



FFY 2017-2018

Transportation Alternatives Program Instructions and Application
For projects in the Tulsa Urbanized Area

A Grant Program of Moving Ahead for Progress in the 21st Century (MAP-21)
U.S. Department of Transportation
Federal Highway Administration



Indian Nations Council of Governments (INCOG)
Transportation Planning Division
2 W. 2nd Street, Suite 800
Tulsa, OK 74103-3116

Application Instructions

A. Introduction

The Transportation Alternatives (TA) program is a new program under the MAP-21 legislation signed into law July 6, 2012. The program was effective October 1, 2012. The TA program allows for increased flexibility in projects and effectively combines project eligibility from the former Transportation Enhancements (TE), Recreational Trails Program and Safe Routes to School (SRTS) programs which were enacted under SAFETEA-LU.

From 1991 to the passage of the MAP-21, ODOT ran a selection process for TE projects at the state level. That process included a statewide selection committee which considered applications submitted for the TE program. With the passage of MAP-21, TA funds were sub-allocated to INCOG for the Tulsa Urbanized area.

For FFY 2017-2018, INCOG expects to have approximately \$2.7 million available for projects in the Tulsa Urbanized Area. The FAST Act, the current federal surface transportation authorizing legislation, expires September 30, 2021. Future legislation is expected to include the TA program. All projects submitted and selected as a part of this process are based on existing federal transportation authorizations.

More detailed information about the FAST Act may be found here: [_ https://www.fhwa.dot.gov/fastact/factsheets/stbgfs.cfm](https://www.fhwa.dot.gov/fastact/factsheets/stbgfs.cfm)

B. Project Eligibility

To be eligible for this program the project must meet the following criteria: A project eligible for funding as defined in the three categories below.

1. **Transportation Alternatives Heading ([Sec. 1122](#)) and [Title 23 U.S.C. Sec. 101 \(29\)](#)**
 - a. Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation.
 - b. 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.
 - c. Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other nonmotorized transportation users.
 - d. Construction of turnouts, overlooks, and viewing areas.
 - e. Community improvement activities, including—
 - i. inventory, control, or removal of outdoor advertising;
 - ii. historic preservation and rehabilitation of historic transportation facilities;
 - iii. vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control; and
 - iv. archaeological activities relating to impacts from implementation of a transportation project eligible under 23 USC.
 - f. Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to—
 - i. address stormwater management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff; or
 - ii. reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats.

- g. Planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.

2. Recreational Trails Program Heading ([Title 23 U.S.C., Sec. 206](#))

- a. Maintenance and restoration of existing recreational trails;
- b. Development and rehabilitation of trailside and trailhead facilities and trail linkages for recreational trails;
- c. Purchase and lease of recreational trail construction and maintenance equipment;
- d. Construction of new recreational trails;
- e. Acquisition of easements and fee simple title to property for recreational trails or recreational trail corridors;
- f. Assessment of trail conditions for accessibility and maintenance;
- g. Development and dissemination of publications and operation of educational programs to promote safety and environmental protection

3. Safe Routes to School Program Heading ([SAFETEA-LU Sec. 1404](#))

- a. Planning, design, and construction of infrastructure-related projects that will substantially improve the ability of students to walk and bicycle to school, including sidewalk improvements, traffic calming and speed reduction improvements, pedestrian and bicycle crossing improvements, on-street bicycle facilities, off-street bicycle and pedestrian facilities, secure bicycle parking facilities, and traffic diversion improvements in the vicinity of schools.
- b. Activities to encourage walking and bicycling to school, including public awareness campaigns and outreach to press and community leaders, traffic education and enforcement in the vicinity of schools, student sessions on bicycle and pedestrian safety, health, and environment, and funding for training, volunteers, and managers of safe routes to school programs

C. Eligible Project Sponsors (Applicants)

The following is a list of eligible project sponsors under MAP-21. INCOG prefers that sponsors be familiar with the project delivery process under [Title 23 USC](#), and that those sponsors have a working relationship with the Oklahoma Department of Transportation.

- Local governments (cities and counties);
- Regional transportation authorities;
- Transit agencies;
- Natural resource or public land agencies;
- School districts, local education agencies, or schools (*note: it is INCOG's preference that school districts partner with local governments for project applications*);
- Tribal governments; and
- Any other local or regional governmental entity with responsibility for oversight of transportation or recreational trails (other than a metropolitan planning organization or a State agency) that the State determines to be eligible, consistent with the goals of subsection (c) of section 213 of title 23.

D. INCOG Program Framework

- 1) INCOG has established a goal of funding a diversity of projects to include larger projects and smaller projects. Projects may not request more than \$750,000 in federal funds for Large Projects and \$100,000 for Small Projects as defined below. There is no limit on overall project size.
 - a. Category 1: Large projects – projects that have a total federal share no more than \$750,000
 - b. Category 2: Small projects – projects that that have a total federal share no more than \$100,000

	Category 1 – Large Projects	Category 2 – Small Projects
Federal funding request maximum	\$750,000	\$100,000
Project budget maximum	Unlimited	Unlimited
Minimum non-federal funding as a percentage of total project cost	20%	20%
Example of projects	<ul style="list-style-type: none"> • Multi-use trail • Sidewalk connecting major pedestrian generators • Bicycle facilities • Bike-share capital costs • Safe bicycle & pedestrian crossings • Streetscapes 	<ul style="list-style-type: none"> • Design for project that would be eligible for Category 1 funding in the future • Signals to increase pedestrian safety • ADA access to transit stops • Bike parking • On-street bikeways and bike lanes (striping and signage)
Target Funding for Category	\$2.25 million	\$475,000

- 2) Projects must have at least a 20% commitment of non-federal funds to the total project cost. For example, if a project cost is \$100,000, the non-federal funding commitment must be at least \$20,000.
- 3) Sponsors must include a resolution from the governing body (i.e. City Council, County Commission, School Board, etc.) and signed by the Chief Executive indicating support for the project and commitment to ongoing project maintenance and matching funds. See *Appendix C* for example.
- 4) Projects must be located principally inside the Tulsa Urbanized Area (UZA) (see attached map, Appendix A). *Note: Some INCOG member governments may have only portions of their corporate limits inside the UZA. If your project is outside the UZA, project sponsors may apply to ODOT in the statewide TA program.*
- 5) A single project sponsor may submit up to **two (2)** applications for each of the funding categories (large and small). If more than one application is submitted, please indicate priority on the first page of the application.

E. Application Cycle Timeline

Date	Action
Wednesday, May 16, 2018	Application Cycle Opens
Friday, June 29, 2018	Applications Due to INCOG by 5:00pm
Wednesday, July 18, 2018	INCOG staff present project recommendations to the Transportation Technical Committee
Wednesday, July 25, 2018	Transportation Policy Committee recommends projects to INCOG Board of Directors
Tuesday, August 14, 2018	INCOG Board of Directors approves project selection

F. Project Selection Criteria

Projects will be selected based on the criteria described below. INCOG staff will check projects for eligibility, then score and rank each project and submit a summary score for consideration by the INCOG Transportation Technical Committee and recommendation by the INCOG Transportation Policy Committee. Projects will subsequently be approved by the INCOG Board of Directors before being forwarded to ODOT for project administration.

Projects will be ranked on their relative competitiveness to other projects submitted in the current round. Each rating category has a maximum number of points based on the relative importance of each rating factor. Projects can score anywhere in that range. In other words, the rating factor is not an all-or-nothing rating. For example, a project may have some safety benefits that are ancillary to the primary purpose, and may score partial points for safety even if it is not “substantially” improving safety conditions.

1) Transportation Purpose **(20 points maximum)**

- a. The extent to which the project provides or enhances active transportation options (i.e. bicycling and/or walking) linking destinations and/or residential locations? *(10 points)*
- b. Does the project encourage alternative commute transportation options, and thereby improve air quality? *(5 points)*
- c. Does the project facilitate connection to multiple modes of transportation? *(5 points)*

2) Safety **(20 points maximum)**

- a. Does the project substantially improve safety conditions on existing facilities for bicycles or pedestrians? *(10 points)*
- b. Is there crash data with bicycles and/or pedestrians that would be mitigated by this project? *(10 points)*

3) Planning & Design **(20 points maximum)**

- a. Is the project consistent with local and regional comprehensive land use and transportation plans, such as the [GO Plan](#) or a local comprehensive plan? *(10 points)*
- b. Has the project been conceptually designed? *(5 points)*
- c. Does the sponsor have control of the right-of-way, *and* has ROW acquisition been completed according to Federal Uniform Relocation Assistance and Acquisition Policies Act? *(5 points)*

4) Cost/Benefit **(10 points maximum)**

- a. The project benefits residents in multiple jurisdictions *(5 points)*
- b. User benefits are described and quantified *(5 points)*

5) Public Support **(10 points maximum)**

- a. The project has the support of public not-for-profit organizations or private entities of national, regional, statewide, or local scope with expertise in the proposed project *(5 points)*
- b. The project creates a partnership at a local level (i.e. with a business association, foundation, etc.) *(5 points)*

6) Funding **(20 points maximum)**

- a. The extent to which applicants show proof of commitment to provide extra funding above the minimum 20% matching requirement *(10 points)*
- b. Prior to this call for projects, the project design is underway or completed. *(10 points)*

G. Procedures for Project Initiation After Selection

- 1) Sponsor and ODOT are notified of selection by INCOG
- 2) ODOT initiates contact with the Sponsor

- 3) Sponsor approves Project Agreement with ODOT Local Government Division
- 4) INCOG amends the Transportation Improvement Program (TIP) to include the selected project
- 5) ODOT amends the Statewide Transportation Improvement Program (STIP) to include the project
- 6) Sponsor follows all ODOT requirements for consultant selection, right-of-way acquisition, environmental clearance, and project letting. *Note: Under MAP-21, all projects under the Transportation Alternatives program are required to be administered under [Title 23](#) as if they were on a federal-aid highway. Under SAFETEA-LU, project letting was done by local sponsors. Under MAP-21, project letting will be by ODOT, unless ODOT approves local sponsor letting.*

H. Submission Instructions

Submit five (5) hard copies to INCOG by Friday, June 29, 2018 at 5:00pm. Also submit an electronic version (PDF format preferred) to jziegler@incog.org

Submit hard copies to:

INCOG
Attn: Jane Ziegler
2 W. 2nd Street, Suite 800
Tulsa, OK 74103-3116

Please direct any questions about this process to Jane Ziegler at 918.521.4431 or jziegler@incog.org.

**FFY 2017-2018 Transportation Alternatives Program Application
INCOG Urbanized Area**

Part I: Applicant Information

Project Title	
Project Location (<i>must be principally in the Tulsa Urbanized Area</i>)	
Sponsor (must be eligible sponsor under Section C)	
Sponsor Contact Name	
Sponsor Contact Title	
Address	
Phone	
Email	

Part II: Project Financial Information- Include a detailed, complete and realistic cost estimate and summarize below:

Project Category		<input type="checkbox"/> Small (≤ \$100,000 Federal Share) <input type="checkbox"/> Large (\$100,001 - \$750,000 Federal Share)		
Project Costs	Sponsor Funds (20% minimum)	Federal Funds	Construction Mgmt. & Inspection*	Total
Pre-Construction Costs:				
1) Planning/Design				
2) ROW				
3) Utility Relocation				
Construction Costs:				
Grand Total:				
Summary:				

***Applicants are encouraged to include a minimum of 10% construction management & inspection costs.**

Certification:

I certify that *name of sponsor* supports the proposed project, has the legal authority to pledge matching funds, and has the legal authority to apply for state or federal funds. I further certify that matching funds are available or will be available for the proposed project.

Signature _____

Date: _____

Printed Name: _____

Title: _____

Part III: Project Technical Information

Required elements (attach additional pages)

1. Resolution from governing body indicating support for the project and commitment of non-federal matching funds and ongoing maintenance of the proposed project
2. Detailed, complete and realistic project budget
3. Project map

Optional elements (attach additional pages)

1. Conceptual design plans showing a rendering of the project
2. Photos of existing conditions at the project site
3. Demographic information showing the population served
4. Letters of support and/or financial commitment from community organizations

1. Describe your project (location, project type, length)

2. Describe how the project fits into existing plans and how the public has been engaged in the project planning. What project planning has taken place prior to this application?

3. Describe any safety benefits the project will achieve. Is there evidence of crash experience that would benefit pedestrians or bicyclists?

4. How does the project benefit your community? How are destinations within the community connected by the project? How might people use the project as a transportation alternative to get to work, school or to make personal trips.

5. Does the sponsor have control of the ROW for the project? If so, has the ROW been acquired in accord with the Federal Uniform Relocation Assistance and Acquisition Policies Act?

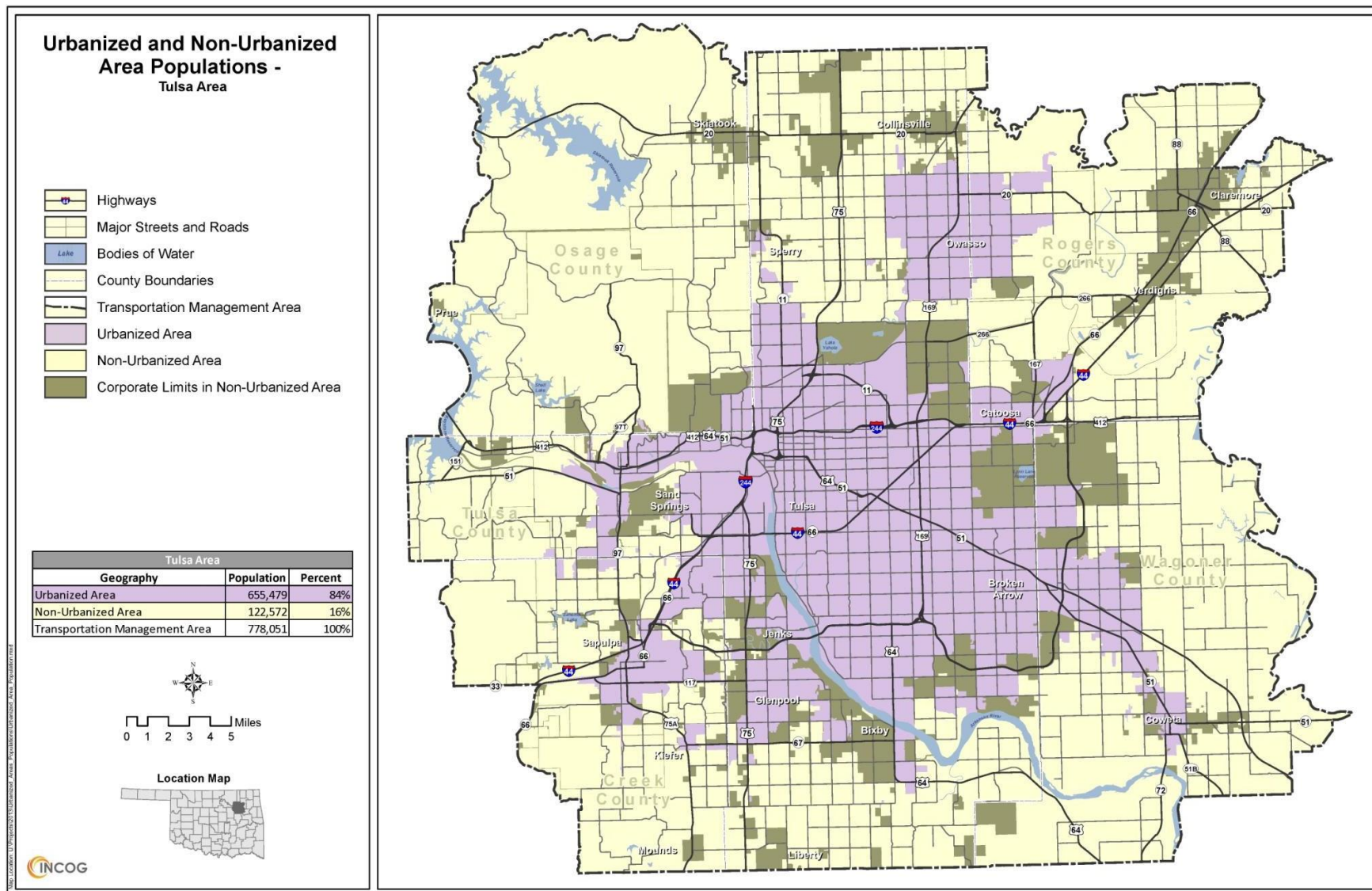
6. Describe the proposed ownership and maintenance responsibilities for the project once it is completed.

7. Use this space to provide any additional details that relate to the rating criteria that were not addressed in the questions above.

8. Attach maps, photos, budget estimates, and resolution from local governing body. List attachments here:
 - a.
 - b.

APPENDIX A – TULSA URBANIZED AREA (2010 Census Defined)

All applications submitted under this program must be in the urbanized area shown on this map



APPENDIX C

Resolution to Request Programming of
Tulsa Urbanized Area Transportation Alternatives Funds

WHEREAS, Transportation Alternatives Urbanized Area funds have been made available for transportation improvements within the Tulsa Urbanized Area; and

WHEREAS, The [PROJECT SPONSOR] has selected a project described as follows:

_____;

WHEREAS, the selected project is consistent with the local comprehensive plan, including applicable Major Street and Highway Plan Element or the Regional Trails Master Plan, as applicable, and the Regional Transportation Plan; and

WHEREAS, the engineer's preliminary estimate of cost is \$_____, and Federal participation under the terms of the federal law, FAST Act, relating to Transportation Alternatives Urbanized Area funds are hereby requested for funding of _____percent of the project cost; and

WHEREAS, the [PROJECT SPONSOR] proposes to use [SOURCE] funds for the balance of the project costs; and

WHEREAS, the [PROJECT SPONSOR] agrees to provide for satisfactory maintenance after completion, and to furnish the necessary right-of-way clear and unobstructed; and

WHEREAS, the [PROJECT SPONSOR] has required matching funds available and further agrees to deposit with the Oklahoma Department of Transportation said matching funds within thirty (30) days after approval by the Federal Highway Administration.

NOW, THEREFORE, BE IT RESOLVED: That the Indian Nations Council of Governments is hereby requested to program this project into the Transportation Improvement Program for the Tulsa Transportation Management Area; and

BE IT FURTHER RESOLVED: That upon inclusion in the Transportation Improvement Program, the Oklahoma Transportation Commission is hereby requested to concur in the programming and selection of this project and to submit the same to the Federal Highway Administration for its approval.

ATTEST:

(Chief Elected Official or local governing body)

(Clerk/Secretary/Attorney)