



Transportation Enhancement Program Application Guidance

Fiscal Year 2008

This Kansas Department of Transportation (KDOT) Transportation Enhancement Application materials packet has been provided to you at your request. If you are attending, please bring it with you to the 2005 Transportation Enhancement Workshop on August 17, 2005 in Hays, Kansas.

Applications are being solicited for FFY 2008, which begins October 1, 2007.

ELIGIBILITY

To be eligible for Transportation Enhancement funds, an application must:

- ◆ relate to surface transportation, **and**
- ◆ include one of the 12 federally designated TE activities listed on page 10, **and**
- ◆ must be submitted by a local governing entity (city, county, school district, etc).

For the purpose of project selection, applications are divided into three main categories: Historic; Scenic and Environmental; and, Pedestrian and Bicycle Facilities. Your project must relate to at least one of the following federally designated TE activities:

HISTORIC CATEGORY

- acquisition of historic sites
- historic highway programs (including the provision of tourist and welcome center facilities)
- historic preservation
- rehabilitation and operation of historic transportation buildings, structures or facilities (including historic railroad facilities and canals)
- archeological planning and research
- establishment of transportation museums

SCENIC AND ENVIRONMENTAL CATEGORY

- acquisition of scenic easements and scenic sites
- scenic highway programs (including the provision of tourist and welcome center facilities linked to scenic or historic sites)
- landscaping and other scenic beautification
- control and removal of outdoor advertising
- environmental mitigation to address water pollution due to highway runoff or reduce vehicle-caused wildlife mortality while maintaining habitat connectivity.

PEDESTRIAN AND BICYCLE FACILITIES CATEGORY

- provision of facilities for pedestrians and bicycles
- provision of safety and educational activities for pedestrians and bicyclists
- preservation of abandoned railway corridors (including the conversion and use thereof for pedestrian or bicycle trails)

PROJECT REQUIREMENTS

Project applications will be accepted only from state agencies, city and county governments, and other political subdivisions. Applications within urbanized areas (populations greater than 50,000) must be submitted through Metropolitan Planning Organizations (MPO's).

LOCAL MATCH

The applicant will be responsible for at least 20 percent of the total project costs. Applications offering a greater portion of local funding and support receive additional consideration. In-kind (donated) labor and materials will not be allowed as part of the applicant's match. Donated right-of-way may be allowed as part of local match if the applicant provides documentation that acquisition was in accordance with the federal requirements.

ELIGIBLE COSTS

The applicant will be 100% responsible for plan preparation (design). The design costs are not eligible for reimbursement. This policy is intended to provide more flexibility to the applicant in selecting a consultant for project development, and will speed the process of advancing the project to bid letting.

PLEASE NOTE: Metric units on project plans are no longer required.

Costs eligible for reimbursement may include; the acquisition of right-of-way, the adjustment of utilities (that are not on public right-of-way), construction, and construction engineering, provided all federal and state laws and regulations are followed. KDOT will assist in determining the associated costs that receive federal participation. KDOT's expenses for plan review and project construction will be included in the final project cost.

If funding is sought for utility relocation not on public right-of-way the applicant will need to demonstrate that the Transportation Enhancement funding, together with all other dedicated funds, will result in a completed and fully funded project.

FUNDING

This is not a "grant" program. The program functions as a **federal reimbursement program** where you let the project and pay the contractor as the work is performed, submit proper proof of payment to KDOT for reimbursement. KDOT will reimburse the project sponsor as the bills are submitted, less the matching percentage.

Federal law requires that each project be administered as a traditional federally funded highway project. This requires that each typical work phase (right-of-way, utilities (adjustments not on public right-of-way), construction and construction engineering) follow federal guidelines in their implementation. One example of the requirements that may need to be followed is the Davis Bacon Act, requiring the prevailing wage rates on all projects within highway right-of-way.

PROCEDURE

All applications are assumed to have been submitted in their entirety at the application deadline. Applications submitted without all the requested information will be reviewed accordingly. Priority will be given to applications deemed complete by the committees. Any requests for additional information will be at the discretion of the reviewing committee.

After applications have been received and screened for general acceptability, they will be divided and distributed to their respective committee to review, analyze, and prioritize the projects. Once the review and prioritization are complete, the prioritized projects along with their respective explanation will be presented to the KDOT Program Review Committee (PRC). The PRC will be responsible for selecting and recommending the final list of projects to the Secretary of Transportation (Secretary) for funding.

SUPPLEMENTARY NARRATIVE

In addition to the application form, the applicant needs to:

- ✓ Include a statement of financial feasibility and show that needed resources and capabilities to complete the project have been or will be obtained. Demonstrate the applicant's ability to proceed with the project to a timely bid letting.
- ✓ Document the public involvement process by demonstrating or providing material that shows community support for the project. Examples of community support are: public meeting minutes, press announcements, newspaper clippings, petitions, letters from adjacent businesses and property owners, etc. Local governmental entities need to submit a **Resolution of Support** (see sample on pages 11 and 12).
- ✓ Demonstrate the ability to assume full responsibility (financial and otherwise) for project and property, including all future maintenance and upkeep and certify the willingness to do so. The project and property must be both managed as well as maintained. Managed indicates periodic inspection, waste removal (garbage from garbage cans, etc.), and patrolling or policing. Annual maintenance should be provided at minimum for the life of the project and a proposed maintenance budget should be provided.
- ✓ Certify that no known or foreseeable legal impediments exist that would prohibit completion of the project and that the project complies with all applicable codes, standards and/or regulations required for completion.
- ✓ Include a detailed explanation of work proposed. Include drawings, details, plant and material lists, detailed cost estimates and any other available pertinent information that will help depict and support the proposed project, including maps and photographs that are necessary during the evaluation process.

EVALUATION PROCESS AND PRIORITIES REVIEW

The review and priority process will be guided by the following factors (in no particular order):

- ◆ Projects that clearly enhance the quality or usefulness of existing or new transportation facilities or services.
- ◆ Projects that will be completed with the Transportation Enhancement funds requested and the matching funds pledged by the applicant. The project must not be dependent on other funding or scheduling contingencies. It must represent a complete, identifiable, and useable facility or entity rather than only a component of a larger project.
- ◆ Projects that demonstrate that local funds are available and will be able to meet a timely letting.
- ◆ Projects that will benefit a relatively large percentage of a community, region, or state population.
- ◆ Projects which will enhance the state's travel and tourism efforts.
- ◆ Projects which will contribute to a wide geographic dispersion of the Transportation Enhancement funds within the state.
- ◆ Projects which are consistent with local comprehensive land use and transportation plans.
- ◆ Projects that demonstrate support from the local community. Examples include public meeting minutes, press announcements, newspaper clippings, letters, and other similar documents.
- ◆ Projects which are supported by other local governments in the vicinity of the project, as well as by the applicant.
- ◆ Projects that have the support of clearly recognized public or not-for-profit organizations of national, statewide, or regional scope with expertise in the subject matter of the application.
- ◆ The extent to which the project will enhance the quality of experience of users of transportation systems or facilities.
- ◆ The extent to which applicants indicate a commitment to provide extra effort or contribution above and beyond the minimum matching fund requirement.
- ◆ Projects that serve more than one of the eligibility factors (refer to page 1, "Eligibility") and which do so in a logical and coordinated fashion.

Note: This program is intended for projects *without* traditional funding sources. Projects that routinely receive funding from local sources will receive lower priority.

SUBMISSIONS

Three complete sets of the application (including all support material) must be submitted with a postmark of **November 7, 2005 or before**. Please refer to page 8, "Order of Application." Mail applications to KDOT Bureau of Program and Project Management, 700 SW Harrison, 2nd Floor Tower, Topeka KS 66603-3754.

The Secretary will announce the selected projects in May of 2006.

CONTACT PERSONS

If further information is needed to complete the application package, please contact: Kaye Jordan-Cain, TE Program Coordinator, at 785/296-0280, e-mail: kaye@ksdot.org , OR Kyle Schneweis, TE Program Manager, at 785/296-0293, e-mail: kyle@ksdot.org.

Applications in the Historic Category

For a complete list of the eligible activities in this category, refer back to page 1 of the application.

All projects shall involve properties listed on or eligible for the National Register of Historic Places or the Register of Historic Kansas Places. Design plans shall comply with Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings and "preservation briefs" prepared by the National Park Service.

Application Requirements - Applicants are encouraged to contact Patrick Zollner of the Kansas State Historical Society's Historic Preservation Office (785/272-8681 ext. 257) before submitting an application. The Historic Preservation Office will assist the applicant with design considerations and the information that needs to be submitted.

Provide photographic coverage of the entire building or structure for which assistance is requested. For other types of properties, include representative photos. All photographs should be labeled as to subject matter, direction of view, and date of photo. Use of self-developing film, such as Polaroid, is strongly discouraged.

Explain the historical significance of the property. If the property is already listed on the National Register of Historic Places or the Register of Historic Kansas Places, simply state that the property is listed on the register. If the property is not listed on either the National Register of Historic Places or the Register of Historic Kansas Places, then the applicant will need to attach a historical account of the property and explain why it has historic significance.

Include a detailed explanation of what is proposed to be done to the historic site, property or building and describe the expected condition, appearance and use upon completion of the project. This includes mitigation of hazardous wastes such as asbestos and lead paint.

In addition to the Supplementary Narrative and Evaluation Process and Priorities Review listed on pages 3 and 4, historic applications will be evaluated on the following factors. The projects should demonstrate:

- a) Need (i.e., condition of the historic property, whether it is endangered or not, whether or not fiscal resources are already available to fully fund the project).
- b) Capability of the applicant to carry out the project.
- c) Feasibility of the project (i.e., whether or not it is a practical project).
- d) Employment of proper historic preservation techniques.
- e) Relative significance of the historic property (i.e., National Historic Landmark, National Register property, State Register property, locally designated property, determined eligible for the National Register).
- f) Long-range plans for the property.
- g) Potential for yielding historical or archeological data, where applicable.

Applications in the Scenic And Environmental Category

For a complete list of the eligible activities in this category, refer back to page 1 of the application.

Application Requirements - Applicants may contact KDOT's Scenic and Environmental committee Chair, Scott Shields at 785/296-0853 with questions before submitting an application. The KDOT landscape staff will assist the applicant with design considerations and the information that needs to be submitted.

Project Requirements - For all projects on or near KDOT highway right-of-way, the major purpose of the project must be primarily for transportation and any other scenic or recreational aspects comprise only an incidental or secondary purpose.

In addition to the Supplementary Narrative and Evaluation Process and Priorities Review listed on pages 3 and 4, scenic and environmental applications will be evaluated on the following factors. The projects should:

- a) Enhance the quality of the environment, restore and preserve floodplain values, enhance natural features and visual values, address soil erosion and water quality, and restore local or project wildlife habitat.
- b) Be compatible with local comprehensive land-use plans and enhance the quality of the developed environment.
- c) Provide visual impact, contain provisions for native wild flowers, native Kansas plants, and a maintenance plan to insure continued quality of the project.
- d) Include plantings and screening to improve the aesthetics and appearance of the right of way or the project site.

Applications in the Pedestrian and Bicycle Facilities Category

For a complete list of the eligible activities in this category, refer back to page 1 of the application.

Transportation Enhancement funds for pedestrian and bicycle facilities are not intended to be a substitute for projects which are traditionally funded by local sources such as sidewalk projects, etc.

Application Requirements - Any questions about specifics in this category should be directed to KDOT's Pedestrian and Bicycle Coordinator Paul Ahlenius at 785/296-7448 before submitting an application. KDOT's Pedestrian/Bicycle Coordinator will assist the applicant with design considerations and the information that needs to be submitted.

Project Requirements – In addition to the Supplementary Narrative and Evaluation Process and Priorities Review listed on pages 3 and 4, pedestrian and bicycle applications will be evaluated on the following factors:

- a) All projects shall begin and end in proximity to a traffic generator such as a residential area, work place, or recreational facility.
- b) Designed to acceptable guidelines of the American Association of State Highway and Transportation Officials (AASHTO) (Guide for the Development of Bicycle Facilities) and American with Disabilities Act (ADA) (Accessibility Guidelines - ADAAG) and be representative of sound bicycle/pedestrian facility planning principles.
- c) Preference will be given to projects that limit the number of conflicts with other modes of transportation.
- d) Estimated number and brief methodology for calculation of bicyclists/pedestrians using the proposed project.
- e) Linkage to the existing transportation network.
- f) User accessibility to the proposed project.
- g) Safety level of proposed project: facility dimensions and signing.
- h) Continuity of proposed project: treatment of intersections with collector streets, arterials, and state highways.
- i) Security level of proposed project.
- j) Connections with other bicycle/pedestrian paths.
- k) Estimated benefits of proposed project.
- l) Community awareness and support (letters of support).
- m) Environmental quality and tourist/recreational benefits of proposed projects.

ORDER OF APPLICATION

(not to exceed 70 pages)

Application Form, provided

Project Description

- Clear statement indicating the surface transportation link
- Specify one, or more, of the 12 TE activities
- Details of work proposed in application
- Cost estimates (breakdown by the types of work)
- Site map (how to find location within your community)

Supplementary Narrative

- Photos of existing situation, preliminary sketches or plans (if available)
- Historical Significance (if applicable)
- Safety concerns/attributes (if applicable)
- Financial Feasibility
- Legal impediments
- Plans for Long-term use/maintenance
- Project administration/management
- Documentation of Community Support
 - (i.e.: news articles, city/county meeting notes & Resolution of Support, support from other organizations, citizen letters)
- Supporting Exhibits

Contacts at Metropolitan Planning Organizations (MPO's)

Todd Girdler
Topeka/Shawnee County Metropolitan Planning Dept.
515 S. Kansas Avenue
Topeka, KS 66603-3421
785-368-3728

Andrew Clements
St. Joseph Area Transportation Study Org.
1100 Frederick Avenue, Room 204
St. Joseph, MO 64501
816-271-4653

Bill Ahrens
Lawrence/Douglas County Metropolitan Planning Dept.
PO Box 708
Lawrence, Kansas 66044-0708
785-832-3155

Mel Henderson
Mid America Regional Council
300 Rivergate Center
Kansas City, MO 64105-1536
816-474-4240

Jamsheed Mehta
Wichita/Sedgwick County Metropolitan Planning Dept.
455 N. Main, 10th Floor
Wichita, KS 67202
316-268-4391

GLOSSARY

Brooks Act – Federal law that requires engineering and design contracts funded with federal funds to use qualifications-based selection procedures regardless of price.

Davis Bacon Act - This federal law requires contractors working on federal-aid projects along highway right-of-way, major collectors, or arterials to pay the minimum prevailing wage for similar work in that locality.

Historic Significance – The characteristics which make a property qualify for the National or State Register of Historic Places.

In-kind (donated) labor and materials - The use of a sponsor's own work force and/or materials towards completion of an enhancement project. In-kind contributions may include engineering and design services, materials, and labor. Any work accomplished with the use of these services and materials will only reduce the overall cost of the project and must be done before project letting. Costs associated with these services and materials cannot be applied towards the non-federal (local) match.

Local Match – The portion of the project's cost paid for by the local government or private sources. The minimum is 20% of the project's cost.

Metropolitan Planning Organization (MPO) - MPOs represent urban areas with populations of 50,000 or more. They are composed of local elected officials, officials of agencies that administer or operate major modes of transportation in the designated metropolitan area, and appropriate state officials or their representatives. MPOs develop transportation plans and programs for the urbanized areas they represent. All transportation enhancement projects in urban areas must have MPO approval and may have a MPO ranking at the discretion of the MPO.

Program Review Committee - An internal KDOT committee comprised of the Assistant Secretary and State Transportation Engineer and KDOT's Directors of Engineering and Design, Operations, and Planning and Development divisions.

Sponsor - The local government or public agency responsible for the proposed transportation enhancement project. The sponsor may "host" a project for a non-profit entity.

Transportation Improvement Program (TIP) - The TIP is a priority list of project and project segments developed by an MPO for work over a three-year period. All projects proposed for the use of federal funds within an urbanized area must be included in that area's TIP. All transportation enhancement projects that fall within an MPO area must be incorporated into the MPO TIP.

Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 – Federal law providing procedural and other requirements in the acquisition of real property, and providing for payments and advisory assistance in the relocation of persons and business impacted by federal aid projects. Questions regarding this Act should be directed to KDOT's ROW staff at 1/877/466-6817.

* List from "A Guide to Enhancements," published by the U.S. Dept. of Transportation and National Transportation Enhancements Clearinghouse in 1999

ELIGIBLE TRANSPORTATION ENHANCEMENT ACTIVITIES

1. **Pedestrian and bicycle facilities:** New or reconstructed sidewalks, walkways, or curb ramps; bike lane striping, wide paved shoulders, bike parking and bus racks; off-road trails, bike and pedestrian bridges and underpasses.
2. **Pedestrian and bicycle safety and education activities:** A new activity under TEA-21, generally expected to include programs designed to encourage walking and bicycling.
3. **Acquisition of scenic or historic easements and sites:** Acquisition of scenic land easements, vistas and landscapes; purchase of buildings in historic districts or historic properties; preservation of farmland.
4. **Scenic or historic highway programs including tourist and welcome centers:** Construction of turnouts and overlooks; visitor centers and viewing areas; designation signs and markers.
5. **Landscaping and scenic beautification:** Improvements such as street furniture, lighting, public art and landscaping along streets, historic highways, trails and interstates, waterfronts and gateways.
6. **Historic preservation:** Preservation of buildings and facades in historic districts; restoration and reuse of historic buildings for transportation-related purposes; access improvements to historic sites and buildings.
7. **Rehabilitation and operation of historic transportation buildings, structures, or facilities:** Restoration of railroad depots, bus stations, and lighthouses; rehabilitation of rail trestles, tunnels, and bridges.
8. **Conversion of abandoned railway corridors to trails:** Acquiring railroad rights-of-way; construction multi-use trails; developing rail-with-trail projects; purchasing unused railroad property for reuse.
9. **Control and removal of outdoor advertising:** Billboard inventories or removal of illegal and nonconforming billboards.
10. **Archaeological planning and research:** Research, preservation planning, and interpretation; developing interpretive signs, exhibits, and guides; inventories and surveys.
11. **Environmental mitigation of runoff pollution and provision of wildlife connectivity:** Runoff pollution studies; soil erosion controls; detention and sediment basins; river clean-ups; wildlife underpasses.
12. **Establishment of transportation museums:** May include the conversion of railroad stations or historic properties to museums with transportation themes.

* List from "A Guide to Enhancements," published by the U.S. Dept. of Transportation and National Transportation Enhancements Clearinghouse in 1999

RESOLUTION OF SUPPORT

A RESOLUTION DECLARING THE ELIGIBILITY OF THE (LOCAL GOVERNMENTAL AGENCY) TO SUBMIT AN APPLICATION TO THE KANSAS DEPARTMENT OF TRANSPORTATION FOR USE OF TRANSPORTATION ENHANCEMENT FUNDS SET FORTH BY THE FEDERAL TRANSPORTATION EQUITY ACT FOR THE 21ST CENTURY FOR THE (PROJECT NAME) PROJECT IN (LOCAL JURISDICTION) AND AUTHORIZING THE (CHIEF ELECTED OFFICIAL - CEO) TO SIGN THE APPLICATION.

WHEREAS, the (Local Governmental Agency), Kansas, has the legal authority to apply for, receive, and administer federal, state, and other monies through Home Rule Power under the Constitution of the State of Kansas and authorized by K.S.A. 12-1662, regarding the expenditure of federal aid to public agencies; and

WHEREAS, the (Local Governmental Agency), Kansas, desires to submit an application to the Kansas Department of Transportation for transportation enhancement program funds set forth by the Federal Transportation Equity Act for the 21st Century; and

WHEREAS, the (Local Governmental Agency), Kansas, is participating in the Kansas Department of Transportation's Transportation Enhancement Program set forth by the Federal Transportation Equity Act for the 21st Century; and

WHEREAS, Federal monies are available under a transportation enhancement program set forth by the Federal Transportation Equity Act for the 21st Century, administered by the State of Kansas, Department of Transportation, for the purpose of Historic, Scenic and Environmental, and Pedestrian and Bicycle projects; and

WHEREAS, After appropriate public input and due consideration, the Governing Body of (Local Governmental Agency), Kansas has recommended that an application be submitted to the State of Kansas for the (project name) project.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE (LOCAL GOVERNMENTAL AGENCY), KANSAS:

SECTION 1. That the (Local Governmental Agency), Kansas does hereby authorize the (CEO) to submit an application to the Kansas Department of Transportation for transportation enhancement program funds set forth by the Federal Transportation Equity Act for the 21st Century on behalf of the citizens of (Local Governmental Agency), Kansas.

SECTION 2. That the (Local Governmental Agency), Kansas, hereby assures the Kansas Department of Transportation that sufficient funding for the construction of the (project name) project is available.

SECTION 3. That the (Local Governmental Agency), Kansas, hereby assures the Kansas Department of Transportation that sufficient funding for the operation and maintenance of the (project name) project will be available for the life of the project.

SECTION 4. That the (Local Governmental Agency), Kansas, hereby assures the Kansas Department of Transportation that the (Local Governmental Agency), Kansas, will have title or permanent easement to the (project name) project by the time of project letting.

SECTION 5. That the CEO of (Local Governmental Agency), Kansas, is authorized to sign the application to the Kansas Department of Transportation for transportation enhancement program funds set forth by the Federal Transportation Equity Act for the 21st Century on behalf of the citizens of (Local Governmental Agency), Kansas. The CEO is also authorized to submit additional information as may be required and act as the official representative of the (Local Governmental Agency) in this and subsequent related activities.

SECTION 6. That the (Local Governmental Agency), Kansas, hereby assures the Kansas Department of Transportation that the (Local Governmental Agency), Kansas, is willing and able to, if the (project name) project is selected for funding, administer the designing, letting and construction of the (project name) project.

ADOPTED AND PASSED by the Governing Body of the (Local Governmental Agency), Kansas, this day of (Month), 2005.

(CAO)

ATTEST: (Seal)



Transportation Enhancement Project

Application Form

Fiscal Year 2008

PRIMARY CATEGORY: _____

DATE: _____

REQUESTOR: _____ PROJECT AREA/LENGTH: _____ Sq. ft. acres miles

GOVERNMENT AGENCY: _____ COUNTY: _____

PROJECT LOCATION: _____

PROJECT DESCRIPTION: _____

COST ESTIMATE:

Current
2005
Cost

Contact Person

Construction Cost: \$ _____

Title

Right-of-Way Cost: \$ _____

Utility Adjustment Cost: \$ _____

Street Address

Construction Engineering: \$ _____

Mailing Address

2005 TOTAL PROJECT COST: \$ _____

Inflation Factor X 1.116

City and Zip Code

Inflated 2008 PROJECT COST: \$ _____

Phone # () _____

% Federal Aid Requested: _____%

Fax # () _____

% Local Match* _____%

email address: _____

* Minimum of 20%

Signature of Contact Person

Please circle any secondary categories:

- Scenic & Environmental items
- Pedestrian/Bicycle items
- Historic items

Submit by November 7, 2005 to:

Kansas Dept. of Transportation
Eisenhower State Office Building
Bureau of Program and Project Management
700 SW Harrison Street
Topeka, KS 66603-3754