



District 9

Transportation Enhancements Guide & Application

2007

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A Guide to Transportation Enhancements

Missouri Department of Transportation – District 9
2007 Funding Round

Congress created the Transportation Enhancement Program in 1991. The program required 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 to construct sidewalks and 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, by renovating streetscapes or by providing transportation museums and visitor centers.

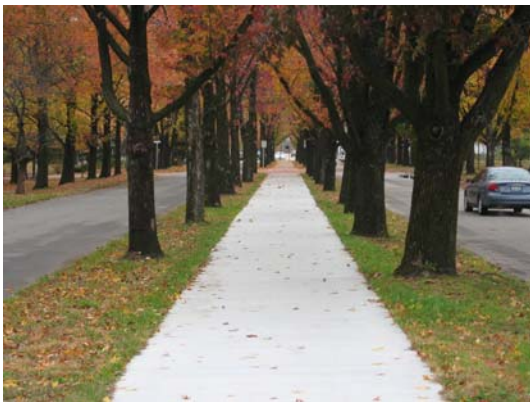
This guide will help an applicant through the District 9 application process. It provides tips for meeting state and federal requirements, and explains how a project progresses from start to finish. The following guide and application are for projects within District 9 only. Each MoDOT district has its own set of requirements.

Transportation Enhancement Activities

There are 12 possible Transportation Enhancement activities, which have been grouped into three categories by common characteristics. The following list of Enhancement activities includes examples of each type of project. 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 personnel identified on page 28 of this document or visit www.enhancements.org on the Internet.

Bicycle and Pedestrian Group

Pedestrian and Bicycle Facilities: This category provides funding for new or reconstructed sidewalks, walkways, curb ramps, bike-lane striping, wide paved shoulders, bike parking, bus racks, off-road trails, bike and pedestrian bridges and underpasses.



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 adhere to the Americans with Disabilities (ADA) standards.

Pedestrian and Bicycle Safety and Education Activities: These programs are designed to encourage walking and bicycling by providing education and safety instruction to potential users through classes, pamphlets and signage.



Missouri River Bridge
MoDOT
Jefferson City

Providing Share the Road signs is an example of a project that can be funded under this category. This project provided Share the Road signs, bike-safe grates and roadway striping for a bike lane on the Missouri River bridge in Jefferson City.

Conversion of Abandoned Railway Corridors to Trails: This category provides funding for acquiring railroad rights-of-way; planning, designing and constructing multi-use trails; and developing rail-with-trail projects.



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.

Scenic and Natural Resources Group

Scenic or Historic Highway Programs Including Tourist and Welcome Centers: This category provides funding for the construction of turnouts, overlooks, visitor centers, viewing areas and designation signs and markers.



Lewis and Clark Historical Marker Signs
MoDOT statewide project
Charleston

The Lewis and Clark Historical Marker signs project provided signs commemorating the bicentennial of the Lewis and Clark Expedition.

Acquisition of Scenic or Historic Easements and Sites: This category provides funding for acquiring scenic land easements, vistas and landscapes, acquisition of historic battlefields, purchasing buildings in historic districts or historic properties and preserving farmland.



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. The city permanently owns, maintains and operates the property as a public park and museum.

Landscaping and Scenic Beautification: This category provides funding for improvements such as street furniture, lighting and public art, and landscaping along streets, historic highways, trails, interstates, waterfronts and gateways.



Delmar Community Pathway
City of St. Louis

The project consists of seven icon poles that include a series of art elements. Four of the poles contain recognizable images from the Delmar Loop rendered in glazed ceramic. The other three poles consist of ceramic cylinders with geometric patterns. On top of each ceramic stack is a light shade made of translucent fiberglass that conceals a 120-volt light.

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.

Environmental Mitigation of Runoff Pollution and Provision of Wildlife Connectivity: This category provides funding for runoff pollution studies, soil erosion controls, detention and sediment basins, river clean-ups and wildlife crossings.



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.

Historic and Archeological Group

Historic Preservation: This category provides funding for preservation of buildings and facades in historic districts, restoration and reuse of historic buildings for transportation-related purposes and pedestrian access improvements to historic sites and buildings.



Hannibal Mark Twain Area
Restoration Project
City of Hannibal

The Hannibal Mark Twain Area Restoration Project provides historic lighting on approximately seven blocks of Broadway Street in Hannibal. This project is part of the Hannibal Mississippi River Front Master Plan adopted by the city of Hannibal in May 1995.

Rehabilitation and Operation of Historic Transportation Buildings, Structures or Facilities: This category supports the restoration of railroad depots, bus stations and lighthouses and the rehabilitation of rail trestles, tunnels and bridges.



Restoration of the Old Appleton Bridge
Village of Old Appleton

The Village of Old Appleton Pedestrian and Bicycle Bridge Project restores this bridge constructed in 1879 by H. W. Sebastian and Company of St. Louis. A record flood washed the bridge off its piers and over the milldam in 1982. This project restores and remounts the bridge on higher pilings and makes the crossing accessible to bicyclists, pedestrians and equestrians. This project will improve the safety of the Lower Mississippi Delta Trail.

Archaeological Planning and Research: This category helps fund research, preservation planning and interpretation; developing interpretive signs, exhibits and guides; and inventories and surveys.

Although Missouri has not funded a project in this category, possible projects could include archeological investigations providing historical insight into the development and evolution of the early transportation networks in the United States.

Establishment of Transportation Museums: This category supports construction of transportation museums, including the conversion of railroad stations or historic properties to museums, with transportation themes and exhibits or the purchase of transportation-related artifacts.



Sedalia Katy Depot / Railroad
Heritage Museum
City of Sedalia

The Railroad Heritage Museum is located in the Sedalia Katy Depot. This project renovated the Sedalia Katy Depot and provides a welcome area, museum office and four exhibit galleries. The grounds include interpretive exhibits with restored rolling stock and rail sculptures. The depot is listed on the National Register of Historic Places. The project is accessible to bicycle and pedestrian visitors along the Katy Trail State Park.

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 in the Local Public Agency Manual at <http://www.modot.mo.gov/business/manuals/localpublicagency.htm> and the Code of Federal Regulations, respectively. A District 9 Transportation Enhancement project must adhere to the following guidelines. Please contact the appropriate District 9 staff listed on page 28 of this guide for more information.

- Meet at least one of the 12 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 project sponsor or involve a permanent lease
- Have a project maintenance plan for at least 25 years
- Be sponsored by a local government or public agency
 - 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
- Provide a local match of at least 20 percent of the total project cost.
- The minimum total project cost is \$31,250. This includes the \$25,000 in federal funds and \$6250 in local match, assuming a 20 percent match.
- Assuming a 20 percent match, the maximum total project cost is \$312,500. This includes the \$250,000 in federal funds and \$62,500 in local match.
- Be governed by the Local Public Agency Manual, and other design guidance adopted by the local committees

Important Information for Applicant

Project sponsors should keep in mind the following:

- This program **reimburses** the project sponsor for costs incurred. It does not provide money up front.
- 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.
- The majority of projects will go through a competitive bid process for construction. In some cases, construction may be done by volunteer or public forces.
- MoDOT encourages you to work with your Regional Planning Commission. This will often produce a more successful application.

Project Selection

To encourage public involvement in transportation planning, the local selection committee consists of one member from each Regional Planning Commission in District 9.

The District 9 application process steps are as follows:

1. Solicit for project applications.

The application included in this guide shall be used for District 9 projects. The MoDOT District 9 contacts listed on page 28 will be able to answer any additional questions. An electronic application can be found on the MoDOT website in Microsoft Word format at:

http://www.modot.mo.gov/business/manuals/lpa_southcentral.htm

2. Applications will be reviewed and rated by the selection committee. Funding will be applied to the projects selected by the committee. In the event the project cost exceeds the available funding the committee will have the option to (1) offer partial funding to an applicant, or (2) select the next project within the amount of funding available.

The local committee will consist of one representative from each Regional Planning Commission in District 9. Committee members are listed on page 29. MoDOT personnel will serve in a strictly advisory capacity, as non-voting members. The committee members will refrain from voting on any project within their region.

Applicants will have the opportunity to present their projects to the committee before rating. This will allow the committee to gain a more in-depth understanding of the projects and ask any questions.

3. MoDOT staff will notify the applicant of the committee's decision

Transportation Enhancement Implementation Plan DISTRICT COMPETITIVE PROCESS

Committee Coordination Phase (November 1, 2006-March 1, 2007)¹

- The committee will review the Guide to Transportation Enhancements and make modifications to the application and rating system if desirable. The District leadership must approve any modifications made to the application and rating system.
- The District will forward a copy of the approved application and rating system to Resource Management.

Solicitation of Applications Phase (March 20, 2007 – June 15, 2007)

- District 9 Transportation Planning will send their modified district applications to prospective interested parties within their district.
- Central Office will post District 9's application and rating system on the Local Public Agency page of the MoDOT website by **March 20, 2007**.
- Applications due **June 15, 2007**.

Project Scoring and Rating Phase (June 18, 2007 – July 18, 2007)

- The committee will meet to review all applications submitted within District 9 that meet the minimum federal requirements.
- The committee will interview each applicant to gain more insight into the project. **These presentations will be scheduled July 12 and/or July 13, 2007 at the District 9 office.**
- The committee will score all of the projects within District 9 according to the approved rating system. Documentation of the committee's rating and selection of projects will be kept at the district in case questions arise.
- Funding will be applied to projects selected by the committee. It is implied that the highest rating projects will be funded; this may not always be the case. The ratings are intended to be a tool for identifying good projects. Transportation Planning will need to be copied on alterations to project selection other than based on highest ratings. The Committee will have the flexibility to withhold funding for future rounds if the Committee agrees to do so.
- If necessary, the Committee may offer an applicant partial funding for a project. The applicant has the option whether or not to accept the offer.
- Once all funding has been distributed, and the District leadership concurs with the list of projects, the Committee will send a list of funded projects to Transportation Planning.
- Each list of projects will need to provide the following information: project title, project sponsor, project description, total project cost, percent of federal funds applied (80% maximum) and the maximum federal funds.
- The district and Regional Planning Commissions will notify the applicants of the results of the selection process. The district will begin the agreement process.

Funding Distribution

District 9's 2007 Transportation Enhancement funding is \$1,380,000.

Reasonable Progress Requirement

There is a reasonable progress policy for federally funded 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. A copy of the Reasonable Progress Policy is provided on page 30 of this document. The Reasonable Progress Policy is a general policy that addresses several pass-through federal funding programs. Contact the appropriate MoDOT staff listed on page 28 for clarification.

Application Instructions

This application is due by 3:00 p.m. on Friday, June 15, 2007, at the District 9 office in Willow Springs, located at 910 Springfield Road, P.O. Box 220, Willow Springs, Missouri 65793. The application is available on the MoDOT website at www.modot.gov/business/manuals/documents/D9App.doc in Microsoft Word format. **All applications must be received as detailed below by 3:00 p.m. on the deadline day.**

- Local projects: Submit **12 copies** of the completed District 9 Transportation Enhancement application to *Shelly Cooper*.
- Applications must be typed. The application can be found in Microsoft Word electronic format at <http://www.modot.mo.gov/business/manuals/documents/D9App.doc>.
- 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 –

- Have a realistic completion plan
- Plan for cost increases and inflation
- Plan for long-term maintenance
- Check and double-check application for completeness and accuracy
- Be creative
- Provide photographs of the proposed project location
- Determine if the project complies or conflicts with MoDOT's Long-Range Transportation Plan and Statewide Transportation Improvement Program, 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 19.

Note: Please use the space provided in the application to answer each question.

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. ***Projects must be sponsored by a local government or public agency.***

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

The project location description 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.

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.** 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. Projects with this type of transportation relationship are usually associated with ongoing or planned highway projects.

E) Relationship to Surface Transportation (16 points total)

Choose the applicable enhancement categories that best describe the project. Example project types can be found starting on page 2 of this guide. Check all applicable categories. The categories have been combined into three groups to help facilitate the selection process. Multiple groups are permitted.

The questions asked in this section correspond to each of the Enhancement Groups shown in Part D of this application. If the project includes categories from more than one group, the applicant must answer the Enhancement Group questions that pertain to the project. For example, a project may acquire a scenic easement along a state highway and accommodate bicycles/pedestrians on that highway by adding shoulders. The project would fulfill the enhancement categories of transportation facilities for pedestrians and bicycles and acquisition of scenic easements and scenic or historic sites. The scenic easement qualifies under the Scenic and Natural Resources Group, while the improved highway shoulders would fall under the Trails and Bicycle Group. In this case, the sponsor must address questions one and two below.

1) Bicycle and Pedestrian Group – Addressing Transportation Needs

Identify the transportation need(s) addressed by the applicant's project. Examples of transportation needs include, but are not limited to, filling network gaps, accommodating the appropriate level of transportation use, providing access to specific destinations, eliminating transportation barriers and providing a viable alternative to motorized travel. Describe how the project will meet the need(s) identified by the applicant.

Points will be awarded as follows (7 points total):

- 1 point – Safety and educational activities for pedestrians and bicyclists
- 1 point – Preservation of abandoned railway corridors, including conservation and use thereof for pedestrian and bicycle trails
- 3 points – Transportation facilities for pedestrians or bicycles
- 5 points – Transportation facilities for pedestrians and bicycles

2) Scenic and Natural Resources Group – Intrinsic Qualities

Identify the qualities the applicant's project will create, enhance, protect, repair, revitalize or reestablish and describe how the project will facilitate this outcome. The qualities may be scenic, historic or environmental in nature. The qualities may also be pre-existing or something that the project will create.

Points will be awarded as follows (5 points total):

- 1 point – Scenic and/or historic highway programs, including the provision of tourist and welcome centers
- 1 point – Acquisition of scenic easements and scenic or historic sites
- 1 point – Landscaping and other scenic beautification
- 1 point – Control and removal of outdoor advertising
- 1 point – Mitigation of water pollution due to highway runoff, including projects that reduce vehicle-caused wildlife mortality, while maintaining habitat connectivity

3) Historic and Archaeological Group – Public Accessibility and Awareness

Describe how the applicant's project will enhance awareness and public accessibility to an important cultural resource. Be sure to identify the project's target audience. Examples of enhancing awareness and accessibility include, but are not limited to, incorporating interpretive materials, raising the significance of an existing site or facility and complementing existing plans or projects in the area.

Points will be awarded as follows (4 points total):

- 1 point – Historic preservation
- 1 point – Rehabilitation and operation of historic transportation buildings, structures, or facilities
- 1 point – Archaeological planning and research
- 1 point – Establishment of transportation museums

F) Project Readiness (9 points total)

- 1) Answer the Yes/No questions found in Section F of the application (page 22). This will help determine how prepared the project is to begin. After each question, please explain or elaborate.
- 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. A letter of concurrence from MoDOT must be included with the application. Please contact Katie Montgomery at least 10 days in advance at 417-469-6230 for more information about this letter.

G) General Cost Estimate (5 points total)

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.

Try to 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.

Break down the costs for each category in the appropriate columns according to who will pay for that portion – either the federal share (to be reimbursed), the sponsor (as non-federal match) or a third party donation (as non-federal match). As an example: An applicant anticipates trail materials will cost \$30,000 total. The applicant is receiving \$5,000 in trail materials donated by the supplier. The federal share is \$20,000, and the applicant’s organization will pay \$5,000. The applicant’s organization’s staff will provide the labor for the project, which is expected to cost \$20,000, but the applicant wants half of the cost to be reimbursed. The budget table for this example would be as follows:

	Federal Share Request	Non-Federal Match		Total
		Applicant Budget	Donation	
Trail Materials	\$20,000	\$ 5,000	\$5,000	\$30,000
Labor	\$10,000	\$10,000		\$20,000
	\$30,000	\$15,000	\$5,000	\$50,000

In this example, the total project cost is anticipated to be \$50,000, and the federal share will cover \$30,000, or 60 percent. The match is \$20,000, with \$15,000 covered by the sponsor and \$5,000 donated by a third party.

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.

Attach one additional sheet that details the costs following page 23 of the application. 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 page 23.

Points will be awarded based on the following values for Non-Federal Match:

21% - 24%	1 point
25% - 29%	2 points
30% - 35%	3 points
36% and over	4 points

1 point will also be awarded for a signed resolution from the governing body pledging the match amount budgeted or donated.

H) Safety, Environmental and Traffic Impacts (8 points total)

Answer the Yes/No questions. For each “Yes” answer, describe the impact and effectiveness of the project. 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, reduction of current traffic volumes and congestion, and economic impacts. In the Safety category, one additional point is available for **Safe Routes to School**. This is defined as a bike or pedestrian facility that connects to a school or connects to another facility that connects to a school. The facility must be within two miles of the school.

I) Quality of Life of the Community (8 points total)

Answer the Yes/No questions. For each “Yes” answer, describe how the project will impact 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.

J) Long-Range Plan (9 points total)

In addition to having a master plan for the project, the applicant should ensure that the project can be implemented as part of the city, county or organization’s long-range plan. 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 long-range transportation plans and must also be included in MoDOT’s Statewide Transportation Improvement Program.

If the project is part of a long-range plan, please include the name of the plan, adopting agency, date of plan adoption, section number of applicable plan, and documentation from the governing agency, if adopted by that agency.

Points will be awarded as follows:

1 point – Statewide plan

Example: Health Plans
Education Plans
Economic Plans
Emergency Preparedness Plans

3 points – Regional plan

Example: Regional Transportation Plans
Hazard Mitigation Plans
Comprehensive Economic Development Strategy

5 points – Local plan

Example: Master Plans
Comprehensive Plans
Community Betterment

K) Public Involvement and Partnerships (8 points total)

As a measure of the commitment of the community to the project, points will be awarded based on the percent of non-federal match that is donations using the following table:

0% - 9%	0 points
10% - 20%	1 point
21% - 40%	2 points
41% - 60%	3 points
61% - 80%	4 points
81% - 100%	5 points

Public Outreach – please describe the applicants’ efforts to communicate with the public regarding the project, including participation opportunities and/or public meetings. If necessary, attach photocopies of news releases and/or articles, brochures, etc. following this page.

Letters of Support – attach letters from community leaders, civic organizations, elected officials, etc. supporting this project. Please insert following this page.

L) Long-Term Maintenance (2 points total)

All Transportation Enhancement Program projects must be maintained and open to the public for at least 25 years. There are many options to consider when determining who will manage and maintain the completed project. 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, the local government sponsor will be held 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. Also include a narrative description of maintenance plan.

Maintenance Task	Task Cost	Frequency	Annual Cost
1. Sweep trail	\$ 300	Monthly, May-Oct.	\$ 1,800
2. Mow grounds	\$ 550	Weekly, May-Oct.	\$13,200
3. Empty trash containers	\$ 100	Twice weekly	\$ 5,200
4. Tree trimming	\$ 450	Once per year	\$ 450
5. Plant native species	\$2,000	Once per year	\$ 2,000
TOTAL ANNUAL MAINTENANCE COST			\$22,650

M) Past Experience (3 points total)

Briefly describe past transportation enhancement projects the applicant may have completed. Describe who did the design and implementation for the applicant’s previous projects.

N) Environmental and Cultural Resource Consideration (3 points total)

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 start 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" boxes checked on the application form under this section, describe what steps applicant will take to avoid negatively impacting the applicant's project location. Only check "yes" if the impact will be *negative*. If the applicant answered "no" to all the questions under this section, it will be assumed that there will be no negative impact.

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.

O) Application Clarity and Innovativeness (4 points total)

Clarity refers to the presentation of the application. It is advisable to have professional external reviews of the project application for grammar, typographical and mathematical errors. A well-written application makes a statement and is an important step in the application process. A good application does not need to be lengthy. A clear, concise application will also reduce the potential for confusion.

Innovative techniques help move the project steadily towards implementation by streamlining the development process. The applicant may need to work with MoDOT District 9 prior to submitting the application to determine if applicant is eligible for any streamlining opportunities available at the state and federal level.

Examples of streamlining techniques include, but are not limited to, 1) having a significant number of partners in a project to the extent that it moves the project forward, rather than bogging it down; 2) the use of federal agency partners to provide the non-federal match to the applicant's project; 3) significant in-kind donations of materials, services and cash for the non-federal match; and 4) partnership with applicant's conservation corps programs. There is not a single definition for innovative projects, so an applicant should be creative and highlight any techniques that demonstrate creativity and innovation.

**DISTRICT 9
TRANSPORTATION ENHANCEMENT FUNDS
2007 PROGRAM APPLICATION**



STP # _____ (to be assigned by MoDOT)

Application Date: _____

Date Approved: _____

A. PROJECT SPONSOR INFORMATION

First Sponsor Name: _____

Contact Person: _____

Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Second Sponsor Name: _____

Contact Person: _____

Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

B. BASIC PROJECT INFORMATION

Project Title: _____

County: _____

Will the project be open to the public for at least 25 years? ☐ Yes ☐ No

Will a fee be charged for public access? If yes, how much? _____ ☐ Yes ☐ No

If yes, explain below how the fees charged will be used.

C. PROJECT LOCATION INFORMATION

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

D. PROJECT DESCRIPTION

Please provide a concise overview of the project. Include major components such as project width, length and material types. Describe the project's link to surface transportation. Refer to page 11 of this guidebook for details. Drawings no larger than 8 ½ inches by 11 inches may be attached to the back of this application.

E. RELATIONSHIP TO SURFACE TRANSPORTATION (16 points total)

Check all that apply. A project may overlap groups. A project may be awarded additional points if multiple categories apply, provided that the applicant effectively demonstrates how this will be successful and how the multiple categories will complement one another. See page 13 of this guidebook for details.

1. Bicycle and Pedestrian Group

- ☐ Safety and educational activities for pedestrians and bicyclists *(1 point)*
- ☐ Preservation of abandoned railway corridors, including conservation and use thereof for pedestrian and bicycle trails *(1 point)*
- ☐ Transportation facilities for pedestrians **or** bicycles *(3 points)*
- ☐ Transportation facilities for pedestrians **and** bicycles *(5 points)*

Please describe:

2. Scenic and Natural Resources Group

- ☐ Scenic and/or historic highway programs, including the provision of tourist and welcome centers *(1 point)*
- ☐ Acquisition of scenic easements and scenic or historic sites or historic battlefields *(1 point)*
- ☐ Landscaping and other scenic beautification *(1 point)*
- ☐ Control and removal of outdoor advertising *(1 point)*
- ☐ Mitigation of water pollution due to highway runoff, including projects that reduce vehicle-caused wildlife mortality, while maintaining habitat connectivity *(1 point)*

Please describe:

3. Historic and Archeological Group

- ☐ Historic preservation *(1 point)*
- ☐ Rehabilitation and operation of historic transportation buildings, structures or facilities *(1 point)*
- ☐ Archaeological planning and research *(1 point)*
- ☐ Establishment of transportation museums *(1 point)*

Please describe:

F. PROJECT READINESS (9 points total)

1. Is this part of a multi-phase project? Yes ☐ No ☐ *1 point*

If previously awarded:

Project No. STP-

Are you currently compliant with the Reasonable
Progress Policy?

Yes ☐ No ☐ *1 point*

Please discuss:

2. Have utilities been cleared for this project? Yes ☐ No ☐ *2 points*

Please discuss:

3. Right of Way (*3 points total*)

Does the project sponsor or MoDOT own the
necessary right of way?

Yes ☐ No ☐ *3 points*

If no, does all right of way necessary fall within public
ownership or lease?

Yes ☐ No ☐ *3 points*

If no:

How many parcels need to be purchased? _____

How many parcels have been purchased? _____

Please discuss:

4. Engineering (*2 points total*)

Do you have conceptual plans?

Yes ☐ No ☐ *1 point*

Do you have detailed, signed and sealed plans?

Yes ☐ No ☐ *1 point*

Please discuss:

G. GENERAL COST ESTIMATE (5 points total)

List the cost of the applicant's project components in the table provided below. Not all budget categories may 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. (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).

A project with a total cost of \$100,000 and a federal-share request of \$50,000 would score 4 points (50 percent federal share request). A project with a total cost of \$100,000 and a federal share request of \$78,000 would receive 1 point (22 percent federal share request). Please round to whole dollar amounts.

LIST OF ITEMS IN ORDER OF COMPLETION	FEDERAL SHARE REQUEST	NON-FEDERAL MATCH		TOTAL (ADD EACH ROW)
		Applicant Budget	Donation	
1. Right of Way Acquisition	\$	\$	\$	\$
2. Design/Preliminary Engineering (No more than 10% of items 3-5 below)	\$	\$	\$	\$
3. Utility Relocation	\$	\$	\$	\$
4. Materials	\$	\$	\$	\$
5. Labor/Construction	\$	\$	\$	\$
6. Construction Engineering (No more than 15% of items 3-5 above)	\$	\$	\$	\$
7. Construction Contingency (No more than 10% of items 3-5 above)	\$	\$	\$	\$
TOTALS (Add each column)	\$	\$	\$	\$
		[BOX 1]	[BOX 2]	[BOX 3]

To determine applicant federal share request:

$$\frac{\text{---}}{\text{---}} = \text{---} \times 100\% = \text{---} \% \text{ (20\% minimum)}$$

(BOX 1 + BOX 2)/BOX 3

Non-Federal Match Point Values:	21% - 24%	1 point
	25% - 29%	2 points
	30% - 35%	3 points
	36% and over	4 points

Note: Please attach an additional sheet detailing the costs described above. If applicable, describe all local groups/agencies that will complete work as part of the applicant's plan and provide a signed resolution from the group or agency pledging the matching funds or labor (1 point). Attach a copy of the resolution following this page.

Name and title of individual who prepared the cost estimates for this project:

Printed Name of Preparer	Preparer's Title	Preparer's Phone Number
Preparer's Signature	Date	

H. SAFETY, ENVIRONMENTAL, AND TRAFFIC IMPACTS (8 points total)

Safety
If yes, please explain.

Yes ☐ No ☐

(4 points: 3 plus 1 additional point if Safe Routes to School)

Environmental/Air Quality
If yes, please explain.

Yes ☐ No ☐

(1 point)

Traffic
If yes, please explain.

Yes ☐ No ☐

(1 point)

Economics
If yes, please explain.

Yes ☐ No ☐

(2 points)

I. QUALITY OF LIFE OF THE COMMUNITY (8 points total)

Connectivity
If yes, please explain.

Yes ☐ No ☐

(3 points)

Aesthetics of the Community
If yes, please explain.

Yes ☐ No ☐

(3 points)

Tourism
If yes, please explain.

Yes ☐ No ☐

(2 points)

J. Long-Range Plan (9 points total)

Is this project part of a:

Statewide Plan Yes ☐ No ☐ (1 point)

Plan Name: _____

Date of Adoption: _____

Adopting Agency: _____

Applicable Section No: _____ *Please attach photocopy of section page(s)*

Regional Plan Yes ☐ No ☐ (3 points)

Plan Name: _____

Date of Adoption: _____

Adopting Agency: _____

Applicable Section No: _____ *Please attach photocopy of section page(s)*

Local Plan Yes ☐ No ☐ (5 points)

Plan Name: _____

Date of Adoption: _____

Adopting Agency: _____

Applicable Section No: _____ *Please attach photocopy of section page(s)*

K. PUBLIC INVOLVEMENT AND PARTNERSHIPS (8 points total)

Percent of match that is donations: _____% (up to 5 points)

0% - 9% 0 points

10% - 20% 1 point

21% - 40% 2 points

41% - 60% 3 points

61% - 80% 4 points

81% - 100% 5 points

Note: Letters of intent are required for donations not yet received, including labor and materials.

Public Outreach (2 points)

Letters of Support (1 point)

Please insert letters following this page

L. LONG-TERM MAINTENANCE (3 points total)

Will the project sponsor be able to maintain the project for a minimum of 25 years? Yes ☐ No ☐

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

Identify and describe all maintenance participation and the source of funds supporting long-term maintenance.

Complete the following maintenance activity table:

<u>Maintenance Task</u>	<u>Task Cost</u>	<u>Frequency</u>	<u>Annual Cost</u>
1.	\$		\$
2.	\$		\$
3.	\$		\$
4.	\$		\$
5.	\$		\$
TOTAL ANNUAL MAINTENANCE COST			\$ _____

M. PAST EXPERIENCE (3 points total)

Briefly describe the your agency's past experience with the implementation of transportation enhancement projects or similar projects. Include the experience level of the your design staff or consultant, engineer and landscape architect, if applicable.

N. ENVIRONMENTAL AND CULTURAL RESOURCE CONSIDERATIONS (3 points total)

If the project impacts 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 impact:

- | | | |
|--|------------------------------|-----------------------------|
| ➤ Historic buildings or archeological sites? | Yes ☐ | No ☐ |
| ➤ Existing parks and recreation areas? | Yes ☐ | No ☐ |
| ➤ Designated or undesignated wetlands and/or swamps? | Yes ☐ | No ☐ |
| ➤ Creeks or rivers? | Yes ☐ | No ☐ |
| ➤ Stream straightening and/or crossing? | Yes ☐ | No ☐ |
| ➤ Lakes or ponds? | Yes ☐ | No ☐ |
| ➤ Known hazardous materials and/or waste? | Yes ☐ | No ☐ |
| ➤ Floodplains? | Yes ☐ | No ☐ |

For all “yes” answers, explain any preventative measures the applicant will take to avoid negative impacts during or after the implementation of the project. Additional information can be found on page 18 of the guidebook.

O. APPLICATION CLARITY AND INNOVATIVENESS (4 points total)

The application may be given up to four additional points for its overall clarity and the use of new or innovative techniques. Clarity includes following the guidelines, organization of the application materials and well-written but concise descriptions (no grammar, typographical or mathematical errors). Innovative techniques streamline aspects of the project. Examples of innovative techniques are found on page 18 of the guidebook.

SIGNATURE

Date:_____

Applicant Name:_____
(*Sponsor*)

By:_____

Title:_____



District 9

MoDOT Contact Information

**MoDOT District 9
910 Springfield Road
P.O. Box 220
Willow Springs, Missouri 65793**

Primary Contact:

Shelly Cooper
Senior Office Assistant
(417) 469-6230
Shelly.Cooper@modot.mo.gov

Additional Contacts:

Rick Pilcher
(417) 469-6269
Transportation Planning Specialist
Richard.Pilcher@modot.mo.gov

Caryn Giarratano
MoDOT Bike/Ped Program
(573) 522-9297
Caryn.Giarratano@modot.mo.gov



District 9

Selection Committee Members



Connie Willman
Meramec Regional Planning Commission
4 Industrial Park, St. James, MO 65559
(573) 265-2993

Mark Stewart
South Central Ozark Council of Governments
P.O. Box 100, Pomona, MO 65789
(417) 256-4226

Greg Batson
Ozark Foothills Regional Planning Commission
3019 Fair, Poplar Bluff, MO 63901
(573) 785-6402

Ron Steele
Southeast MO Regional Planning Commission
P.O. Box 366, Perryville, MO 63775
(573) 547-8357

REASONABLE PROGRESS POLICY

Policy

This policy is 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 one year of the funds being allocated by MoDOT; (2) ensure that once a project is programmed, it will be constructed.

TMA's with a Reasonable Progress Policy in place will be exempt from MoDOT's Reasonable Progress Policy. However, the TMA's federal fiscal year ending balance will not be allowed to exceed a total of three years of allocation for that TMA. Any funds over the three-year allocation will be reprogrammed in the TMA area at the discretion of MoDOT and the 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*	12 Months	No
3. Engineering Services Contract Approval	15 Months	Yes
4. Preliminary and Right of Way Plans Submittal (if applicable)	24 Months	Yes
5. Plans, Specifications & Estimate (PS & E) Submittal	34 Months	No
6. Plans, Specifications & Estimate (PS & E) Approval	36 Months	Yes
7. Construction Contract Award	48 Months	Modified
8. Final Certification/Project Closeout**	60 to 72 Months	Modified (as needed)

* 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.

**The time lapse between Construction Contract Award and Project Closeout will depend on project type. Final Certifications as discussed in Section XI must be submitted to the appropriate MoDOT District Representative 60 days after final inspection.

1. 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 one year after the plans, specifications and estimate approval.

2. Policy Enforcement

If the allocated federal funds are not programmed for a specific project within one year, MoDOT will request information from the MPO or entity as to the planned use of the allocated funds. The MPO or entity will be required to provide a written explanation within 30 days of the notification as to the status of funds and a time line for their use. If adequate information is not received, MoDOT will pull the allocated funds from the entity and redistribute at the department's discretion.

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

In addition, project sponsors 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.



Project Sponsor:		Transportation Planning 910 Springfield Road P.O. Box 220 Willow Springs, MO 65793 1-888-ASK-MODOT
Project Title:		
Date Submitted:		

REQUIRED: Prior to Funding Consideration

MET

- *Local match must be greater than or equal to 20%
- *The project must be available to the public for at least 25 years
- *There must be a direct relationship with surface transportation
- *The local sponsor must be a government agency and is responsible for funding the project
- *The project must meet one or more of the twelve enhancement categories

Scorers are responsible for reading the complete description of the criteria in the step-by-step directions

CRITERIA: The Project...

Points Scale	Points Maximum	Criteria Score
-----------------	-------------------	-------------------

E. Relationship to Surface Transportation	0 - 16	16	
F. Project Readiness	0 - 9	9	
G. Cost estimate is detailed, complete, realistic, and includes a minimum of 20% local match. (points for match: 21%-24% = 1 point . . . 25% - 29% = 2 points . . . 30% - 35% = 3 points . . . 36% & over = 4 points)	0 - 5	5	
H. Safety, environmental, and traffic impacts.	0 - 8	8	
I. Quality of life of the community	0 - 8	8	
J. Long-Range Plan	0 - 9	9	
K. Public involvement and partnerships	0 - 8	8	
L. Long-Term Maintenance	0 - 2	2	
M. Past Experience	0 - 3	3	
N. Environmental and cultural resource considerations	0 - 3	3	
O. Demonstrates clarity and the use of new or innovative techniques.	0 - 4	4	

(75 points possible)

Project Total Score:	0
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