements, necessary for the project fall within public ownership or lease? **Choose YES or NO**

Does the project sponsor own the right of way? **Choose YES or NO**

If yes, was the right of way acquired within the last five years? **Choose YES or NO**

If yes, can the project sponsor provide all necessary documentation that the right of way acquisition conformed to all applicable Federal Uniform Relocation Act provisions? **Choose YES or NO**

Have utilities been cleared or considered for the project? **Choose YES or NO**

Are there any known environmental or cultural issues that may potentially prohibit the timely completion of this project? **Choose YES or NO**

If yes, please explain.
[Click here to enter text.](#)

Have any applicable environmental or cultural clearances been issued for this project? **Choose YES or NO**

If yes, list the clearances and date of issuance.
[Click here to enter text.](#)

D. PROJECT DESCRIPTION – (0-8 points)

Please provide a concise overview of the project. Include major components such as project width, length, and material types or issues to be addressed. Describe the project's link to surface transportation.

Illustrations no larger than 8 ½ inches by 11 inches may be attached to the back of this application. Please limit the number of illustration pages to no more than three.

[Click here to enter text.](#)

E. GENERAL COST ESTIMATE – (0-8 points)

List the cost of the applicant’s project components in the table provided below. All categories may not 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 and the maximum is \$300,000.

Funding from one phase may not be used as match or reimbursement for other phases.

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.

List items in order of completion	Federal Share Request	Non-federal match		Total (Add each row)
		Applicant Budget	Donation	
1. Design/Preliminary Engineering (No more than 10% of items 3-5 below)	\$Click here to enter text.			
2. Right of Way Acquisition	\$Click here to enter text.			
3. Utility Relocation	\$Click here to enter text.			
4. Materials	\$Click here to enter text.			
5. Labor/Construction	\$Click here to enter text.			
6. Construction Engineering/Inspection (No more than 15% of items 3-5 above)	\$Click here to enter text.			
TOTALS (add each column)	\$Click here to enter text.			

Note: Attach additional sheets detailing the costs described above to the back of this application. If applicable, describe all agencies/groups that will complete work as part of the applicant’s plan.

To determine applicant federal share request:

$$\frac{\text{Applicant Budget} + \text{Donation}}{\text{Total}} \times 100 = \text{ \% (20\% minimum)}$$

Estimator's acknowledgement:

[Click here to enter text.](#)

[Click here to enter text.](#)

Name of Estimator

Estimator's Title

Estimator's Agency: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

City: [Click here to enter text.](#) State: [Click here to enter text.](#)

ZIP: [Click here to enter text.](#)

Phone: [Click here to enter text.](#) Fax: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

By signing below, I, the estimator of the above cost estimate understand that if awarded, this project shall not receive any additional federal funding beyond the awarded amount. I further understand that any costs beyond the federal share shall be entirely the responsibility of the primary sponsoring agency.

Estimator's Signature

[Click here to enter a date.](#)

Date

F. PEDESTRIAN, BICYCLE, AND AMERICANS WITH DISABILITIES ACT (ADA) IMPROVEMENT PROJECTS – (0-8 points)

Preference is given to infrastructure projects that primarily address pedestrian and bicycle mobility and/or address Americans with Disabilities Act (ADA) upgrades.

Does the main purpose of the project provide improvements for non-motorized transportation (pedestrian and/or bicycle facilities) or provide upgrades to ADA standards?

Choose YES or NO

Describe how this project will achieve these goals.

[Click here to enter text.](#)

All sponsoring agencies of this project understand that this project **must** meet all applicable ADA standards.

Choose YES or NO

G. SAFETY, ENVIRONMENTAL, AND TRAFFIC IMPACTS – (0-5 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 and/or traffic volumes.

[Click here to enter text.](#)

H. QUALITY OF LIFE OF THE COMMUNITY – (0-3 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 access to schools.

[Click here to enter text.](#)

I. PUBLIC INVOLVEMENT AND PARTNERSHIPS, LONG-RANGE PLANS – (0-4 points)

Does the proposed project conform to a formally adopted local, regional, or statewide plans such as an economic development plan, greenway plan, comprehensive plan, etc.?

Choose YES or NO

If so, please explain the relationship. If not, please explain how the proposed project will meet an existing goal of your agency.

[Click here to enter text.](#)

Describe the public involvement outreach activities that the project sponsor(s) completed, or intends to complete, in order to gain support for this project. 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.

[Click here to enter text.](#)

J. LONG-TERM MAINTENANCE – (0-4 points)

What governmental entity will be responsible for the short- and long-term project maintenance?

[Click here to enter text.](#)

Identify all maintenance tasks and the source of revenue supporting long-term maintenance. Attach supporting documentation to this application.

Complete the following maintenance activity table:

Maintenance Task	Task Cost	Frequency	Annual Cost	Revenue Source
Click here to enter text.	\$Click here to enter text.	Click here to enter text.	\$Click here to enter text.	Click here to enter text.
Click here to enter text.	\$Click here to enter text.	Click here to enter text.	\$Click here to enter text.	Click here to enter text.
Click here to enter text.	\$Click here to enter text.	Click here to enter text.	\$Click here to enter text.	Click here to enter text.
Click here to enter text.	\$Click here to enter text.	Click here to enter text.	\$Click here to enter text.	Click here to enter text.
Click here to enter text.	\$Click here to enter text.	Click here to enter text.	\$Click here to enter text.	Click here to enter text.
TOTAL ANNUAL MAINTENANCE COST			\$Click here to enter text.	

Does the sponsor commit to maintaining the project for a minimum of 25 years?

Choose YES or NO

K. ENVIRONMENTAL AND CULTURAL RESOURCE CONSIDERATIONS – (0-2 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 or be in close proximity to:

- | | |
|---|--------------------------------|
| Historic building or archeological sites: | <i>Choose YES or NO</i> |
| Existing parks or recreation areas? | <i>Choose YES or NO</i> |
| Designated or undesignated wetlands and/or swamps? | <i>Choose YES or NO</i> |
| Creeks or rivers? | <i>Choose YES or NO</i> |
| Stream straightening and/or crossing? | <i>Choose YES or NO</i> |
| Lakes or ponds? | <i>Choose YES or NO</i> |
| Known hazardous materials and/or waste? | <i>Choose YES or NO</i> |
| Floodplains? | <i>Choose YES or NO</i> |
| Be in close proximity to a cemetery or known burial site? | <i>Choose YES or NO</i> |
| Impact any known endangered species? | <i>Choose YES or NO</i> |

For all “yes” answers, explain any preventative measure the applicant will take to avoid negative impacts during or after the implementation of the project. Please see the Transportation Enhancement Guidebook for further details.

[Click here to enter text.](#)

L. PAST EXPERIENCE – (-4-4 points)

Briefly describe all past experience with the timely implementation of transportation enhancement projects or similar projects.

[Click here to enter text.](#)

M. EXPEDITED COMPLETION – (0-4 points)

Describe what steps the sponsoring agency will take to ensure the expedited completion of the project.

[Click here to enter text.](#)

Sponsoring Agency Acknowledgements

Initial each line and sign below.

I, the Presiding Official of the Sponsoring Agency:

_____ Hereby submit this project application to the Missouri Department of Transportation (MoDOT) for approval of the project concept.

_____ Understand that while MoDOT provides initial project eligibility determination, project selection is made by a committee comprised of non-MoDOT representatives.

_____ Understand that the proposed project is subject to Federal Highway Administration (FHWA) review and or audit and as such, is subject to FHWA procedures and approval.

_____ Understand that the transportation enhancement program is not a grant program but rather a reimbursement program, and that transportation enhancement funds are administered by MoDOT.

_____ Understand that MoDOT will make transportation enhancement fund reimbursement payments as work progresses, and that no payments will be made until all local, state, and federal requirements have been met and proper documentation has been submitted to MoDOT.

_____ Hereby assures MoDOT that the required match will be available for all transportation enhancement funded phases of this project at a time and through a process mutually agreed to by both MoDOT and the local government(s).

_____ Understand the project costs in this proposal are preliminary estimates only, and that actual final costs may be more or less than those reflected herein. We understand that any variance in transportation enhancement funded projects will also affect the amount of the required local match and we are prepared to accommodate any additional local matching requirements.

_____ Hereby assures MoDOT that the local government(s) will maintain (or cause to be maintained) this project for a period of 25 years.

_____ Hereby assures MoDOT that any and all right of way acquisitions within the last five years that potentially could affect this project have been acquired following the Federal Uniform Relocation Act and that any new right of way acquisitions will adhere to the Federal Uniform Relocation Act.

_____ Understand that any activities along state right of way must meet the most current Missouri Standard Plans for Highway Construction and obtain permits for work on state right of way.

_____ Hereby assure MoDOT that the proposed improvements will meet all applicable American with Disabilities Act requirements and guidelines.

_____ Acknowledge and agree that the sponsoring agency will assume all responsibility for all environmental and cultural resource impacts on the project.

_____ Understand that material testing for construction cannot be performed, paid by, or directed by the contractor. Rather, the sponsoring agency or consulting engineer is responsible for all material testing and for ensuring that the individuals conducting the testing are MoDOT certified for the specific materials being tested.

_____ Understand that each phase of the project (design, right of way, construction, and construction inspection) is obligated (funded) separately from the other phases and work for each phase cannot

proceed without FHWA approval and MoDOT notice. Funding from one phase may not be used as match or reimbursement for other phases.

_____ Acknowledge and agree that the transportation enhancement funds are federal monies and are subject to local, state, and federal audit. If audit findings determine that improper usage and/or documentation of funds occurred, the sponsoring agency may be responsible for reimbursing MoDOT and the Federal Highway Administration in an amount determined by the audit.

Presiding Official's Signature: _____ [Click here to enter a date.](#)

Title: [Click here to enter text.](#)

Primary Contact's Signature: _____ [Click here to enter a date.](#)

Title: [Click here to enter text.](#)

Please include **12 copies** of your application when submitting to the district office. Your original application is included and counted as one of the copies. It must be submitted as well. **Staple all copies individually. Do not use binders, folders, or spines.**

Mail to: Chad Zickefoose
MoDOT Southwest District
3025 East Kearney
3901 E. 32nd Street
Springfield, Missouri 65803



Transportation Enhancement Program Rating Sheet

[FOR SELECTION COMMITTEE USE ONLY]

Project Sponsor: _____

Project Title: _____

Missouri Department of Transportation
3025 E. Kearney
Springfield, MO 65803
(800) 225-6483

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 be eligible under one more of the nine enhancement categories.
- * The local sponsor must be a government, public agency, or school district and is responsible for funding the project.

MET

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

	Points Scale	Points Maximum	Criteria Score
D. The project description is concise, reasonable, and provides sufficient detail of the project scope.	0-8	8	
E. The cost estimate is detailed, complete, realistic and includes a minimum of 20% local match.	0-8	8	
F. The project creates or improves non-motorized facilities or upgrades facilities to ADA compliance.	0-8	8	
G. The project provides beneficial safety, environmental, or traffic impacts.	0-5	5	
H. The project enhances the quality of life of the community.	0-3	3	
I. The project includes public involvement, develops partnerships, fits well into existing long-range transportation plans.	0-4	4	
J. The project sponsor demonstrates the ability to maintain the project.	0-4	4	
K. The project addresses any preventative measures that may be necessary to mitigate adverse environmental or cultural impacts	0-2	2	
L. A description of the sponsoring agency's past experiences with transportation enhancements is included.	-4-4	4	
M. The project sponsor understands the importance of expediting project completion and describes the steps to achieve it.	0-4	4	

(50 possible)

Project Total Score: