



Kansas Department of Transportation
Transportation Alternatives Program
Guidance & Application Packet
2017 and 2018

KDOT Transportation Alternatives Program Guidance & Application Packet

Table of Contents

1. Program Background
 - a. Introduction
 - b. Legislative History
 - c. Performance Management
2. Program Structure
 - a. Funding
 - b. Suballocation
 - c. Local Match
 - d. Cost Reimbursement & Sponsoring Agency
 - e. Funding Limitations & Availability
 - f. Eligible Entities
 - g. Ineligible Entities
 - h. Eligible Projects and Activities
 - i. Ineligible Projects and Activities
3. Program Requirements
 - a. Compliance with Federal and State Requirements
 - b. Minimum Project Requirements
4. TA Program Application and Selection Process Overview
 - a. Application Process
 - b. Required Documents
 - c. Project Submission and Selection Process
 - d. Important Dates and Deadlines
5. KDOT Contacts and Resources
 - a. Division and External Contacts
 - b. KDOT LPA Resources
6. KDOT TA Program Project Selection Criteria
 - a. Introduction and Methodology
 - b. Scoring Matrix and Application Questions
7. Appendices
 - a. Frequently Asked Questions (FAQs)
 - b. 2017/2018 Application
 - c. Site Visit Guide and Scorecard
 - d. Example Resolution of Project Sponsorship
 - e. KDOT Districts and Areas Map
 - f. Planning, Design, and Safety Resources

KDOT Transportation Alternatives Program Guidance & Application Packet

This document is intended to be used as a guide for potential Transportation Alternatives (TA) Program applicants, Metropolitan Planning Organizations (MPOs), Regional Transportation Planning Organizations (RTPOs), and all other transportation planning partners. This document includes information on Kansas' TA Program structure, project scoring and selection criteria, 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, 2nd Floor
Topeka, KS 66603-3754
Phone: (785) 296-7448
Email: Matthew.Messina@ks.gov

1. Program Background

a. Introduction

The Transportation Alternatives (TA) Program provides funding for projects and programs defined as transportation alternatives that advance non-motorized transportation facilities, including on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, community improvement activities, historic transportation preservation, environmental mitigation and vegetation management activities; recreational trail program projects; 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.

The TA Program continues to build upon the legacy of the Transportation Enhancements (TE) and Safe Routes to Schools (SRTS) programs by supporting local projects that support additional transportation options, strengthen local economies, improve quality of life, protect the natural environment, and enhance transportation infrastructure.

b. Legislative History

The TA Program is a Federal program authorized under Section 1122 of the Federal transportation act, Moving Ahead for Progress in the 21st Century (MAP-21). The TA Program is codified under Title 23 of the United States Code, sections 213(b) and 101(a)(29). In Kansas, the TA Program is administered by the Kansas Department of Transportation (KDOT).

c. Performance Management

A key element of MAP-21's highway program is the transition to a performance-based transportation program. By employing various performance management processes, KDOT will invest resources into projects that achieve individual targets that will, as a whole, make progress toward national goals. MAP-21 established seven national performance goals: 1) Safety 2) Infrastructure Condition 3) Congestion Reduction 4) System Reliability 5) Freight Movement & Economic Vitality 6) Environmental Sustainability 7) Reduce Project Delays. The seven national goals set the framework for how DOTs will invest scarce transportation resources.

MAP-21 also requires that all states develop a competitive process specifically for the TA Program project selection process. The Federal Highway Administration (FHWA) encourages State DOTs to develop creative approaches to program structure and project implementation procedures. 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 planning efforts.

2. Program Structure

Included in the following information is a summary of the FHWA TA Program Guidance. For more information, please visit the following FHWA website:

https://www.fhwa.dot.gov/environment/transportation_alternatives/guidance/guidance_2016.cfm

a. Funding

MAP-21 provides for the reservation of funds apportioned to a state under Section 104(b) of Title 23. The national total reserved for TA each Federal Fiscal Year (FFY)—the FFY runs from October 1st to September 30th of the following year—is equal to 2% of the total amount authorized from the Highway Account of the Highway Trust Fund. The estimate of nation-wide TA funding for FFY 2017 and FFY 2018 is \$835,000,000 and \$850,000,000 respectively. These amounts can serve as broad estimates for the state’s funding levels for FFY 2017 and FFY 2018. KDOT does not receive an actual TA funding amount until the beginning of a FFY, or sometimes later.

Kansas’ TA Funding level is determined by the state’s proportionate share of the national total from FFY 2009 TE funding. 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 Program allocation. For more information, please visit the following KDWP&T website: <http://ksoutdoors.com/State-Parks/Grants>

b. Suballocation

Under MAP-21, 50% of Kansas’ TA apportionment is suballocated to areas based on their relative share of the state’s population. The remaining 50% is made available for use in any area of the state. The suballocated funds are made in the same manner as for the Surface Transportation program (STP) and are divided into three categories based on population:

1. Urbanized areas with populations > 200,000
2. Areas with populations > 5,000 and < 200,001
3. Areas with populations < 5,001

Please work with your MPO contact to accurately figure out which category your project belongs.

The projected distribution estimates for Kansas is CY 2017 and CY 2018 TAP funds by population is as follows:

Total TAP Funds	CY 2017	CY 2018
Areas > 200,000	\$1,167,160	\$742,738
Areas > 5,000 and < 200,001	\$2,310,671	\$1,470,427
Areas < 5,001	\$2,022,168	\$1,286,834
Any area	\$5,500,000	\$3,500,000
TOTAL	\$11,000,000	\$7,000,000

c. Local Match

The TA Program funds may pay for up to 80 percent (80%) of eligible project costs or up to the approved grant maximum, whichever is less. A local match is required to pay for 20 percent (20%) or more of the remaining project costs. This match requirement also applies to all Safe Routes to

School projects, Phase 1 or Phase 2. Federal funds cannot be used as matching funds, unless expressly permitted by law. State funds are eligible for use as match.

d. Cost Reimbursement and Sponsoring Agency

The TA Program is a part of the Federal-aid Highway Program and is a cost-reimbursement program. Although the program is a “grant” program under Federal regulation, it is not an “up-front” grant program and **funds are available only on a reimbursement basis**. This means Project Sponsors must incur the cost of the project prior to being repaid. Only after a project has been approved by the KDOT and the FHWA division office can costs become eligible for reimbursement.

Costs incurred before Project Sponsors receive a Notice to Proceed letter from KDOT are not eligible for reimbursement.

KDOT reserves the right to reduce or adjust TA funding requests.

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 paying all costs up-front and for requesting reimbursement from KDOT by submitting invoices and providing proof of payment. All costs submitted for reimbursement are subject to Federal and State eligibility requirements. **Sponsoring agencies are responsible for any costs exceeding the award amount.**

e. Funding Limitations and Availability

TA funds will be available for the year obligated plus two Federal fiscal years. Agencies awarded funds will have approximately three years from obligation to spend the funds, unless KDOT determines otherwise, or risk forfeiture of any remaining funds in the project. Please note that the obligation of construction funds is contingent upon completion of the design phase of a project; therefore, **you must complete your design phase** within the appropriate timeframe to obligate your construction funds.

f. Eligible Entities

The FAST Act authorizes the following entities to apply for TA Program funding:

- 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, consistent with the goals of Subsection (c) of Section 213 of Title 23.

A non-eligible Project Sponsor (such as a non-profit organization) may partner with an eligible Project Sponsors, but only eligible Project Sponsors may submit an application, and only an eligible Project Sponsor may submit requests for reimbursement for the program. All procurement needed for the project must follow state procurement procedures. There is no guarantee that any one particular non-profit organization will be chosen in the procurement process, and no funds will be paid directly to anyone other than the Project Sponsor.

Please note that “**high-risk**” entities determined at KDOT’s discretion will not be awarded funds, even if they are otherwise eligible. High-risk entities can be defined by financial risk or historical lack of capacity to adequately manage Federally-funded projects.

g. Ineligible Entities

The FAST Act **does not** authorize the following entities to apply for TA Program funding:

- Non-profits as direct funding recipients. Non-profits are eligible to partner with any eligible entity on an eligible TA project, if state or local requirements permit.
- KDOT, MPOs, and RTPOs; 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.

h. Eligible Projects and Activities

The following categories of activities are eligible for funding under KDOT’s Statewide TA Program:

- Transportation Alternatives as defined by [23 U.S.C. 101\(a\)\(29\)](#)
- Infrastructure-related or non-infrastructure-related projects formerly eligible through the Safe Routes to School (SRTS) program under Section 1404(f) of the SAFETEA-LU

Transportation Alternatives

Note: TA projects are **not** required to be located along a Federal-aid highway. However, SRTS project **must** be located within two miles of a K-8 grade school.

Eligible projects must meet one or more of these eligibilities and must relate to surface transportation:

1. Planning, design, and construction of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990.
2. Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
3. Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users.
4. Construction of turnouts, overlooks, and viewing areas.
5. Community improvement activities, which include but are not limited to:
 - a. Inventory, control, or removal of outdoor advertising.
 - b. Historic preservation and rehabilitation of historic transportation facilities.
 - c. Vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control.
 - d. Archaeological activities relating to impacts from implementation of transportation projects eligible under this title.
 - e. Streetscaping and corridor landscaping.
6. Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to:

- a. Address stormwater management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff, including activities described in sections 133(b)(11), 328(a), and 329; or
- b. Reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats.

Non-infrastructure Related Safe Routes to School Projects (Phase 1)

Activities to encourage walking and bicycling to school, including:

1. Public awareness campaigns and outreach to media and community leaders
2. Traffic education and enforcement in the vicinity of K-8 schools
3. Student sessions on bicycle and pedestrian safety, health, and environment
4. Funding for training, volunteers, and managers of safe routes to school programs. (section 1404(f)(2)(a))

Infrastructure Related Safe Routes to School Projects (Phase 2)

The planning, design, and construction of infrastructure-related projects that will substantially improve the ability of students to walk and bicycle to school, including:

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 facilities
7. Traffic diversion improvements in the vicinity of schools (section 1404(f)(1)(a))

i. 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 TAP-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 ODOT, 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 TAP 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.

3. Program Requirements

Since the Statewide Transportation Alternatives Program is a part of the Federal-aid highway program, awarded projects are subject to certain Federal laws and regulations. The following is a list of the basic eligibility requirements that all KDOT TAP projects must meet.

a. Compliance with Federal and State Requirements

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. Federal requirements should be discussed with the State Bicycle & Pedestrian Coordinator, or your regional representative at your local MPO. 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. These rules will be available to successful applicants through the Federal-Aid Project Development Guide as well as through Kansas Instructional Memorandums. Both of these references can be found at the following KDOT website: <http://www.ksdot.org/burlocalproj/default.asp>.

b. Minimum Project Requirements

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

1. The Sponsoring Agency and the proposed activity or project **must** meet the program's eligibility requirements.
2. The Sponsoring Agency **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 attachments.
3. The Sponsoring Agency **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 Sponsoring Agency **must** submit a basic map identifying the location of the proposed project. (This will not be required for non-infrastructure projects.)
5. All TA projects **must** be included in or consistent with an eligible local planning document. 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. Sponsoring Agencies **will not** be reimbursed for any costs incurred prior to receipt of a Notice to Proceed from KDOT, which is sent after the execution of the City/State Agreement.
7. 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. TA Program Application and Selection Process Overview

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.

a. Application Process

Prior to submitting an application, Sponsoring Agencies must consult with their corresponding MPO if applicable. If a Sponsoring Agency is located within an MPO, the agency must work with the MPO staff to ensure that the project meets the minimum requirements listed in the previous section, as well as discuss engineering estimates, project phasing, the agency's familiarity with the Bureau of Local Project's (BLP) LPA Administered Projects materials and training, project maintenance, whether the agency has previously had trouble meeting deadlines for Federal or State-funded projects, and other items as needed.

MPO Contacts

Flint Hills Metropolitan Planning Organization (FHMPPO)

Jared Tremblay, Transportation Planning
tremblay@flinthillsregion.org
 PO Box 514
 Ogden, KS 66517-0514
 (855) 785-3472

Lawrence-Douglas County Metropolitan Planning Organization (L-DC MPO)

Jessica Mortinger, Transportation Planner
jmortinger@lawrenceks.org
 PO Box 708, 6 E. 6th Street
 Lawrence, KS 66044
 785-832-3165

Metropolitan Topeka Planning Organization (MTPO)

Taylor Ricketts, Multi-Modal Planner
tricketts@Topeka.org
 City of Topeka – Planning Department
 620 SE Madison, 3rd Floor
 Topeka, KS 66607
 (785) 368-3728

St. Joseph Area Transportation Study Organization (SJATSO)

Chance Long, Transportation Planner
CLong@stjoemo.org
 1100 Frederick Avenue, Room 201
 St. Joseph, Missouri 64501
 (816) 236-1489

Note: The Mid-America Regional Council (MARC) and the Wichita Area Metropolitan Planning Organization (WAMPO) will facilitate an independent competitive selection process for projects eligible under the Transportation Alternatives (TA) Program. All interested applicants within these two MPO regions should work with their respective MPO directly and not KDOT.

b. Required Documents

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

- TA Program Application – See appendix
- Resolution of Support indicating proof of match, maintenance and budget capabilities from sponsoring agency) – See appendix
- Letter(s) of support regarding acquisition of Right-of-Way
- Basic map(s) of the project location (not required for non-infrastructure projects)

c. Project Submission and Selection Process

Consistent with other Federal-aid highway programs, TA funds are administered by the State Department of Transportation (DOT). TA funds **must** be used for eligible projects that are submitted by eligible entities and selected through a competitive process (23 U.S.C. 213(c)(4)(A)). The federal TA Program does not establish minimum standards or procedures for the competitive process. The project scoring and selection process is conducted by the KDOT Project Scoring Committee (PSC) and Project Selection Board (PSB) appointed by the State Bicycle & Pedestrian Coordinator.

For the Large Urbanized Areas with populations over 200,000, Kansas City and Wichita, the MPOs select the TA projects through a competitive process of their own.

For areas throughout the state outside of the Large Urbanized Areas with populations over 200,000, sponsoring agencies **must** submit their complete application packets to KDOT's TA Program Manager, Matt Messina. Please submit all application packets, which include 5 paper copies and 1 digital/electronic copy in PDF file format (either flash drive or CD-ROM with the PDF files loaded onto them) by mail. **Email submissions will not be accepted.**

Deadline — All application submissions must be received by KDOT no later than Friday, July 7, 2017 at 4pm local time. Submit all application packets to:

Matt Messina – Bicycle & Pedestrian Coordinator, Kansas Department of Transportation,
Eisenhower State Office Building, 700 SW Harrison St, 2nd Floor, Topeka, KS 66603

All application packets submitted to KDOT for inclusion in the statewide competitive selection process will be rated and ranked by a selection committee and according to the criteria listed in this Guide. **Incomplete application packets will not be accepted.** The higher-ranked projects are more likely to receive TA funding, however, the project 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. Additionally, at its own discretion, the PSB may adjust the projects selected in an effort to program funds in a geographically equitable manner.

After the selection committee meets and selects projects and funding awards, the TA Coordinator will provide the applicants and 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. KDOT will also send out official award letters to the Project Sponsors of the selected projects.

Recipients of TA funds will be required to attend an orientation meeting with appropriate KDOT staff, which will outline critical deadlines and processes to properly administer the project.

d. Important Dates and Deadlines

Date	Activity
May 5, 2017	Call for Projects announced and website will be live with application guidance and supplemental documents.
May 15, 2017	9am – 12pm KDOT will host a Transportation Alternatives workshop in Topeka, KS at the Eisenhower State Office Building on the 4 th floor in Auditorium A & B.
May (TBD)	KDOT will host a Transportation Alternatives webinar for those who could not attend the workshop.
July 7, 2017	Applications are due.
July 2017 – September 2017	KDOT will conduct in-person site visits for all project applicants (except for non-infrastructure projects).
November 2017	KDOT will announce final project selections and awards.

5. KDOT Contacts and Resources

a. Division 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,
 Phone: (785) 296-7448

Environmental Services

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

Bureau of Local Projects

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

Historic Preservation

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

b. KDOT LPA 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. KDOT's TA Program Project Scoring Process

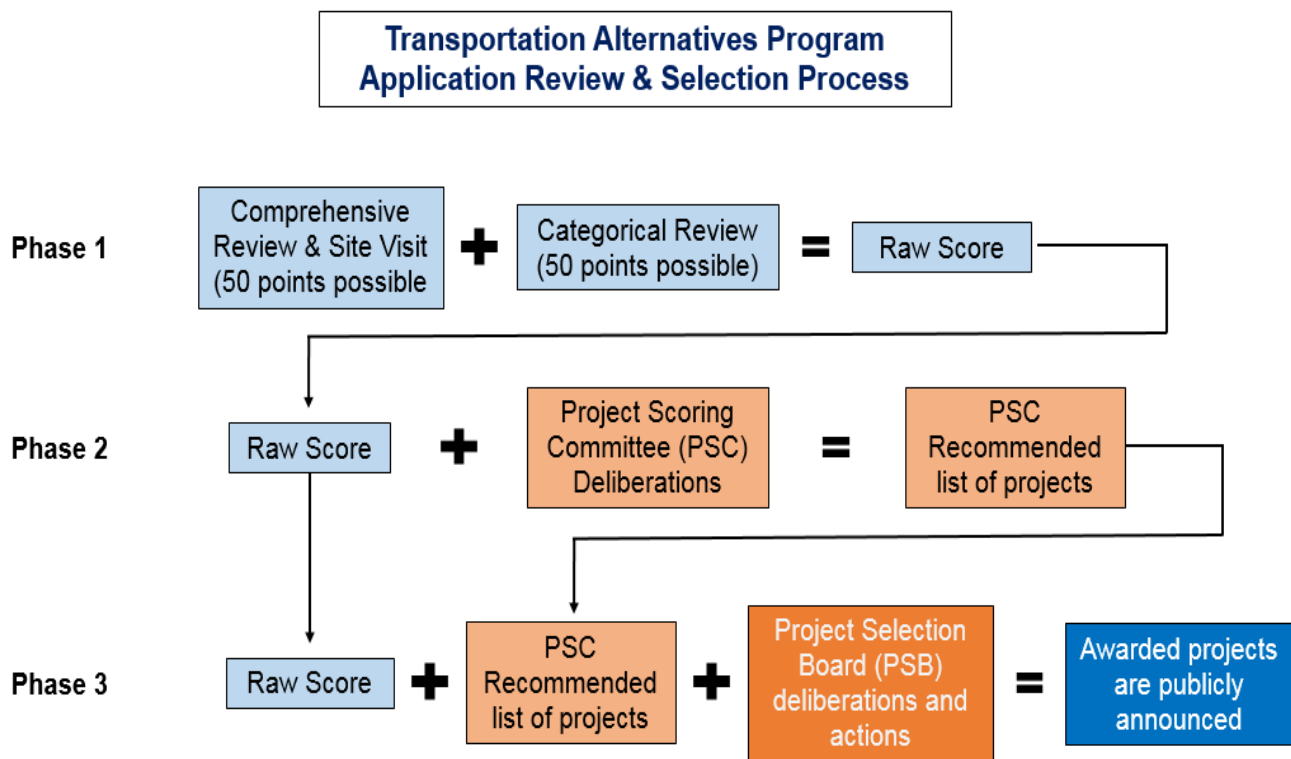
a. Introduction and Process

KDOT developed the following TA project scoring and selection criteria using input from various departments and external partners.

Once submitted, all applications will go through a multi-phase review process. During this process, the applications are screened for accuracy and completion before being arranged by category and evaluated based on the supplemental materials provided by the applicant. All applications should contain detailed information that promotes the needs and benefits associated with the proposed project(s) as amended by MAP-21 (Section 5304):

- Increase the safety and security of the transportation system
- Increase the accessibility and mobility of people by enhancing the integration and connectivity of the transportation system
- Support economic vitality by enabling competitiveness, productivity and efficiency
- Protect and enhance the environment by promoting energy or water conservation, improving quality of life, and promoting consistency between transportation improvements and locally planned land-use goals
- Promote efficient system management and operation
- Emphasize the preservation of the existing transportation system

The following diagram outlines the application review, scoring, and selection processes.



b. Project Scoring Criteria

Comprehensive Review (50 points possible)

Project applications will first be screened for accuracy and completion by KDOT’s Comprehensive Transportation Planning Unit. Applications will then 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 Project Scoring Committee (PSC) will use the evaluations described below to assign each project a score of -30 points to 50 points. They will be searching for this information in the application materials you submitted, including proposed budget, illustrations, and text narrative—**no external research will be done, so please be complete and specific in your application materials.**

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 state’s 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
Total	-30	50

Project Delivery and Maintenance – Sponsor’s past performance on the delivery and maintenance of KDOT projects. The total point value is 0 to -10 (select all that apply).

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 (select best fit).

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 (KDOT Bureau of Local Projects representatives will select best fit).

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 (is it shovel-ready?), 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 (select best fit for each and combine scores).

<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 long range planning document
5	Proposed project has been identified in an approved long range 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 submitted applications. These will be short, in person visits with members of the PSC to visit the physical sites and ask any clarification questions of Project Sponsors. Project Sponsors should assign no more than two people from your organization to guide the Site Visit team. The Site Visit scores from each Visitor will be combined and averaged for each project. The total point value is 0 to 15. (See appendix)

Category Review (50 points possible)

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

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 quite 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 narrative. The maximum total point value is 15 (select best fit).

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 (select best fit).

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 or not the application qualifies for any of the points. The maximum total point value is 20 (please answer the first item; if answer earns 5 points, we will select all that apply from the next three items for a possible 20 points. If answer for first item earns 0 points, no further points are available under this section, and section score will be 0 points).

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. (Select all that apply and combine scores).

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. The maximum total point value is 15 (select best fit).

- 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 (select all that apply and combine scores).

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. (Select all that apply and combine scores).

10 OR 5	Included in a regional bicycle or pedestrian plan
	Included in an adopted local bicycle or pedestrian plan
10 OR 5	Completion /maintain of a missing link on a national or statewide facility
	Completion/maintain of a missing link on a local facility
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 (select best fit for each item and combine scores).

Legal Speed Limit (choose only one)	>50 MPH	5
	40 to 50 MPH	4
	30 to 40 MPH	3
	20 to 30 MPH	1
	<20 MPH	0

Conflict Factor (choose 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) – transportation projects are all evaluated based upon current issues, planning process, timeline, and letters of support (LOS). Additionally, Phase 1 projects are evaluated on timeline; Phase 2 projects 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 (select best fit).

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 (select best fit).

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 (LOS) – Extent to which support has been received locally, including resolution of support from the applicant and LOS 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. Appendix

Please click on the following items to access their content.

- a. [Frequently Asked Questions \(FAQs\)](#)
- b. [KDOT TA Program Application Form 2017/2018](#)
- c. [Site Visit Guide and Scorecard](#)
- d. [Example Resolution of Project Sponsorship](#)
- e. [KDOT District Map](#) and [Area Office Contacts](#)
- f. **Planning, Design, and Safety Resources**
 - i. [Manual on Uniform Traffic Control Devices \(MUTCD\)](#)
 - ii. [Guide for the Planning, Design, and Operation of Pedestrian Facilities, July 2004, \(AASHTO Pedestrian Guide\)](#)
 - iii. [Guide for the Development of Bicycle facilities 2012, Fourth Edition \(AASHTO Bike Guide\)](#)
 - iv. [Proposed Rights-of-Way Guidelines](#)
 - v. [Separated Bike Lane Planning and Design guide \(FHWA\)](#)
 - vi. National Association of City Transportation Officials (NACTO) Guides:
 1. [Urban Street Design Guide](#)
 2. [Urban Bikeway Design Guide](#)
 3. [Transit Street Design Guide](#)
 - vii. FHWA Planning and Design Resources and Guides—a suite of tools produced by the FHWA to support the development of high-quality pedestrian and bicycle networks:
 1. [Small Town and Rural Multimodal Networks](#)
 2. [Achieving Multimodal Networks: Applying Design Flexibility and Reducing Conflicts](#)
 3. [Incorporating On-Road Bicycle Networks into Resurfacing Projects](#)
 4. [Pursuing Equity in Pedestrian and Bicycle Planning](#)
 5. [Guidebook for Developing Pedestrian and Bicycle Performance Measures](#)
 6. Case Studies in Delivering Safe, Comfortable and Connected Pedestrian and Bicycle Networks: [Volume 1](#) and [Volume 2](#)
 7. [Bike Network Mapping Idea Book](#)