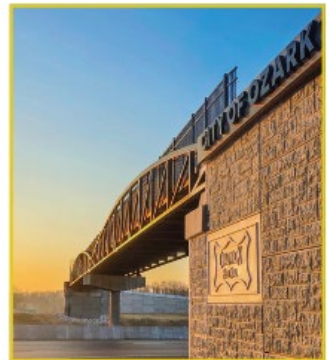


2026 OTO Sidewalk/Trail Funding Guidebook

[Link to Online Application](#)



2026





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Quick Facts

Available Funding

The estimated amount of funding available through FY 2028 is about \$3 million. The amount awarded through this call for projects will be dependent upon the types of applications received. The Ozarks Transportation Organization (OTO) may also select contingency projects with combined total project costs of about \$1 million. These projects would receive funding only if additional funds become available.

Approximate Bicycle and Pedestrian Funding	\$3,000,000
--	--------------------

OTO will set aside at least 10% of the available Bicycle and Pedestrian funding for Trail and Sidewalk Engineering projects. These projects will only include funding for preliminary engineering (PE)/design of a sidewalk or trail project and will be evaluated separately with the same scoring criteria. If Trail and Sidewalk Engineering applications total less than 10% of the available funding, the remaining set-aside funds will be awarded to all projects.

Eligibility Requirements

Projects: Construction, planning, and design of transportation-related bicycle and pedestrian off-road trails and sidewalks, and associated infrastructure: crosswalk enhancements, including underpasses and overpasses.

Project Sponsors:

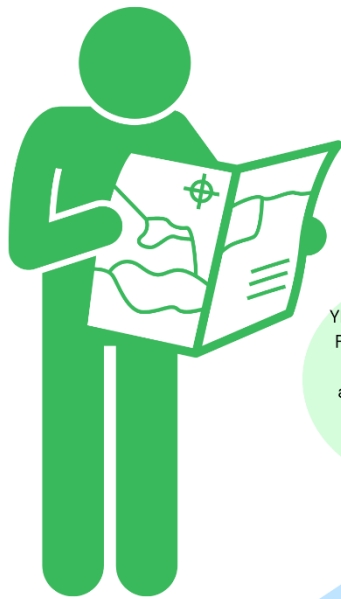
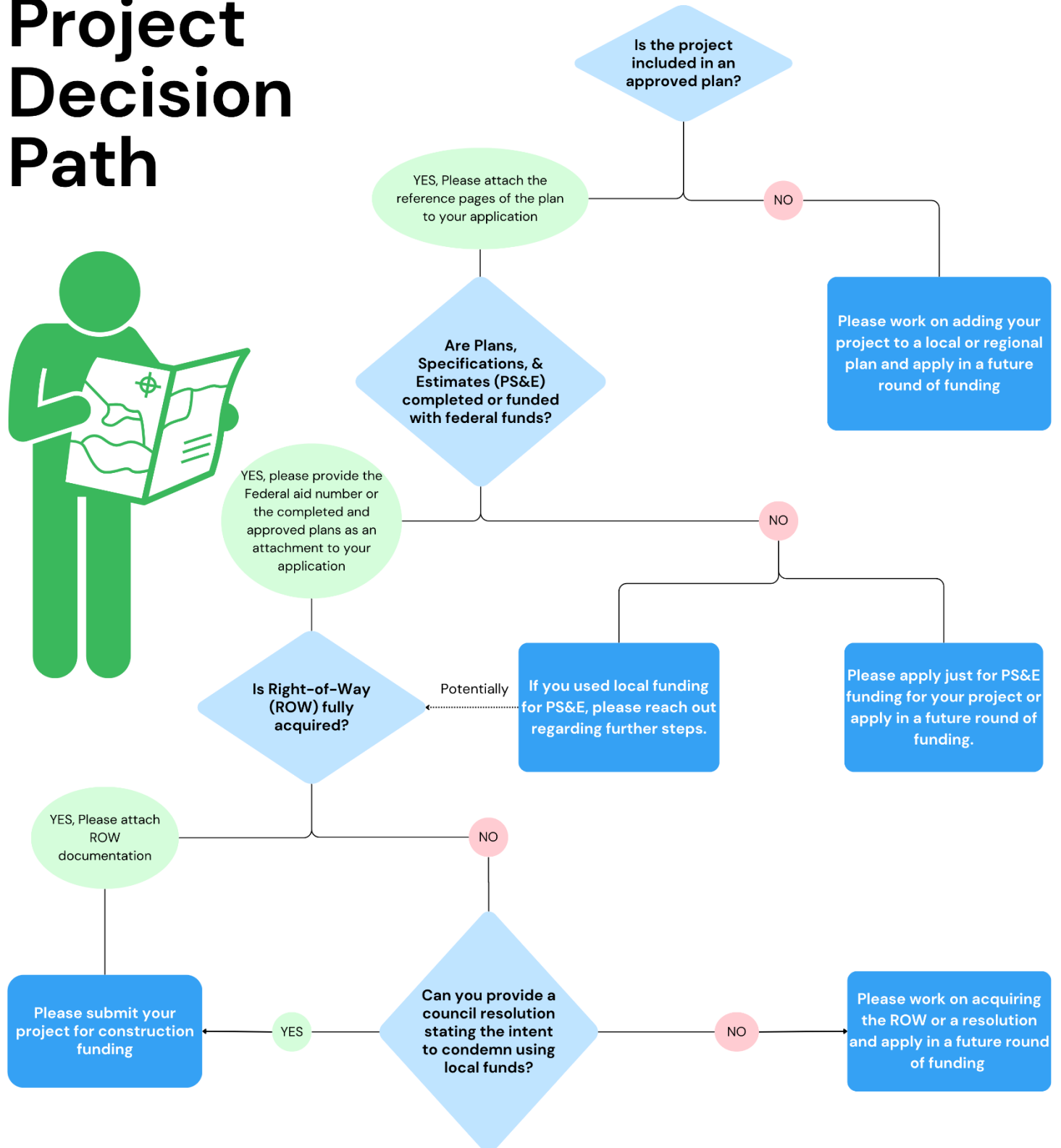
Eligible project sponsors are defined in 23 USC 133 (h) –

- 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 Readiness: The project decision path on the following page should be used by applicants to determine if the proposed project meets applicable project readiness criteria of this call for projects, such as being part of prior planning, having approved and completed or funded Plans, Specifications and Estimates (PS&E) and acquired Right-of-Way (ROW).



Project Decision Path





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Timeline

The table below represents an estimated timeline for trail construction project completion. Projects may proceed more quickly. Timelines are subject to available funding and may change.

Project Type	Construction	
Applications Due	November 23, 2026	
Award Notification post TIP Amendment	February 2027	
Right-of-Way (ROW)	Acquired	In Progress
Construction ROW Clearance		February 29, 2028
Construction Plans, Specifications, & Estimates (PS&E) Submittal		March 31, 2028
Construction Authorization to Bid	May 31, 2027	April 30, 2028
Construction Contract Award	July 31, 2027	June 30, 2028
Final Project Closeout	Variable	

Projects that used local funding for PS&E need to get plans submitted and approved within the ROW “In progress” timeline.

Project Type	Plans, Specifications & Estimates
Applications Due	November 23, 2026
Award Notification post TIP Amendment	February 2027
Programming Data Form	February 2027
Engineering Services Contract Approval	May 31, 2027
Preliminary & Right-of-Way Plans Submittal	October 31, 2027
Plans, Specifications, & Estimates (PS&E) Submittal	May 31, 2028
Plans, Specifications, & Estimates (PS&E) Approval	June 30, 2028
Final Project Closeout	June 30, 2028

Project Selection

Selection criteria are drawn from the Vision, Goals, and Policies, and the *Official Trail Map* outlined in *Next Stop 2050*. 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 and Pedestrian Advisory Committee.



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Additional Information Available Through:

David Knaut
Ozarks Transportation Organization
2208 W Chesterfield Blvd., Suite 101
Springfield, MO 65807
(417) 865-3042 x 107
dknaut@ozarkstransportation.org

Joseph A. Diciolla
MoDOT Southwest District
PO Box 868
3025 E. Kearney
Springfield, MO 65801
(417) 895-7638
joseph.diciolla@modot.mo.gov

[Link to Online Application](#)

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 5).

Application Deadline: 4 pm (CST), November 23, 2026

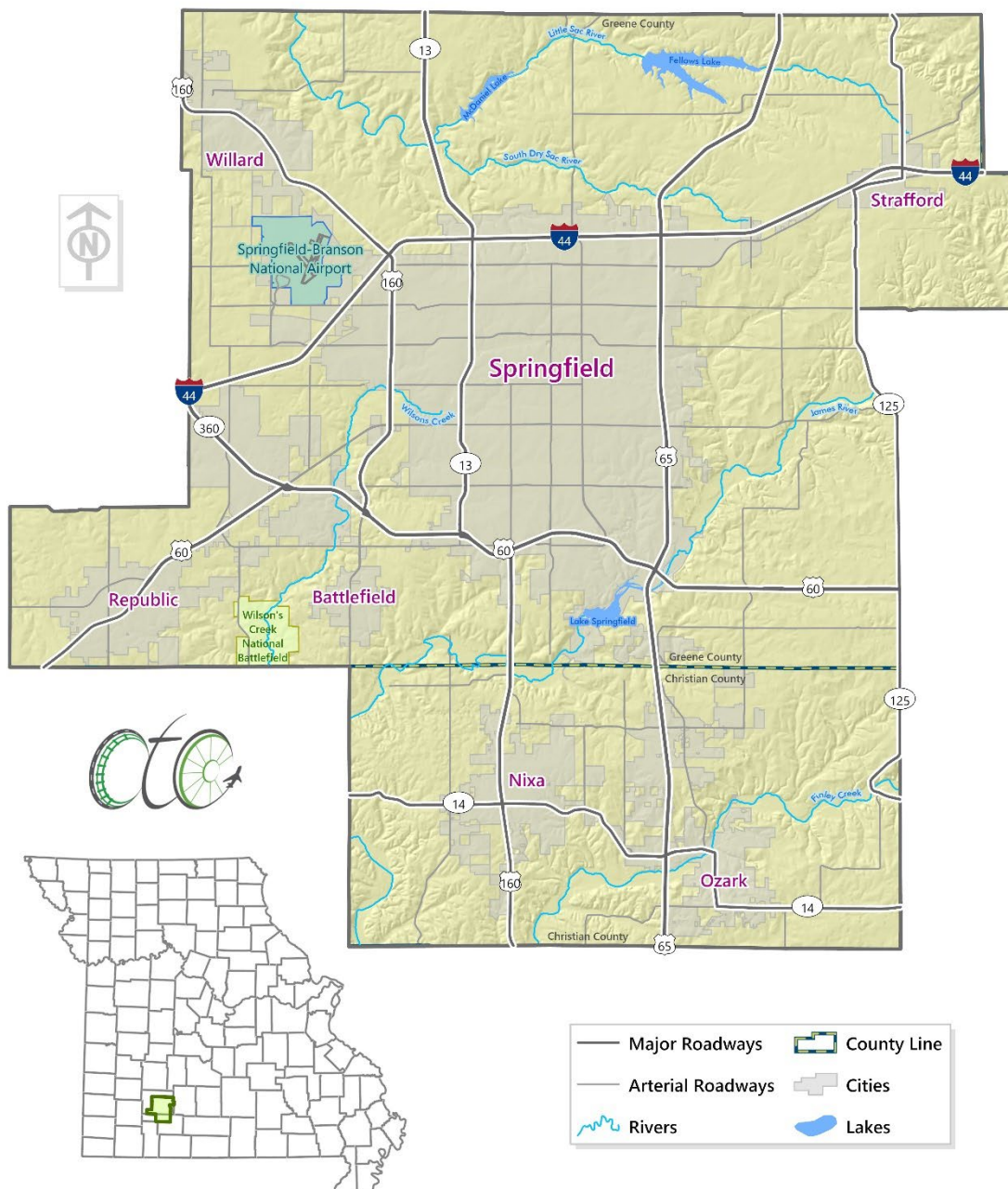


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Ozarks Transportation Organization MPO Study Area

Approved by the Governor of Missouri 2/8/2002





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Available Funding

OTO is making available funds through the Surface Transportation Block Grant – Urban (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. OTO may award additional projects with total project costs of about \$1 million as a contingency if more funding becomes available.

The estimated amount of funding available through FY 2028 is about \$3 million. The amount awarded through this call for projects will be dependent upon the types of applications received.

Approximate Bicycle and Pedestrian Funding	\$3,000,000
--	--------------------

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

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 applicants 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.

OTO will set aside at least 10% of the available funding for Trail and Sidewalk Engineering projects. These projects will only include funding for preliminary engineering (PE)/design of a sidewalk or trail project and will be evaluated separately with the same scoring criteria. If Trail and Sidewalk Engineering applications total less than 10% of the available funding, the remaining set-aside funds will be awarded to all projects.

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 supporting the proposed project and its implementation should the project be funded. Sponsors should also have a person of responsible charge who has



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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.

Project Readiness Requirements

The project decision path on page 2 should be used by applicants to determine if the proposed project meets the applicable project readiness criteria of this call for projects, such as being part of prior planning, having completed and approved or funded Plans, Specifications and Estimates (PS&E) and acquired Right-of-Way (ROW).

Timelines

Projects funded through this call-for-projects must comply with the application timeline outlined below. Trail Construction applications must comply with programming, design, and construction procedures outlined in the reasonable progress section on pages 9-10.

Application Process

October 19, 2026	Notice of Funding and Guidebook Posted
November 5, 2026	Pre-application workshop
November 23, 2026	Application Deadline
December 8, 2026	Bicycle and Pedestrian Advisory Committee to select projects
December 16, 2026	TPC meeting to recommend TIP amendments for selected projects
January 21, 2027	Board of Directors meeting to approve TIP amendments for selected projects
February 2027	Programmed in TIP following TIP Amendment Approval by FHWA

All funding awards are contingent upon inclusion in the Transportation Improvement Program (TIP) and final approval by FHWA, MoDOT, and any other applicable federal or state agencies. No funding is considered awarded or obligated until all required approvals have been obtained.

Pre-application Workshop

OTO will host an optional virtual workshop on November 5, 2026 at 2 p.m. through Microsoft Teams. Staff will review the online application process and answer questions about application requirements and applicants' specific projects. Join the workshop using this link:

<https://teams.microsoft.com/meet/213945123043953?p=IAnvkOvfVxCgF39mQ4>

For questions about the workshop, contact David Knaut at 417-865-3042 x107 or via email: dknaut@ozarkstransportation.org.

Persons who require special accommodations under the Americans with Disabilities Act or persons who require interpreter services (free of charge) should contact David Knaut at (417) 865-3042 at least 24 hours ahead of the workshop.



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Si usted necesita la ayuda de un traductor, por favor comuníquese con David Knaut al (417) 865-3042, al menos 48 horas antes de la reunión.

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 pages 9 and 10. Schedules may change based on funding availability, but the maximum time frame is expected to be similar. OTO has adopted a reasonable progress policy specific to sidewalk/trail projects, which can be found here - [Reasonable Progress Policy \(2026\)](#). 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 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 failing to demonstrate 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.

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.

Timeline for Construction Projects with ROW already acquired ¹			
Phase	Maximum Time Frame	Projected Schedule	Funds Obligated
1. Award Notification post TIP Amendment	0 Months	February 1, 2027	No
2. Programming Data Form ²	0 Months	February 1, 2027	No
3. Program Agreement Approved	2 Months	March 31, 2027	No
4. Construction Authorization to Bid	4 Months	May 31, 2027	Yes
5. Construction Contract Award	6 Months	July 31, 2027	Obligation May be Modified
6. Final Project Closeout ³	Variable	Variable	Obligation May be Modified (as needed)

¹Timelines are subject to available funding and may change.

²The 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.

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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Timeline for Construction Projects without ROW already acquired or Local Engineering ¹			
Phase	Maximum Time Frame	Projected Schedule	Funds Obligated
1. Award Notification post TIP Amendment	0 Months	February 1, 2027	No
2. Programming Data Form ²	0 Months	February 1, 2027	No
3. Program Agreement Approved	2 Months	March 31, 2027	No
4. Right-of-Way Clearance	13 Months	February 29, 2028	No
5. Construction Plans, Specifications, & Estimates (PS&E) Submittal	14 Months	March 31, 2028	No
6. Construction Authorization to Bid	15 Months	April 30, 2028	Yes
7. Construction Contract Award	17 Months	June 30, 2028	Obligation May be Modified
8. Final Project Closeout ³	Variable	Variable	Obligation May be Modified (as needed)

¹Timelines are subject to available funding and may change.

²The 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.

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.

Timeline for PS&E Projects ¹			
Phase	Maximum Time Frame	Projected Schedule	Funds Obligated
1. Award Notification post TIP Amendment	0 Months	February 1, 2027	No
2. Programming Data Form ²	0 Months	February 1, 2027	No
3. Program Agreement Approved	2 Months	March 31, 2027	No
4. Engineering RFQ/ On Call Solicitation Submitted to MoDOT	2 Months	March 31, 2027	No
5. Engineering Solicitation Completed	3 Months	April 30, 2027	No
6. Engineering Services Contract Approval ³	4 Months	May 31, 2027	Yes
7. NEPA Clearance/ Preliminary & Right-of-Way Plans Submittal	9 Months	October 31, 2027	
8. Plans, Specifications, & Estimates (PS&E) Submittal	16 Months	May 31, 2028	
9. Plans, Specifications, & Estimates (PS&E) Approval	17 Months	June 30, 2028	
10. Final Project Closeout	17 Months	June 30, 2028	

¹Timelines are subject to available funding and may change.

²The 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.

³The 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](#).



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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 *Next Stop 2050* and the *Regional Bicycle and Pedestrian Trail Investment Study*.

- **Collaboration (5 points)**
Points will be awarded to collaborative projects, meaning a project is part of an approved STIP project (Collaboration with MoDOT) or is part of a collaboration between more than one entity with financial contributions from all agencies. Please note that funding contributions of collaborative entities need to be at least 5% of the local match amount.
- **Project has completed Construction Plans, Specifications, & Estimates (PS&E) approved by MoDOT (4 points)**
- **Project includes fully acquired Right-of-Way (3 points)**
- **Project previously submitted for another grant funding opportunity, such as Sidewalk Cost Share or Department of Natural Resources (DNR) funding (2 points).** Applications submitted for funding through OTO, including in prior years, do not qualify for these points.
- **Project is located in a low-income and/ or Zero-Car-household area as outlined in the [Sidewalk and Trail CFP 2026 Map](#) (3 points)**
- **Mobility Access (3 points)**
A project will earn 3 points if the project removes a major barrier for connectivity by creating a new crossing location for pedestrians or bicyclists, including, but not limited to, a protected crossing of a thoroughfare or train railroad tracks.
- **Connectivity (up to 15 points)**
 - Up to 5 points will be awarded to a project that creates connectivity between different communities, either directly or as part of the regional trail system as shown in the official OTO trail map.
 - Projects that are designed as a multimodal facility will receive 5 points, if the majority of the project offers a 10' or wider path of travel.
 - 5 points will be awarded to projects that create a new connection between two existing trails.
- **Public Participation (up to 5 points)**
Points will be awarded if Project is directly mentioned in an adopted plan or involved direct citizen participation through a survey, community meeting/ open house or is the result of meaningful input in support of the project.
- **Deduction based on Reasonable Progress of Existing Projects (Minus 10 points)**
Project applications will receive a deduction if the project sponsor has not met reasonable progress requirements on a current project through OTO.



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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 and according to available funding.

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. OTO may also select contingency projects with combined total project costs of about \$1 million. These projects would receive funding only if additional funds become available.

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



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FAQs

- How will I receive the grant money I am awarded?
This program **reimburses** the project sponsor for costs incurred. It does not provide money up front. No work may begin on the project until MoDOT and FHWA/FTA approve the project and a notice to proceed is issued. Costs incurred before a notice to proceed are not eligible for reimbursement.
- 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 the project is approved by the Ozarks Transportation Organization Board of Directors, and approved through the required federal and state processes and placed in the Transportation Improvement Program, the agency managing the project must fill out a Project Programming Data Form and submit it to MoDOT. The programming form may be found at
https://epg.modot.org/files/3/36/136.3.1_Sept_2017.doc
- When can I start work on my project?
No work may begin on the project until MoDOT and FHWA/FTA approve 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 9-10). In the event a project is not progressing in accordance with the reasonable progress policy, the funds may be suspended and awarded to another project with a different project sponsor.
- 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. The applicant will maintain (or cause to be maintained) this project and will sign a formal written agreement with the Missouri Highway and Transportation Commission (MHTC) that will include maintenance requirements. If the project is within MoDOT ROW, the applicant will sign a specific MoDOT maintenance agreement as well.



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Application Instructions

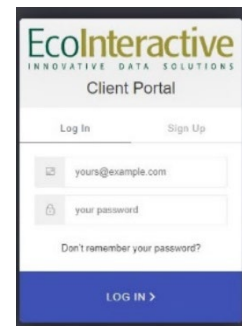
In completing the responses to each Section, please refer to how the project addresses the relevant Evaluation Criteria listed on the Funding Score Sheet found on page 24 of the Guidebook.

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. Uploads may not exceed 250 MB per file. More information on how to upload files is included later in the guidebook. 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, including financial contribution if applicable and a resolution for funded PS&E (if applicable).
- Project Details – Provide detailed drawings of the project, including federal aid number and completed PS&E (if applicable), 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.
- Approved plan – Page(s) from Plan where proposed project is mentioned.
- Detailed Budget – Download/Save a Local Copy, complete the relevant Budget spreadsheet, and upload in an Excel (xls, xlsx) format only.
 - [PS&E Detailed Budget](#)
 - [Construction Detailed Budget](#)
- 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 or resolution showing the sponsor's willingness to condemn with local funds.
- Public Outreach Documentation – Provide evidence of public outreach.

Getting Started

Applications will be submitted through [OTO's TIP tool which can be accessed through the OTO website](https://portal.oto.ecointeractive.com/) - <https://portal.oto.ecointeractive.com/>. You will need to log in to the Client Portal to submit an application. If you don't already have a login, click sign-up to request access. You can also reset your password from this page.





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Signing up

The system will ask you to set up email and login credentials.

Organization

You will then be requested to select the organization you represent. If you do not see your organization listed, please email Natasha Longpine at nlongpine@ozarkstransportation.org.

Requested Plans

You will need to select an organization to see the options for Requested Plans. You will have the choices of TIP and CFP. To submit an application, you must select **CFP**. You may also request TIP access if you will need system access at the time of the annual Transportation Improvement Program update, but **CFP** should be selected at a minimum.

Requested Access Level

If you will be submitting or collaborating on an application, select Sponsor as an access level. Sponsors will be able to see all applications associated with a single Organization, as selected earlier during registration.

Requested Project Access

Select My Organization's Projects. Be sure to complete the Captcha and click Create Account. OTO staff will be notified of the request for account access and will review/approve the new account. You will then receive an email to confirm your information and then you should be able to log in.

Once you have successfully logged in, you will see your organization's dashboard. From there, you can submit an application by clicking the new project button in the top right corner. For Plan Cycle, please select "CFP/CFP 2026 -Bike/ Ped" and for Plan Revision please select "Fall 2026 Bike/Ped."

The ProjectTracker sign-up form includes the following fields and instructions:

- Email ***: Enter your email address. Below the field, it says "Please provide a valid email".
- First Name ***: Enter first name.
- Last Name ***: Enter last name.
- Password ***: Enter password. Below the field, it says "Please create a valid password - Use 8 to 30 characters with a mix of letters, numbers & symbols".
- Confirm Password ***: Confirm password.
- Phone Number ***: Enter phone number.
- Organization ***: Select Organization (dropdown menu).
- Requested Plans ***: Select plans (dropdown menu).
- Requested Access Level ***: Select access level (dropdown menu).
- Requested Project Access ***: Select project access (dropdown menu).

The screenshot shows the ProjectTracker dashboard with a modal for creating a new project. The modal has two steps: 1. SELECT PLAN REVISION and 2. ENTER PROJECT DETAILS. The first step is active, showing a dropdown for Plan Cycle and Plan Revision. A red arrow points from the 'NEW PROJECT' button in the top right corner of the dashboard to the 'Plan Cycle' dropdown in the modal. The dashboard also shows a list of projects with columns for ID, AGENCY, TYPE, and TOTAL COST.

ID	AGENCY	TYPE	TOTAL COST
1	Davis	Transit Line/Route Expansion	
2	Elk Grove	Transit Operations	
3	Mather	Transit Vehicles	\$29
4	Fair Oaks	Transit Vehicles	\$5
5	Rancho C	Transit Vehicles	
6	Davis	Transit Line/Route Expansion	\$2
7	Orangevale	Transit Support Facilities	
8	Fair Oaks	Transit Operations	
9	Hood	Transit Line/Route Expansion	
10	North High	Transit Line/Route Expansion	\$280,00
11	Fair Oaks	Transit Line/Route Expansion	\$5
12	Fair Oaks	Transit Vehicles	\$5
15	Davis	Road Maintenance	\$67
16	West Sacramento	Road Expansion	\$1,25



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In the next step, please provide a unique title/name for the project, select project type “Bicycle and Pedestrian,” applicant’s agency, and provide a brief description of the project. Please note that the project title and description can be edited before submittal, but it is important that the applicant selects the correct agency because projects are only visible to the submitting agency.

Once an applicant has created a project, they will be brought to a webpage where additional information can be provided. This information is organized by tabs across the top, described in more detail below.

The screenshot shows the top of the project management interface. At the top left, there is a back arrow and the text "CFP24-157 Title". To the right are several icons: a red circle with an 'i', a speech bubble, a cloud, a lock, and buttons for "EDIT" and "DRAFT". Below these icons, a revision link is shown: "Revision: Ozarks Transportation Organization / CFP / CFP 2026 - Bike/ Ped / Fall 2026 Bike/Ped" and "Last edited: David Knaut (10/19/2026)". A row of tabs is visible: "PROGRAMMING" (highlighted in blue), "OBLIGATION", "MAP", "IDS / CONTACTS", "ATTACHMENTS", "REVISION HISTORY", and "PROJECT QUESTIONS" (with a red notification icon).

Programming

The first tab is the Programming tab. In the Programming tab, the title and the description of the project can be edited under “Project Information” and applicant should select the County of the Project and the “project type subcategory (non-transit)”.

This screenshot shows the "Project Information" section of the programming tab. It contains several dropdown menus: "Project Title" (with a red asterisk), "Project Description" (with a red asterisk), "Project Type" (set to "Bicycle and Pedestrian"), "Lead Agency" (set to "Ozarks Transportation Organization"), "County" (set to "Select County"), and "Municipality" (set to "Select Municipality"). Below these is a "Transit Project Subcategory" dropdown, which is open, showing a search bar and a list of options: "Select All", "Engineering/Design", "Construction", and "Not Applicable". The "Project Type" dropdown is also circled in red. The "County" dropdown is also circled in red.

In the location information section, the applicant should enter the Route/Road Name, length of the project in feet, and the start and ending point of the project. When entering the location information, please choose “Off-System” as system type (first field on the left) and “N/A” as location type (see screenshot below). The start and end points are text fields, and the applicant can enter road names or descriptions. Please enter the length of the project in feet.

This screenshot shows the "Location Information" section of the programming tab. It contains several input fields: "System" (set to "Off-System"), "Location Type" (set to "N/A"), "Route/Road Name", "Bridge Number", "From", "To", and "Length" (set to "0"). There is a red "X" icon next to the "Length" field. Below these fields is a button labeled "ADD NEW LOCATION".



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Applicants will also enter the funding amounts under Programming Information. In the upper right corner of the Programming Information section, select which project element/phase is being applied for and then click “add row” and select the fiscal year (FY) “2027” under “CFP Years – CFP 2026 -Bike/Ped” and the funding type (Federal, state, or local) and enter the amounts.

Potential project elements for a sidewalk and trail project application:

- ENG – Engineering
- ROW – Right-of-Way (Please note ROW will not be funded)
- CON - Construction

Please note that applicants need to upload a **detailed budget and budget backup** as well. This will happen under the attachments tab.

Applicants will also need to provide a short narrative under Change Reason Details. This feature will allow applicants to reuse their application for future funding rounds if needed.

Obligation

Applicants may skip this tab.

Map

Under the Map tab, applicants can draw the location of their project. Applicants will zoom in to the project location(s) and select to draw a point, line, or polygon showing the extent of the project. Click once to start drawing and double-click to finish a line or polygon. Applicants will be able to draw multiple points, lines, or polygons on the same map. If the project has multiple project locations, please make sure to add all locations in the Programming tab as well. If there is a need to redraw a project, click on the cursor symbol, and then select the project location and delete it or adjust the vertices.

IDs/Contacts

Applicants may skip this tab.

Attachments

Under the attachments tab, applicants can upload required documents, including ROW proofs, detailed budget and budget back-up information, resolutions, engineering drawings, reference pages of plans and supplemental backup information, including pictures and additional maps. Please select the document type after a file has been uploaded.



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PROGRAMMING OBLIGATION MAP IDS / CONTACTS **ATTACHMENTS** REVISION HISTORY PROJECT QUESTIONS

Uploaded Files

DOC DATE	DESCRIPTION	TYPE	FILE NAME	FILE SIZE	UPLOADED BY	UPLOADED DATE
10/19/2026	Construction Detailed Budget.:	Select a Document Type	Construction Detailed Budget.xlsx	12.05 KB		X
		Agreement				
		Application				
		Correspondence				
		Informational				
		Map				
		Other				
		Picture				
		Resolution				

upload (max filesize 250MB) or [select files instead.](#)

Revision History

Informational, applicants may skip this tab.

Project Questions

The Project Questions Tab will show applicants how many of the required questions are not completed. Click on the tab to enter the information for each question. Please complete all the questions and enter N/A if a question is not applicable to your project.

Section A Project Sponsor (5 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, including the amount of financial contribution from co-sponsors (if applicable).

The project sponsor must provide funding commitment documentation such as resolutions, letters, or ordinances including funding amounts if project is awarded. Please note that funding contributions of collaborative entities need to be at least 5% of the local match amount.

Five points are available for projects that are part of an approved STIP project or part of a collaboration between different sponsors with financial contributions from all sponsors.

Eligible Project Sponsors include:

- a local government;
- a regional transportation authority;
- a transit agency;
- a natural resource or public land agency;
- a school district, local education agency, or school;
- a tribal government;
- a metropolitan planning organization that serves an urbanized area with a population of 200,000 or fewer;
- a nonprofit entity;
- 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 (5 Points)

Applicants are asked to provide information on project width and surface material. Please upload detailed drawings, including 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**. Documents and drawings can be uploaded under the Attachment tab.

Five points are available to projects that are designed as a multimodal facility with the majority of the project offering a 10' or wider path of travel.

Section C Project Readiness (0 Points)

Applicants are asked to provide information to show the application meets the project readiness requirements set by the Ozarks Transportation Organization, including the project's inclusion in an approved plan, status of engineering and Right-of-Way information. Please view the project decision path on page 2 to determine if your project meets the project readiness requirements or what type of project you should be applying for. Please note the project will need to be specifically named in an approved plan. A general reference to supporting trails or sidewalk improvements is not sufficient to meet the project readiness requirement. The **page(s) from the approved plan** needs to be referenced and uploaded through the Attachments tab or a link with references to the pages can be provided.

Section C.1 Status of Engineering (4 Points)

Applicants provide information on whether they are applying for just a Plans, Specifications, and Estimates (PS&E) project or not. If the project is only for construction, please reply no to Question 1 in Section C.1 and then complete the following questions in this section. If the application is only for PS&E, please answer N/A to the following three questions and then answer the question 5 to 7.

Four points are available for projects that have completed PS&E approved by MoDOT.

Section C.2 Right-of-Way Information Status (3 Points)

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/documentation proving the Right-of-Way (ROW) acquisition or the willingness to condemn.** These must be uploaded through the Attachments tab.

Three points are available for projects that have fully acquired Right-of-Way.



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Section D Location (3 Points)

An online map is available through a separate Map tab to mark the project location. Applicants will zoom in to the project location(s) and select to draw a point, line, or polygon showing the extent of the project. Click once to start drawing and double-click to finish a line or polygon. Applicants will be able to draw multiple points, lines, or polygons on the same map. If the project has multiple project locations, the applicant should make sure to add all locations in the programming tab as well. If there is a need to redraw a project, click on the cursor symbol, and then select the project location and delete it.

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

Three points are available if the project is located in a low-income and/or zero-car-households area as outlined in the [Sidewalk and Trail CFP 2026 map](#).

Section E Project Budget and Match (No points)

This section requests details on project cost, amount of federal funds requested, local match provided, and the source(s) of that local match.

For the cost estimate section of the application, there are two budget spreadsheets available to download below:

- [PS&E Detailed Budget](#)
- [Construction Detailed Budget](#)

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 as an Excel file back to the application**. 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, consideration for funding may be affected. 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. Describe any additional funds available for use if the project cost exceeds those estimates in the general cost-estimate. The person who prepared the cost-estimate must be listed in the space provided.



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Section F Basic Information (2 Points)

Applicants are asked to address whether the project was part of a prior application and how the project is open to the public, and who will be responsible for maintenance.

Two points are available if the project was previously submitted for another grant funding opportunity, such as Sidewalk Cost Share or funding through the Department of Natural Resources (DNR). Applications submitted for funding through OTO, including in prior years, do not qualify for these points. Please upload the prior grant application(s) submitted for the qualifying funding opportunity. If the project has not been previously submitted for other grant funding, please just enter “N/A” for question 2 in section F.

Section G Evaluation Criteria (Up to 18 Points)

Connectivity: Please describe how this project creates connectivity between different communities, for example the project is part of the regional trail system as shown in the [official OTO trail map](#). Include information if project fills a gap between two existing trails and how the project contributes to improving active transportation in the region. A project can earn up to ten points for Connectivity, depending on the connections made and impediments addressed.

Five points can be earned for creating a connection between two existing trails. Up to five points can be earned for how well the project creates a connection between communities.

Mobility Access: Please describe how this project addresses a need in the community and reduces key connectivity barriers for pedestrians and/or bicyclists, for example, by providing a new crossing over railroad tracks or a non-local road or improving a crossing without current bicycle or pedestrian infrastructure. Include details on the location of the barrier and details on improvements. You can view road classifications in [OTO's Major Thoroughfare Plan](#) to determine if the project is addressing a barrier of a non-local road.

Three points are available to projects that will remove a major barrier by creating a new crossing location for pedestrians and bicyclists.

Public Participation: Applicants will also need to describe any methods 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 related to this project. Please also provide any details on how you involved groups directly affected by the project and how this outreach influenced the development of the project, such as its location, scope, design, or timing. Upload the supporting documentation of the described outreach, for example poll results or pages from plans. **Please provide documentation of public outreach through the Attachment tab.**

A project can earn up to five points for Public Participation, depending on the level of involvement.

Section H Signature

All applications must be signed to be considered. Applications are considered signed by electronically acknowledging the application agreement at the end of the list of Application Questions.



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Submittal Instructions

Please submit applications through the online portal by 4 pm (CST), November 23, 2026.

Please use the **Application Checklist** on page 23 to help ensure your application is complete.

If you have questions or difficulty submitting your project, please contact David Knaut at 417-865-3042 x107.

Applicants need to save changes before exiting the website or before submitting the application. Applicants can “unsubmit” and edit their application prior to the application deadline. However, the application needs to be submitted for review prior to the deadline below:

Application Deadline: 4 pm (CST), November 23, 2026

CFP24-108 Project Title

DRAFT Project not ready to submit. See missing requirements. Revision: Ozarks Transportation Organization / CFP / CFP 2025 / April 2025 Bike/Ped Last edited: David Knaut (03/20/2025)

EDIT SUBMIT FOR REVIEW

PROGRAMMING OBLIGATION MAP IDS / CONTACTS ATTACHMENTS REVISION HISTORY PROJECT QUESTIONS

Project Administration

Plan Revision*	ID*	Award Status
Ozarks Transportation Organization / CFP / CFP 2025 / April 2025 Bike/Ped	CFP24-108	- None -
Award Notes		

A quick way to access previously drafted or submitted projects is through the dashboard. Select “CFP 2026” under the Programming section of the dashboard to filter and access your project application(s).

Ozarks Transportation Organization

Project Delivery 04/01/2024 - 07/31/2024 (Active) TFF24-Q4

Not Started 13 Projects without Updates	Draft 0 Updates in Progress	Pending Review 0 Schedules Awaiting Review	Denied 0 Schedule Updates Rejected	Accepted 13 Schedule Updates Approved
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Programming

Draft 262	Pending Review 0	Denied 0	Accepted 278	Total Projects 280
CFP 2025 Draft 1	CFP 2025 Draft 0	CFP 2025 Draft 0	CFP 2025 Draft 0	CFP 2025 1
TIP 2025 0	TIP 2025 0	TIP 2025 0	TIP 2025 278	TIP 2025 278
TIP 2026 Draft 261	TIP 2026 Draft 0	TIP 2026 Draft 0	TIP 2026 Draft 0	TIP 2026 261



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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 7
☐	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 7
☐	Is the project sponsor contributing at least 20% of total project costs?	Match Requirements, page 8
☐	Is the project sponsor an eligible sponsor?	Eligible Project Sponsors, page 7
☐	Does the sponsor have an identified Person of Responsible Charge?	Eligible Project Sponsors, page 6 and 7
☐	Is the proposed project compatible with the Ozarks Transportation Organization's Long Range Transportation Plan?	Evaluation Criteria, page 11
Application Requirements		
☐	Does the application include an adopted local resolution of support from the sponsoring agency(ies)?	Section A: Project Sponsor, page 18
☐	Does the application include a landscaping drawing showing type and location of street trees/other landscaping?	Section B: Project Description, page 19
☐	Does the application include a project implementation schedule? (Is the schedule reasonable?)	Section B: Project Description, page 19
☐	Does the application include photos and maps of the project site?	Section D: Location, page 20
☐	Does the application include a clear breakdown of the project's budget?	Section E: Project Budget and Match, page 20
☐	Does the application include completed and approved PS&E, if applicable?	Section C.1: Status of Engineering page 19
☐	Does the application include documentation of Right-of-Way acquisition (deed, lease, easement, letter of intent), if applicable?	Section C.2: Right-of-Way Information, page 19
☐	Does the application include all other required documentation? Application cannot be submitted without required questions answered.	Various
☐	Is the application signed/ acknowledged?	Section H: Signature, page 21



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Funding Score Sheet

Relevant Section	Evaluation Criteria	Max Score	Points Received
A	Collaboration – Project is part of an approved STIP project or part of a collaboration between more than one entity with financial contributions from all agencies (please provide letters from all participating entities).	5	
C.1	Completed and approved PS&E.	4	
C.2	Fully acquired Right-of-Way.	3	
D	Project is located in low-income and/ or Zero-Car – households area as outlined in Sidewalk and Trail CFP 2026 Map .	3	
F	Project previously submitted for another grant funding opportunity (Please provide grant application).	2	
G	Mobility Access - Project removes major barrier for connectivity by creating a new crossing location for pedestrians or bicyclists.	3	
Connectivity - Total 15 points			
B	Project is designed as a multimodal facility with the majority of the project offering a 10' or wider path of travel.	5	
G	Project creates connectivity between different communities, for example, by being part of the regional trail system as shown in the official OTO trail map.	5	
G	Project creates a new physical connection between two existing trails.	5	
Public Participation			
G	Project is directly mentioned in an adopted plan or involved direct citizen participation through a survey, community meeting/ open house or the result of meaningful public input.	5	
Deductions			
	Application will receive a deduction if the project sponsor has not met reasonable progress requirements on a current project through OTO.	-10	
Maximum Points		40	