

Navigating the Application Process

A Guide to Completing your Application

2020 TAP Call for Projects
For the St Louis Region



EAST-WEST GATEWAY
Council of Governments

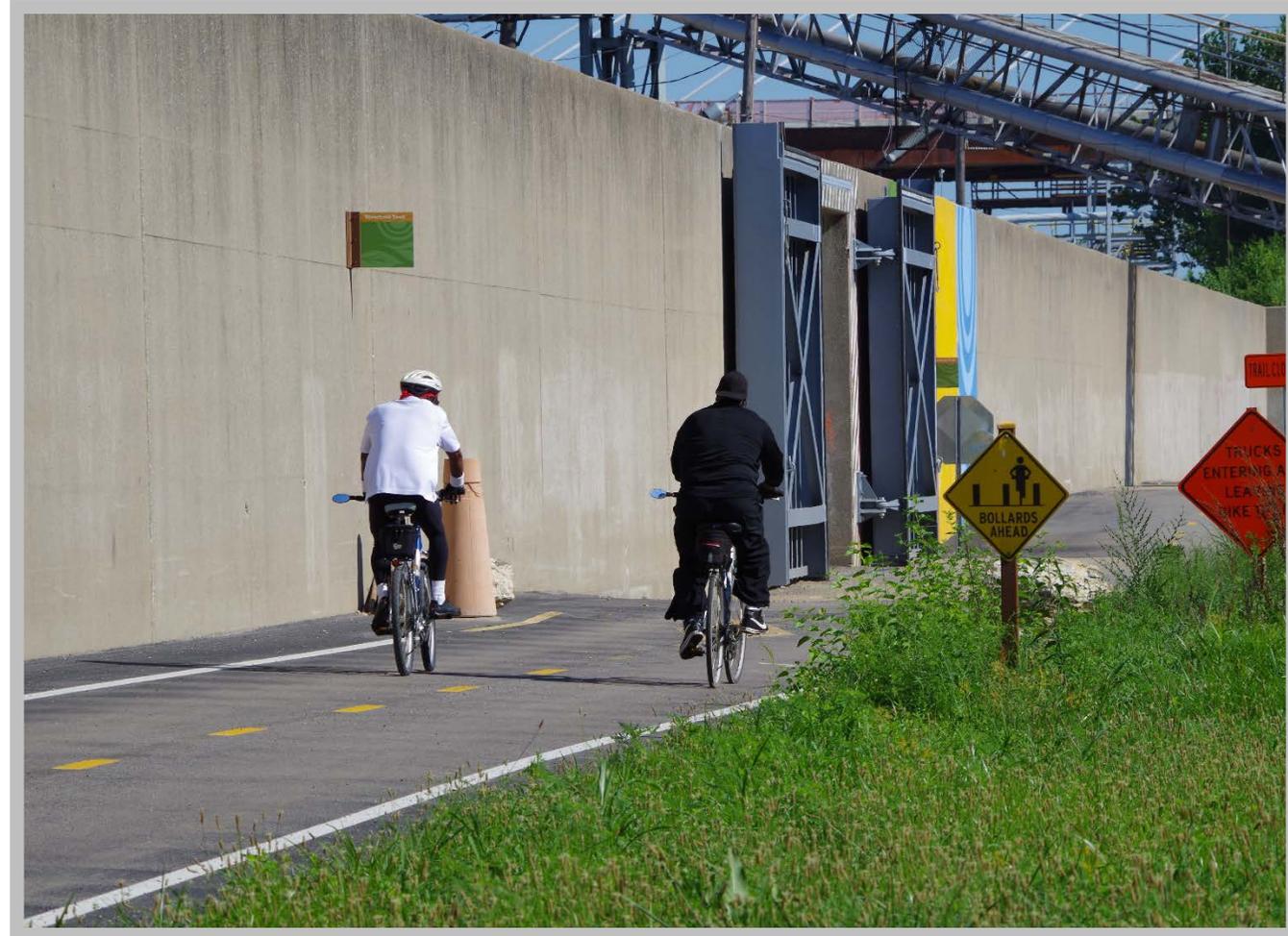
Creating Solutions Across Jurisdictional Boundaries

Overview

APPLICATIONS ARE NOW ONLINE!

Applications are now available for East-West Gateway Council of Governments' (EWG) Transportation Alternatives Program (TAP) solicitation.

- The following pages will explain the application procedures and resources available to assist applicants.
- All resources have been grouped together on EWG's TAP Call for Projects webpage: <http://www.ewgateway.org/TAPCall>.



Step One: Register for a Workshop (Optional)

An opportunity to learn about the scoring criteria and application process

- EWG will be offering a virtual Project Development Workshop for both Missouri and Illinois sponsors on June 11, 2020 from 9:00 – 11:00 a.m. This is an opportunity to learn about the scoring criteria and application process.
- While not required, applicants are strongly encouraged to attend the workshop.
- To register, click the link on the [TAP Call for Projects](#) webpage.
- The workshop will be held virtually via GoToWebinar. Register for the event and follow the instructions to log on when the webinar begins.

• [SRIS Student Travel Rally](#)
• [SRTS Parent Survey](#)

Additional Resources

- [TAP Frequently Asked Questions](#)
- [Project Review Workshop Information Form](#)
- [Environmental Justice Map](#)
- [Population and Employment Index Map](#)
- [Additional Bicycle & Pedestrian Planning Resources](#)

Note: kmz or shapefiles for maps available upon request

Project Development Workshop

EWG will hold a virtual project development workshop June 11, 2020 from 9:00-11:00 a.m. to clarify TAP program requirements, application procedures, project selection criteria, and program schedule. To attend, please register at the link below.

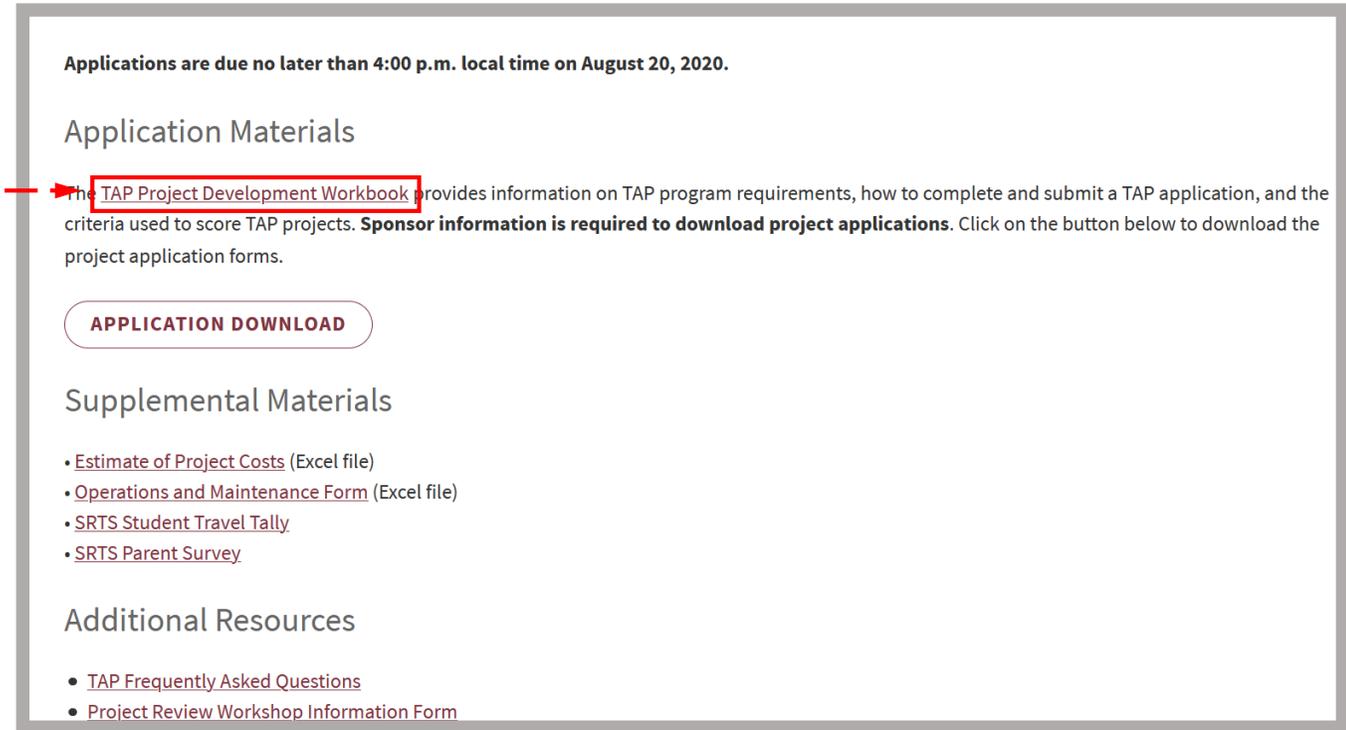
PROJECT DEVELOPMENT WORKSHOP REGISTRATION

Project Review Workshop

EWG will host a virtual project review workshop in early July for TAP applicants. At this workshop, applicants will receive feedback from a panel of

Step Two: Download & Read Workbook

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



Applications are due no later than 4:00 p.m. local time on August 20, 2020.

Application Materials

The [TAP Project Development Workbook](#) provides information on TAP program requirements, how to complete and submit a TAP application, and the criteria used to score TAP projects. **Sponsor information is required to download project applications.** Click on the button below to download the project application forms.

[APPLICATION DOWNLOAD](#)

Supplemental Materials

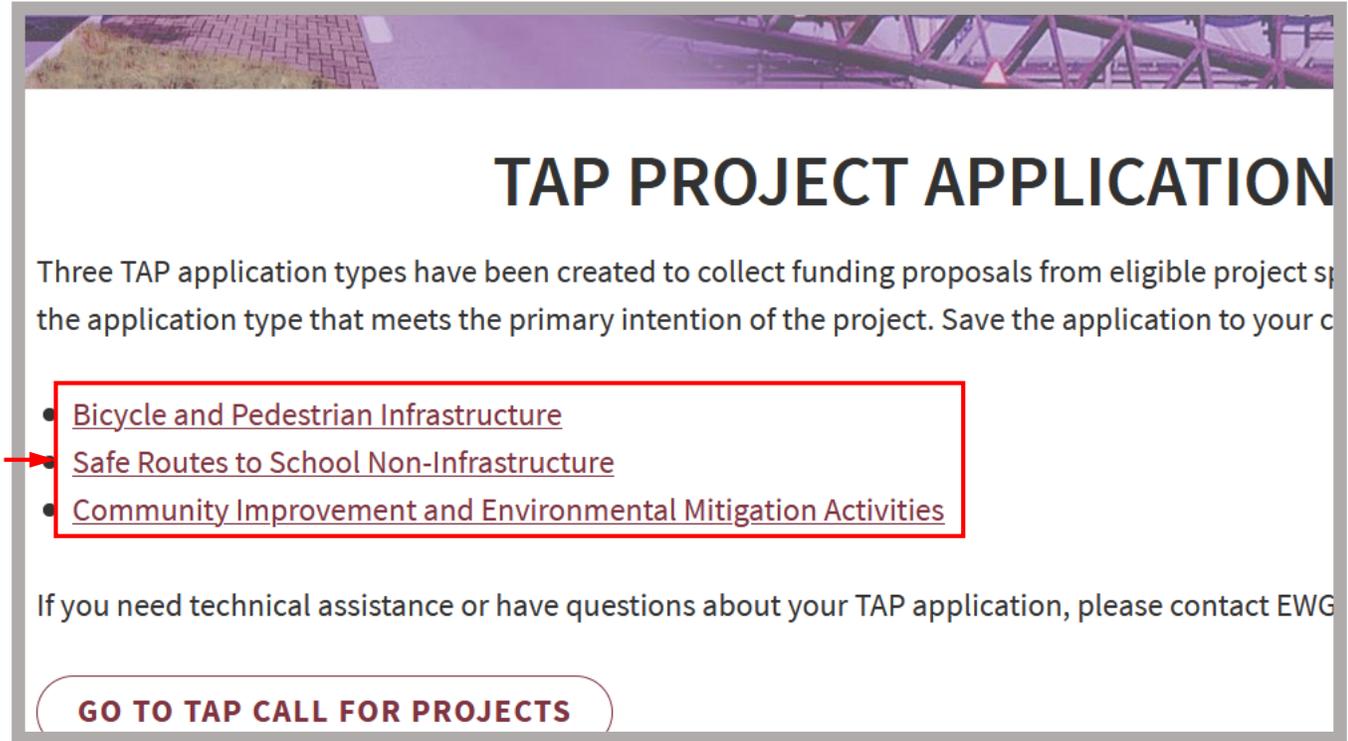
- [Estimate of Project Costs](#) (Excel file)
- [Operations and Maintenance Form](#) (Excel file)
- [SRTS Student Travel Tally](#)
- [SRTS Parent Survey](#)

Additional Resources

- [TAP Frequently Asked Questions](#)
- [Project Review Workshop Information Form](#)

Step Three: 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 improving sidewalk access to a school, select Bicycle & Pedestrian Facilities.
- 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.

A screenshot of a web page titled "TAP PROJECT APPLICATION". The page has a purple header image showing a bridge structure. Below the header, the text reads: "Three TAP application types have been created to collect funding proposals from eligible project sponsors. Select the application type that meets the primary intention of the project. Save the application to your computer." Below this text is a list of three application types, each with a red arrow pointing to it from the left: "Bicycle and Pedestrian Infrastructure", "Safe Routes to School Non-Infrastructure", and "Community Improvement and Environmental Mitigation Activities". At the bottom of the page is a button labeled "GO TO TAP CALL FOR PROJECTS".

TAP PROJECT APPLICATION

Three TAP application types have been created to collect funding proposals from eligible project sponsors. Select the application type that meets the primary intention of the project. Save the application to your computer.

- [Bicycle and Pedestrian Infrastructure](#)
- [Safe Routes to School Non-Infrastructure](#)
- [Community Improvement and Environmental Mitigation Activities](#)

If you need technical assistance or have questions about your TAP application, please contact EWG.

GO TO TAP CALL FOR PROJECTS

Step Four: Download Supplemental Materials

- On the [TAP Call for Projects](#) webpage, below the application download 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 DOWNLOAD

Supplemental Materials

- [Estimate of Project Costs](#) (Excel file)
- [Operations and Maintenance Form](#) (Excel file)
- [SRTS Student Travel Tally](#)
- [SRTS Parent Survey](#)

Additional Resources

- [TAP Frequently Asked Questions](#)
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Two optional opportunities to receive feedback on your application

Step Five: 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 tap@ewgateway.org by July 9, 2020.
- 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 July 23, 2020.
- Note: If you submit a preliminary application, you must still submit a completed final application by the August 20, 2020 deadline.

Step Six: 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 TAP Project Development Workbook, and registration is available on the [TAP Call for Projects](#) webpage.
- Workshops will be held in early July. Please register for a workshop in your state, as the information provided is state-specific.
- Workshop attendees will need to submit either a preliminary application or a Project Review Workshop Information Form.

Step Seven: Submit Application

**APPLICATIONS ARE DUE:
AUGUST 20, 2020**

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 August 20, 2020.
- Due to COVID-19, EWG's offices are currently closed. Therefore, we are only able to accept electronic submittals. Please do not submit hard copies

Submit electronic copies to:

tap@ewgateway.org

Submit application fee to:

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

What comes next?

Step Eight: TPC Recommendations

- The Illinois and Missouri Transportation Planning Committees (TPC) will each review staff's evaluations and make recommendations on which projects to fund.
- These recommendations will be made at their meetings in January 2021.

Step Ten: 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 March 31, 2021 meeting.

Step Nine: Public Comment Period

- The recommended projects will be made available for public comment on EWG's website to allow the public the chance to view and submit input on the recommended projects.
- This period will run from January 29 to February 26, 2021.

Step Eleven: Congratulations!

- Once the projects are approved by the Board of Directors, they will be included in the EWG FY 2021-2024 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
AUGUST 20, 2020**

Date	Activity
June 4, 2020	Call for projects – TAP application forms posted online
June 4 – August 20, 2020	EWG staff is available to assist applicants as needed
June 11, 2020	Project Development Workshop (<i>optional to attend</i>)
July 9, 2020	Preliminary applications due (<i>optional to submit</i>)
Early July 2020	Project Review Workshop (<i>optional to attend</i>)
July 23, 2020	Preliminary application comments returned
August 20, 2020	Deadline for receipt of complete applications
Early January 2021	Missouri/Illinois Transportation Planning Committee meeting – project recommendations for inclusion in TIP
January 29 – February 26, 2021	Public comment period
March 31, 2021	EWG Board of Directors meeting – amended to 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 [TAP Call for Projects](#) webpage, please contact:

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