

MoDOT Partnership Development Application Form

Governor's Transportation Cost Share Program

Application Checklist

An application must include the following items.

Section A:	Applicant Information
Section B:	Project Information
	1. Project Name
	2. Location
	3. Description
	4. Significance and Need
	5. Private Participation
	6. Timeline
Section C:	Plan of Finance
	1. Estimated Project Costs
Section D:	Economic Impact
	1. Summary of Impact to Existing or Future Businesses
	2. Overview of Historical and Current Operations
	3. Project Description
	4. Project Schedule
	5. Project Budget with Identified Sources and Uses
	6. Effect of the Project on Employment
Section E:	Applicant Certification
Section F:	Submission Acknowledgement
Exhibit I:	Project Location Map
Exhibit II:	Conceptual Plan and EA/EIS
Exhibit III:	Supporting Documentation: Project Significance and Need
Exhibit IV:	Supporting Documentation: Public-private Partnerships
Exhibit V:	Supporting Documentation: Timeline

*Please contact the Financial Services Division at 573-526-8106 for assistance in completing this application.

SECTION A - Applicant Information

Name of Applicant:

Other Names Under Which Applicant Does Business:

Business Address:

Mailing Address (if different from above):

Contact Person Name:

Contact Person Title:

Mailing Address for Contact Person (if different from above):

Telephone:

Fax:

E-Mail Address:

Applicant Information:

Describe Applicant's organizational structure, history, ownership and legal structure (e.g., individual, state governmental agency, local governmental agency, corporation or partnership). Attach an annual financial report, if available.

SECTION B - Project Information

1. Project Name

Assign a short name to the project, for purposes of identification. Also include the MoDOT Job Number, if applicable.

2. Location

Describe the location of the project, including major intersecting highways and rail routes, cities, towns, metropolitan planning organizations or regional planning commissions. Attach a map as Exhibit I.

3. Description

Describe the purpose and need for the project, its basic design features and what it will accomplish. Include an assessment of the current condition of all transportation facilities relating to the project.

When the application is submitted, a Conceptual Plan is required. This includes the project's purpose and need stating what conditions will be addressed with the project solution or concept. Article 128 of MoDOT's Engineering Policy Guide (EPG) addresses Conceptual Studies for most projects.

If there is a possibility of a significant environmental impact with the project, then an Environmental Assessment (EA) or Environmental Impact Statement (EIS) is required. Article 126 of the EPG defines the requirements of these documents. If the project is within a 3 mile radius of an airport, indicate the name of the airport and name of the city.

These sections from the EPG can be downloaded from the following website:
http://epg.modot.org/index.php?title=Main_Page.

Attach as Exhibit II the Conceptual Plan and EA or EIS, as applicable.

4. Significance and Need

Describe the extent to which the project is regionally significant. Describe the project's transportation need (including impacts to the state highway system) and public benefits. Describe if the project is identified by local or state officials in a recognized plan, such as Missouri's High Priority Unfunded Needs list, an MPO's Long Range Transportation Plan, an RPC's regional priority list, or a city's capital plan and provide necessary supporting documentation. Describe how the project will provide needed safety improvements. Provide crash history data for the project's location. Describe the project's ability to generate economic benefits, support commerce and create new jobs. Supporting documentation may be attached as Exhibit III.

Is the project included in a priority/needs list? (Check all that apply)

- ☐ Missouri's High Priority Unfunded Needs list
- ☐ MPO Long Range Transportation Plan
- ☐ RPC priority list
- ☐ City's capital plan
- ☐ Other, please explain:

Additional Detail:

Does the project meet a safety need?

- ☐ More than 5 severe crashes in past 5 years
- ☐ 3-5 severe crashes in past 5 years
- ☐ Less than 3 severe crashes in past 5 years
- ☐ No severe crashes in past 5 years

Additional Detail:

Projects expanding the state highway system or increasing state maintenance costs must seek pre-approval by MoDOT's Chief Engineer prior to submittal of application.

5. Private Participation

Describe the extent to which the project fosters innovative public-private partnerships, if any, and attracts debt and/or equity investment from private capital. Identify private partners and provide evidence of commitments, joint venture agreements, lease or other supporting documents for the public-private partnerships as Exhibit IV. Also describe the extent to which the project's debt repayment depends on user charges.

6. Timeline

Provide specific timeframes for project milestones, including a project schedule from beginning to completion. Show all major aspects of the project including preliminary engineering, right of way acquisition, utilities and construction. The project schedule should include necessary right of way, railroad, and environmental/historic preservation impacts. Supporting documentation may be attached as Exhibit V.

Project Information

Who is designing the project?	
Who is letting the project?	
What is the estimated award date?	
Current Average Daily Traffic (ADT)	
Future ADT and Year	

Length of project	
Is ROW acquisition required? If yes, who will be acquiring the ROW?	
Extent of preliminary work completed	

SECTION C - Plan of Finance

1. Estimated Project Costs

- A. Define what activities are included in the total project costs (e.g., preliminary engineering, environmental assessment, right of way (ROW) acquisition, ROW acquisition incidentals, utilities, construction contract and/or construction engineering) and describe any costs or activities that may not be eligible.
- B. For all eligible costs, provide a breakdown for the following items in the Project Estimate and Funding Chart, if applicable: feasibility studies, preliminary engineering, environmental assessment, right of way (ROW) acquisition, ROW acquisition incidentals, utilities, construction contract and construction engineering. Include other cost categories as necessary. All cost estimates should be expressed on a cash (fiscal year-of-expenditure July to June) basis and should include narrative describing assumptions used to arrive at such estimates. All future costs should be adjusted for inflation to year-of-expenditure.
- C. For all eligible costs provided in B., include who will be providing and funding each item on the Project Estimate and Funding Chart. Funding sources may include federal funds, state grants, local grants, private investment (equity or debt), market value of right of way donations, bond proceeds (general obligation, revenue and others), other borrowing (specify), investment income, revenues, federal credit assistance proceeds or any other contributions. Federal funds (including earmarks) provided by the applicant as part of their portion of the project costs must, if applicable, also provide the cash for matching the federal funds. Applicant's funds are deposited with MoDOT as specified in the project agreement. For each funding source, describe the status (e.g., requested, committed or received).

Project Estimate and Funding Chart

	Current Estimate	Services Provided By	Funded By	Funding Source
Feasibility Studies	\$			
Preliminary Engineering	\$			
Environmental Assessment	\$			
ROW Acquisition	\$			
ROW Acquisition Incidentals	\$			
Utilities	\$			
Construction Contract	\$			
Construction Engineering	\$			
TOTAL	\$			

Is the project is requesting Set-Aside Funds (if yes, please include letter of support from the Department of Economic Development)?

- ☐ **Yes**
- ☐ **No**

Summary of Financial Responsibilities

MoDOT District Funds	\$
Cost Share Funds	\$
Local Entity	\$
Other	\$
Total	\$

The Governor's Transportation Cost Share Program can fund up to fifty percent (50%) of construction contract costs or up to one-hundred percent (100%) for projects that demonstrate economic development through job creation.

Applicants are responsible for any cost overruns.

SECTION D – Economic Impact

1. Summary of Impact to Existing or Future Businesses

Business Address:

Contact Person Name/Title:

Location of Project Site (If different than primary business address):

2. Overview of Historical and Current Operations

What type of “Eligible Industry” is the Applicant? (Check all that apply)

- ☐ Manufacturing
- ☐ Processing
- ☐ Assembling
- ☐ Research and Development
- ☐ Services in Interstate Commerce
- ☐ Office Industry
- ☐ Agricultural Processing
- ☐ Leisure, Recreation or Entertainment
- ☐ Other _____

Additional Detail:

3. Project Description Narrative and Justification of Need (include both the direct impact as well as indirect impacts and potential opportunities, ie. how does this transportation project position the community to succeed where it may have previously been unable to compete)

Type of Project: (Check all that apply)

- ☐ Construction of New Infrastructure
- ☐ Acquisition of Real Estate
- ☐ Construction of New Facilities
- ☐ Acquisition of Existing Facilities
- ☐ Additions or Improvements to Existing Facilities
- ☐ Acquisition of Equipment

Additional Detail:

Instructions for sections 4-7: Please read before filling out these sections.

Please fill out these sections to the best of your ability, making sure you have documentation that can justify the information you are providing. DED reserves the right to request documentation of committed and uncommitted amounts at any point in the application or award process. Leave anything you cannot reasonably estimate or anything that does not pertain to your project blank. DED reserves the right to not include any estimates that are considered unreasonable in its review of the project.

Definitions:

Committed amounts – are those a specific company has promised to create, either formally or informally, as a result of this project. These amounts will be weighted more than uncommitted amounts in the review process.

Uncommitted amounts – are those that have not been promised by any specific company, but that can reasonably be expected to be created as a result of this project. These amounts will be weighted less than committed amounts in the review process.

Employment – reported jobs should be converted to FTE (2080 hours annually/35 hours per week, rounded to the nearest whole number. For example, two employees who work 20 hours a week would equal roughly 1 FTE. The Department reserves the right to ask for additional documentation to support projected employment growth.

4. Project Schedule

Activity Dates	
Estimated date of location/relocation/expansion:	
Estimated date of start of new Construction/improvements to existing building(s):	
Estimated date of commencement of operations (project completion):	
Estimated date of hiring of first new jobs:	
Estimated date of purchase/lease of new machinery/equipment (if applicable):	

5. Project Budget with Identified Sources & Uses

New Capital Investments		
	Committed	Uncommitted
Land purchase:		
Building purchase:		
New building construction:		
Existing building improvements:		
Building - annual lease (must be new/renewal):		
New leasehold improvements:		
New manufacturing machinery/equipment purchase:		
New non-manufacturing machinery/equipment purchase:		

New machinery/equipment annual lease:		
Other Investment:		

6. Effect of the Project on Employment

Fill out one row for each NAICS code and type of job. You may add rows as necessary and remove or leave blank the ones that do not apply. Please refer to the instructions above for definitions of **committed** and **uncommitted**.

NAICS Code (6 digit)	Type of Job (committed, uncommitted, relocated, existing)	# of Jobs	Avg Starting Annual Wage including Overtime, Commission & Bonuses	Jobs Start Year
	Choose an item.		\$	
	Choose an item.		\$	
	Choose an item.		\$	
	Choose an item.		\$	
	Choose an item.		\$	
	Choose an item.		\$	
	Choose an item.		\$	
	Choose an item.		\$	

7. Effect of the Project on Tourism

Fill out **ONLY** if your project is anticipated to directly impact a facility in the leisure, entertainment or recreation industries that relies upon out of state tourism. If the project will impact more than one tourist facility, copy the relevant table below and fill one out for each separate facility.

Describe the activities or events occurring at the facility(ies):

Describe how the project will increase events at or visitors to the facility(ies):

Events (for projects that mainly support entertainment facilities that mainly host or facilitate events, such as a stadium)	
Enter Facility Name Here _____	Annual Estimate
Average number of events held per year prior to project:	
Projected number of events held after the project:	
Average number of annual attendees prior to project:	
Projected number of annual attendees after the project:	
Average length of stay for out of state attendees (in days):	
Average cost of an event ticket (cost for one ticket for one event):	
% of attendees that are from outside of Missouri, if known:	

Tourist Facilities (for projects that mainly support entertainment facilities that do not mainly host events, such as a zoo)	
Enter Facility Name Here _____	Annual Estimate
Average number of annual attendees prior to project:	
Projected number of annual attendees after the project:	
Cost of ticket/attendance (price of admission for a single person for one day):	
% of attendees that are from outside of Missouri, if known:	
Additional Events (Annual number of revenue-generating events that are in addition to normal operations of the facility. For example: renting out the facility for a wedding) Fill out only if applicable.	
Average number of events prior to project:	
Projected number of events after the project:	
Average cost of ticket/attendance (price of admission for a single person):	
% of attendees that are from outside of Missouri, if known:	

Other Information

List other additional resources and funding sources or local forms of support and incentives in place to assist the project

Section E - Applicant Certification

Please have the appropriate District Office fill out Section E.

- 1. Federal Requirements.** This project complies with, and/or will comply with, the requirements of (check all that apply):

_____ Title 23 of the U.S. Code
_____ Chapter 53 of Title 49 of the U.S. Code
_____ Section 5333(a) of Title 49 of the U.S. Code

- 2. National Environmental Policy Act.** The project complies with, and/or will comply with, all provisions of the National Environmental Policy Act of 1969 (42 W.S.C. 4321 et seq.).

Yes _____ No _____ If no, explain on an attached sheet.

The project (check all that apply):

Yes _____	No _____	Received a Categorical Exclusion.
Yes _____	No _____	Received a Finding of No Significant Impact (FONSI).
Yes _____	No _____	Circulated a Draft Environmental Impact Statement.
Yes _____	No _____	Circulated a Final Environmental Impact Statement.
Yes _____	No _____	Received its Record of Decision. (If no, provide on an attached sheet the estimated date for receipt of the Record of Decision.)

- 3. Uniform Relocation.** This project complies with, and/or will comply with, all provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4601 et seq.).

Yes _____ No _____ If no, explain on an attached sheet.

- 4. Civil Rights.** This project complies with, and/or will comply with, all provisions of Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.).

Yes _____ No _____ If no, explain on an attached sheet.

- 5. Buy America.** This project complies with, and/or will comply with, all provisions of Title 23 of the U.S. Code, Section 313, Buy America.

Yes _____ No _____ If no, explain on an attached sheet.

- 6. Manual of Uniform Traffic Control.** This project complies with, and/or will comply with, all provisions of 23 Code of Federal Regulations, Part 655, Subpart F, Manual of Uniform Traffic Control.

Yes _____ No _____ If no, explain on an attached sheet.

- 7. Other Requirements as Applicable.** This project complies with, and/or will comply with, all other applicable provisions of federal law.

Yes _____ No _____ If no, explain on an attached sheet.

8. **Lobbying.** Section 1352 of Title 31, United States Code, provides that none of the funds appropriated by any Act of Congress may be expended by a recipient of a contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, or an employee of a Member of Congress in connection with the award or making of a federal contract, grant, loan or cooperative agreement or the modification thereof. MoDOT interprets this provision to include the use of appropriated funds to influence or attempt to influence the funding of a transportation project supported or partially supported by federal funds.

SECTION F - Submission Acknowledgment

As the Applicant or as an authorized representative of the Applicant, I hereby submit this MoDOT Partnership Development Application and represent that the statements contained herein are true and correct to the best of my knowledge. We believe that the assumptions underlying the Financial Plan are reasonable and appropriate. Further, we have made available all significant information that we believe is relevant to the Financial Plan and, to the best of our knowledge and belief, the documents and records supporting the assumptions are appropriate. I also understand that the acceptance and consideration of this application does not constitute approval by the Missouri Highways and Transportation Commission.

Signature

Typed or Printed Name

Title

Date

** Application requires a letter of support from the MoDOT District Engineer and the Metropolitan Planning Organization or Regional Planning Commission.*

Submit application to: Financial Services Division, Missouri Department of Transportation, P.O. Box 270, Jefferson City, MO 65102 (Phone 573/526-8106)