



**Kansas Department of Transportation  
Transportation Alternatives Program Guide 2021**

## **KDOT Transportation Alternatives Program Guide 2021**

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:

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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 directly to surface transportation.

1. Pedestrian and Bicycle/Non-Motorized Transportation
  - a. [Pedestrian/Bicycle/Non-motorized Transportation 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.

- b. [Infrastructure Related Projects to Provide Safe Routes for Non-Drivers](#) – infrastructure and accommodations for children, older adults, and individuals with disabilities to access daily needs.
- c. [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.
- 2. [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

**\*Please note: All SRTS projects must be within approximately two miles of a school for kindergarten through eighth grade.**
- 3. [Historic/Archeological Transportation Activities](#)
  - a. [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.
  - b. [Archaeological Activities](#) – projects related to impacts from implementation of highway construction projects.
- 4. [Scenic and Environmental](#)
  - a. [Scenic Turnouts and Overlooks](#) – construction of scenic turnouts, overlooks, and viewing areas.
  - b. [Outdoor Advertising Management](#) – billboard inventories and removal of illegal and non-conforming billboards.
  - c. [Vegetation Management](#) – improvement of roadway safety; prevention of invasive species; providing erosion control.
  - d. [Stormwater Mitigation](#) – pollution prevention and abatement activities to address stormwater management; water pollution prevention related to highway construction or due to highway runoff.
  - e. [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 FFY2021. 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 2021
- 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 FFY2021
- 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 (KDWPT). The RTP is a set-aside amount of Kansas' TA allocation. For more information on RTP, please visit KDWPT'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, 2021 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 2021 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](#).

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 (FHMPPO)**

Jared Tremblay, Project Manager  
[tremblay@flinthillsmmpo.org](mailto:tremblay@flinthillsmmpo.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

### Incomplete applications will not be considered

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

- **2021 TA Project Application** – Appendix A.
- **NARRATIVE** – Up to 3 pages that describe existing conditions, project need, project scope, and project benefits.
- **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 Spring 2020, 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 and email submissions will not be accepted.** All applications must be postmarked no later than Friday, November 1, 2019. Please mail all applications to:

Jenny Kramer – 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
August 29, 2019	Call for Projects announced, website will be live with application guidance and supplemental documents.
September 20, 2019	1:00 pm to 3:00 pm – TA Workshop at <a href="#">Eisenhower State Office Building</a> , 4 <sup>th</sup> Floor Auditorium, 700 SW Harrison, Topeka, KS 66603.
September 27, 2018	1:00 pm to 3:00 pm – TA Workshop at <a href="#">Kansas Highway Patrol Academy</a> , Classroom 58, 2025 East Iron, Salina, KS 67401
November 1, 2019	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: Jenny Kramer, 700 SW Harrison St. 2nd Floor, Topeka, KS 66603.
December-January	KDOT will conduct in-person site visits.
Spring 2020	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**

Jenny Kramer, State Bicycle & Pedestrian Coordinator,  
[Jenny.Kramer@ks.gov](mailto:Jenny.Kramer@ks.gov), Phone: (785) 296-5186

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

Nelda Buckley, Road Team Leader  
[Nelda.Buckley@ks.gov](mailto:Nelda.Buckley@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,  
[patrick.zollner@ks.gov](mailto:patrick.zollner@ks.gov), 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****Application Review Process****a. Initial Review**

An initial review of applications will be completed based on the criteria listed below. Any missing documents or information will be requested. Upon notice of missing items, applicant will have three (3) business days to submit.

To pass the initial review, applications must meet all of the following **minimum requirements**:

- The application is postmarked by 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 required attachments.
- The applicant demonstrates how the project is one or more of the eligible projects or activities.
- The proposed project is directly related to surface transportation.
- The application demonstrates that the required 20% minimum local cash match is available to support the participating phases of the project.
- Project sponsors are responsible for 100% of ineligible expenses (design, ROW, utilities) and all costs exceeding the award amount.
- 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.

**b. Comprehensive and Categorical Technical Review**

Complete applications that are determined to qualify for TA funding go through a rigorous review and scoring process that includes a comprehensive and categorical review (See Appendix B for Comprehensive Scoring Rubric. See Appendix C for Categorical Scoring Sheets):

- 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 Division of Planning and Development and Bureau of Local Projects, a Federal Highway Administration (FHWA) representative, and professionals who specialize in the fields of project categories.
- Additional information or clarification may be requested by TA Program Coordinator at this time. For example, applicants may be asked to provide clarity and additional information on proposals via conference call, site visits, submission of clarifying information such as google earth images, photos, plans, etc.
- 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.
- Sponsor's past performance on the delivery and maintenance of KDOT projects, if applicable, will be considered in the scoring.
- The PSC will determine recommended list of projects to present to the Program Review Committee (PRC).

### c. Program Review Committee deliberations and recommendations

Final recommendations will be presented to the PRC for review and discussion. Selection considers the scores and site visit, but also considers merit, availability and geographical distribution of funding, and ranking. KDOT will officially announce the list of funded projects by Spring 2020.

## 7. Frequently Asked Questions (FAQs)

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?

Availability of funds are contingent upon the reauthorization of the TA program. Funds for this Call for Projects are expected to be available as FFY 2021 TA funds beginning Oct. 1, 2020.

### 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 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.

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Phone: (785) 296-0415

**8. Appendices**

- a. [2021 TA Project Application Form](#)
- b. [Comprehensive Review Scoring Rubric](#)
- c. [Categorical Scoring Sheets](#)
- d. [Example Resolution of Support](#)
- e. [KDOT District Map and Area Office Contacts](#)

**9. Resources**

- a. **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. [Institute of Transportation Engineers \(ITE\): Designing Walkable Urban Thoroughfares: A Context Sensitive Approach](#)
  - viii. [PEDSAFE: Pedestrian Safety Guide and Countermeasure Selection System](#)
  - ix. [BIKESAFE: Bicycle Safety Guide and Countermeasure Selection System](#)
  - x. [National Association of City Transportation Officials \(NACTO\): all design guides](#)
- b. Other Resources**
- xi. [Safe Transportation for Every Pedestrian \(STEP\)](#)
  - xii. [FHWA: Addressing Common Misconceptions \(2015\)](#)
  - xiii. [FHWA: Incorporating On-Road Bicycle Networks into Resurfacing Projects \(2016\)](#)