

# Transportation Alternatives Program

2017 Call for Projects

For the St. Louis Region

Safe Routes to School Non-Infrastructure Activities

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Submitting Agency:

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Project Title:

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Federal Amount Requested:

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



**EAST-WEST GATEWAY**  
Council of Governments

Creating Solutions Across Jurisdictional Boundaries

TRANSPORTATION ALTERNATIVES PROGRAM  
SAFE ROUTES TO SCHOOL NON-INFRASTRUCTURE  
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](http://www.ewgateway.org).

This project application form is for the Safe Routes to School (SRTS) non-infrastructure activities. There are separate project application forms for the bicycle and pedestrian facilities, including SRTS infrastructure, 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](mailto: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](mailto: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](mailto: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, completed application form, required signatures, detailed cost estimate, and a project location map. 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, 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

### Attachment C:

- Bicycle and/or pedestrian police crash reports, if applicable
- Letters of support
- Student Tally Form and Parent Survey

## 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:

SRTS non-infrastructure project

Project status:

New project

Add to existing SRTS/TAP/STP-S/CMAQ project

Add to existing non-federally funded project

Is this application request for a piece of a larger project (phase) or full project?

Phase

Full project

TIP ID # of existing project:

## TARGET AUDIENCE INFORMATION

Complete the following chart (use only information for grades K-8). Attach an additional sheet if more rows are needed.

School name	Total # of students	Total # of students living w/in 1 mile of school	# of students who walk to school	# of students who bike to school	# of students who ride the school bus	Distance eligibility for riding a bus

Who is the target audience? Identify the number of students expected to benefit from the activity or program.

For projects in Missouri, how many students are eligible to receive free and reduced-price lunch? For projects in Illinois, how many students qualify as low-income students?

Does the project enhance bicycle and walking safety education for economically disadvantaged populations?

Yes  No  Unknown

If yes, explain:

## EXISTING CONDITIONS AND PROBLEM IDENTIFICATION

Is the proposed activity located within a two-mile radius of a school housing students in elementary or middle school (grades K-8)?

Yes  No  Unknown

What is the school's policy on walking and bicycling to school?

Describe the current safety conflicts and/or obstacles (physical or perceived) to walking and/or bicycling to and from the school site(s). *Photos may be used to illustrate the current situation. Provide a project location map (up to 2-miles) to show existing bicycle and/or pedestrian infrastructure.* Provide significant information such as relevant crash data, traffic counts, speed limits, or other safety issues.

Has a SRTS Student Travel Tally Form and Parent Survey<sup>1</sup> been conducted by the school(s) to determine whether they identified the project as a need? *Provide official documentation with the application.*

Yes  No  Unknown

Is the school(s) superintendent committed to conducting the Student Travel Tally Form and Parent Survey prior to and within 6 months after project completion?

Yes  No  Unknown

If the SRTS Student Travel Tally Form and Parent Survey have both been completed, explain how the findings support the proposed project:

## POTENTIAL TO IMPROVE THE CONDITION

Describe the activity or program you plan to implement:

How does the activity or program address safety conflicts and/or obstacles to walking and bicycling?

<sup>1</sup> Safe Routes to School Data Collection Overview: <http://bit.ly/1jGwZ4c>

Describe any existing activities or programs at the affected school(s) that educate or enhance walking or bicycling to school. *Include information pertaining to the 5 E's<sup>2</sup> (engineering, education, enforcement, encouragement, and evaluation): engineering changes already undertaken; walking/cycling/safety curriculum taught by the school and at what grade levels; frequency of and participation in Walk to School/Bike to School events; programs taught by those outside of school (police, fire, bicycle organizations, etc.); crossing guard programs; etc.* Explain how project will complement existing enhancements or current programs.

### **PROJECT PARTNERS**

Identify project partner(s) and they role they will play in the development of the activity or program. *Attach a letter of support from the partners identified, including the school(s) superintendent.*

How will you ensure that parents and the neighborhood/community are engaged and educated about more children cycling and walking safely?

### **MEASURE OF EFFECTIVENESS**

What are the projected outcomes of this activity?

What method will be used to determine the project's success and effectiveness (*i.e., increased knowledge or awareness, whether more children are walking or cycling to school, etc.*)?

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<sup>2</sup> The 5 E's of Safe Routes to School: <http://bit.ly/1IBCMTl>



**ADDITIONAL INFORMATION**

Provide any additional information that you would like to share about the proposed activity:



## 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.

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Name (print)

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Title

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Signature

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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.

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Name (print)

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Title

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Signature

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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