



**Kansas Department of Transportation  
Transportation Alternatives Program Guide 2020**

## **KDOT Transportation Alternatives Program Guide 2020**

This document is intended to be used as a guide for potential Transportation Alternatives (TA) Program applicants, Metropolitan Planning Organizations (MPOs), and all other transportation planning partners. This document includes information on Kansas' TA Program structure, project scoring and selection process, eligibility requirements, and application process. If you have any questions about the contents within this document, please contact:

### **Matt Messina – Bicycle & Pedestrian Coordinator**

Kansas Department of Transportation  
Eisenhower State Office Building  
700 SW Harrison St, 2<sup>nd</sup> Floor  
Topeka, KS 66603-3754  
Phone: (785) 296-7448  
Email: [Matthew.Messina@ks.gov](mailto:Matthew.Messina@ks.gov)

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## 1. Program Description

The federally funded Transportation Alternatives (TA) Program was originally established by Congress in the Moving Ahead for Progress in the 21<sup>st</sup> Century Act of 2012 (MAP-21). The Fixing America's Surface Transportation (FAST) Act of 2015 continues the program as a TA Set-Aside of the Surface Transportation Block Grant Program (STBGP), a core Federal-aid Highway Program.

TA provides funding for surface transportation projects and programs defined as *transportation alternatives*, such as on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, community improvement activities, and environmental mitigation; Safe Routes to School projects; and projects for planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.

In Kansas, the TA Program is administered by the Kansas Department of Transportation (KDOT). All states are required to develop a competitive process specifically for the TA Program project selection process. The development of a competitive process for TA funds is an opportunity to develop transparent project solicitation, prioritization and selection processes. KDOT expects this method to deliver high project quality, and infrastructure improvements that are supported by local, regional and state transportation goals.

## 2. Program Structure

Included in the following information is a summary of the FHWA TA Program Guidance. For more information, please visit FHWA's *Transportation Alternatives* [webpage](#).

### a. Eligible Applicants

Entities that are eligible to apply for TA funds are:

- Local governments
- Regional Transportation Authorities
- Transit agencies
- Natural resource or public lands agencies
- School Districts, local education agencies or schools
- Tribal governments
- Any other local or regional governmental entity with responsibility for oversight of transportation or recreational trails that the State determines to be eligible

### b. Ineligible Applicants

Entities that are not eligible to apply for TA funds are:

- KDOT, MPOs, and non-profits, however, each of these entities may partner with an eligible entity to carry out a project if the eligible entity is the official Project Sponsor.

### c. Eligible Projects and Activities

To be eligible for TA funds, a project must meet one or more of the TA project definitions listed below and must relate to surface transportation.

1. [Pedestrian & Bicycle Facilities](#) – sidewalks, walkways or curb ramps; bike lane striping, wide paved shoulders, bike parking and bus racks; traffic calming; off-road trails; bike and pedestrian bridges and underpasses; ADA compliance.
2. [Safe Routes for Non-Drivers](#) – infrastructure and accommodations for children, older adults, and individuals with disabilities to access daily needs.

3. [Safe Routes to School \(SRTS\)](#) – planning and programming of non-infrastructure projects; the planning, design, and construction of infrastructure-related projects that will substantially improve the ability of students to walk and bicycle to school, including:
  - [Non-Infrastructure \(Phase 1\)](#)
    1. Development of a Safe Routes to School Master Plan
    2. Traffic education and enforcement
    3. Student sessions on pedestrian and bicycle safety curriculum
    4. Funding for training, volunteers, and managers of SRTS programs
  - [Infrastructure-Related \(Phase 2\)](#)
    1. Sidewalk improvements
    2. Traffic calming and speed reduction improvements
    3. Pedestrian and bicycle crossing improvements
    4. On-street bicycle facilities
    5. Off-street bicycle and pedestrian facilities
    6. Secure bicycle parking and facilities
    7. Traffic diversion improvements within the vicinity of schools

All SRTS projects must be within approximately two miles of a school for kindergarten through eighth grade.

4. [Conversion of Abandoned Railway Corridors to Trails](#) – acquisition of railroad rights-of-way; planning, design, and construction of multiuse trails and rail-with-trail projects.
5. [Scenic Turnouts and Overlooks](#) – construction of scenic turnouts, overlooks, and viewing areas.
6. [Outdoor Advertising Management](#) – billboard inventories and removal of illegal and non-conforming billboards.
7. [Historic Preservation & Rehabilitation of Historic Transportation Facilities](#) – preservation of buildings and facades in historic districts; restoration of historic buildings for transportation-related purposes; access improvements to historic sites.
8. [Vegetation Management](#) – improvement of roadway safety; prevention of invasive species; providing erosion control.
9. [Archaeological Activities](#) – projects related to impacts from implementation of highway construction projects.
10. [Stormwater Mitigation](#) – pollution prevention and abatement activities to address stormwater management; water pollution prevention related to highway construction or due to highway runoff.
11. [Wildlife Management](#) – reduction of vehicle-caused wildlife mortality; restoration and maintenance of connectivity among terrestrial or aquatic habitats.

Project proposals must be for a complete, identifiable, and usable facility or activity. Funds will not be awarded for partial projects that cannot function as a complete and useful facility or activity. However, funding may be awarded to a specific phase of a project if that phase, when completed, can function as a stand-alone project. Proposals with multi-phase projects must clearly identify each phase and funding needs for each of the phases.

#### **d. Ineligible Projects and Activities**

Below are some of the activities that will not be funded with federal dollars. It is the Project Sponsors' responsibility to cover the costs incurred with the associated activities. Items that are ineligible for funding by the TA Program can be included in the construction contract as non-participating items with the funding provided by the sponsor.

- Landscaping and scenic enhancements as independent projects – However, landscaping and scenic enhancements could be eligible as part of the construction of any Federal-aid highway project under 23 U.S.C. 319, including TA-funded projects.
- Acquisition of scenic easements and scenic or historic sites.
- Administrative costs – Some examples of actions considered to be administrative are application preparation; consultant selection and management; coordination with KDOT, etc.
- Public art – Items of public art include, but are not limited to: statuary, decorative banners, flag displays (including flagpoles), murals, fountains, clock towers, etc.
- Standard roadway or bridge infrastructure items, such as roadway paving or structural work, will not be considered for funding unless incidental to the TA project.
- Parking – The exception is if the facility is related to a bicycle trailhead, or to access a turnout, overlook, viewing area, or historic transportation facility.
- Mitigation – A work item that serves to mitigate (compensate for) an environmental impact (including historic, natural, or cultural).
- Operation of historic transportation facilities.
- Transportation Museums.

\*This is not a comprehensive list. If you have any questions or concerns, please contact the State Bicycle & Pedestrian Coordinator, or your regional representative at your local MPO.

## e. Funding

There are two general allocations of TA funds: statewide and by population. The statewide funds may be awarded to any project within the state. The “by population” funds must be spent in the region to which they’re allocated. In total, KDOT expects to be responsible for administering \$7 million in TA funds to be available in FFY2020. The funding amounts are explained below.

### Areas >200,000 Urbanized Population

TA funding is directly allocated to urbanized areas with a population greater than 200,000. These MPO’s are responsible for awarding their allocated funds to projects within their MPO boundaries through a competitive selection process. KDOT does not administer TA projects in these areas. If your project is in the Kansas City or Wichita areas, please contact the MPO responsible for your area.

- [Mid-America Regional Council](#) (MARC) – serves the nine-county Kansas City metropolitan area, which includes 119 separate city governments as [members of MARC](#).
- [Wichita Area Metropolitan Planning Agency](#) (WAMPO) – serves several cities in the Wichita metropolitan [area](#).

### Areas <200,000 Population

KDOT is responsible for funding allocated to areas of less than 200,000 population.

- Approximately \$3.5 million is anticipated to be available in FFY 2020
- KDOT administers funding through a statewide competitive process
- KDOT will conduct a statewide call for projects for both areas with populations of 5,001-200,000 and other areas with populations <5,001

### Statewide/Any Area

KDOT is also responsible for allocated funding for statewide projects.

- Approximately \$3.5 million is anticipated to be available in FFY2020
- Funding can be awarded to eligible sponsors anywhere in the state
- KDOT administers funding through a statewide competitive process

### Recreational Trails Program

Additionally, Kansas has also elected to continue the Recreational Trails Program (RTP), which is administered by the Kansas Department of Wildlife Parks & Tourism (KDWP&T). The RTP is a set-aside amount of Kansas' TA allocation. For more information on RTP, please visit KDWP&T's [Grants webpage](#).

### Local Match

In Kansas, TA funds may pay for up to 80% of eligible expenses (construction and construction engineering (CE)), but cannot exceed the approved grant maximum. A local cash match is required to pay for 20% or more of the eligible project costs. This match requirement also applies to all Safe Routes to School projects. Federal funds cannot be used as matching funds, unless expressly permitted by law. State funds are eligible for use as match.

Project sponsors are responsible for 100% of ineligible expenses (design, ROW, utilities) and all costs exceeding the award amount.

### Cost Reimbursement

KDOT's TA Program is not a grant program and no money is provided upfront. TA only acts as a cost-reimbursement program on a limited basis. In most cases, since most TA projects will be administered by KDOT, Project Sponsors will be responsible for paying their match in the form of a one-time lump sum after accepting a contractor's bid to construct the project.

The only projects that will operate on a cost reimbursement agreement are all SRTS Phase 1 projects and any locally let projects by cities that are certified to let their own projects.

Please note that if your agency's application is selected for funding, the agency will enter into a City/State Agreement with KDOT and serve as the official sponsoring agency. As the official sponsoring agency, you will be responsible for submitting payments.

### Limitations and Availability

TA funds will be available for the year FFY they're obligated. Agencies awarded funds must have their projects obligated/approved for letting by September 30, 2020 or will risk forfeiture of project funds. Please note that the obligation of funds is contingent upon completion of the design phase of a construction project; therefore, **you must complete your design phase** within the appropriate timeframe to obligate your construction funds. It is **highly recommended** that you begin the project consultant selection and design process immediately following the announcement of awards.

## 3. Expectations and Requirements

It is the duty of each Project Sponsor to read this guidance and become familiar with KDOT's TA process. Applying for federal funds begins a significant undertaking, which must be led by the Project Sponsor from start to finish. Projects that are not able to navigate the federal requirements and be ready to be advertised for construction by the end of FFY 2020 may be subject to forfeiture of awarded funds and project cancellation.

## a. Compliance with Federal and State Requirements

The following is a list of the basic eligibility requirements that all KDOT TA projects must meet.

1. Involvement of the public, including the adjacent property owners, in the development of the project.
2. Compliance with the Uniform Relocation Property Assistance and Real Property Acquisition Policies Act (the Uniform Act) for the acquisition of easements or the purchase of land in fee simple. This includes fair treatment practices and may include the completion of an appraisal on parcels to be acquired. This requirement applies whether or not federal funds will be used for the acquisition costs.
3. National Environmental Policy Act (NEPA). This requires verification the project is not harmful to the environment in the following areas:
  - Noise - impacts of noise during and after construction
  - Air Quality – impacts to air quality
  - Cultural Resources - disturbances to areas of archaeological or historical significance. Properties proposed for rehabilitation or preservation must be eligible for or on the list of the National Register of Historic Places. (Section 106 of the National Historic Preservation Act)
  - Water Quality - impacts to water quality
  - Wetlands - impacts to wetlands
  - Floodplains - impacts to regulatory floodways or to a 110-year floodplain
  - Farmland Protection - impacts to surrounding farmland
  - Hazardous Waste Sites - location of and impacts to hazardous waste sites
4. Americans with Disabilities Act (ADA). Projects must conform to the Americans with Disabilities Act, which allows for reasonable access to the project for persons with disabilities.
5. Disadvantaged Business Enterprises (DBE). Verification must be received that efforts have been made to solicit bids from disadvantaged business enterprises. DBE goals are set by KDOT's Bureau of Contract Compliance. Any DBE vendor must be on the KDOT-approved list. To check a vendor's status, please contact Contract Compliance at 785-296-7940.
6. Other required federal special provisions.
7. Davis-Bacon Wage Requirements. Projects will be required to comply with Davis-Bacon wage requirements, which state that contractors will conform to federal minimum wage requirements.
8. Competitive bidding requirements. Construction projects are required to be let through KDOT unless otherwise approved.
9. Permits or Other Approvals. It is the project owner/sponsor's responsibility to obtain all permits, inspections, or other approvals that may be required as a result of the activities proposed as part of the project.

### **National Environmental Policy Act (NEPA)**

This act requires Federal agencies to disclose and consider, through an Environmental Assessment and, sometimes, through an Environmental Impact Statement, any significant effect a project may have on the environment (including cultural, natural, social and historical resources).

Except in unusual circumstances, a TE project will be processed as a categorical exclusion (CE). A CE does not mean that no environmental work is required, only that there is not a significant environmental effect; therefore, less documentation is required.

**Section 4(f) of the U.S. Department of Transportation Act**

The FHWA cannot approve a project that uses land from a Section 4(f) resource (publicly owned parks, recreation areas, wildlife and waterfowl refuges, and national, state, or local historical sites) unless the Project Sponsor is also the owner/administrator of the park, or FHWA determines that no feasible alternative exists. In such a case, all efforts must be made to minimize harm to the resource. Note that this Section does not apply to restoration, rehabilitation or maintenance of historic transportation facilities if the work does not adversely affect the resource's historic qualities.

**Section 106 National Historic Preservation Act (NHPA) of 1966**

Federal agencies are required to consider the potential effects of a project on a property that is listed in or eligible for the National Register of Historic Places.

**Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, As Amended**

This act provides requirements in the real property acquisition and provides for relocation payments. Note that all Transportation Alternative projects are subject to the Act except those that do not involve acquisition of additional property or relocations.

**Brooks Act**

Federally assisted consultant contracts for engineering and related design services must use qualification-based selection procedures, which disallow price as a factor in the selection process. Note that Ohio's procedures mirror the Brooks Act.

**Competitive Bidding**

Construction projects must be advertised and awarded to the lowest responsible and responsive bidder through open competitive bidding.

**Predetermined Minimum Wage (Davis-Bacon)**

The minimum prevailing wage rate must be paid to all workers on Federal-aid highway projects that exceed \$2,000. Note that if the project is a transportation facility and is eligible solely on function (e.g., restoration of a railroad station, an independent bike path, etc.), then this Act does not apply unless the project is physically located within the existing right-of-way of a Federal-aid highway.

**This is not a comprehensive list.** The FAST Act requires that projects funded by the Transportation Alternatives Program must be carried out under the same rules and procedures as a highway project on a Federal-aid highway.

**b. Minimum Project Requirements**

In addition to the above requirements, applicants for TA funds must meet the following minimum requirements:

1. The Project Sponsor and the proposed activity or project must meet the program's eligibility requirements.
2. The Project Sponsor must provide a Resolution of Support indicating proof of local match (no less than 20%), commitment to operating and maintaining the proposed project for the useful life of the project, and availability of funds in the agency's budget to pay all project costs up front. See sample Resolution of Support in the appendix.
3. The Project Sponsor must submit Letter(s) of Support from the jurisdiction(s) that has ownership over the affected right(s)-of-way. This requirement only applies when a project is not entirely located within the jurisdiction of the sponsoring entity.
4. The Project Sponsor must submit a basic map identifying the location of the proposed project.

5. TA projects that are included in or consistent with an eligible local planning document will be given priority. The following is a list of potentially acceptable planning documents:
  - Bicycle and Pedestrian Plans
  - Multi-modal Planning Studies
  - Economic Development Plans
  - Regional Transportation Plans
  - Comprehensive Plans
  - Land Use Plans and Studies
  - Corridor Studies
  - Master Plans
  - Safe Routes to School (SRTS) Plans
  - Road Safety Audits
  - Safety Management Plan
  - Any other document deemed eligible by the Project Scoring Committee
6. Project Sponsors must present a well-defined scope of work, which lays the foundation for an accurate budget.
7. After awards are announced, all selected TA projects must be included in the State Transportation Improvement Program (STIP), as well as the Transportation Improvement Program (TIP) for their respective MPO.

## 4. Application Information and Support

The goal of KDOT's TA Program project selection process is to encourage and reward efforts that meet and exceed the minimum program requirements listed above. The following information is provided to assist applicants with preparing an eligible, competitive project application.

### a. MPO Support

All projects located within the boundaries of an MPO will require a letter of concurrence from MPO staff. The MPO may decide to route that letter to their policy body for formal action, but it is not required. If this situation applies to your project, please contact the appropriate MPO to discuss your project, the MPO's process of approval, and deadline information.

#### **Flint Hills Metropolitan Planning Organization (FHMP)**

Jared Tremblay, Project Manager

[tremblay@flinthillsmo.org](mailto:tremblay@flinthillsmo.org)

#### **Metropolitan Topeka Planning Organization (MTPO)**

Taylor Ricketts, Multi-Modal Planner 1

[tricketts@Topeka.org](mailto:tricketts@Topeka.org)

#### **Lawrence-Douglas County Metropolitan Planning Organization (LDCMPO)**

Jessica Mortinger, Senior Transportation Planner

[jmortinger@lawrenceks.org](mailto:jmortinger@lawrenceks.org)

#### **St. Joseph Area Transportation Study Organization (SJATSO)**

Chance Long, Transportation Planner

[clong@stjoemo.org](mailto:clong@stjoemo.org)

### b. Required Documents

All applicants must submit the following documents as part of the TA Program application:

- 2020 TA Project Application – See appendix.
- **NARRATIVE** – 1 to 2 pages that describe existing conditions, project need, concept of the proposed project and its benefits, and the relationship to your selected project category.
- **DETAILED MAP & PHOTOS** - that identify the project location, boundaries, and existing conditions.
- **SKETCH-PLAN/PRELIMINARY DESIGN** – that illustrate the proposed project as completed, including cross-sections of proposed facility types (does not apply to SRTS Phase 1 applications).
- **COST ESTIMATES** – an itemized breakdown of the total project costs. Please list costs that are expected to be “participating” and “non-participating” expenses, and for which work phase(s) you are requesting funds for (CONST and/or CE phases for all infrastructure projects; PE/Design = SRTS Phase 1 only).
- **PROJECT TIMELINE** – for the total duration of project development. Please base your schedule upon awards being announced in December 2018, followed by the design/project consultant selection process.
- **RESOLUTION OF SUPPORT** – indicating proof of funds to cover the required matching funds, maintenance and budget responsibilities from Project Sponsor – See appendix.
- **LETTERS OF SUPPORT** – from the public, community organizations or businesses, or regarding acquisition of Right-of-Way from property owners. If applicable, a Letter of Support will also be required from any historical society, scenic or historic byway board, or MPO that addresses the project’s impact.
- A **SAFE ROUTES TO SCHOOL PLAN** – all SRTS Phase 2 (infrastructure) projects must provide a corresponding SRTS Plan that supports the proposed project.
- **PLANNING DOCUMENT** – if available, please provide the section from any eligible planning document that supports the proposed project.

### c. Project Submission

Please submit completed application packets, which include 1 paper copy and 1 digital copy in PDF format on a USB flash drive, by mail to KDOT headquarters. **Incomplete application packets will not be eligible and email submissions will not be accepted.** All applications must be received by KDOT no later than Monday, September 10, 2018 at 4pm local time. Please mail all applications to:

[Matt Messina – Bicycle & Pedestrian Coordinator, Kansas Department of Transportation, Eisenhower State Office Building, 700 SW Harrison St, 2<sup>nd</sup> Floor, Topeka, KS 66603](#)

Consistent with other Federal-aid highway programs, TA funds must be used for eligible projects that are submitted by eligible entities and selected through a competitive process. The federal TA Program does not establish minimum standards or procedures for the competitive process. The project scoring and selection process is conducted by KDOT’s Project Scoring Committee (PSC) and Program Review Committee (PRC).

All applications submitted to KDOT for inclusion in the statewide competitive selection process will be rated and ranked by the PSC in accordance with the criteria listed in this guide. All projects will be ranked and presented to the PRC for their consideration to receive TA funding. However, since funding is limited by the total TA Program allocation, as well as the sub-allocations to the population areas, which KDOT is required by FHWA to meet, the PRC may adjust the projects selected to program funds in a geographically equitable manner.

After projects are selected, official award letters will be sent to the Project Sponsors. Award recipients within MPO boundaries must contact their respective MPOs with information on the selected projects. MPOs will then need to add the selected projects to their TIP, for ultimate inclusion in the STIP.

#### d. Important Dates and Deadlines

Date	Activity
June 11, 2018	Call for Projects announced, website will be live with application guidance and supplemental documents.
July 10, 2018	1:00 pm to 3:00 pm – TA Workshop at Eisenhower State Office Building’s 4 <sup>th</sup> Floor Auditorium, <u>700 SW Harrison, Topeka, KS 66603</u> .
July 11, 2018	1:00 pm to 3:00 pm – TA Workshop at KDOT’s District 2 Headquarters’ conference room, <u>1006 N. Third, Salina, KS 67401</u> .
September 10, 2018	Applications are due. Please submit 1 paper copy and 1 digital copy in PDF format on a USB flash drive, mailed to KDOT headquarters: Attn: Matthew Messina, 700 SW Harrison St. 2nd Floor, Topeka, KS 66603.
October, November 2018	KDOT will conduct in-person site visits for all eligible projects.
December 2018	Project selections and public announcement of awards.

## 5. KDOT Contacts and Resources

### a. Internal and External Contacts

For more information on KDOT’s TA Program, interested applicants should contact:

#### **Transportation Planning**

Matt Messina, State Bicycle & Pedestrian Coordinator,  
[Matthew.Messina@ks.gov](mailto:Matthew.Messina@ks.gov), Phone: (785) 296-7448

#### **Bureau of Local Projects**

Ed Thornton Jr., Road Team, Road Team Leader,  
[Ed.Thornton@ks.gov](mailto:Ed.Thornton@ks.gov), Phone: (785) 296-0415

#### **Environmental Services**

Scott Shields, Supervisor, Human Environment & Roadside Unit,  
[Scott.Shields@ks.gov](mailto:Scott.Shields@ks.gov), Phone: (785) 296-4149

#### **Historic Preservation**

Patrick Zollner, Division Director & Cultural Resources,  
[pzollner@kshs.org](mailto:pzollner@kshs.org), Phone: (785) 272-8681

**b. KDOT Resources**

- [Bureau of Local Projects webpage](#)
  - Form 1302 – Request for Project
- [Local Public Authority \(LPA\) Administered Projects](#)
  - Form 1313 – Request for Payment
  - Form 1314 – Change Order Form
- [KDOT LPA Project Development Manual](#)
- [Federal](#) and [State](#) Requirements

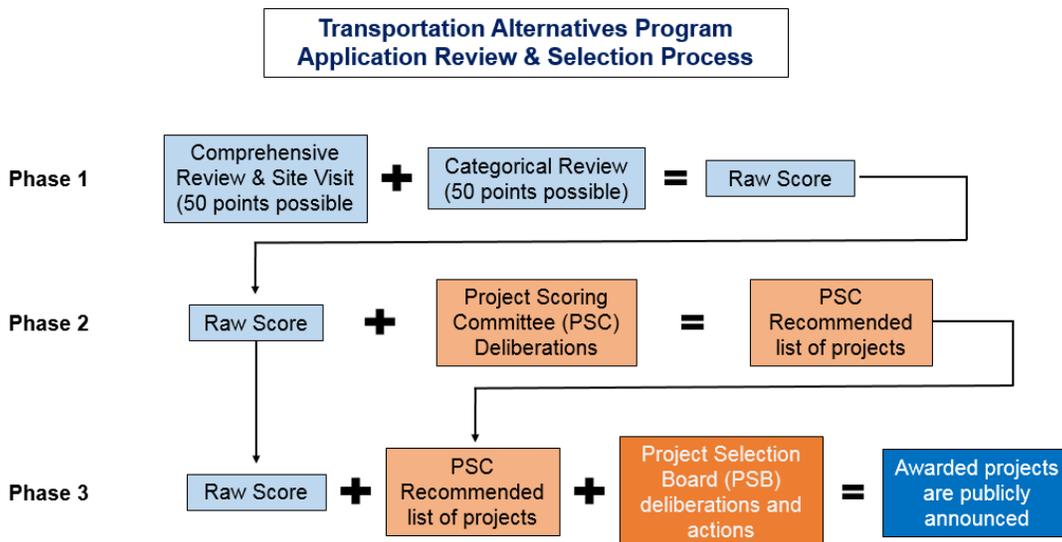
**6. Project Selection Criteria**

**a. Overview**

KDOT uses a 3-phase review and selection process to select projects that qualify for TA funding. But, applications must first meet all the following minimum requirements to qualify:

- The application is received by KDOT prior to the application deadline.
- Applicant is an eligible entity to receive TA funding and has the authority to enter into a contract with the State.
- The application form is filled out correctly and includes all the required attachments.
- The applicant demonstrates how the project is one or more of the eligible projects or activities.
- The proposed project is closely related to surface transportation.
- The application demonstrates that the required 20% minimum local match is available to support the project.
- The application includes a Resolution of Support that commits to long-term maintenance and operation of the completed project.
- The applicant does not currently have any other projects with KDOT that are on FHWA’s inactive project report.
- The completed project will be open to the general public and meets the accessibility standards of the Americans with Disabilities Act.
- The application demonstrates that the completed project fulfills a public need, directly addresses a safety issue, or makes an important connection to the local/regional/state transportation system.
- The applicant demonstrates the ability to meet applicable federal, state, and local requirements.

The following table outlines the 3-phase selection process:



**b. Scoring Criteria**

**Comprehensive Review (50 points possible)**

Applications will be arranged by Project Category and distributed to the Project Scoring Committee (PSC) for review and initial evaluation. The committee will be made up of representatives from KDOT’s Bureaus of Transportation Planning, Transportation Safety & Technology, and Local Projects, a Federal Highway Administration (FHWA) representative, and professionals who specialize in the fields of project categories.

The PSC will use the evaluations displayed below to assign each project a score of -30 points to 50 points. Scoring is derived from information in the application materials submitted, including proposed budget, illustrations, and text narrative.

Points will be awarded on both technical aspects as well as category-specific criteria to determine the need and quality of the project and its potential to strengthen the transportation system for users of all ages and abilities. This assessment evaluates projects based upon perceived strengths and weaknesses, project readiness, accuracy of estimate and schedule, appropriateness of scope, potential obstacles, experience with the Project Sponsors, and Project Sponsors’ financial status with KDOT.

**Comprehensive Review** – The PSC will begin the evaluation by reviewing the Project Delivery and Maintenance record of the Project Sponsors on previous projects. Project Sponsors with satisfactory or no previous experience will not receive any points, but points can be deducted for a history of problems with delivery or maintenance.

Category	Low Score	High Score
Project Delivery and Maintenance	-10	0
Multiple Components	0	10
Estimated Budget	-5	5
Project Potential, Readiness	-15	20
Site Visit Score	0	15
<b>Total</b>	<b>-30</b>	<b>50</b>

**Project Delivery and Maintenance** – Sponsor’s past performance on the delivery and maintenance of KDOT projects. The total point value is 0 to -10.

0	Satisfactory past project performance, or no project delivery experience
-5	Major problems or unsatisfactory performance with delivery
-5	Major problems or unsatisfactory performance with maintenance

**Multiple Components** – The proposed project provides benefits to users of multiple transportation modes and/or incorporates elements of more than one eligible Transportation Alternatives activity. The maximum total point value is 10 points.

10	Provides benefits to users of multiple transportation modes AND incorporates elements of more than one eligible Transportation Alternatives activity
5	Provides benefits to users of multiple transportation modes
0	Project does not have multiple enhancement components

**Estimated Budget** – Projects are also scored based upon the quality of their Estimated Budget with accurate and detailed estimates scoring higher. The maximum total point value is 5.

5	Cost estimates are accurate and have sufficient detail
3	Cost estimates are moderately high or low and have sufficient detail
-5	Cost estimates are not accurate and/or have insufficient detail, and/or contain ineligible costs

**Project Potential** – Extent of project’s readiness, strengths and weaknesses, show of public support, and if the proposed project is an enhancement to the region’s transportation system. The maximum total point value is 20.

<i>Project Readiness, Strengths and Weaknesses</i>	
5	Project has no known legal, political, or physical obstacles
0	Project has minor obstacles
-10	Project has major obstacles

<i>Demonstration of public awareness</i>	
5	Sponsor has used various methods to inform public of project (e.g. news articles, website, support letters, part of local or regional plan) and virtually no known public opposition
3	Sponsor has made some effort to inform public and minimal opposition
0	Minimal awareness and/or some well documented opposition
-5	No awareness and/or demonstration of strong opposition from citizens, agencies or groups

<i>Enhancement to the Transportation System</i>	
10	Proposed project is an enhancement to the existing transportation system AND has been identified in an approved planning document
5	Proposed project has been identified in an approved planning document
0	Proposed project is a stand-alone project
-5	Proposed project negatively affects the existing transportation system

**Site Visit** – Site Visits will take place for all eligible applications. These will be short, in person visits with members of the PSC to visit the physical sites and ask any questions of Project Sponsors. Project Sponsors should assign no more than two people to guide the Site Visit team. Site Visit scores will be combined and averaged for each project. The total point value is 0 to 15.

**Category Review (50 points possible)**

This evaluation is conducted by the professionals specializing in each project category: Bicycle and Pedestrian; Historic and Archaeological; Safe Routes to School; and Scenic and Environmental. Each Project could receive up to a possible 50 points based on the professional review of project proposals.

**Historical & Archeological** – transportation projects are evaluated based upon project usage, historical importance as it relates to transportation, and characteristics. For example, a project with usage of over 20,000 people at a National Landmark which is representative of a significant period in Kansas’ transportation history would score well.

**Project Usage** – Estimated user base within a logical distance from the project. This is the approximate number of people who may have a direct benefit from the proposed project on an annual basis (e.g. the number of visitors to the site or facility, or the number of people moving past a site). Please elaborate on how you determined this number in your application. The maximum total point value is 15.

15	>20,000 people
10	5,000 to 20,000 people
5	<5,000 people

**Historical Importance** – The extent that the project preserves a historically or archaeologically significant site. The maximum total point value is 15.

15	Site is a National Landmark
10	Site is on National Register
5	Site is eligible for inclusion on National Register

**Characteristics** – Number of historic transportation characteristics the project possesses. The transportation component of the project must be explicit and well defined; a preservation professional reviewing the application will make final determination on these items and whether the application qualifies for any of the points. The maximum total point value is 20.

5	The site is directly associated with transportation history
0	The site is not directly associated with transportation history

If your answer to the first question under *Characteristics* earned you 5 points, we will select all that apply from the below three additional questions and combine points.

5	The site involves the use of materials or techniques that are historically or archaeologically unique
5	The site was designed, constructed or occupied by a person of historic significance
5	The site is one of only a few remaining examples of a once common structure/site in Kansas

**Scenic & Environmental** – transportation projects are evaluated on estimated user base near project and the project characteristics.

**Estimated user base within a logical distance from the project** – Please choose only one of the following standards to describe the user base of the project in the application. The maximum total point value is 15.

- The Residents and Workers standard is a factor of census and employment data for individuals within a one-mile area surrounding the project
- The Vehicles standard uses the number of vehicles that pass the location on an average daily basis (AADT)
- The Percentage of Population standard uses the total number of visitors reasonable expected to use the project divided by your jurisdiction’s total population

(See table on following page.)

Residents & Workers		OR	Vehicles (AADT)		OR	Estimated usage based on % of population from 2010 Census	
15	>20,000		15	>20,000		15	>25% of your population
10	5,000 to 20,000		10	10,000 to 20,000		10	15-25% of your population
5	<5,000		5	<10,000		5	<15% of your population

**Project Characteristics** – degree of the project’s environmental and visual impact and linkage to regional transportation. The maximum total point value is 35.

10	The project will remove an existing visual blighting influence or will substantially enhance the visual environment (i.e. context sensitive design).
10	The project is unique to the area’s identity.
5	The project is a good use of public dollars that can be quantified with short- and long-range economic benefits (i.e. promotion of tourism, enhancement of central/downtown business district, context sensitive design).
5	The project is directly related to transportation.
5	The project will have a positive influence and/or mitigate a site that is at risk of continued deterioration.

**Bicycle & Pedestrian** – transportation projects are evaluated based upon relationship to the transportation system and project characteristics.

**Relationship to Transportation System** – Need(s) the proposed project will address. The maximum total point value is 35.

10	Included in a regional bicycle or pedestrian plan
5	
10	Completion /maintain of a missing link on a national or statewide facility
5	
10	Provides new, or maintains, access to major destinations such as schools, shops, transit facilities, park and ride lots and other major community facilities
5	Includes reasonable enhancements to an existing facility (e.g. benches, lighting, etc.), if applicable

**Project Characteristics** – Degree to which the project addresses existing or future safety problems for bicyclists and/or pedestrians along the existing corridor. The maximum total point value is 15.

Legal Speed Limit (select one)	>50 MPH	5
	40 to 50 MPH	4
	30 to 40 MPH	3
	20 to 30 MPH	1
	<20 MPH	0
Conflict Factor (select all that apply)	Provide/maintains safe crossing at railroads, roadways or rivers	4
	Provide/maintain safe accommodation for bicyclists and/or pedestrians parallel to railroads, freeways or rivers	4
	Eliminates one or more intersections	1
	Eliminates ten or more driveways	1

**Safe Routes to School (SRTS)** – all projects are evaluated based upon current issues, planning process, timeline, and Letters of Support. Additionally, Phase 1 projects are evaluated on the proposed programming and timeline. Phase 2 projects are evaluated on evidence of long term commitment and initiative for all 5Es. Phase 1 projects and Phase 2 projects will be scored separately based on the following criteria.

**SRTS Phase 1**

**Current Issues** – Assesses the level of research done to prepare for a successful project. The maximum total point value is 15.

15	A great deal of data describing the school(s), the children that attend, and the barriers associated with them walking and biking to school
10	Less detailed description but still provides information about the school(s), the children, and the barriers
5	Information seems to relate mostly to infrastructure needs and there is no talk about the school or kids
0	The application contains no information on current issues

**Planning Process** – Assesses the level of collaboration and outreach associated with the project through the 5Es. The maximum total point value is 20.

20	Many good partners who are already identified and working together (including railroads, if applicable); planning process is detailed, makes sense, and addresses how concerns and solutions will be identified; section covers all of the 5 Es thoroughly
10	Many partners are identified but that have not begun to work together; there is some description of the planning process and the outcomes hoped to be achieved by it; there is mention of the 5Es
5	Description is vague and/or mentions Phase 2 activities
0	Planning process is not mentioned or relates entirely to Phase 2 activities

**Timeline** – Degree to which a focused, realistic timeline has been developed. The maximum total point value is 10 (select best fit).

10	Very detailed timeline that relates to the planning process (contains no Phase 2 activities)
5	Vague timeline or some Phase 2 activities mentioned
0	No mention of a timeline or the timeline contains only Phase 2 activities

**Letter of Support** – Extent to which support has been received locally, including resolution of support from the applicant and Letter(s) of Support from the municipality and/or school district (depending on applicant), community groups, and the general public. The maximum total point value is 5 (select best fit).

5	Application contains many letters that are unique, as well as the written support of the city or school district, as appropriate
2	Application contains the written support of the city or school district, as appropriate; there are many letters, but they are mostly form letters
1	Application contains only the resolution of support from the applicant and letter of support from the city or school district
0	Required letters are missing (resolution of support from applicant and/or letter of support from city or school district)

**SRTS Phase 2**

**Current Issues** – Assesses the level of research done to prepare for a successful project. The maximum total point value is 10 (select best fit).

10	A great deal of data describing the school(s), the children that attend, and the barriers associated with them walking and biking to school, including, but not limited to, interaction with railroad crossings (if applicable)
7	Less detailed description but still provides information about the school(s), the children, and the barriers
3	Information seems to relate mostly to infrastructure needs and there is no talk about the school or kids
0	The application contains no information on current issues

**Planning Process** – Assesses the level of collaboration and outreach associated with the project through the 5Es. The maximum total point value is 10 (select best fit).

10	Many good partners who are already identified and working together (including railroads, if applicable); planning process is detailed, makes sense, and addresses how concerns and solutions will be identified; section covers all of the 5 Es thoroughly
5	Many partners are identified but that have not begun to work together; there is some description of the planning process and the outcomes hoped to be achieved by it; there is mention of the 5Es
3	Description is vague and/or mentions Phase 2 activities
0	Planning process is not mentioned or relates entirely to Phase 2 activities

**Initiatives for All 5 Es** – Assesses the level of collaboration and outreach associated with the project through the 5Es. The maximum total point value is 15 (select best fit).

15	Very detailed approach, highly supported by all involved, solutions selected meet the needs of the community and were identified through the public involvement process
7	Details provided but not very specific, may not have been identified through public involvement
3	Description is heavy on engineering and vague on the other 4 Es
0	Description is all about engineering and provides no details on the other 4 Es

**Resolution of Points of Conflict** – Degree to which the project addresses existing or future safety problems for bicyclists and/or pedestrians along the existing corridor. The maximum total point value is 5 (select best fit for each item and combine scores).

Conflict Factor (choose all that apply)	Provide/maintains safe crossing at railroads, roadways or rivers	2
	Provide/maintain safe accommodation for bicyclists and/or pedestrians parallel to railroads, freeways or rivers	1
	Eliminates one or more intersections	1
	Eliminates ten or more driveways	1

**Evidence of Long Term Community Commitment** – Assesses the level of commitment from the community evident in the application materials. The maximum total point value is 10 (select best fit for each item and combine scores).

3	Community is involved with other bicycle and pedestrian initiatives
3	Municipality has a Bicycle Plan or Pedestrian Plan
2	Municipality has adopted a Complete Streets policy
2	The proposed project connects to a regional bicycle or pedestrian network
0	Applicant has not previously received SRTS funding (Phase 1 or Phase 2)

### Next Steps

1. The PSC will reconvene after all site visits are completed to develop their recommendations, discuss items from the site visits, deliberate further on any necessary topics, and make their final recommendations for awards to the PSB.
2. The PSB has the final say in which projects get awarded. Their selection takes into account the scores and site visit, but also consider merit, availability and geographical distribution of funding, and whether projects are planned in conjunction with other transportation projects.
3. KDOT will officially announce the list of funded projects during the fall of 2017.

## 7. Frequently Asked Questions (FAQ)

Here are some of the more common questions, and their answers, we receive about the Kansas Transportation Alternatives Program:

### **For what year are these funds available?**

Funds for this Call for Projects will be available as FFY 2020 TA funds.

### **What is the required match?**

Project applicants **must** provide proof that they are capable of providing a local match with a minimum of 20% of participating costs. Non-participating costs will not contribute toward the local match.

### **Will increasing our match increase our score or ranking?**

No. Projects are ranked and selected through a competitive selection process.

### **My project is inside a Metropolitan Planning Organization's boundary. Do I need to clear the project with them before applying?**

Yes. Projects in an MPO's boundary must work with MPO staff and provide documentation of their support for the project.

### **Can regions that receive sub-allocated funds also apply for the statewide application?**

No. WAMPO and MARC both receive their own portion of TA funds, which they program independently of this call for projects. Project Sponsors in those two regions are not eligible for the statewide call for projects.

### **Will KDOT cap the project agreement?**

Yes. All project agreements will be capped. This means that there will be a limit placed on the amount of funds that can be reimbursed for each project. Project Sponsors are responsible for any ineligible expenses and all cost overages past the awarded amount.

### **What are non-participating costs?**

According to the KDOT's TA Program, non-participating costs include PE, UTILITIES, and ROW expenses. Additionally, Non-participating costs are costs that will not or cannot be reimbursed with federal funds. These costs are still part of the total cost of the project and must be accounted for in the project budget and project authorization. Non-participating costs could occur because of ineligibility or because the grant recipient determined that the specified items will not be reimbursed with federal funding.

### **Can HUD Community Development Block Grant funds be used as a match for the Transportation Alternatives Program?**

Yes. CDBG funds can be used as a match to the TA Program.

In general, you cannot match Federal funds with other Federal funds unless there is specific legislation allowing the match. The primary exceptions that would affect the Federal-aid highway program (and, vicariously, the TA Program) are:

- HUD CDBG: May match or be matched by other federal funds
- DOT/FHWA Recreational Trails Program funds
- DOT/FHWA Federal Lands and Tribal Transportation Fund for other federal-aid highway projects that provide access to or within Federal lands
- Federal Land Management Agency funds for other federal-aid highway projects that provide access to or within federal lands
- Youth Corps (AmeriCorps)

**Is there a separate application for Safe Routes to School projects?**

No, there is no separate application for SRTS projects. The SRTS program is still an eligible program, but it has been incorporated into the TA Program. SRTS applications are competitively reviewed along with all other TA applications for available funds.

**Can TA funds be used to replace faded or worn out signs or markers?**

No. Signage is the Operations & Maintenance (O&M) responsibility of the local municipality.

**Why are projects in the Wichita and Kansas City metropolitan areas not eligible for the statewide call for projects?**

The Wichita Area Metropolitan Planning Organization (WAMPO) and the Mid-American Regional Council (MARC) are given a sub-allocation of TA funds to program on projects of regional significance. WAMPO and MARC are expected to run a competitive process in consultation with KDOT for these sub-allocated funds. (23 U.S.C. 213(c)(5))

**Is there a cap on the amount of funds available to a Safe Routes to School project?**

Yes. We will continue to cap SRTS projects as follows:

- Phase 1 non-infrastructure = \$15,000 (\$12,000 request + \$3,000 match)
- Phase 2 infrastructure = \$500,000 (\$400,000 request + \$100,000 match)

**How does the 20% match work?**

There are three ways that the 20% match will come into play:

1. For SRTS Phase 1 projects:  
The Project Sponsor will be reimbursed for 80% of eligible expenses after submitting receipts for 100% of eligible expenses. *[For example, if the Project Sponsor submits receipts for \$5,000 of eligible expenses, KDOT will reimburse the Project Sponsor 80% of those expenses (or \$4,000). The Project Sponsor is responsible for covering 20% of eligible expenses (or \$1,000) and 100% of any expenses deemed ineligible.]*
2. For projects let by Project Sponsor:  
The Project Sponsor will follow all applicable procedures from Section 15 (LPA-Administered Procedures) of the Local Projects "LPA Project Development Manual". After bidding the project, the Project Sponsor will submit all bid documents to KDOT for review. Approval to award the bid must be obtained from KDOT before awarding the contract. The Project Sponsor will make payments to the Contractor and request reimbursement from KDOT. The Project Sponsor's share will be deducted from the total amount paid to the Contractor.
3. For all other KDOT-let projects:  
Project Sponsors will follow the typical Local Projects process, where upon bidding the project, KDOT will ask for the Project Sponsors' approval to award the bid to the low bidder and at that same time will ask for the Project Sponsors to submit their cost share of eligible costs. KDOT will then administer the contract and pay the contractor directly. (In essence, the Project Sponsor never has to make the payments to the contractor up front and then request KDOT reimbursement.)

**Does Buy America apply to TA projects?**

Yes. Since TA Program projects are treated as federal aid projects, the Buy America Act applies. Please contact Ed Thornton in KDOT's Bureau of Local Projects for more information.

Ed Thornton, Road Team Leader, Bureau of Local Projects, [Ed.Thornton@ks.gov](mailto:Ed.Thornton@ks.gov)  
Phone: (785) 296-0415

## 8. Appendix

Please click on the following items to access their content.

### a. **2020 TA Project Application**

### b. **Example [Resolution of Support](#)**

### c. **[Site Visit Guide and Scorecard](#)**

### d. **KDOT District [Map](#) and Area Office [Contacts](#)**

### e. **Design Guidance**

- i. [AASHTO: Guide for the Development of Bicycle Facilities \(2012 – 4<sup>th</sup> Edition\)](#)
- ii. [Manual on Uniform Traffic Control Devices \(MUTCD\)](#)
  1. [Bicycle Facilities and the MUTCD](#)
- iii. [FHWA: Guide for Improving Pedestrian Safety at Uncontrolled Crossing Locations \(2017\)](#)
- iv. [FHWA: Achieving Multimodal Networks: Applying Design Flexibility and Reducing Conflicts \(2016\)](#)
- v. [FHWA: Separated Bike Lane Planning and Design Guide \(2015\)](#)
- vi. [FHWA: Small Town and Rural Multimodal Networks \(2016\)](#)
  1. [Small Town and Rural Design Guide: Facilities for Walking and Biking](#)
- vii. [PEDSAFE: Pedestrian Safety Guide and Countermeasure Selection System](#)
- viii. [BIKESAFE: Bicycle Safety Guide and Countermeasure Selection System](#)
- ix. [National Association of City Transportation Officials \(NACTO\): all design guides](#)

### f. **Other Resources**

- x. [Safe Transportation for Every Pedestrian \(STEP\)](#)
- xi. [FHWA: Addressing Common Misconceptions \(2015\)](#)
- xii. [FHWA: Incorporating On-Road Bicycle Networks into Resurfacing Projects \(2016\)](#)