*Funding for Pedestrian and Bicycle Infrastructure*

*and Safety Programs* Application

**Applications Due by 4pm on November 22, 2018**

*Please refer to the Application Guidelines when answering each question, addressing how each answer relates to the point system on the Funding Score Sheet.*

Project Name:

Application Date:

1. **PROJECT SPONSOR INFORMATION (page 14)** *(Required of all applicants)*

# 

**First Sponsor Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person:

Title:

Address:

Phone:

Fax:

Email:

Is the required resolution of support included for this project sponsor? □ Yes □ No

**Second Sponsor Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person:

Title:

Address:

Phone:

Fax:

Email:

Is the required resolution of support included for this project sponsor? □ Yes □ No

1. **SOURCE OF LOCAL MATCH (5 points, page 14)** *(Required of all applicants)*

List sources of matching funds for this project.

Source 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ ­­\_\_\_%

Name Amount Contributing Percent of Total Cost

Source 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_%

Name Amount Contributing Percent of Total Cost

Source 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ ­­\_\_\_%

Name Amount Contributing Percent of Total Cost

Source 4: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_%

Name Amount Contributing Percent of Total Cost

Total Local Match $ \_\_\_%

Percent of Total Cost

*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.*

***Applicants for Trail Planning Services Funding Skip to Section I***

1. **BASIC PROJECT INFORMATION (5 points, page 14)**

**Total Federal Funds Requested: $**

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?

If yes, explain how the fees charged will be used. Yes No

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

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

|  | YES | NO |
| --- | --- | --- |
| Have **ALL** *permanent* and *construction* property rights needed for this project been acquired? *(Formal Documentation Required)* | □ | □ |
| Has a **PORTION** of the *permanent* and *construction* property rights needed for this project been acquired? *(Formal Documentation Required)* | □ | □ |
| Does the applicant possess (a) letter(s) of intent to provide *permanent* and *construction* property rights? *(Formal Documentation Required)* | □ | □ |
| Is the applicant willing to exercise condemnation authority to acquire provide *permanent* and *construction* property rights?  *(Formal Documentation Required)* | □ | □ |
| Have utilities been cleared or considered for the project?  *(Formal Documentation Required)* | □ | □ |

***Attach required supporting documentation to this application.***

**D. PROJECT LOCATION INFORMATION (5 points, page 15)**

Where is the project located? Please indicate if the project will connect OTO jurisdictions.

*(Attach a map of the general area and photos.)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  | YES | NO |
| --- | --- | --- |
| Is this project located along a corridor evaluated in the OTO’s *Regional Bicycle and Pedestrian Trail Investment Study* (RBPTIS)? | □ | □ |

Name of Corridor *(as referenced in RBPTIS)*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **PROJECT DESCRIPTION (page 15)**

Please provide a concise overview of the project. Please also provide *detailed drawings* of the project, including *property lines*, *expected locations of easements*, *landscaping details*, and *typical cross sections*.

Project Length: \_\_\_\_\_\_\_\_\_\_\_\_ Trail Width: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Trail Material: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please attach a detailed *project implementation schedule* that shows how you will meet the timeline outlined in the Application Guidebook.

# **CONNECTIVITY (5 points, page 15)**

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.

1. **PUBLIC OUTREACH (5 points, page 15)**

Describe any methods the project sponsor has used to involve the public and how the sponsor has solicited public input. This involvement can range from a Facebook poll to a formally adopted plan with documented public involvement.

Is the required documentation of public outreach included? □ Yes □ No

# **H. COST ESTIMATES (page 16)**

**List the cost of the applicant’s project components in the table provided on the following page.** Not all budget categories may apply to all projects. These 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 $100,000.

This project is phased: □ Yes □ No

This project represents Phase # of

Other phases include:

**Complete for the phase represented on this application only.**

SOURCE(S) LOCAL FUNDS (*i.e. Partners, General Funds, Special Tax Revenues*):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **LIST OF ITEMS IN ORDER OF COMPLETION** | **Federal Share Request** | **NON-FEDERAL MATCH** | | | **Total (Add each row)** |
| **Applicant Budget** | **Donation** | **Source** |
| 1. Right-of-Way Acquisition | $ | $ | $ |  | $ |
| 2. Design/Preliminary Engineering (Application through Bid Opening) | $ | $ | $ |  | $ |
| 3. Utility Relocation | $ | $ | $ |  | $ |
| 4. Materials | $ | $ | $ |  | $ |
| 5. Labor/Construction | $ | $ | $ |  | $ |
| 6. Construction Engineering (Only after Bid Opening) | $ | $ | $ |  | $ |
| 7. Construction Contingency (No more than 10% of items 3-5 above) | $ | $ | $ |  | $ |
| 8. Value of any land already acquired | $ | $ | $ |  | $ |
| **TOTALS** | $ | $ | $ |  | $ |

**Cost Estimate Prepared by:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **Name** |  | **Agency/Firm** |  | **Date** |

*(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.)*

You must attach an additional sheet detailing the costs described above. Include with that detail, the total cost for each project element and the percentage of the total project cost for that element (i.e. landscaping, paving, sidewalks).

Describe all local groups/agencies identified to complete work as part of the applicant’s plan.

SECTION I (page 16) Trail Planning Services (*Only required for Trail Planning Service applications)*

Total Federal Funds Requested: **$**

Budget*:*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Line Item** | **Federal Share Request** | **NON-FEDERAL MATCH** | | | | **Total (Add each row)** |
| **Applicant Cash** | **Applicant**  **In-Kind** | **Donation** | **Source** |
| Salary | $ | $ | $ | $ |  | $ |
| Fringe | $ | $ | $ | $ |  | $ |

Term of Proposed Trail Planning Services:\_\_\_\_\_\_\_ year(s) \_\_\_\_\_\_ month(s)

Proposed Completion Date: \_\_\_\_/\_\_\_\_\_/ 202\_\_

Does this project include the required annual reports? □ Yes □ No

**Please describe how the trail planning services being proposed will benefit the OTO region by answer the following questions**:

Please describe your strategy for evaluating and refining existing trail alignments.

Please describe your strategy for engaging landowners along refined trail alignments.

Please describe your strategy for engaging with local municipalities during their respective trail design processes.

Please describe your strategy for increasing community interest in trails, through presentations and distribution of printed materials.

**SECTION J (page 16)** *(Required of all applicants)*

***We, the Undersigned:***

* *Hereby submit this project application to the Ozarks Transportation Organization (OTO) for approval of the project concept.*
* *Understand that the Funding for Pedestrian and Bicycle Infrastructure and Safety Programs Program is not a grant program, and that funds are administered by MoDOT.*
* *Understand that payments will be made by MoDOT as work progresses, and that no payments will be made until all local requirements have been met and proper documentation has been submitted to MoDOT.*
* *Hereby assure OTO and MoDOT that the required match will be available for all funded phases of this project at a time and through a process mutually agreed to by both MoDOT and the local government(s).*
* *Understand that the project costs in this proposal are preliminary estimates only, and that actual final costs may be more or less than those reflected herein. We understand that any variance in TAP funded projects will also affect the amount of the required local match and we are prepared to accommodate any additional local matching requirements.*
* *Hereby assure MoDOT that the local government(s) will maintain (or cause to be maintained) this project in a way and for a period of time mutually agreed to by all parties. We further understand that there will be a formal written agreement between the Missouri Highway and Transportation Commission (MHTC) and the local government(s) prior to project implementation.*
* *By signing this application, the organization (local government, school district, or other eligible entity) agrees to assume all responsibility for all environmental and cultural resource impacts that this project may have and understands that this program is subject to availability and eligibility of federal funding.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **Name** |  | **Title** |  | **Date** |

|  |  |  |
| --- | --- | --- |
| **Application Checklist** | | |
| **Included** | **Application Component** | **For More Information** |
| General Project Requirements | | |
| □ | Does the proposed project meet at least one category of eligible activities, as chosen by OTO? | Eligible Projects, page 6 |
| □ | Is the project sponsor contributing at least 20% of total project costs? | Match Requirements, page 6 |
| □ | Is the project sponsor an eligible sponsor? | Eligible Project Sponsors, page 6 |
| □ | Is the proposed project compatible with the Ozarks Transportation Organization’s Long Range Transportation Plan? | Evaluation Criteria, page 10 |
| □ | Does the project meet minimum award size restrictions? | Project Award Size Restrictions, page 6 |
| Trail Construction Application Requirements | | |
| □ | Does the application include photos and maps of the project site? | Section D: Project Location, page 15  Section E: Project Description, page 15 |
| □ | Does the project have a direct relationship to the Surface Transportation System? | Eligible Projects, page 6 |
| □ | 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 6 |
| □ | Does the application include a project implementation schedule? | Section E: Project Description, page 15 |
| □ | Does the application include a landscaping drawing showing type and location of street trees/other landscaping? | Section E: Project Description, page 15 |
| □ | Does the application include an adopted local resolution of support is required from the sponsoring agency? | Section A: Project Sponsor, page 14 |
| □ | Is the application signed? | Section J: Signature, page 16 |
| □ | Does the application include documentation of Right-of-Way acquisition (deed, lease, easement, letter of intent)? | Section C: Basic Information page 14 |
| □ | Does the application include a clear breakdown of the project’s budget? | Section H: Cost Estimates, page 15 |
| Trail Planning Services Application Requirements | | |
| □ | Does the application include a clear breakdown of the project’s budget? | Section I: Trail Planning Services, page 16 |
| □ | Does the application include the term of services and proposed completion date? | Section I: Trail Planning Services, page 16 |
| □ | Does the application address the four key questions concerning the benefits of the proposed services to the OTO? | Section I: Trail Planning Services, page 16 |

Funding Score Sheet

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Proposed Project** | **Relevant Section** | **Evaluation Criteria** | **Scoring Guide** | **Points Received** |
| ALL | B | 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  > 30% match = 4 pts  > 35% match = 5 pts |  |
| Trail Construction Applications | C | Right-of-Way for the project has already been acquired in its entirety  **(Entirely Acquired = 2pts, Written Letter of Intent = 1pt, No Formal Communication or Acquisition = 0pts)** | No documentation = 0 pts  Letters of Intent = 1 pts  Partial rights = 2 pts  All necessary rights = 5 pts |  |
| D | A project will earn five points if it is located on one of the corridors evaluated in the *Regional Bicycle and Pedestrian Trail Investment Study* (RBPTIS) | In RBPTIS= 5pts |  |
| F | 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, or system gaps. | 0-5 points, subjective |  |
| G | Points will be awarded based on the level of citizen participation. Participation can range from plan approval by city council to a Facebook poll to a community meeting or open house. | 0-5 points, subjective |  |
| Trail Planning Services Applications | H.1 | Points will be awarded based on the likelihood the proposed strategy would result in appropriately refined alignments. | 0-5 points, subjective |  |
| H.2 | Points will be awarded based on the likelihood the proposed strategy would result in positive relationship with landowners along the refined alignments | 0-5 points, subjective |  |
| H.3 | Points will be awarded based on the likelihood the proposed strategy would result in improved trail design and more frequent trail construction. | 0-5 points, subjective |  |
| H.4 | Points will be awarded based on the likelihood the proposed strategy would result in increased community support for trails. | 0-5 points, subjective |  |
| **TOTAL** | | | **25** |  |