Call for Projects:
Kansas City Metropolitan Region
2014-18 Kansas & Missouri
Transportation Alternatives Program Funds

Dates:
The opening date for this proposal solicitation is February 3, 2014. Applications must be submitted in full by 4 p.m. local time on Friday, March 21, 2014. Late applications will not be considered.

Summary:
The Mid-America Regional Council (MARC) is accepting proposals from local and regional government agencies for federal fiscal years (FFY) 2014–2018 Transportation Alternatives Program (TAP) funds for projects and programs that support the regional transportation goals in the adopted metropolitan transportation plan, Transportation Outlook 2040. Most projects require a minimum 20 percent non-federal cost share.

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I. FUNDING OPPORTUNITY DESCRIPTION

A. Background

The TAP program helps increase transportation choices and access, enhance the built and natural environment and the transportation experience, and provide a sense of place. The TAP program redefines the former Transportation Enhancements activities and consolidates these eligibilities with the Safe Routes to School and Recreational Trails Programs.

Projects eligible for TAP funds include:

- Construction, planning, and design of on-road and off-road trail facilities
- Construction, planning, and design 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.
- Conversion and use of abandoned railroad corridors for trails
- Construction of turnouts, overlooks, and viewing areas.
- Community improvement activities, including:
  - inventory, control, or removal of outdoor advertising;
• historic preservation and rehabilitation of historic transportation facilities;
• vegetation management practices in transportation rights-of-way
• archaeological activities relating to impacts from transportation projects
• Environmental mitigation activities

In addition to defined Transportation Alternatives (as described above), eligible activities also include:

• The recreational trails program under 23 USC 206.
• The safe routes to school program under §1404 of SAFETEA–LU

B. Estimated Funding Levels

MARC is conducting this call for projects in anticipation that Congress will reauthorize the Surface Transportation Program and make future funding available for FFY 2015-2018. Applicants should be aware that the Moving Ahead for Progress in the 21st Century Act (MAP-21) (P.L. 112-141), the current law authorizing federal transportation expenditures, is set to expire on September 30, 2014. Since the 2015–2018 funding years are outside the extent of MAP-21, some uncertainty remains about the level of funding available for programming by MARC. While MARC acknowledges the risk of programming projects beyond the life of current authorizing legislation in anticipation of future appropriations of federal funds, we must continue to program funds in later years in order to accommodate the lengthy project-development process required for federal-aid projects. In response to this uncertainty, MARC will use funding levels authorized by MAP-21 to provide a reasonable estimate of the future resources available for programming purposes. For this project solicitation, MARC anticipates the following two-year funding targets. However, these estimates are subject to change:

• Kansas: Approximately $6.1 million
• Missouri: Approximately $11 million

C. Funding Type

TAP is a reimbursement program. Funding recipients must have the capacity to cover project costs at the outset of project or program implementation. Eligible expenses will be reimbursed by the administering state department of transportation or the Federal Transit Administration once the applicant has submitted a reimbursement request and supporting documentation.

II. PROGRAMMING POLICY

On January 28, 2014, the MARC Board of Directors adopted the 2014-15 Programming Policy to provide instructions to committees and staff on developing funding recommendations prior to the adoption of the update to the metropolitan transportation plan, Transportation Outlook 2040. The Programming Policy includes:
• guidance relating to the policy framework of Transportation Outlook 2040, transportation system performance measures and other current regional policies,
• Instructions for planning committees on developing advisory project priorities for use by programming committees, and
• Instructions for programming committees in developing project funding recommendations for policy committees

A link to the 2014-15 Programming Policy is available in the resources section of this document. Please review this information carefully before submitting any application(s) for funding.

III. ELIGIBILITY INFORMATION

A. Geography & Applicants

Jurisdictions and transportation agencies located within MARC’s metropolitan planning organization (MPO) boundary may submit projects for consideration. This includes the entirety of Johnson, Leavenworth, Miami and Wyandotte counties in Kansas, and Cass, Clay, Jackson and Platte counties in Missouri.

B. Project Types

Projects eligible for TAP funds include, but are not limited to:
• Construction, planning, and design of on-road and off-road trail facilities
• Construction, planning, and design 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.
• Conversion and use of abandoned railroad corridors for trails
• Construction of turnouts, overlooks, and viewing areas.
• Community improvement activities, including:
  • inventory, control, or removal of outdoor advertising;
  • historic preservation and rehabilitation of historic transportation facilities;
  • vegetation management practices in transportation rights-of-way
  • archaeological activities relating to impacts from transportation projects
• Environmental mitigation activities

In addition to defined Transportation Alternatives (as described above), eligible activities also include:
• The Recreational Trails Program under 23 USC 206.
• The Safe Routes to School Program under §1404 of SAFETEA–LU

C. Relationship to Surface Transportation

The project must be in one of the eligible activity categories and also show a direct relationship to surface transportation (by land and water). This relationship may be a combination of proximity, function and/or impact.
Proximity: Proximity alone is not enough to establish the relationship to surface transportation. 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.

Function: The project will serve as a functional part of the transportation system; for example, the construction of pedestrian and bicycle facilities.

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 funds would be used to mitigate the pollution from the roadway runoff. Projects with this type of transportation relationship are usually associated with ongoing or planned highway projects.

D. Excluded Uses

In order to demonstrate greater financial commitment by project applicants and to maximize the availability of these funds for project implementation activities, TAP funds generally are not used for right-of-way, utility relocation, or preliminary engineering activities.

Additionally, non-federal funds used for these purposes will generally not be considered as matching funds for federal dollars, with the exception of preliminary engineering, which can be used toward the local match as long as the federal requirements for preliminary engineering are met. The following are considered reimbursable expenses:

- Materials
- Labor/construction
- Contingency on construction (limited to 10 percent of the total cost of materials and labor/construction)
- Construction engineering (limited to 15 percent of the total cost of materials and labor/construction)

E. Funding Limits

For TAP projects, federal funding requests should not exceed $500,000.

F. Projects Involving State Owned Right of Way

Project sponsors should contact KDOT or MoDOT before submitting an application for a project that involves the use of state owned right of way.

G. Other Eligibility Requirements

- The project must go beyond activities customarily incorporated into motor vehicle roadway, highway and transit projects.
- The project must be available for public use for at least 25 years or the expected life of the project. Property must either be owned by the project sponsor or involve a permanent lease.
• The project sponsor must demonstrate adequate plans for, and commit to, ongoing maintenance costs for the expected life of the project. TAP funds cannot pay for regular maintenance activities.
• The project will be governed by the applicable state Local Public Agency (LPA) Manual.
• Historic preservation projects funded solely through the TAP Historic Preservation category must submit a letter of eligibility determination from the state historic office certifying that the project is listed or eligible to be listed on the National Register of Historic Places before any monies may be reimbursed.
• Consultant pro-bono application preparation will result in the consultant being ineligible for consideration as the project design consultant.

IV. PROGRAMMING PROCESS

A. Committee Roles

MARC programs TAP funds using a competitive application process overseen by the Active Transportation Programming Committee (ATPC), which is a subcommittee of the Total Transportation Policy Committee. Funding recommendations made by the Active Transportation Programming Committee are reviewed and approved by both the Total Transportation Policy Committee and the MARC Board of Directors before their inclusion in the regional Transportation Improvement Program.

B. Schedule

Below is a table outlining the process MARC will undertake to solicit and review proposals, and to select projects for funding. The submission deadline will not change, but the dates of other steps in the process may be subject to change.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Call for proposals</td>
<td>February 3, 2014</td>
</tr>
<tr>
<td>Proposals due</td>
<td>March 21, 2014</td>
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<tr>
<td>Staff review/scoring of proposals</td>
<td>March – May 2014</td>
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<tr>
<td>Committee review of scoring and development of planning committee advisory priorities</td>
<td>May – June 2014</td>
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<tr>
<td>Active Transportation Programming Committee meeting(s) to develop and approve project funding list</td>
<td>June - August 2014</td>
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<tr>
<td>Total Transportation Policy Committee review of TAP Priorities Committees funding recommendations</td>
<td>August 19, 2014</td>
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C. Pre-Application Workshop

On Tuesday, February 18, 2014, MARC staff will conduct a pre-application workshop and will be available to answer questions regarding the application procedures and form. This application workshop will be held in the MARC Board Room from 1:30–4 pm. Attendance at this workshop is not required for applicants to participate in this funding opportunity, but is strongly encouraged.

D. Application Database

- **Create an Account**
  
The submission database is located at [http://www.marc.org/Transportation/Funding/Processes/Funding-opportunities](http://www.marc.org/Transportation/Funding/Processes/Funding-opportunities)
  
  Click on "Create New User" and fill in the requested information to create a unique account. Multiple people from the same jurisdiction or agency can set up individual accounts.

- **Add a Project**
  
  Log in to the database and click on “File a new application” to add a new project. A blank submission form will open.

- **Revise a Project**
  
  Each time you log in to the database, you will see a list of projects you have submitted or are working on. You can update information on an existing project or add a new one. You can make changes to projects through 4 p.m. on March 21, 2014. All information submitted by this time and date will be considered final.

  If you need assistance with the submission database, contact Marc Hansen, [mhansen@marc.org](mailto:mhansen@marc.org), at 816-701-8317.

V. Award Administration Information

A. Award Notices
MARC will notify successful applicants in writing and by electronic mail. Project sponsors for successful applications will enter into a contract with MoDOT or the FTA. **Applicants whose projects are selected for funding are cautioned not to proceed with work until they have received a notice of funding obligation and notice to proceed by MoDOT or FTA.**

B. Reasonable Progress

It is MARC’s intent to program federal funds for projects that meet regional goals and objectives and that can be implemented on schedule to provide their benefits to the travelling public in a timely manner.

It is MARC’s expectation that project sponsors awarded federal funds will:

- make every reasonable effort to obligate federal funds for their projects in the year in which they are originally programmed,
- work expeditiously with state departments of transportation or other agencies to complete required project development activities on schedule, and
- keep MARC apprised of their progress.

**MARC reserves the right to reallocate funds for any project that does not make and maintain reasonable progress towards obligation and implementation in a timely manner.**

C. State LPA Processes

The local public agency manuals maintained by both the Kansas and Missouri departments of transportation are intended to be used as a guide for cities and counties that sponsor projects utilizing federal transportation funds. For projects administered by local officials, the states will furnish information concerning the necessary federal requirements and will act as coordinator. The necessary design, acquisition, environmental, historical and archaeological clearances and approvals, construction and maintenance of improvements will be the responsibility of the local agency. A DOT representative will be the primary contact, furnish the necessary guidelines and coordinate the necessary reviews and approvals. DOT personnel will also advise and assist the local agency in meeting the requirements of the program.

Projects are performed under the terms of an agreement with KDOT or MoDOT. Work on any part of the project cannot proceed until the local agency has been notified by KDOT or MoDOT that federal funding has been approved — obligated — by the Federal Highway Administration (FHWA). If funds are approved, they will be distributed through the local agency sponsoring the project. If a project is not completed, the local agency sponsoring the project will be required to repay the sum of federal funds reimbursed to date. The local agency will be responsible for cost overruns. The federal-aid transportation program operates on a reimbursement basis as work progresses. It is a federal reimbursement program in which the local agency is reimbursed minus its matching
percentage after KDOT or MoDOT receives proper proof of payment by the local agency to the contractor for work performed.

Regardless of whether federal funds are available at the time of acquisition, local agencies are strongly encouraged to comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (Uniform Act), of the Code of Federal Regulations when acquiring realty rights, easement access or other real property. When a local agency project uses federal funds on any portion of the project, all realty rights must be acquired in accordance with the Uniform Act. If the realty rights were acquired more than five years prior to the first request for federal funds, the local agency shall submit a statement certifying that no new realty rights are needed and the dates the existing realty rights were acquired. If the realty rights were acquired less than five years prior to the first request for federal funds, the acquisition must have occurred within the parameters of the Uniform Act in order for any portion of the project to received federal funds.

D. Project Fee

MARC collects a fee equivalent to 0.5% of any federal funds awarded to projects through this programming cycle. Sponsors of projects awarded funding will be invoiced for this fee in 2015.

E. Transportation Improvement Program

Following approval of the funding recommendations developed by the Active Transportation Programming Committee, projects receiving funding are required to be incorporated into the regional Transportation Improvement Program (TIP). Project sponsors are also required to maintain the accuracy of the information contained in the TIP by providing updates to MARC as necessary.

F. MARC Reporting

To acknowledge the role served by the members of the Active Transportation Programming Committee, funded projects should credit MARC in any press release about the project that mentions funding sources and invite MARC to groundbreaking, ribbon-cutting or other events related to the project.

G. Maintenance

TAP funds may not be used for regular maintenance activities. The project sponsor must demonstrate adequate plans for and commit to ongoing maintenance costs for the expected life of the project, which should be at least 25 years.

Maintenance includes snow, ice and debris removal from pedestrian facilities. For more information, refer to the Federal Highway Administration Memorandum on Snow Removal on Sidewalks Constructed with Federal Funding: [www.fhwa.dot.gov/preservation/082708.cfm](http://www.fhwa.dot.gov/preservation/082708.cfm).
VI. EVALUATION CRITERIA

The evaluation criteria for the Transportation Alternatives program is based on a process that reflects the goals of *Transportation Outlook 2040*, and a system that the former Kansas and Missouri Transportation Enhancements Committees used to evaluate project applications. Each category has a rating system based on a total of 100 points. These ratings and the resulting project rankings are intended to provide information to MARC’s Active Transportation Programming Committee to aid their decision-making process for developing funding recommendations to MARC’s Total Transportation Policy Committee.

Additional information regarding the evaluation criteria will become available once the criteria has been finalized by the Active Transportation Programming Committee. Infrastructure and non-infrastructure projects related that address pedestrians and cyclists may be submitted under multiple sub-allocated funding types and will be evaluated according to the appropriate funding criteria.

VII. RESOURCES

A. MARC Resources

- Complete Streets
  [http://www.marc.org/transportation/completestreets.htm](http://www.marc.org/transportation/completestreets.htm)
- Congestion Management Process
  [http://www.marc.org/transportation/congestionmanagementsystem.htm](http://www.marc.org/transportation/congestionmanagementsystem.htm)
- Creating Quality Places
  [http://www.marc2.org/cqp/](http://www.marc2.org/cqp/)
- MARC Local Match Policy
- MetroGreen®
  [http://www.marc.org/metrogreen/](http://www.marc.org/metrogreen/)
- Population and Employment Forecast
- Programming Policy Statement
  [http://marc.org/Transportation/Funding/assets/Programming-Policy-Statement-ADOPTED](http://marc.org/Transportation/Funding/assets/Programming-Policy-Statement-ADOPTED)
- Reasonable Progress Policy
  [http://www.marc.org/Transportation/Funding/assets/ReasonableProgressPolicy_ADOPTED](http://www.marc.org/Transportation/Funding/assets/ReasonableProgressPolicy_ADOPTED)
- Transportation Improvement Program
- Transportation Outlook 2040
- Stormwater Best Management Practices
- 2012 Best Practices Local Bikeway Planning and Design Guide
  [http://kcmetro.apwa.net/content/chapters/kcmetro.apwa.net/file/Specifications/2012_MARC_Local_Bikeway_Best_Practices.pdf](http://kcmetro.apwa.net/content/chapters/kcmetro.apwa.net/file/Specifications/2012_MARC_Local_Bikeway_Best_Practices.pdf)
B. Federal Resources

Federal Highway Administration
http://www.fhwa.dot.gov/

Federal Transit Administration
http://www.fta.dot.gov

United States Department of Transportation
http://www.dot.gov/

C. State Resources

Kansas Department of Transportation
http://www.ksdot.org/

KDOT LPA Process
http://www.ksdot.org/burLocalProj/LPA/lpaindex.asp

Missouri Department of Transportation
http://www.modot.mo.gov/

MoDOT LPA Manual

VIII. CONTACTS

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Application Materials and Forms Questions
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