



Transportation Alternatives (TA) Program

SITE VISIT GUIDE – 2017/2018

Kansas Department of Transportation
 Transportation Alternatives Program
 Project Scoring Committee

Date of Site Visit: ____ / ____ / ____

Project Sponsor	
Project Location	
Project Category	
Project Title	
Project Description	
Project Representatives	
KDOT Staff	

Topics to discuss and review during each site visit:

- Is the project sponsor familiar with KDOT’s Local Public Authority responsibilities?
- Has a representative of the sponsor attended a workshop or training?
- Do they have all the required forms and documents?
- Is this project included in any other planning documents? If so, which ones?
- Is this project in an MPO area? If so, does the MPO support this project?
- Does this project require acquisition of right of way? Do they have a letter of support from the property owner?
- Is the project within KDOT ROW? If so, does the associated district support the project? Will we need any special agreements?
- Discuss cost estimates.
- Discuss requirements for federal funds including the reimbursement process, project design, 90-day closeout after project completion, certified testing during construction, DBE, Buy America, etc.
- Does the sponsor understand the reimbursement process?
- Can they provide proof that they are prepared/capable to pay all costs up front?
- Does the sponsor have a plan for maintenance and operations costs?
- Does the sponsor have a good track record using federal funds, meeting deadlines, and closing out projects?
- Has the sponsor had any issues with project design or construction in the past?
- Is there anything that causes concern for proper fiscal management or implementation of the project?
- Are there any items that are being proposed that would **not** eligible for funding?

Things to think about during your Site Visit:

- Is the proposal well thought out? Does it seem more conceptual or more concrete to you?
- Would the community do this project even if there were no funds available?
- Are there other agencies affected that would require coordination (railroad, schools, etc.)? Are those agencies supporters of the project?
- Would the project support a wide cross-section of the community, or is this more of a silo project?
- Are there any items being proposed that would NOT be eligible for funding?
- Is the project in an MPO area? Y N
- How knowledgeable is the Project Sponsor about this project? Do they understand their whole application?
- Is the project part of a larger local vision? How does this project fit into that future vision? How is it documented in planning materials?
- *(For SRTS applications)* Does the application support the 5 Es (education, encouragement, enforcement, engineering, and evaluation) in meaningful ways?

PROJECT SPONSOR: _____

LOCATION: _____

SPONSOR RANKING: _____ of _____

CATEGORY: Bike/Ped Hist/Arch Scenic/Env SRTS

KDOT DISTRICT: 1 2 3 4 5 6

PROJECT DESCRIPTION: _____

SITE VISIT DATE: _____ VISITOR INITIALS: _____



