

Project Application Form

Transportation Alternatives Program

2017 Call for Projects

For the St. Louis Region

Bicycle and Pedestrian Facilities

Submitting Agency:

Project Title:

Federal Amount Requested:

Applications Due: Monday, June 19, 2017 by 4:00 PM



EAST-WEST GATEWAY
Council of Governments

Creating Solutions Across Jurisdictional Boundaries

[TRANSPORTATION ALTERNATIVES PROGRAM](#)
[BICYCLE AND PEDESTRIAN FACILITIES](#)
[PROJECT APPLICATION FORM](#)

Please refer to the Project Development Workbook for more information on the program requirements, scoring criteria, and available funding. The Project Development Workbook is available on the East-West Gateway website: www.ewgateway.org.

This project application form is for the bicycle and pedestrian facilities, including Safe Routes to School (SRTS) infrastructure. There are separate project application forms for the SRTS non-infrastructure activities, and for the community improvement and environmental mitigation activities. If your agency is interested in applying for those activities, please obtain the application form from the East-West Gateway website, or contact the East-West Gateway staff for more information.

Viewing and utilizing the application form will require the installation of Adobe Reader. A free download of the software can be obtained here: <http://get.adobe.com/reader/>. **Please save the application to your computer before filling out the necessary information.** Rename the PDF file using the following format: 2017TAP_[Sponsor]_[Project Name].pdf. You may attach additional pages to the application if necessary to address questions in the application.

The call for projects begins April 4, 2017 and ends on June 19, 2017 at 4:00 p.m. Applications received after the deadline will not be accepted. Submit the completed application and necessary attachments electronically to rachael.pawlak@ewgateway.org. Please submit one application per email. Electronic copies can also be delivered on a CD or USB drive. You will receive an email confirmation within one business day of submittal. If you do not receive confirmation or have questions about the application, contact Rachael Pawlak.

Applicants must also submit one (1) hard copy (including attachments) to:

East-West Gateway Council of Governments
Attention: Transportation Planning Department – TAP
Gateway Tower
One Memorial Drive, Suite 1600
St. Louis, MO 63102-2451

The information provided in this application is public record.

Project sponsors wanting feedback on applications may submit a preliminary copy by May 5, 2017 to Rachael Pawlak at rachael.pawlak@ewgateway.org. East-West Gateway staff will review the applications submitted and will return comments by email by May 19, 2017. If a preliminary application is submitted for feedback, a final application must still be submitted by June 19, 2017.

If you have any questions, contact Rachael Pawlak at 314/421-4220 (MO) or 618/274-2750 (IL), or email at rachael.pawlak@ewgateway.org.

[Applications are due Monday, June 19, 2017 by 4:00 PM](#)

PROJECT CHECKLIST

The evaluation and scoring of all projects will be based on the answers provided in the application and the attachments submitted. Materials that must be submitted include: project application fee, application form, required signatures, detailed cost estimate, project location map, and a typical section. All other materials are not required, but aid in the evaluation and scoring process.

The materials should be submitted in the following order.

Project Application:

- Project application fee – ½ of one percent of federal funds requested
- Completed Transportation Alternatives Program application
- Required signatures: Notification of Title VI Requirements, Financial Certification of Matching Funds, Person of Responsible Charge Certification, Right-of-Way Acquisition Certification Statement, Policy on Reasonable Progress Certification – Missouri Sponsors Only, Certification of Funding Availability – Illinois Sponsors Only

Attachment A:

- Detailed cost estimate – use Estimate of Project Costs excel file provided by East-West Gateway

Attachment B:

- Project location map – project location will be used to determine both the PUI and EJ score
- Photographs of existing conditions
- Drawings or preliminary sketches of the proposed project
- Typical section

Attachment C:

- Bicycle and/or pedestrian police crash reports
- Documentation of an approved or adopted plan, ordinance, and/or policy – **do not attach entire plan documents, only include the necessary pages**
- Coordination letter from the agency with jurisdiction over facility, if applicable
- Letters of support: endorsements or petitions from associations, boards, school districts, citizens, businesses, etc.
- Documentation of public involvement process: public meeting minutes, newspaper clippings, press announcements, etc.

SUBMITTAL TYPE (CHECK ONE):

- Preliminary application (for comments) – Due May 5, 2017
- Final application – Due June 19, 2017

| | |
|---|---|
| PROJECT IDENTIFICATION | |
| Project title: | |
| Sponsoring agency: | Contact information – name, title, agency, mailing address, phone, e-mail: |
| Secondary sponsor agency (if applicable): | |
| Project type: <input type="checkbox"/> Bicycle and/or pedestrian facility <input type="checkbox"/> Safe routes for non-drivers (<i>includes SRTS infrastructure</i>) | |
| Project status: <input type="checkbox"/> New project <input type="checkbox"/> Continuation of TAP/STP-S/CMAQ project <input type="checkbox"/> Add to existing non-federally funded project | Is this application request for a piece of a larger project (phase) or the entire length of project? <input type="checkbox"/> Phase <input type="checkbox"/> Full project |
| TIP ID # of existing project: | |
| PROJECT LOCATION <i>*Project sponsor must include a map clearly showing the exact project location(s) and extents.</i> | |
| Name of street or facility to be improved: | |
| Project limits – north/west reference point, cross street, or intersection: | Municipality and county: |
| Project limits – south/east reference point, cross street, or intersection: | Municipality and county: |
| For SRTS infrastructure applications, list the names and addresses of the school(s) that will directly benefit from the project. <i>*Provide support letters from the affected schools.</i> | |
| ROADWAY INFORMATION <i>*Provide the following information for the road(s) of the facility or adjoining to the off-road facility.</i> | |
| Federal functional classification of road (per East-West Gateway): | Width of outside paved shoulder (current and proposed): |
| Speed limit of street (current and proposed): | Number of through lanes (current and proposed): |
| Annual Average Daily Vehicular Traffic (AADT): | Typical lane width (current and proposed): |
| Width of outside lane: (current and proposed): | Total roadway width (current and proposed): |

PROJECT MANAGEMENT INFORMATION

Does the sponsoring agency own and maintain this facility? *If no, a letter of support for this project is required from the facility owner.*

Yes No Unknown

Status of right-of-way acquisition:

All acquired or none needed
 In process
 Not started

If applicable, list the number of parcels to be acquired (*all properties, permanent and/or temporary easements, TSCL, and other rights-of-way*):

Will the project traverse any public property, such as a public park that has used federal funds (*i.e., Land and Water Conservation Funds*) in the past?

Yes No Unknown

Does the project traverse any property owned by a railroad?

Yes No Unknown

Estimated completion (construction) month/year:

UTILITY INFORMATION **Project sponsor must coordinate with utilities prior to construction.*

Will the project require the relocation of any utilities?

Yes No Unknown

If yes, which utility companies will need to be coordinated with (*i.e., electric, phone, gas, water, cable tv, sewer, other*):

Give details concerning potential utility conflicts, problems, or issues:

MAINTENANCE INFORMATION **TAP funds are not available for on-going maintenance activities such as mowing and snow removal.*

List any regular maintenance tasks anticipated over the next 25 years:

Estimated annual cost to maintain facility and identify funding source:

PROJECT READINESS

Is the project identified in an approved or adopted plan, policy, or ordinance?

Yes No Unknown

Name and adoption date of plan, policy, or ordinance:

What planning has been completed to date?

Conceptual Plan Preliminary Plan Final Plan

PROJECT DESCRIPTION

Provide a brief description of the purpose of the project and the scope of work. If the project can be broken down into constructible segments, please provide information on each segment.

If the project is part of a larger federally funded roadway or transit improvement, describe it:

PROJECT DEVELOPMENT SCHEDULE *Many stages can occur concurrently.

| Activity Description | State Date (MM/YYYY) | Finish Date (MM/YYYY) | Time Frame (Months) |
|---|----------------------|-----------------------|---------------------|
| Receive notification letter | 10/2017 | 10/2017 | |
| Execute agreement (project sponsor and DOT) | | | |
| Engineering services contract submitted and approved* | | | |
| Obtain environmental clearances (106, CE-2, etc.) | | | |
| Public meeting/hearing | | | |
| Develop and submit preliminary plans | | | |
| Preliminary plans approved | | | |
| Develop and submit right-of-way plans | | | |
| Review and approval of right-of-way plans | | | |
| Submit and receive approval for notice to proceed for right-of-way acquisition (A-Date)* | | | |
| Right-of-way acquisition | | | |
| Utility coordination | | | |
| Develop and submit PS&E | | | |
| District approval of PS&E/advertise for bids* | | | |
| Submit and receive bids for review and approval | | | |
| Project implementation/construction | | | |

* Finish date must match fiscal year for each milestone shown in **bold** text.

FINANCIAL PLAN *Fiscal years are federal fiscal years (October 1 through September 30). Federal funds must not exceed 80% of the total cost.

| Activity | Starting Federal Fiscal Year | Total Phase Cost | TAP Funds Requested | Sponsor Share | Sponsor Share Percentage |
|-----------------------------------|------------------------------|------------------|---------------------|---------------|--------------------------|
| PE/Planning/Environmental Studies | FY | \$ | \$ | \$ | % |
| Right-of-Way | FY | \$ | \$ | \$ | % |
| Implementation | FY | \$ | \$ | \$ | % |
| Construction Engineering | FY | \$ | \$ | \$ | % |
| TOTAL PROJECT COST | | \$ | \$ | \$ | % |

Identify the source(s) of local matching funds:

Have the matching funds been secured (provide details):

Has the project received funds programmed from other funding sources (provide details):

COMMUNITY SUPPORT

Describe the public involvement activities to date on the proposed project:

EXISTING CONDITIONS

Describe the existing conditions of the bicycle/pedestrian environment where the proposed facility will be constructed (*i.e., are bike lanes or sidewalks present? If so, give width of each existing facility.*):

PROPOSED FACILITY INFORMATION

Does the proposed project incorporate any of the following bicycle-related improvements?

- Separated bike lane/cycle track/protected bike lane
- Shared-use path/trail
- Arterial sidepath
- Buffered bike lane
- Standard bike lane (not buffered)
- Marked shared roadway (shared-lane markings, “sharrow”)
- Paved shoulder
- Wayfinding, bicycle racks or parking, or other end of trip facilities
- Other

Describe other:

Does the project incorporate any innovative bicycle treatments (*i.e., pavement colorings, bike boxes, bike detection, etc.*)?

- Yes No Unknown

If yes, describe:

Does the project incorporate any of the following traffic calming and/or design improvements?

- Pedestrian safety
- Speed control
- Volume control
- None

If the project incorporates any traffic calming or design improvements, describe the improvements (*i.e., bulb-outs, median barriers, center islands, roadway markings, improved signage and signals, etc.*). Also explain how this improvement will reinforce a safe environment for bicyclists and/or pedestrians.

Does the project incorporate improvements to existing transit stops or stations (*i.e., ADA landing pads, benches, shelters, etc.*)?

- Yes No Unknown

If yes, explain the improvements:

Does the project improve access to transit stops, stations, park-and-ride lots, or other major transit facilities?

- Yes No Unknown

If yes, describe how the proposed project integrates with transit service:

Does the project serve an activity center, employment center, or community resource (*i.e., a business district, university, college, school, retail center, medical facility, park, etc.*)?

Yes No Unknown

If yes, list all major activity centers, employment centers, and/or community resources (planned or existing) that the project directly serves:

Explain how the project will serve and enhance access to the activity centers, employment centers, or community resources identified above:

Indicate the connectivity of the bicycle/pedestrian facilities resulting from the project:

- Project fills a gap between existing bicycle/pedestrian facilities
- Project intersects an existing bicycle/pedestrian facility
- Project extends an existing bicycle/pedestrian facility
- Project is a new isolated bicycle/pedestrian segment

Does the project provide a connection that reduces a barrier to use and functionality? *Examples of barriers include: 1) natural or man-made barriers (interstates, railroads, rivers); 2) arterial streets whose cross streets lack the combination of a low-stress approach and a safe crossing; and 3) breaks in the street grid, forcing traffic to use arterials to access the local streets.*

Yes No Unknown

If yes, 1) describe the barrier and 2) explain how the project will provide safe crossing of that obstacle:

Does the project include significant benefits which address water quality, energy efficiency, or other environmental improvements (*i.e., pervious surfaces, rain gardens, solar powered fixtures, etc.*)?

Yes No Unknown

If yes, describe the environmental improvements:

ADDITIONAL INFORMATION

Provide any additional information that you would like to share:

Empty text box for providing additional information.

NOTIFICATION OF TITLE VI REQUIREMENTS

Title VI

A recipient of any federal funds from the U.S. Department of Transportation (“DOT”) must comply with federal statutes, regulations, executive orders, and other pertinent directives that govern nondiscrimination in federally assisted programs. Below is a list of the statutes and regulations that may apply to a recipient’s program; however, other federal requirements regarding nondiscrimination may be imposed by DOT.

- A. Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. §§ 2000d *et seq.*
- B. All requirements imposed by or pursuant to the Code of Federal Regulations, Title 49: Transportation, Subtitle A: Office of the Secretary of Transportation, Part 21: *Nondiscrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964.*

As part of federal requirements, a recipient of funds from DOT must ensure that it has written policies and procedures in place to ensure nondiscrimination in its programs, up to and including, developing a Title VI Plan.

Nondiscrimination

A recipient of any federal funds from the U.S. Department of Transportation (“DOT”) must comply with federal statutes, regulations, executive orders, and other pertinent directives that govern nondiscrimination in federally assisted programs. Below is a list of the statutes and regulations that may apply to a recipient’s program; however, other federal requirements regarding nondiscrimination may be imposed by DOT.

- A. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d, and implementing regulations at 49 CFR Part 21 – *Nondiscrimination in Federally Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act.*
- B. The equal employment opportunity provisions of 49 U.S.C. § 5332 and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000e *et seq.*, and implementing regulations, including:
 1. 41 CFR Part 60 – *Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.*
- C. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. §§ 1681 *et seq.*, and implementing regulations at 49 CFR Part 25 – *Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.*
- D. Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794, and the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. §§ 12101 *et seq.*, and implementing regulations, including:
 1. 49 CFR Part 37—*Transportation Services for Individuals with Disabilities (ADA).*
 2. 49 CFR Part 27—*Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance.*
 3. 36 CFR Part 1192 and 49 CFR Part 38—*Americans with Disabilities (ADA) Accessibility Specifications for Transportation Vehicles.*
 4. 28 CFR Part 35—*Nondiscrimination on the Basis of Disability in State and Local Government Services.*
 5. 28 CFR Part 36—*Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities.*

6. 41 CFR Subpart 101 – 119—*Accommodations for the Physically Handicapped*.
 7. 29 CFR Part 1630—*Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act*.
 8. 47 CFR Part 64, Subpart F—*Telecommunications Relay Services and Related Customer Premises Equipment for the Hearing and Speech Disabled*.
 9. 36 CFR Part 1194—*Electronic and Information Technology Accessibility Standards*.
 10. 49 CFR Part 609—*Transportation for Elderly and Handicapped Persons*.
 11. Federal civil rights and nondiscrimination directives implementing those federal laws and regulations, unless the federal government determines otherwise in writing.
- E. The Age Discrimination Act of 1975, as amended, 42 U.S.C. §§ 6101 *et seq.*, and implementing regulations at 49 CFR Part 90 – *Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance*.
 - F. The Age Discrimination in Employment Act, 29 U.S.C. §§ 621 through 634, and implement regulations of the U.S. Equal Employment Opportunity Commission 29 CFR Part 1625—*Age Discrimination in Employment Act*.
 - G. The Drug Abuse Office and Treatment Act of 1972, as amended, 21 U.S.C. §§ 1101 *et seq.*, the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, as amended, 42 U.S.C. §§ 4541 *et seq.*, and the Public Health Service Act of 1912, as amended, 42 U.S.C. §§ 290dd through 290dd-2.
 - H. Executive Order 12898—*Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations*, 42 U.S.C. § 4321 note, and DOT Order 5620.3 at Federal Register Vol. 62 No. 18377—*Department of Transportation Actions to Address Environmental Justice in Minority Populations and Low-Income Populations*.
 - I. Executive Order 13166 – *Improving Access to Services for Persons with Limited English Proficiency*, 42 U.S.C. § 2000d – 1 note, and implementing policy guidance at Federal Register Vo. 70 No. 74087—*DOT Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficiency (LEP) Person*.

By submitting its application as part of the TIP process and signing below, the Project Sponsor certifies that it has reviewed the federal requirements regarding nondiscrimination in federally assisted programs and believes that the Project Sponsor complies with the required policies and procedures. Also, the Project Sponsor acknowledges its understanding that if the Project Sponsor does not have the required policies and procedures in place prior to federal funds being obligated, then the Project Sponsor’s project may become ineligible for federal funding.

Name (print)

Title

Signature

Date

FINANCIAL CERTIFICATION OF MATCHING FUNDS

This is to ensure sufficient funds are available to pay the non-federal share of project expenditures for the following project to be funded under the provisions of the Fixing America’s Transportation (FAST) Act.

Project Title: _____

Local Match Amount: _____

Sponsoring Agency: _____

Chief Elected Official (or Chief Executive Officer):

Name (print): _____

Signature: _____

Date: _____

Chief Financial Officer:

Name (print): _____

Signature: _____

Date: _____

PERSON OF RESPONSIBLE CHARGE CERTIFICATION

The key regulatory provision, 23 CFR 635.105 – Supervising Agency, provides that the State Transportation Agency (STA) is responsible for construction of federal-aid projects, whether it or a local public agency (LPA) performs the work. The regulation provides that the STA and LPA must provide its full-time employee to be in “responsible charge” of the project.

The undersigned employee(s) of the Project Sponsor will act as person of responsible charge. If at any point the employee leaves the LPA, the LPA is responsible for finding a suitable replacement and notifying East-West Gateway. If the person of responsible charge is found to not be a full-time employee of the LPA, it will result in the loss of federal funds for this project. One employee can act as person of responsible charge for all three phases. All three phases must be signed.

Person of Responsible Charge – Design Phase

Name (print): _____

Title: _____ Email: _____

Signature: _____

Date: _____

Person of Responsible Charge – Right-of-Way Acquisition Phase

Name (print): _____

Title: _____ Email: _____

Signature: _____

Date: _____

Person of Responsible Charge – Construction Phase

Name (print): _____

Title: _____ Email: _____

Signature: _____

Date: _____

RIGHT-OF-WAY ACQUISITION CERTIFICATION STATEMENT

The State Department of Transportation and the Federal Highway Administration (FHWA) have the right and responsibility to review and monitor the acquisition procedures of any federally funded transportation project for adherence to The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. Those projects found in non-compliance may jeopardize all or part of their federal funding.

A. The Project Sponsor hereby certifies that any right-of-way, and/ or permanent or temporary easements necessary for this project, obtained prior to this application, were acquired in accordance with The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.

B. The Project Sponsor also certifies that any additional right-of-way, and/or permanent or temporary easements, subsequently required to complete the project, will be acquired according to The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.

Name (print)

Title

Signature

Date

POLICY ON REASONABLE PROGRESS CERTIFICATION – MISSOURI SPONSORS ONLY

Following on the next page is a copy of the policy on reasonable progress adopted by the East-West Gateway Council of Governments Board of Directors.

The undersigned representative of the Project Sponsor hereby certifies that s(he) has read this policy and understands its requirements. The representative acknowledges that failure to meet all of the reasonable progress requirements could result in federal funds being revoked and returned to the regional funding pool, as dictated by the policy.

Name (print)

Title

Signature

Date

POLICY ON REASONABLE PROGRESS – MISSOURI SPONSORS ONLY

Reasonable Progress

For projects or programs included in the Transportation Improvement Program (TIP), “reasonable progress” will have been made if the project has advanced to the point of obligating all federal funds programmed for that project in the current fiscal year, regardless of the phase of work (*i.e., preliminary engineering, right-of-way acquisition, or plans specifications and estimates*). If a project fails to obligate the programmed federal funds by September 30 of the current year, the funding will be forfeited and returned to the regional funding pot. Actual progress toward implementation is measured against the schedule submitted by the Project Sponsor in the project application.

Policy Procedures and Enforcement

Projects that do not obligate all federal funds by the Board approved suspense date will be removed from the TIP and the federal funds associated with those projects will be returned to the regional funding pool for redistribution. The removal of projects from the TIP will require no further Board action and the sponsor will have to repay any federal funds already spent if the funding is forfeited.

If a project is realizing delays that will put the federal funding at risk of forfeiture (*i.e., not meet a September 30 deadline*), the Project Sponsor will have the opportunity to ask for consideration of a “one-time extension” in their project schedule. The one-time extension can only be requested for the implementation/construction phase of the project. The extension request will only be considered once a year, and has to be made before June 1 of the current fiscal year of the TIP.

To be considered for this extension the Project Sponsor has to demonstrate on all counts: a) the delay is beyond their control and the sponsor has done due diligence in progressing the project; b) federal funds have already been obligated on the project or in cases that no federal funds are used for PE and/or ROW acquisition, there has been significant progress toward final plan preparation; and c) there is a realistic strategy in place to obligate all funds.

One-time extensions of up to three (3) months may be granted by East-West Gateway staff and one-time extensions greater than three (3) months, but not more than nine (9) months, will go to the Board of Directors for their consideration and approval. Projects requesting schedule advancements will be handled on a case-by-case basis, subject to available funding, and are subject to the Board adopted rules for TIP modifications.

Project Monitoring

An extensive monitoring program has been developed to help track programmed projects and ensure that funding commitments and plans are met. Monthly tracking reports are developed and posted on the East-West Gateway website, utilizing project information provided by the Project Sponsor, IDOT, and MoDOT district offices. Additionally, project sponsors are contacted at least every three (3) months by East-West Gateway staff for project status interviews.

CERTIFICATION FOR FUNDING AVAILABILITY – ILLINOIS SPONSORS ONLY

Section 1104 of the FAST Act provides for the reservation of funds apportioned to a state under 23 U.S.C. 104(b)(2) to carry out TAP under 23 U.S.C. 133(h).

Period of Availability: TAP funds are contract authority. TAP obligations are reimbursed from the Highway Account of the Highway Trust Fund and funds are available for obligation for a period of three (3) years after the last day of the fiscal year for which the funds are authorized.

Funding for projects programmed during this solicitation will be available beginning in FY 2018, and must be obligated before the end of FY 2021. The project will be removed from the Transportation Improvement Program if the sponsor fails to obligate funding for all phases of work by September 30, 2021. The undersigned representative of the Project Sponsor hereby certifies that s(he) has read this certification and will adhere to the funding availability provision.

Name (print)

Title

Signature

Date