

Navigating the Application Process

A Guide to Completing your Application

2019 STP-S Call for Projects
For the St Louis Region



EAST-WEST GATEWAY
Council of Governments

Creating Solutions Across Jurisdictional Boundaries

Overview

APPLICATIONS ARE NOW ONLINE!

Applications are now available for East-West Gateway Council of Governments' (EWG) Surface Transportation Block Grant Program (STP-S) solicitation.

- The following pages will explain the application procedures and resources available to assist applicants.
- All resources have been grouped together on EWG's STP-S Call for Projects webpage: <http://www.ewgateway.org/transportation-planning/transportation-improvement-program/competitive-transportation-programs/call-for-projects-stp-s/>.

Project Type Examples



Road—road resurfacing or reconstruction



Bridge—bridge rehabilitation or replacement, bridge preventive maintenance program



Traffic Flow—addition of travel lanes, two-way turn lanes, new roads, intersection improvements, Intelligent Transportation Systems (ITS) improvements, signal optimization



Safety—systemic safety improvements (e.g., guardrail or rumble strip installation), sight distance improvements, signage upgrades, intersection/crossing safety improvements



Active Transportation—shared-use paths, on-street bicycle facilities, sidewalks, bicycle and pedestrian bridges and underpasses



Transit—

a. Transit Asset Management & System Upgrades—revenue replacement vehicles, improvements to transit facilities, maintenance facility for revenue vehicles

b. Expansion—vehicle fleet expansion, geographic expansion



Freight/Economic Development—road or bridge projects that improve the flow of freight or promote economic development, railway-highway grade separation, traffic signal optimization, truck parking facilities

Step One: Register for a Workshop (Optional)

An opportunity to learn about the scoring criteria and application process

- EWG will be offering five Project Development Workshops in both Missouri and Illinois. These are opportunities to learn about the scoring criteria and application process.
- While not required, applicants are strongly encouraged to attend a workshop.
- To register, click the link on the [STP-S Call for Projects](#) webpage.
- On the registration page, use the dropdown to select the date/location which works best with your schedule and complete the form. Please register for a workshop in your state, as the information provided is state-specific.
- Be sure to press the  button at the bottom upon completion of the form. If you do not submit, you will not be registered.

Additional Resources

- [PEI Determination Request Form](#)
- [PEI Change Request Form](#)
- [Environmental Justice Map](#)
- [Population and Employment Index Map](#)
- [Industrial Site Areas Map](#)
- [Missouri Deficient Bridges – Local Roads/Rural Collector](#)
- [Missouri Deficient Bridges – Urban Collector/Arterials](#)

Note: kmz or shapefiles for maps available upon request

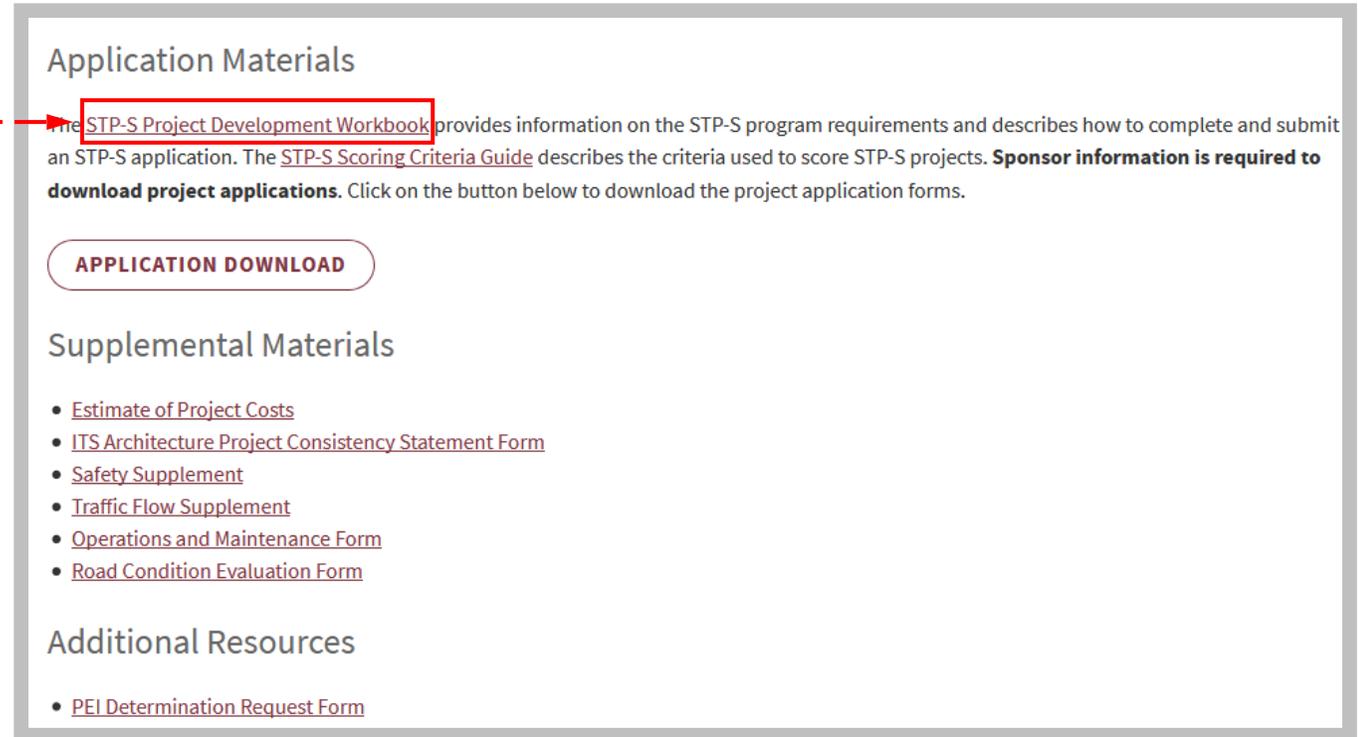
Project Development Workshops

EWG will hold five project development workshops to clarify STP-S program requirements, application procedures, project selection criteria, and program schedule. Information on the CMAQ program will also be presented at the workshop. Attendance is not required for applicants to participate in this funding opportunity, but is strongly encouraged. Attend one workshop for your respective state, as the information presented is pertinent to the respective state department of transportation program requirements. If you would like to attend a workshop, you must register for a date and time.



Step Two: Download & Read Workbook

- The STP-S Project Development Workbook is available at the top of the [STP-S Call for Projects](#) webpage in the Application Materials paragraph.
- The Workbook covers topics such as:
 - Eligibility
 - Estimated Funding Available
 - Project Types
 - Workshop Details
 - Schedule
 - Selection Process
 - And Much More!
- As you work through your application, the Workbook will be a major reference source for you to check back with periodically.



Application Materials

The [STP-S Project Development Workbook](#) provides information on the STP-S program requirements and describes how to complete and submit an STP-S application. The [STP-S Scoring Criteria Guide](#) describes the criteria used to score STP-S projects. **Sponsor information is required to download project applications.** Click on the button below to download the project application forms.

APPLICATION DOWNLOAD

Supplemental Materials

- [Estimate of Project Costs](#)
- [ITS Architecture Project Consistency Statement Form](#)
- [Safety Supplement](#)
- [Traffic Flow Supplement](#)
- [Operations and Maintenance Form](#)
- [Road Condition Evaluation Form](#)

Additional Resources

- [PEI Determination Request Form](#)

Step Three: Download & Read Criteria Guide

- The STP-S Scoring Criteria Guide is available at the top of the [STP-S Call for Projects](#) webpage in the Application Materials paragraph, near the Workbook.
- Be sure to read through the criteria to ensure you are developing your project to be competitive.
- You'll notice that there are different sets of criteria for seven different project types. You will only be evaluated under the set of criteria for the project type that you apply for.

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Additional Resources

- [PEI Determination Request Form](#)

Step Four: Download Application

- Click the **APPLICATION DOWNLOAD** button. You will be prompted to enter some basic contact information. All sponsors must enter this information to access the applications. You will then see the list of applications.
- You only need to choose the application that best reflects the primary purpose of your project.
 - Example: If you were submitting a project to reconstruct a bridge, but which will also include a sidewalk, bike lanes, and safety elements on the new bridge, you would only need to fill out the bridge application, since that is your project's primary purpose.
- Download the application to your computer and save before filling it out. Applications are fillable PDFs and require [Adobe Reader](#). Be sure "Highlight Existing Fields" is selected.
- Follow the application checklist at the beginning of the application to ensure all the necessary documentation is included.



STP-S PROJECT APPLICATION FORMS

Seven STP-S applications types have been created to collect funding proposals from eligible project sponsors, which can be downloaded below. Select the application type that meets the primary intention of the project. Save the application to your computer before filling it out.

- [Road Application Form](#)
- [Bridge Application Form](#)
- [Traffic Flow Application Form](#)
- [Safety Application Form](#)
- [Active Transportation Application Form](#)
- [Transit Application Form](#)
- [Freight/Economic Development Application Form](#)

Unsure about which form to complete for your particular project? Contact EWG staff by phone at (314) 421.4220 or (618) 274.2750 or by email at stps@ewgateway.org

Step Five: Download Supplemental Materials

- On the [STP-S Call for Projects](#) webpage, below the application button, is a list of supplemental forms.
- These forms are required only for certain application types. Be sure to check the application checklist at the beginning of your application to ensure you are including all the necessary materials in the correct order.
- When you have completed these forms, you can save them as PDFs and include them with your final application submittal.

Application Materials

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Additional Resources

- [PEI Determination Request Form](#)

Two optional opportunities to receive feedback on your application

Step Six: Submit Preliminary Application

- While not required, many applicants find it helpful to submit a preliminary application. This can be a helpful way to get feedback from EWG staff.
- To submit a preliminary application, email your application materials to stps@ewgateway.org by January 17, 2019.
- You do not need to submit supplemental materials with your preliminary application, but you are welcome to include as much information as is currently available.
- EWG staff will review the application and return comments by January 31, 2019.
- Note: If you submit a preliminary application, you must still submit a completed final application by the February 14, 2019 deadline.

Step Seven: Register for a Project Review Workshop

- While optional, many applicants benefit from attending a Project Review Workshop.
- This workshop allows applicants to have their project concept reviewed by a team of transportation experts who will offer helpful suggestions.
- More information is available in the STP-S Project Development Workbook, and registration is available on the [STP-S Call for Projects](#) webpage.
- Please register for a workshop in your state, as the information provided is state-specific.

Step Eight: Submit Application

**APPLICATIONS ARE DUE:
FEBRUARY 14, 2019**

Congratulations! You've prepared a great application and you're confident in your project's competitiveness. Here are a few things to keep in mind:

- Go back over the checklist at the beginning of the application one more time. Make absolutely certain you've included all the necessary information for your application to be evaluated.
- Pay attention to the deadline! All projects submittals must be received by 4:00pm February 14, 2019.
- EWG must receive both an electronic submittal of your documents and a hard copy (the hard copy must be delivered or postmarked by the deadline).

Submit electronic copies to:

stps@ewgateway.org

or

Deliver a CD or USB drive to EWG's office

Submit hard copies to:

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

What comes next?

Step Nine: TPC Recommendations

- The Illinois and Missouri Transportation Planning Committee (TPC) will each review staff's evaluations and make recommendations on which projects to fund.
- These recommendations will be made at their meetings in April/May.

Step Eleven: Approval

- The EWG Board of Directors will review the recommended listing of projects to be funded and vote on approving them.
- Projects will be presented for approval to the Board of Directors at their August 28, 2019 meeting.

Step Ten: Public Comment Period

- The recommended projects will be made available for public comment on the website, and a series of public open house meetings will be held to allow the public the chance to view and submit input on the recommended projects.
- This period will run from June 28 to August 5, 2019.

Step Twelve: Congratulations!

- Once the projects are approved by the Board of Directors, they will be included in the EWG FY 2020-2023 Transportation Improvement Program.
- Notices of approved projects will be mailed to project sponsors.
- Congratulations, you are ready to begin your project! IDOT and MoDOT will work with you to implement your project according to state regulations.

What is the full schedule?

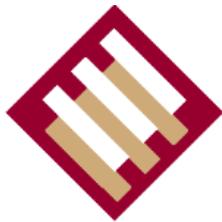
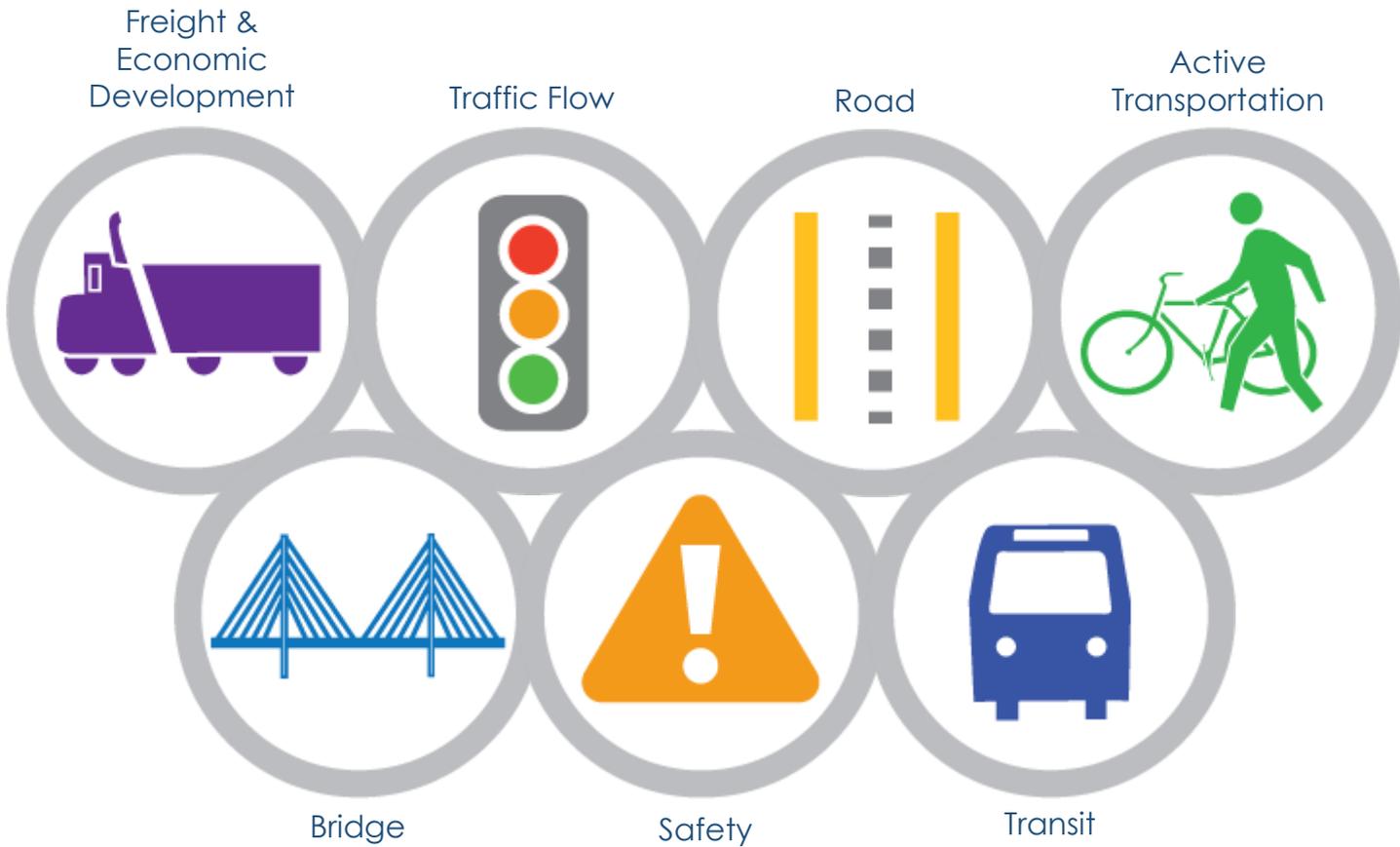
**REMEMBER:
APPLICATIONS ARE DUE
FEBRUARY 14, 2019**

Date	Activity
November 29, 2018	Call for projects – STP-S application forms posted online
December 6, 2018	Project Development Workshop – Missouri (<i>optional to attend</i>)
December 7, 2018	Project Development Workshop – Illinois (<i>optional to attend</i>)
December 11, 2018	Project Development Workshop – Missouri (<i>optional to attend</i>)
December 12, 2018	Project Development Workshop – Illinois (<i>optional to attend</i>)
December 14, 2018	Project Development Workshop – Missouri (<i>optional to attend</i>)
December 2018 – January 2019	Logical Termini Reviews (<i>required for Illinois sponsors to attend one review</i>)
January 17, 2019	Preliminary applications due (<i>optional to submit</i>)
January 18, 2019	Project Review Workshop – Missouri (<i>optional to attend</i>)
January 23, 2019	Project Review Workshop – Illinois (<i>optional to attend</i>)
January 24, 2019	Deadline for PEI designation request (<i>optional</i>)
January 25, 2019	Project Review Workshop – Missouri (<i>optional to attend</i>)
January 31, 2019	Deadline for PEI change request (<i>optional</i>)
February 14, 2019	Deadline for receipt of complete applications
May 1, 2019	Missouri Transportation Planning Committee meeting – project recommendations for inclusion in TIP
Late April – Early May, 2019	Illinois Transportation Planning Committee meeting – project recommendations for inclusion in TIP
June 26, 2019	Present draft TIP, including recommended projects, to Board of Directors
June 28 – August 5, 2019	Public comment period
August 28, 2019	EWG Board of Directors meeting – recommended projects included in TIP

What if I need additional assistance?

Staff is always available to provide guidance. If you are unable to find the answer to your question in the resources available on the [STP-S Call for Projects](#) webpage, please contact:

Jason Lange, TIP Coordinator
East-West Gateway Council of Governments
One Memorial Drive, Suite 1600
St. Louis, MO 63102-2451
Phone MO: (314) 421-4220
Phone IL: (618) 274-2750
E-mail: stps@ewgateway.org



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