



TRANSPORTATION ALTERNATIVES PROGRAM GUIDE 2018

MISSOURI DEPARTMENT OF TRANSPORTATION

Our mission is to provide a world-class transportation system that is safe, innovative, reliable and dedicated to a prosperous Missouri.

TABLE OF CONTENTS

A. Program Overview	Page 3
B. Eligible TAP Project Activities	Page 5
C. Project Emphasis Areas	Page 6
D. Eligible TAP Project Sponsors	Page 6
E. TAP Program Timeline and Submission Requirments	Page 7
F. Project Selection Criteria and Evaluation	Page 7
G. TAP Project Application Submittal	Page 8
H. MoDOT District Coordinators	Page 9
I. MoDOT District Map	Page 10

A. PROGRAM OVERVIEW

The Transportation Alternatives Program (TAP) was authorized under Section 1122 of the Moving Ahead for Progress in the 21st Century Act (MAP-21) and is reauthorized under the Fixing America’s Surface Transportation (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 non-urban 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 Metropolitan Planning Organization (MPO).

An estimated \$7,838,706 million (Federal Fiscal Years 2019, and 2020) is anticipated to be available to fund authorized TAP projects in this call for projects.

District (non-TMA)	FFY 2019	FFY 2020	Total
Northwest	\$449,283	\$449,283	\$898,566
Northeast	\$441,977	\$441,977	\$883,954
Kansas City	\$273,953	\$273,953	\$547,906
Central	\$948,790	\$948,790	\$1,897,580
Southwest	\$906,784	\$906,784	\$1,813,568
Southeast	\$898,566	\$898,566	\$1,797,132
TOTAL	\$3,919,353	\$3,919,353	\$7,838,706

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

The TAP application 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 rules for Missouri’s call for TAP projects. This list is not all inclusive. Interested project sponsors must review all sections of this guide and applicable rules found in the [Engineering Policy Guide \(EPG\)](#). MoDOT District staff is available to discuss TAP program information and the project application process.

1. TAP projects shall be selected through a competitive process administered by the MoDOT Districts.
2. Project Funding Agreements, and reimbursement of eligible costs.
 - a. Federal TAP funds are provided through the Federal Highway Administration (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 Highways and Transportation Commission (MHTC). **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 MoDOT.

3. Reasonable Progress

- a. All TAP project sponsors must execute a Program Agreement with the MHTC 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 and to ensure 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, Safe Routes to School (SRTS), Transportation Enhancements (TE) or other local program awards administered by MoDOT.

4. 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.

5. 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.

6. All applicants are required by law to comply with the Americans with Disabilities Act (ADA) of 1990 and Title VI of the Civil Rights Act of 1964.

7. The funded activity must be maintained and provide public access for at least 25 years and be accessible to the general public.

8. Federal guidance states 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.)

9. Projects must meet federal and state requirements to be considered eligible for construction. If any of the individual components of a project are not eligible for federal reimbursement, the project sponsor will need to demonstrate a willingness and ability to pay ineligible costs or demonstrate the TAP project is constructible as an independent project without the ineligible items.
10. Projects that include state right-of-way or have a direct effect on an existing state maintained roadway must have a letter from a MoDOT Area Engineer for the respective area offering consent for the proposed project. Visit MoDOT's website at www.modot.org/areaengineers for an interactive map to determine the appropriate Area Engineer contact.
11. A project sponsor may submit more than one TAP project application. The project sponsor will be required to prioritize projects as part of their Application Form.
12. A project must seek a minimum of \$100,000 of federal reimbursement. The maximum federal reimbursement is \$400,000.
13. 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 application, 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, MoDOT is particularly interested in those projects that reflect a high degree of collaboration and community consensus while directly contributing to MoDOT'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), are strongly encouraged.

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 course prior to application submission. Visit MoDOT's website at www.modot.org for instructions on how to register for and complete the LPA Basic Training course. TAP recipients shall enter into a program agreement with the MHTC and follow all guidelines found in the EPG.

State agencies and MPOs are not eligible entities as defined under 23 U.S.C. 133(h)(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 MHTC, and commit to the project's development, implementation, construction, maintenance, management, and financing.

E. TAP PROGRAM CALL TIMELINE & SUBMISSION REQUIREMENTS

Announcement

MoDOT's call for 2018 TAP projects begins on August 31, 2018. Downloadable information, including the 2018 TAP Program Guide and project Application Form, are available on MoDOT's website at: www.modot.org.

Application Submission to MoDOT

Project applications must be submitted in the prescribed Application Form and be received by MoDOT no later than 4:00 p.m., CDT, on November 2, 2018. The application package must include an official resolution from the project sponsor, signed before the governing body by an appropriate representative, stating the local entity's willingness to commit to the project's development, implementation, construction, maintenance, management, and financing.

Eligibility Determination, Evaluation and Selection Process

MoDOT will review TAP project applications for eligibility. MoDOT will review each application package to ensure all of the requested information and documentation has been included. An application package that fails to include any of the items specified in this guide and the TAP 2018 Application Form will be considered incomplete and will not be considered for funding. MoDOT District selection committees will assess and score eligible projects through a competitive process. MoDOT will notify TAP Project sponsors regarding project selection by January 4, 2019.

Important Dates:

- **August 31, 2018**
MoDOT's Transportation Alternatives Program (TAP) Call for Projects published. The TAP 2018 Program Guide and Application Form are available for download from MoDOT's website at: www.modot.org
- **November 2, 2018 (4:00 p.m. CDT)**
Submission deadline for TAP 2018 project application(s). A TAP project Application Form must be received by the MoDOT District Office where the project is located on or before November 2, 2018 at 4:00 p.m., CDT. NO exceptions will be granted.
- **November 5 – December 28, 2018**
TAP project evaluation (project ineligibility letters mailed, if necessary)
- **January 4, 2019**
Project awards announced. Individual sponsors will be notified of award. A list of approved projects will also be posted on the MoDOT website. Districts may announce project awards before January 4.

F. PROJECT SELECTION CRITERIA AND EVALUATION

MoDOT 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 application.

Evaluation

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

Components of a Quality Application

- Project Description
 - Clarity – Ensure the description of the project is clear and concise. Thoroughly explain the purpose of the proposed project, what will be constructed, and any other details that will help the selection committee understand the intent of the project.
 - Safety – Highlight the degree to which the proposed project will address any existing safety needs or concerns.
 - Proximity to Activity Center – Describe the proposed project’s location in relation to areas of activity within the community, such as schools, medical or care facilities, shopping districts, etc.
 - Connectivity – Explain how the proposed project ties into existing sidewalk or trail facilities.
- Attachments – Ensure all required or other applicable attachments are included, such as a location map, funding resolution, MPO/RPC letter of support, relevant plans, etc.
- Local Match – The minimum local match is 20% of project costs. If possible, increase local match to increase the amount of points on the Application Form.
- Cost Estimate – Prepare a detailed estimate with accurate, realistic construction costs.

G. TAP PROJECT APPLICATION SUBMITTAL

TAP Project Application Submissions to MoDOT

Completed TAP application packets must be submitted by email to the respective district representative and be received by 4:00 p.m., CDT on November 2, 2018. MoDOT reserves the right to deem a TAP application package ineligible for funding if not received by the prescribed deadline.

A TAP Application Packet must include the following:

1. Emailed electronic PDF complete application to appropriate MoDOT district representative 4:00 p.m., CDT, on November 2, 2018.
2. Attachments must be labeled in the upper right hand corner and be numbered chronologically, where applicable. A complete application 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 MoDOT contact list and map to submit application packets:

<p>Northwest District Jackie Spainhower 816-387-2596 Jackie.spainhower@modot.mo.gov 3602 N Belt Highway Saint Joseph, MO 64506</p>	<p>Northeast District Bob Manzke 573-248-2634 Robert.manzke@modot.mo.gov 1711 S Highway 61 Hannibal, MO 63401</p>
<p>Kansas City District Michael Landvik 816-607-2256 Michael.landvik@modot.mo.gov 600 NE Colbern Road Lee's Summit, MO 64086</p>	<p>Central District Kim Tipton 573-526-6994 Kimberly.tipton@modot.mo.gov 1511 Missouri Blvd. Jefferson City, MO 65102</p>
<p>Southwest District Chad Zickefoose 417-895-7638 Chad.zickefoose@modot.mo.gov 3025 E Kearney Street Springfield, MO 65803</p>	<p>Southeast District Elquin Auala 417-469-6286 Elquin.auala@modot.mo.gov 3956 East Main Street Willow Springs, MO 65793</p>
<p>St Louis District All TAP projects are managed through EastWest Gateway MPO</p>	<p>Statewide Coordinator Andrew Seiler 417-895-7696 Andrew.seiler@modot.mo.gov</p>

