

**TRAFFIC ENGINEERING ASSISTANCE PROGRAM (TEAP)  
PROGRAM APPLICATION  
(Program information available in EPG 136.3.8.5)**



Project # \_\_\_\_\_ (to be assigned by MoDOT)

Application Date: \_\_\_\_\_

**A. LOCAL PUBLIC AGENCY (LPA) INFORMATION**

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

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

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

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

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

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Co-Sponsor Name: \_\_\_\_\_

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

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

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

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

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**B. BASIC PROJECT INFORMATION**

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

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

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

If selected, what year would study recommendations be implemented by the LPA? \_\_\_\_\_

**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 an extension of a previous or future transportation federal aid project? Yes  No   
If so, give the project number: \_\_\_\_\_  
If so, explain relationship:
- Does the project sponsor own the right of way? Yes  No
- Does any part of the project study limits fall on MoDOT right of way? Preference will be given to off-system studies. Yes  No
- If yes, does the project sponsor have approval from appropriate MoDOT District Traffic Engineer (no duplication of services)? Yes  No

#### **D. PROJECT DESCRIPTION**

Please provide a concise overview of the project by answering questions and providing data in the following sub-sections. Drawings no larger than 8 ½ inches by 11 inches may be attached to the back of this application.

##### **1. Project Activities and Tasks**

Check all that apply. A project may overlap categories.

- Corridor Safety and/or Operational Analysis
- Intersection Safety and/or Operational Analysis
- Speed Limit Review
- Pedestrian Safety and/or Operational Analysis
- Bicycle Safety and/or Operational Analysis
- Inventories (sign, sidewalk, bicycle facilities, etc.)
- Parking Analysis
- Other, explain
- ADA Transition Plan (*ADA Transition Plan work may utilize Trails & Sidewalk or TEAP category from MoDOT LPA Consultant On-Call List*)

## **2. Project Overview**

Define what problem or need the project will address and provide a brief summary of the project.

Define the problem or need:

Project summary and how the problem will be addressed:

## **3. Project Details**

Provide a brief description to each category listed below as to how it applies to the project.

**"Engineering Resources"** - Refers to the LPA's own staffed traffic engineering resources.

**"Safety"** - Refers to the degree to which traffic safety is addressed via the project.

**"Congestion"** - Refers to the degree to which traffic congestion is addressed via the project. *(Not applicable for ADA Transition Plans)*

**"Innovation"** - Refers to countermeasures being considered (roundabouts, flashing yellow arrow, j-turns, prismatic sheeting, etc.).

**"Implementation"** - Refers to the feasibility of the LPA following through with changes as a result of the project.

**"Value"** - Refers to the overall gain the project could offer compared to the total cost.

**E. GENERAL COST ESTIMATE**

List the cost of the project components in the table provided below. Federal funds can reimburse 80 percent (up to \$12,000 per project) of the total project cost. Non-federal matching funds (at least 20%) may come from the LPA's resources or from a third-party donation to the LPA for cash, materials or labor.

Example #1:

Total Project Cost: \$20,000

Federal Funds:  $\$20,000 \times .80 = \$16,000$  BUT the max is \$12,000

LPA:  $\$20,000 \times .20 = \$4,000$  (Plus the overage of \$4,000 of the federal share) = \$8,000

Example #2:

Total Project Cost: \$5,000

Federal Funds:  $\$5,000 \times .80 = \$4,000$

LPA:  $\$5,000 \times .20 = \$1,000$

TASKS (surveying, traffic counts, conceptual report, final report, etc.)	TASK TOTAL	FEDERAL SHARE REQUEST (80% of project total, up to \$12,000 per project)	NON-FEDERAL MATCH (Project total – 80% of project total, at least 20%)
1.	\$		
2.	\$		
3.	\$		
4.	\$		
5.	\$		
PROJECT TOTAL	\$	\$	\$

**F. PUBLIC INVOLVEMENT AND PARTNERSHIPS**

Describe the public involvement outreach activities the LPA 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.

**G. PAST EXPERIENCE**

Briefly describe the LPA's past experience with the implementation of similar projects. Include the experience level of the consultant, engineer, etc., if applicable.

## **H. PERSON IN RESPONSIBLE CHARGE**

23 CFR 635.105 states a Local Public Agency must provide a full time employee to be in “responsible charge” of a project receiving federal funds. The person in "responsible charge" of LPA administered projects need not be an engineer. This requirement applies even when consultants are providing construction engineering services.

The person designated as being in "responsible charge" is expected to be a public employee who is accountable for a project. This person should be expected to be able to perform the following duties and functions:

- Administers inherently governmental project activities, including those dealing with cost, time, adherence to contract requirements, construction quality and scope of Federal-aid projects;
- Maintains familiarity of day to day project operations, including project safety issues;
- Makes or participates in decisions about changed conditions or scope changes that require change orders or supplemental agreements;
- Visits and reviews the project on a frequency that is commensurate with the magnitude and complexity of the project;
- Reviews financial processes, transactions and documentation to ensure that safeguards are in place to minimize fraud, waste, and abuse; and
- Directs project staff, agency or consultant, to carry out project administration and contract oversight, including proper documentation.
- Is aware of the qualifications, assignments and on-the-job performance of the agency and consultant staff at all stages of the project.

If your application is successfully awarded funding, designation of a person in responsible charge will be required prior to commencement of the TEAP project.

\_\_\_\_\_  
Sponsor signature

\_\_\_\_\_  
Date