



# TRANSPORTATION ALTERNATIVES PROGRAM GUIDE 2017

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*MISSOURI DEPARTMENT OF TRANSPORTATION*

Our mission is to provide a world-class transportation experience that delights our customers and promotes a prosperous Missouri.

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## A. PROGRAM OVERVIEW

The Transportation Alternatives Program (TAP) was authorized under Section 1122 of the Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21) and is reauthorized under the FAST Act. Each state develops rules to administer their program according its priorities.

The federally funded TAP provides opportunities to expand transportation choices and enhance the transportation experience through categories of activities related to the surface transportation system. The TAP focuses on non-traditional transportation projects.

TAP projects must relate to the surface transportation systems and be eligible under one or more of the four Eligible TAP Project Activities outlined in Section B of this guide. This call for projects is limited to eligible project sponsors and projects from nonurban areas with populations of 5,000 or less and urban areas with populations of 5,001 to 200,000 that are outside 2010 U.S. Census Urbanized Area boundaries with populations over 200,000. Large urbanized area boundaries are also known as Transportation Management Areas (TMA). TMA receive a separate allocation of TAP funding that is administered by the MPO.

An estimated \$7,601,782 million (Federal Fiscal Years 2017, and 2018) is anticipated to be available to fund authorized TAP projects in this Call for Projects.

<b>District (non-TMA)</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>Total</b>
Northwest	\$431,390	\$440,017	<b>\$871,407</b>
Northeast	\$424,375	\$432,863	<b>\$857,238</b>
Kansas City	\$263,043	\$268,304	<b>\$531,346</b>
Central District	\$911,003	\$929,223	<b>\$1,840,226</b>
Southwest	\$870,670	\$888,083	<b>\$1,758,753</b>
Southeast	\$862,778	\$880,034	<b>\$1,742,812</b>
<b>TOTAL</b>	<b>\$3,763,258</b>	<b>\$3,838,524</b>	<b>\$7,601,782</b>

Note: In Missouri, TAP funds set aside for the Recreational Trails Program are administered by the Missouri Department of Natural Resources.

The TAP nomination package must present persuasive evidence of support for the proposed project from the communities in which it would be implemented and include a commitment to provide a local funding match of at least 20% of the allowable project costs.

The following list identifies the most basic facts in conjunction with the TAP rules for the Missouri program call. This list is not all inclusive, interested project sponsors must review all sections of this guide and applicable rules found in the EPG. Local department staff is available to discuss TAP program information and the project nomination process.

1. TAP projects shall be selected through a competitive process administered by the MoDOT Districts.

2. LPAs will receive additional consideration for construction only application. The LPA will receive additional points on an application when the LPA pays for all or portions of costs related to preliminary engineering including planning; design; plans specifications and estimates (PS&E); environmental assessments; environmental mitigation; survey work; acquisition of right of way; and other property purchase costs.
3. Project Funding Agreements, and reimbursement of eligible costs.
  - a. Federal TAP funds are provided through the FHWA. Projects undertaken with TAP funds are eligible for reimbursement of up to 80% of the allowable costs. Compensation for expenditures will be authorized on a cost reimbursement basis. The project must have a fully executed Program Agreement (between the project sponsor and the Missouri Department of Transportation). **Expenditures incurred prior to receiving a project award and formal notice to proceed will not be eligible for reimbursement.**
  - b. Acquisition of property for a TAP project must be in accordance with all applicable federal and state statutes and regulations, including the Uniform Relocation Act, even when the cost is not reimbursable through the program.
  - c. The federal funding amount authorized for a TAP project is fixed; no additional funds will be authorized after award. The project sponsor shall be responsible for any and all cost overruns above the federal funding amount authorized by the department.
4. Reasonable Progress
  - a. All TAP project sponsors must execute a Program Agreement with the MoDOT and comply with all federal and state procedures and requirements applicable to development of federal-aid transportation projects. The Agreement must be executed by the project sponsor within three months from the date of selection or risk loss of federal funding.
  - b. In accordance with EPG 136.3.7 Reasonable Progress Policy, TAP projects must advance to construction within 23 months from the date of selection or risk loss of federal funding.
  - c. In accordance with EPG 136.8.8.1; In order to ensure that LPA projects continue to make reasonable progress, the LPA is expected to initiate condemnation proceedings as outlined in the Right of Way Acquisition Schedule. Should the LPA choose not to initiate condemnation proceedings, the LPA will be expected to cancel the project and reimburse MoDOT for all previous expenses.
  - d. Project sponsors may not be eligible for TAP funds if the reasonable progress policy has not been met on previous TAP, SRTS, TE or other local program awards administered by MoDOT
5. Local Match
  - a. The local funding match is a minimum 20% of the eligible costs of the project.
  - b. Funds from other federal programs may be used as a local funding match only when specifically authorized by federal law or regulation. A list of eligible federal match is found in EPG 136.3.11.
  - c. Private cash donations may be acceptable if authorized by law.

6. Whether proposed as an independent project or as an element of a larger transportation project, the project must be limited to a logical unit of work and be constructible as an independent project.
7. All applicants are required by law to comply with the American with Disabilities Act (ADA) of 1990 and Title VI of the Civil Rights Act of 1964.
8. The funded activity must be maintained and provide public access for at least 25 years and be accessible to the general public.
9. Federal guidance states that projects must be principally for transportation rather than purely recreational and must have logical endpoints. (For example, if a project proposes a looped trail system within a city park, this would be considered recreational and would not be considered TAP eligible.)
10. If any element in a project nomination fails to meet federal and state requirements, they will not be considered eligible for construction. The project sponsor will need to demonstrate a willingness and ability to pay ineligible costs or demonstrate that the TAP project is constructible as an independent project without the ineligible items.
11. Projects that include state right-of-way or have a direct effect on an existing state maintained roadway must have a letter from the department's local district engineer (or designated representative) offering consent for the proposed project.
12. A project sponsor may submit more than one TAP project nomination. The project sponsor will be required to prioritize projects as part of their Nomination Form.
13. A minimum and maximum federal reimbursement range has been set at \$80,000 and \$400,000.
14. Incidental costs should be kept to a minimum. For example, in order to implement a bicycle and pedestrian project, it may be necessary to relocate a water line, replace a street light and resurface a crosswalk during construction. These items of work would be considered incidental activities. The total amount necessary for incidental costs may not exceed 30% of the project's total itemized construction budget. Careful consideration should be made before adding excessive incidental cost(s) to a TAP project nomination, as these costs may result in a lesser evaluation of the project.

## B. ELIGIBLE TAP PROJECT ACTIVITIES

1. Construction of on-road and off-road trail 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;

2. 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;
3. Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users; and
4. Construction of infrastructure-related projects to improve the ability of students to walk and bicycle to school, including sidewalk improvements, traffic calming and speed reduction improvements, pedestrian and bicycle crossing improvements, on-street bicycle facilities, off-street bicycle and pedestrian facilities, secure bicycle parking facilities, and traffic diversion improvements in the vicinity of schools.

## C. PROJECT EMPHASIS AREAS

Within eligible project categories, the department is particularly interested in those projects that reflect a high degree of collaboration and community consensus while directly contributing to the department's safety and connectivity goals. Projects that enhance bicycle and pedestrian safety, provide access to or between existing community investments in bicycle and pedestrian facilities, public transportation, or other mobility options, propose a direct connection to important community destinations (such as schools, employment, shopping and recreational areas), or contribute as an individual project to a larger investment consistent with Complete Streets design are strongly encouraged.

Complete streets are designed and operated to enable access for all users, including pedestrians, bicyclists, motorists, and transit riders of all ages and abilities.

## D. ELIGIBLE TAP PROJECT SPONSORS

An eligible entity to receive TAP funds is discussed in EPG 136.1.2.2. Federal funds are provided to local public agencies for public transportation improvements. Project sponsors must be a city, county or transportation related government agency to be eligible to administer a federal aid transportation project. All other entities including, but not limited to, school districts and not-for-profit agencies must partner with a city or county to apply for and administer a federal aid transportation project. Nonprofits are **not eligible** as direct recipients of TAP funds.

- Local Public Agencies include any unit of local government below a State government agency, except for a Metropolitan Planning Organization. Examples include city, town, township, village, borough, parish, or county agencies.
- Transit agencies
- Tribal Governments

**Local Public Agencies must successfully complete the LPA on-line training prior to application submission.** TAP recipients shall enter into a program agreement with MoDOT and follow all guidelines found in the EPG.

State agencies and MPOs are not eligible entities as defined under 23 CFR 213(c)(4)(B) and therefore are not eligible project sponsors for TAP funds.

The project sponsor must exercise jurisdiction over the geographic area in which that project is located, be willing to enter into a local agreement with the department, and commit to the project's development, implementation, construction, maintenance, management, and financing.

## E. TAP PROGRAM CALL TIMELINE & SUBMISSION REQUIREMENTS

### **Announcement**

On September 1, 2016, the department's 2016 Call for TAP Projects begins. Downloadable information, including the TAP Program Guide 2016 and project Nomination Form, are available on the department's website at: [www.modot.gov](http://www.modot.gov).

### **Nomination Submission to the Department**

Project nominations must be submitted in the form prescribed by the department and be received by the department no later than 5:00 p.m., CDT, on November 1, 2016. The nomination package must include an official resolution from the project sponsor, signed before the governing body by an appropriate representative, stating the local entities willingness to commit to the project's development, implementation, construction, maintenance, management, and financing.

### **Eligibility Determination, Evaluation and Selection Process**

The department will review TAP project nominations for eligibility. The department will review each nomination package to ensure that all of the requested information and documentation has been included. A nomination package that fails to include any of the items specified in this guide and the TAP 2016 Nomination Form will be considered incomplete and will not be considered for funding. District evaluation committees will assess and score eligible projects through a competitive process. The department will notify TAP Project sponsors regarding project selection.

**Important Dates:**

- **September 1, 2016**  
The department's Transportation Alternatives Program (TAP) Call for Projects published. The TAP 2016 Program Guide and Nomination Form are available for downloading from the department's website at: [www.modot.gov](http://www.modot.gov)
- **November 1, 2016 (5:00 p.m. CDT)**  
Submission deadline for TAP 2016 project nomination(s). A TAP project nomination must be received by the department District office where the project is located on or before November 1, 2016 at 5:00 p.m., CDT. NO exceptions will be granted.
- **November 2 – December 31, 2016**  
TAP project evaluation (project ineligibility letters mailed, if necessary)
- **January 2, 2017**  
Project awards announced. Individual sponsors will be notified of award. A list of approved projects will also be posted on the MoDOT website.

## F. PROJECT SELECTION CRITERIA AND EVALUATION

The department seeks to prioritize TAP investments in projects that represent the best use of available TAP funds. Project sponsors are encouraged to document project details and benefits using verifiable means; which may include the use of US Census data and maps, published crash data, final research papers, and other published information as applicable. Photographs, maps and charts are good tools to convey information and are required as part of the project nomination.

### Evaluation

The TAP evaluation committee will provide project selection recommendations and supporting documentation for projects to be awarded funding in each district.

### Opportunities for additional points

For the current funding call, MoDOT is offering three opportunities to obtain additional points on scoring matrix. First is to Economically Disadvantaged Communities (EDC), second is for construction only applications and third is for implementation of eligible TEAP studies.

The intent of EDC is to incentivize communities who might not otherwise submit TAP applications due to economic hardships. Communities with limited resources have traditionally been less likely to apply for TAP funding. Additional points shall be given to Cities and Counties who have a population that when compared to the averages of the State of Missouri are:

- Below the average taxable sales per capita
- Below mean household income
- Above average poverty level
- Above average unemployment

It is the responsibility of the applicant to complete the provided documentation to demonstrate they meet the Economic Disadvantaged Community criteria. The EDC information sheet can be found in Section J of this program guide.



A second opportunity to obtain additional points is available for construction only submissions. Applicants may receive additional points on their application if they provide at their own expense; planning, right of way, design, plans, specifications and estimates.

Finally, communities can receive additional points if their TAP project is implementing recommendations from a completed TEAP or other related study. A copy of the study with the recommendation must accompany the nomination.

## G. TAP PROJECT SUBMITTAL

### **TAP Project Submissions to the Department**

Completed TAP nomination packets must be submitted by email to the respective district representative and be received by 5:00 p.m., CDT on November 1, 2016. The department reserves the right to deem a TAP nomination package ineligible for funding if not received by the prescribed deadline.

### **A TAP Project Nomination Packet must include the following:**

1. Emailed electronic PDF complete application to appropriate MoDOT district representative 5:00 p.m., CDT, on November 1, 2016.
2. Attachments must be labeled in the upper right hand corner and be numbered chronologically, where applicable. A complete nomination form, with attachments, is required for each TAP project proposal.
3. In the event an LPA is unable to provide an emailed PDF copy of the application; the LPA shall coordinate with the district representative and deliver the completed project application by the prescribed deadline outlined in this guide.

## H. MoDOT District Coordinators and Contact information

Use the following department contact list and map to submit nomination packets:

<p><b>Southwest District</b>            Chad Zickefoose 417-895-7638  <a href="mailto:Chad.zickefoose@modot.mo.gov">Chad.zickefoose@modot.mo.gov</a>            3025 E Kearney St            Springfield, MO 65803</p>	<p><b>Southeast District</b>            Elquin Auala 417-469-6286  <a href="mailto:Elquin.auala@modot.mo.gov">Elquin.auala@modot.mo.gov</a>            2675 N Main Street            Sikeston, MO 63801</p>
<p><b>Northwest District</b>            Darby Logan 816-387-2596  <a href="mailto:Darby.logan@modot.mo.gov">Darby.logan@modot.mo.gov</a>            3602 N Belt Highway            Saint Joseph, MO 64506</p>	<p><b>Northeast District</b>            Robert Manzke 573-248-2634  <a href="mailto:Robert.manzke@modot.mo.gov">Robert.manzke@modot.mo.gov</a>              Ron Watts 660-385-8218  <a href="mailto:Ronald.Watts@modot.mo.gov">Ronald.Watts@modot.mo.gov</a>            1711 S Highway 61            Hannibal, MO 63401</p>
<p><b>Kansas City District</b>            Michael Landvik 816-607-2256  <a href="mailto:Michael.landvik@modot.mo.gov">Michael.landvik@modot.mo.gov</a>            600 NE Colbern Road            Lee's Summit, MO 64086</p>	<p><b>Central District</b>            Kelly Wilson 573-751-7399  <a href="mailto:Kelly.wilson@modot.mo.gov">Kelly.wilson@modot.mo.gov</a>              Jenni Jones 573-526-6994  <a href="mailto:Jennifer.J.Jones@modot.mo.gov">Jennifer.J.Jones@modot.mo.gov</a>            1511 Missouri Blvd            Jefferson City, MO 65102</p>
<p><b>St Louis District</b>            All TAP projects are managed through            EastWest Gateway MPO</p>	<p><b>Statewide Coordinator</b>            Elizabeth Prestwood 417-829-8016  <a href="mailto:Elizabeth.prestwood@modot.mo.gov">Elizabeth.prestwood@modot.mo.gov</a></p>

# I. Missouri Department of Transportation District Map



## J. Economically Disadvantaged Community Application & Instructions

- County:** Enter the county in which the project is located
- Applicant:** Enter the LPA that is representing as economically disadvantaged. This would be the County name or City name within that county
- Contact:** Enter the name, telephone and complete address for a person that may be contacted for additional information concerning the information provided on this form
- Economic Development Sales Tax:** Indicate if the applicant has or has not instituted an economic development or transportation related sales tax
- Taxable Sales per Capita:** Using the Missouri Department of Revenue, provide the per capita taxable sales for the LPA. The Department of Revenue provides annual taxable sales, divide this number by LPA population ([City Sales](#) and [County Sales](#))  
State per capita averages are \$11,983 for cities and \$14,019 for counties
- Population:** According to the 2014 American Community Survey from U.S Census, enter the estimated population of the LPA
- Mean Household Income:** According to [the 2014 American Community Survey](#) from U.S Census, enter the mean household income within the LPA boundary. State mean household income is \$64,703
- Percent of all people whose income Is below Poverty Level:** Using the 2014 American Community Survey from U.S Census, enter the percent of all people whose income is below the poverty level within the LPA boundaries. State poverty level is 15.6%.
- Percent Unemployment:** According to the 2014 American Community Survey from U.S Census, enter the estimated unemployment rate within the LPA boundaries. State unemployment is 5.3%.

**Missouri Department of Transportation**  
**Economically Disadvantaged Community (EDC) Information Sheet**  
**2016 Transportation Alternative Program**

County: \_\_\_\_\_ MoDOT District: \_\_\_\_\_ Applicant: \_\_\_\_\_

MoDOT District of proposed TAP Project: \_\_\_\_\_

Contact for EDC: Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Does the LPA have an Economic Development or Transportation related sales tax?

(Circle as appropriate) Yes or No

Using Missouri Dept. of Revenue Provide the LPA Taxable Sales per Capita for 2015 (7 pts.): \$ \_\_\_\_\_

*\*\*Use the U.S. Census 2014 American Community Survey as your source for the remaining data fields. \*\**

2014 Population of the LPA: \_\_\_\_\_

Mean household income (1 pt.): \$ \_\_\_\_\_

Percent of all people whose income is below the Poverty Level (1 pt.): \_\_\_\_\_

Percent Unemployed (1 pt.): \_\_\_\_\_

Other considerations for LPA as an economically disadvantaged community:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_