

2023 OTO Sidewalk/Trail Funding Guidebook

[Link to Online Application](#)





OZARKS TRANSPORTATION ORGANIZATION

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Quick Facts

Available Funding

The estimated amount of funding available through FY 2026 is just under \$6 million. The amount awarded through this call for projects will be dependent upon the types of applications received.

Approximate Remaining TAP/CRP	\$5,930,000
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Eligibility Requirements

Projects: Construction, planning, and design of transportation-related bicycle and pedestrian off-road trails and sidewalks, and associated infrastructure: crosswalk enhancements, including under- and over-passes, and up to \$100,000 federal toward trailheads.

Project Sponsors:

Eligible project sponsors are defined in 23 USC 133 (h) –

- i. a local government;
- ii. a regional transportation authority;
- iii. a transit agency;
- iv. a natural resource or public land agency;
- v. a school district, local education agency, or school;
- vi. a tribal government;
- vii. a metropolitan planning organization that serves an urbanized area with a population of 200,000 or fewer;
- viii. a nonprofit entity;
- ix. any other local or regional governmental entity with responsibility for or oversight of transportation or recreational trails (other than a metropolitan planning organization that serves an urbanized area with a population of over 200,000 or a State agency) that the State determines to be eligible, consistent with the goals of this subsection; and
- x. a State, at the request of an entity described in clauses (i) through (ix).

Timeline

The table below represents the latest possible timeline for trail construction project completion. Projects may proceed more quickly.

OTO Review	May 19, 2023
Applications Due	June 1, 2023
Award Notification post TIP Amendment	August 2023
Programming Data Form	October 2023
Engineering Services Contract Approval	March 2024
Preliminary & Right-of-Way Plans Submittal	July 2024
Plans, Specifications, & Estimate (PS&E) Submittal	November 2024
Plans, Specifications, & Estimate (PS&E) Approval	December 2024
Construction Contract Award	February 2025
Final Project Closeout	Variable



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Project Selection

Selection criteria are drawn from the Vision, Goals, and Policies, and the *Bicycle and Pedestrian Facilities Map* outlined in *Destination 2045*. Criteria have also been drawn from the *Regional Bicycle and Pedestrian Trail Investment Study*, a recent effort to refine proposed trail alignments and develop cost estimates. The final selection criteria were cooperatively determined through the Bicycle Pedestrian Advisory Committee.

Additional Information Available Through:

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Ozarks Transportation Organization
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Garrett Evans
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NOTE: This application handbook is for use in applying for funds allocated to the Ozarks Transportation Organization for projects located within the OTO area (see page 3).

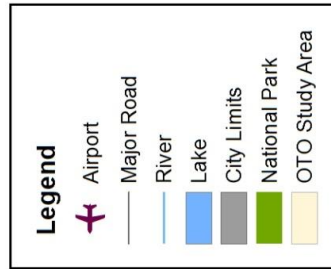
Application Deadline: 4 pm (CST), June 1, 2023



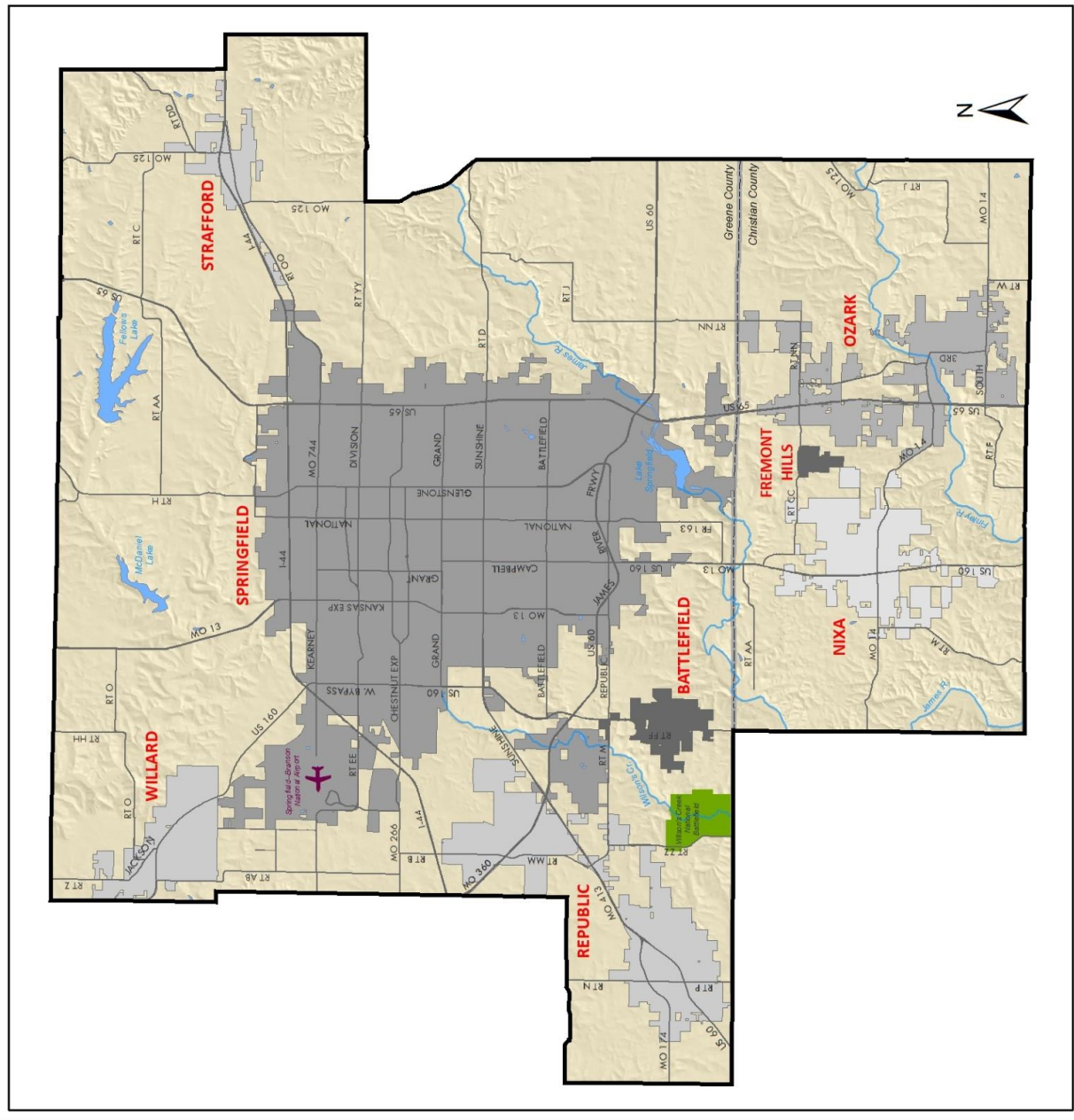
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Ozarks
Transportation
Organization
Metropolitan
Planning Area

Approved by the
Governor of Missouri
2/8/2002



DISCLAIMER
The Ozarks Transportation Organization is responsible for the facts and accuracy of the data presented herein. The contents do not necessarily reflect the official views or policies of the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Missouri Department of Transportation (MoDOT), or the Ozarks Transportation Organization. This map does not constitute a standard, specification, or regulation.





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Available Funding

OTO is making available funds through the STBG-U Set Aside (also known as TAP) and the Carbon Reduction Program. These funding sources will be applied to each project by OTO staff when programmed in the Transportation Improvement Program.

The estimated amount of funding available through FY 2026 is just under \$6 million. The amount awarded through this call for projects will be dependent upon the types of applications received.

Approximate Remaining TAP/CRP	\$5,930,000
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Regulations Associated with Available Funds

All aspects of projects (including right-of-way acquisition) paid for with federal funds are governed by the Local Public Agency Manual and Land Acquisition Manual for Right-of-Way published by MoDOT. These may be found at <https://www.modot.org/local-public-agency>.



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Eligibility Requirements

Eligible Projects

The following activities have been selected by OTO as eligible projects for this call-for-projects. These activities are directly related to the region's surface transportation system.

Construction, planning, and design of transportation-related bicycle and pedestrian facilities, including:

1. Trails
2. Sidewalks
3. Crosswalks, Overpasses, Underpasses, and related improvements
4. Trailheads – maximum \$100,000 federal award

These funds cannot be used for (1) state or MPO administrative purposes, (2) general recreation and park facilities, playground equipment, sports fields, campgrounds, picnic areas and pavilions, etc, or (3) Routine maintenance and operations. OTO has chosen not to fund right-of-way, though it is understood that ROW acquisition may be necessary to complete the proposed project.

Project Award Size Restrictions

There are no preliminary award size restrictions, however members are encouraged to be responsible with federal funds. The scoring committee will have the discretion to consider award size in recommending funding. Generally, projects over \$100,000 are preferred.

Eligible Project Sponsors

Eligible project sponsors are defined in 23 USC 133 (h) –

- i. a local government;
- ii. a regional transportation authority;
- iii. a transit agency;
- iv. a natural resource or public land agency;
- v. a school district, local education agency, or school;
- vi. a tribal government;
- vii. a metropolitan planning organization that serves an urbanized area with a population of 200,000 or fewer;
- viii. a nonprofit entity;
- ix. any other local or regional governmental entity with responsibility for or oversight of transportation or recreational trails (other than a metropolitan planning organization that serves an urbanized area with a population of over 200,000 or a State agency) that the State determines to be eligible, consistent with the goals of this subsection; and
- x. a State, at the request of an entity described in clauses (i) through (ix).

Project sponsors must adopt a resolution support the proposed project and its implementation should the project be funded. Sponsors should also have a person of responsible charge who has completed MoDOT's LPA Basic Training prior to any funds being obligated. Here is a link to learn more and to find the training - <https://www.modot.org/training-opportunities>.

Match Requirements

Project Sponsors must provide a minimum local match of 20% of total project costs for a project to be eligible for funding. In most cases, this match must be a cash match. In-kind contributions in the form of construction labor by local forces are not eligible. If an applicant chooses to provide a local match in excess of 20%, the OTO reserves the right to substitute federal funds for the pledged local match in excess of 20% if sufficient federal funds are available.



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Timelines

Projects funded through this call-for-projects must comply with application timeline outlined below. Trail Construction applications must comply with programming, design, and construction procedures outlined in the Trail Application section below. Below, these two procedures are outlined.

Application Process

April 20, 2023 Application Posted
May 19, 2023 Deadline to Submit for Optional Review by OTO Staff
June 1, 2023 Application Deadline
June 13, 2023 TAP Selection Committee to select projects
June 21, 2023 TPC meeting to recommend TIP amendments for selected projects
July 20, 2023 Board of Directors meeting to approve TIP amendments for selected projects
August 2023 Programmed in TIP following TIP Amendment Approval by FHWA

Programming, Design, Construction Process

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.

Phase	Maximum Time Frame	Projected Schedule	Funds Obligated
1. Award Notification post TIP Amendment	0 Months	August 2023	No
2. Programming Data Form ¹	2 Months	October 2023	No
3. Engineering Services Contract Approval ²	7 Months	March 2024	Yes
4. Preliminary & Right-of-Way Plans Submittal	11 Months	July 2024	No
5. Plans, Specifications, & Estimate (PS&E) Submittal	15 Months	November 2024	No
6. Plans, Specifications, & Estimate (PS&E) Approval	16 Months	December 2024	Yes
7. Construction Contract Award	18 Months	February 2025	Obligation Can be Modified
8. Final Project Closeout ³	Variable	Variable	Obligation Can be Modified (as needed)

¹The 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.

²The evaluation of environmental and cultural impacts on the project must begin immediately after Preliminary Engineering (PE) authorization. The LPA must submit [Fig. 136.6.4 LPA Request for Environmental Review \(RER\)](#) to the MoDOT district contact within 60 days of preliminary engineering (PE) authorization for all federal-aid projects as discussed in [EPG 136.6 Environmental and Cultural Requirements](#).

³The time lapse between construction contract award and project closeout will depend on project type. Final certifications as discussed in [EPG 136.11 Local Public Agency Construction](#) must be submitted to the appropriate MoDOT district representative 60 days after final inspection.



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Reasonable Progress Requirements

This policy is to ensure the OTO is getting the maximum benefit of its federal transportation funds. Every project is required to progress according to the schedule shown on page 6. OTO has adopted a reasonable progress policy specific to TAP projects, which can be found here - [Reasonable Progress BPP 2023.pdf](#). A one-time extension may be requested and approved by the OTO Board of Directors, which would result in a newly established timeline.

It is not the responsibility of OTO or MoDOT to keep the entity informed as to the status of the project. The entity will keep the OTO and 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 the OTO. 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.

In the event that a project does not meet the required deadlines, funds will be suspended and awarded to another project with a different project sponsor.



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Project Selection

All project applications which are received by the application deadline will be considered for funding. The Ozarks Transportation Organization Bicycle and Pedestrian Advisory Committee will review and select projects in accordance with the evaluation criteria and funding guidelines for recommendation to the Technical Planning Committee and Board of Directors. The OTO Board of Directors will make the final project selection.

Evaluation Criteria

The evaluation criteria used in rating pedestrian and bicycle infrastructure applications draw from several sources, including *Destination 2045* and the *Regional Bicycle and Pedestrian Trail Investment Study*.

- Match (up to 5 points)
 - Project sponsors that provide a total local match that exceeds 25% of the project's total cost are awarded a minimum of 3 points. Any match that exceeds 30%, or 35%, qualifies for additional points.
- Project previously submitted for REI or Sidewalk Cost Share (2 points)
- Prior Planning (up to 5 points)
 - A project will earn 5 points if it is located on one of the corridors evaluated in the Regional Bicycle and Pedestrian Trail Investment Study (RBPTIS)
 - A project will earn 3 points if it is specifically mentioned in a community plan.
- Connectivity (up to 15 points)
 - Points will be award to projects based on the types on connections made and the progress made towards creating a system that makes walking and bike more feasible.
 - Connections could include neighborhood-to-neighborhood, neighborhood-to-commercial district, or connections to an existing trail or bus stop.
 - Feasibility can be shown by highlighting obstacles or impediments the new connectivity overcomes. These could include major arterials, narrow streets, railroads, ADA-accessibility issues, transit, or system gaps.
- Public Participation (up to 5 points)
 - Points will be awarded based on the level of citizen participation. Participation can range from plan approval by city council and/or planning commission to a Facebook poll to a community meeting or open house.

Important Notes on Project Selection

If projects receive the same rating, the project will be awarded to the jurisdiction that has not had a project awarded in the most recent funding cycle.

Projects will not necessarily be funded in the order of their associated scores. Due to the availability of funds and the Ozarks Transportation Organization's desire to spend all the allocated funds, projects may be selected which will best obligate the funds available.

Projects which do not meet the intent this call for projects may not be funded.



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FAQs

- How will I receive the grant monies I am awarded?
This program **reimburses** the project sponsor for costs incurred. It does not provide money up front.
- What if my project goes over budget?
The funds allocated to a project are fixed. The project sponsor is responsible for and must pay all costs incurred in excess of the funding allocated to the project; therefore, it is important to develop a good estimate for the project application.
- Will my project have to go out for bid?
The majority of projects will go through a competitive bid process for construction. In some cases, volunteers may do construction.
- Are there specific rules I have to follow if I am awarded funding for my project?
All projects (including right-of-way acquisition) are governed by the Local Public Agency Manual and Land Acquisition Manual for Right-of-Way published by MoDOT. These may be found at:
<https://www.modot.org/local-public-agency>
- What happens after I find out my project is approved for funding?
Once approved by the Ozarks Transportation Organization Board of Directors and placed in the Transportation Improvement Program, the agency managing the project must fill out a Project Programming Form and submit it to MoDOT. The programming form may be found at
http://epg.modot.org/files/3/36/136.3.1_Sept_2017.doc
- When can I start construction on my project?
No work may begin on the project until MoDOT and FHWA/FTA approves the project and a notice to proceed is issued. Costs incurred before a notice to proceed are not eligible for reimbursement.
- Will I have to complete my project within a certain timeframe?
All projects must comply with OTO's and MoDOT's Reasonable Progress Policies (see pages 6-7). In the event a project is not progressing in accordance with the reasonable progress policy, the funds may be reallocated to the next highest rated project that has not yet received funding.
- Will I have to maintain my project after it is built?
All projects are required to have a project maintenance plan for a minimum of 25 years.



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Application Instructions

In completing the responses to each Section, please refer to how the project addresses the relevant Evaluation Criteria listed on the Funding Score Sheet found on Page 15 of this application or page 8 of the Guidebook.

The application is to be [submitted online](#). Please review all required information before completing the application. The following items will need to be uploaded as part of the application process and these are identified throughout these instructions as well as each relevant point in the application itself. Unless otherwise specified, the following file types are allowed, but may not be larger than 10 MB each – Excel (xls,xlsx), Acrobat (pdf), Word (doc, docx), PowerPoint (ppt, pptx), and Text (txt). These items will also be **highlighted** throughout these application instructions.

- Resolution of Support – The primary sponsor and all co-sponsors each need to provide a resolution of support from their governing body.
- Project Details – Provide detailed drawings of the project, including property lines, expected easement locations, landscaping details, and typical cross sections.
- Schedule – Detailed project implementation schedule that shows how the timeline in this Guidebook will be achieved.
- Map and Photos – Documentation showing the project location, existing conditions, and location of proposed improvements.
- If project is in a community plan – Page(s) from Plan where proposed project is mentioned.
- Detailed Budget – Download/Save a Local Copy, [complete this Budget spreadsheet](#), and upload in an Excel (xls, xlsx) format only.
- Budget Cost Backup Details – Provide additional sheet detailing costs outlined in the budget spreadsheet ([Example](#)).
- Right-of-Way Documentation – Include copies of recorded deed, lease, or easement documents.
- Public Outreach Documentation – Provide evidence of public outreach.

Section A Project Sponsor (No Points)

It is important to accurately list the project sponsor's contact information so that they may be contacted with questions relating to the project proposal. Please include a **resolution of support** from the project sponsor and any co-sponsors. Eligible Project Sponsors include:

- i. a local government;
- ii. a regional transportation authority;
- iii. a transit agency;
- iv. a natural resource or public land agency;
- v. a school district, local education agency, or school;
- vi. a tribal government;
- vii. a metropolitan planning organization that serves an urbanized area with a population of 200,000 or fewer;
- viii. a nonprofit entity;
- ix. any other local or regional governmental entity with responsibility for or oversight of transportation or recreational trails (other than a metropolitan planning organization that serves an urbanized area with a population of over 200,000 or a State agency) that the State determines to be eligible, consistent with the goals of this subsection; and



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- x. a State, at the request of an entity described in clauses (i) through (ix).

Sponsors should also have a person of responsible charge who has completed MoDOT's LPA Basic Training prior to any funds being obligated. Here is a link to learn more and to find the training - <https://www.modot.org/training-opportunities>.

Section B Project Description (No Points)

Applicants are asked to provide a brief project description and provide information on project length, width, and surface material. Please include a **landscaping drawing**, **expected locations of easements**, **property lines**, and **typical cross-sections**, as applicable. The landscaping drawing should show the type and placement of street trees/other landscaping. Applicants will also need to upload a detailed **implementation schedule**.

Section C Location (5, 3, or 0 Points)

A concise project description will be needed and then an online map is available to mark the project location. Applicants will zoom in to the project location(s) and draw a line showing the extent of the project. Click once to start drawing and double-click to finish the line. Only one line can be submitted through this tool. If the application is for a bundle of projects, please draw a primary location and use the Map and Photos upload option in the next question to show the additional locations.

Applicants will have the opportunity to **upload any additional documentation** showing existing conditions and the location of proposed improvements. Please note that this question allows additional file types to be uploaded, including picture (jpg, jpeg, img, gif, png) formats. Up to 10 files may be uploaded. Applicants are encouraged to combine documentation into a single Adobe (pdf) document when possible.

Five points are available if the project corresponds to a corridor included in the [Regional Bicycle and Pedestrian Trail Investment Study](#). The applicant will need to specify this corridor. Three points are available if the project is only listed in a community plan. The project in the community plan will need to be specifically named. A general reference to supporting trails or sidewalk improvements is not sufficient to earn the three points. The **page(s) from the community plan** will need to be uploaded.

Section D Basic Information (2 or 0 Points)

Two points are available if the project was previously submitted through the OTO Request for Expression of Interest. Applicants are also asked to address how the project is open to the public, who will be responsible for maintenance, and if there are any anticipated environmental concerns.

Section E Phasing (No Points)

Applicants are asked to describe if the project is a phase in a larger set of projects. If so, there is an opportunity to further describe the overall project and its phases.

Section F Project Budget and Match (5, 4, 3, or 0 Points)

This section requests details on project cost, amount of federal funds requested, local match provided, and the source(s) of that local match. Points are earned for contributing in excess of the 20% match requirement. The following chart outlines how points are awarded.



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Match Amount	Points Earned
25%-29.99%	3 points
30%-34.99%	4 points
35%+	5 points

In the cost estimate section of the application, an [Excel spreadsheet is available for download](#).

Applicants are asked to save a local copy, provide amounts for the categories listed, separating federal and non-federal funding, and then **upload that spreadsheet back to the application**. Uploads will only allowed to be an Excel (xls, xlsx) format. 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).

Attach one additional sheet that details the costs. On this sheet, also explain the total cost and percentage of project total for each project element, i.e. landscaping, sidewalk, stormwater, paving, lighting. An example of what this should look like can be found [here](#).

Remember the federal transportation funding is a reimbursement program, so the applicant must have funding available for the nonfederal 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 available for use if the project cost exceeds those estimated in the general cost-estimate. The person who prepared the cost-estimate must be listed in the space provided.

Section G Right-of-Way Information (No Points)

Points will not be awarded for having right-of-way acquired, however the status of ROW acquisition may influence project selection in the event of a tie during scoring. ROW acquired within the 5 years preceding the project must also comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 USC 4601 et seq.). If ROW has been required for the project, then prior to authorization to advertise the physical construction for bids, the Sponsor will need to submit a Clearance Certification Statement, [as described in the MoDOT EPG](#) (136.8.10). **Formal evidence of right-of-way acquisition is required and includes copies of recorded deed, lease, or easement documents.**

Section H Evaluation Criteria (Connectivity - Up to 15 Points, Public Outreach - Up to 5 Points)

Please describe how this project builds connectivity within the region and the region’s trail network. Also include information on how this project makes biking and walking for transportation more feasible. A project can earn up to fifteen points for Connectivity, depending on the connections made and impediments addressed.

Applicants will also need to describe any methods used to involve the public and how the applicant has solicited public input. This involvement can range from a Facebook poll to a formally adopted plan with documented public involvement. Please **provide documentation of public outreach**.



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A project can earn up to five points for Public Outreach, depending on level of involvement and the size of the community.

Section J Signature

All applications must be signed to be considered.



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Submittal Instructions

Please submit application through online portal by 4 pm (CST), June 1, 2023.

Please use the **Application Checklist** on page 15 to help ensure your application is complete.

If you have questions or difficulty submitting your project, please contact Natasha Longpine at 417-865-3042 x103.

Application Deadline: 4 pm (CST), June 1, 2023



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Application Checklist		
Included	Application Component	For More Information –
General Project Requirements		
<input type="checkbox"/>	Does the proposed project meet at least one category of eligible activities, as chosen by OTO?	Eligible Projects, page 5
<input type="checkbox"/>	Does the proposed project involve activities that are over and above normal transportation practice and what is considered routine construction or maintenance?	Eligible Projects, page 5
<input type="checkbox"/>	Is the project sponsor contributing at least 20% of total project costs?	Match Requirements, page 5
<input type="checkbox"/>	Is the project sponsor an eligible sponsor?	Eligible Project Sponsors, page 5
<input type="checkbox"/>	Does the sponsor have an identified Person of Responsible Charge?	Eligible Project Sponsors, page 5
<input type="checkbox"/>	Is the proposed project compatible with the Ozarks Transportation Organization's Long Range Transportation Plan?	Evaluation Criteria, page 8
Application Requirements		
<input type="checkbox"/>	Does the application include an adopted local resolution of support is required from the sponsoring agency(ies)?	Section A: Project Sponsor, page 10
<input type="checkbox"/>	Does the application include a landscaping drawing showing type and location of street trees/other landscaping?	Section B: Project Description, page 11
<input type="checkbox"/>	Does the application include a project implementation schedule? (Is schedule reasonable?)	Section B: Project Description, page 11
<input type="checkbox"/>	Does the application include photos and maps of the project site?	Section C: Location, page 11
<input type="checkbox"/>	Does the application include a clear breakdown of the project's budget?	Section F: Project Budget and Match, pages 11-12
<input type="checkbox"/>	Does the application include documentation of Right-of-Way acquisition (deed, lease, easement, letter of intent)?	Section G: Right-of-Way Information, page 12
<input type="checkbox"/>	Does the application include all other required documentation? Application cannot be submitted without required questions answered.	Various
<input type="checkbox"/>	Is the application signed?	Section J: Signature, page 12



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Funding Score Sheet

Relevant Section	Evaluation Criteria	Scoring Guide	Points Received
C	A project will earn 5 points if it is located on one of the corridors evaluated in the <i>Regional Bicycle and Pedestrian Trail Investment Study</i> (RBPTIS) A project will earn 3 points if it is specifically mentioned in a community plan.	RBPTIS= 5 pts OR Community Plan = 3 pts	
D	Project previously submitted for REI or Sidewalk Cost Share	Yes = 2 No = 0	
F	Project sponsors that provide a total local match that exceeds 25% of the project's total cost are awarded a minimum of three points. Any match that exceeds 30%, or 35%, qualifies for additional points.	> 25% match = 3 pts OR > 30% match = 4 pts OR > 35% match = 5 pts	
H	Points will be award to projects based on the types on connections made and the progress made towards creating a system that makes walking and bike more feasible. Connections could include neighborhood-to-neighborhood, neighborhood-to-commercial district, or connections to an existing trail or bus stop. Feasibility can be shown by highlighting obstacles or impediments the new connectivity overcomes. These could include major arterials, narrow streets, railroads, ADA-accessibility issues, transit, or system gaps.	0-15 points, subjective	
H	Points will be awarded based on the level of citizen participation. Participation can range from plan approval by city council and/or planning commission to a Facebook poll to a community meeting or open house.	0-5 points, subjective	
TOTAL		32 Points Available	