CIRTPA TAP Application Guidelines

November 2017

CENTRAL IOWA REGIONAL
CIRTPA
TRANSPORTATION PLANNING ALLIANCE

If you have questions about the material contained in this packet, the CIRTPA's Transportation Alternatives Program (TAP) application and evaluation process, or the TAP, please contact, Mike Armstrong or Andrew Collings.

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Schedule and Decision Making Process

November 16, 2017	Application process approved by CIRTPA Policy Committee and posted to the CIRTPA website.
January 18, 2018	CIRTPA TAP Program Workshop held to provide a brief overview of the funding programs, discuss scoring, applications, and to answer any questions.
February 2, 2018	**TAP applications due by 4:30.**
February 2018	Scoring committee scores applications.
Late February 2018	Staff and submitting communities presents TAP scores and projects to the CIRTPA TAP Selection Committee who develops a recommendation for the Joint Committee.
March 2018	Staff present TAP Selection Committee's recommendation to the Joint CIRTPA Committee.
May 2018	TAP Recommendations to CIRTPA TTC and Policy for action.
May 2018	Draft *Federal Fiscal Years 2019-2022 Transportation Improvement Program* (FFY 2019-2022 TIP) to CIRTPA TTC and Policy for review, comment, and action. Public comment period and public meeting held.
June 2018	Draft FFY 2019-2022 TIP transmitted to Iowa DOT and Federal Highway Administration.
July 2018	Draft FFY 2019-2022 TIP to CIRTPA TTC and Policy for action.
July 2018	Final FFY 2019-2022 TIP transmitted to Iowa DOT.

** All dates are tentative and subject to change.*

Grant Information and Guidelines

All projects applying for the Central Iowa Regional Transportation Planning Alliance (CIRTPA) Transportation Alternatives Program (TAP) funding must be sponsored by one or more of the nineteen CIRTPA member governments, the Iowa Department of Transportation (DOT), or the Heart of Iowa Regional Transportation Agency.

To be eligible to apply for CIRTPA TAP funding a project must be consistent with the CIRTPA's adopted Horizon Year 2035 Long-Range Transportation Plan. Roads must be on the federal-aid system and. The federal-aid system contains all roadways classified as collector or higher, for the urban area, or major collector or higher, for the rural area, under the Federal Functional Classification System.

The maximum amount of TAP funding is 80 percent of the total project cost. The project sponsor must provide at least 20 percent of the total project cost through non-federal funds.

Only projects that receive 50 points or more from the project evaluation stage will be considered for funding. These projects will be scored and brought to the CIRTPA Joint Committee for a final funding decision.

TAP applications are due on or before 4:30 p.m., Friday February 2, 2018. Applications received after this date will be considered ineligible for CIRTPA TAP funding. Applications can be submitted on paper, in person or by mail, or digitally via email. Exceptions may be granted at the discretion of the CIRTPA Executive Director, only if contacted before the established deadline and provided with a reasonable reason for the delay in submitting the application. The only recourse for project sponsors is the CIRTPA. One copy of the application is required to be submitted. Additional copies of the applications will be photocopied for the subcommittee's use.

The CIRTPA staff works with the CIRTPA's Scoring and Selection Subcommittees to score and rank the submitted TAP projects, based on the criteria contained in this packet. There is an opportunity for each project applicant to review the results of the project ranking and ask questions or clarify the information submitted in the project application. After the subcommittee scores the applications, the results are presented to the CIRTPA TAP Selection Subcommittee for a recommendation and is then presented to the Joint Committee who make the final funding award decision.

Eligibility

The Central Iowa Regional Transportation Planning Alliance (CIRTPA), when considering project requests for Transportation Alternatives Program (TAP) funds, shall place primary emphasis upon state-wide transportation system improvement needs as identified in the CIRTPA's Long-Range Transportation Plan (Plan), and how those needs impact the movement of people and goods throughout the central Iowa area and how the requested project will have potential benefit and potential impact on all communities in the central Iowa area. CIRTPA shall give first consideration to funding regionally significant transportation projects in the Plan.

All projects applying for CIRTPA TAP funding must be sponsored by one or more of the nineteen CIRTPA member communities governments, the Iowa Department of Transportation, or the Heart of Iowa

Regional Transit Authority. A TAP application may be developed in cooperation with other states, local jurisdictions, or public/private agencies, but the project must be sponsored by one of the organizations listed above.

Transportation alternatives projects are intended to go beyond the normal mitigation of a transportation improvement project. A TAP activity must have a direct relationship with the surface transportation system, either as it exists or as it is planned. This relationship may be one of function, proximity, or impact. A functional relationship is one where the proposed project has a functional relationship to an existing or planned transportation facility and will be a part of that facility, - e.g. independent bike trail. A proximity relationship is one where a proposed project has a proximity value to an existing or planned transportation facility, - e.g. removal of outdoor advertising in the view shed of a highway. An impact relationship is one where the proposed project has an impact on an existing or planned transportation facility, - e.g. creating a wetland along an existing highway to filter the runoff.

PROJECT QUALIFICATIONS

The following categories of activities are eligible for funding under CIRTPA's TAP Program.

- Transportation Alternatives (as defined by 23 U.S.C. 101(a)(29), in effect under MAP-21),
- Infrastructure-related or non-infrastructure-related projects formerly eligible through the Safe Routes to School program (as defined under Section 1404(f) of the SAFETEA-LU), and
- Projects eligible through the Recreational Trails Program under 23 U.S.C. 206.

APPLICATION PACKET

In addition to completing the application found on the CIRTPA website, communities need to return an official endorsement of the proposal from the authority to be responsible for the maintenance and operation. The authority must provide written assurance that it will adequately maintain the facility for its intended use for a minimum of 20 years following project completion.

RELATIONSHIP TO SURFACE TRANSPORTATION

Transportation alternative (TA) projects must have a relationship to surface transportation. The definition of TA activities includes the phrase, "transportation alternative activities means, with respect to any project or the area to be served by the project, any of the following activities, if such activity relates to surface transportation…" Proximity to a roadway or transportation facility alone is not sufficient to establish a relationship to surface transportation. Project sponsors should provide a clear and credible description of this relationship in their project's proposal. The focus is on a clear and credible description of how the proposed TA project relates to the surface transportation system. Several questions should be asked:

- In what way(s) is the project related to surface transportation through present or past use as a transportation resource?
- Is there a direct connection to a person or event nationally significant in the development of surface transportation?

- What is the extent of the relationship(s) to surface transportation?
- What groups and individuals are affected by the relationship(s), when did the relationship(s) start and end, or do the relationship(s) continue?
- Is the relationship substantial enough to justify the investment of transportation funds?

The TA guidance states that proximity to a transportation facility alone is NOT sufficient to establish a relationship.

ELIGIBLE ACTIVITIES

Eligible projects must meet one or more of these eligibilities and must relate to surface transportation.

1. Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety- related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq).
2. 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.
3. Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other nonmotorized transportation users.
4. Construction of turnouts, overlooks, and viewing areas.
5. Community improvement activities, which include but are not limited to:
    a. Inventory, control, or removal of outdoor advertising.
    b. Historic preservation and rehabilitation of historic transportation facilities.
    c. Vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control.
    d. Archaeological activities relating to impacts from implementation of a transportation project eligible under this title.
    e. Streetscaping and corridor landscaping.
6. Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to:
    a. Address stormwater management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff, including activities described in Title 23 sections 133(b)(11), 328(a), and 329; or
    b. Reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats.

Infrastructure-Related Safe Routes to School Projects

The planning, design, and construction of infrastructure-related projects that will substantially improve the ability of students to walk and bicycle to school, including:

1. Sidewalk improvements,
2. Traffic calming and speed reduction improvements,
3. Pedestrian and bicycle crossing improvements,
4. On-street bicycle facilities,:
5. Off-street bicycle and pedestrian facilities,
6. Secure bicycle parking facilities, and
7. Traffic diversion improvements in the vicinity of schools. (section 1404(f)(1)(a))

Non-Infrastructure Related Safe Routes to School Projects

Activities to encourage walking and bicycling to school, including:

1. Public awareness campaigns and outreach to media and community leaders,
2. Traffic education and enforcement in the vicinity of K-8 schools,
3. Student sessions on bicycle and pedestrian safety, health, and environment, and
4. Funding for training, volunteers, and managers of safe routes to school programs. (section 1404(f)(2)(a))

Recreational Trails Program Projects

Eligible Recreational Trails Program projects include:

1. Maintenance and restoration of existing recreational trails;
2. Development and rehabilitation of trailside and trailhead facilities and trail linkages;
3. Purchase and lease of recreational trail construction and maintenance equipment;
4. Construction of new recreational trails (with some restrictions for new trails on Federal lands);
5. Acquisition of easements and fee simple title to property for recreational trails or recreational trail corridors;
6. Assessment of trail conditions for accessibility and maintenance;
7. Development and dissemination of publications and operation of educational programs to promote safety and environmental protection, (as those objectives relate to one or more of the use of recreational trails, supporting non-law enforcement trail safety and trail use monitoring patrol programs, and providing trail-related training), but in an amount not to exceed 5 percent of the apportionment made to the State for the fiscal year.

The Central Iowa Regional Transportation Planning Alliance (CIRTPA) groups these eligible activities into categories as follows:

1. Bicycle/Pedestrian Facilities: Provision of on-street and off-street facilities for pedestrians and bicycles and the conversion and use of abandoned railway corridors. *New Construction* subcategory is for projects creating a new facility, whereas the *Major Reconstruction* subcategory is for projects that result in a major rehabilitation of an existing facility.
2. Historic Preservation: Historic preservation and rehabilitation of historic transportation facilities.

3. Streetscape: Improvements to pedestrian facilities along a transportation corridor; sidewalks, lighting, safety-related infrastructure, signalization, and, traffic calming.
4. Environmental: Control and removal of outdoor advertising; address storm water management, control, and water pollution due to highway runoff or reduce vehicle-caused wildlife mortality while maintaining habitat connectivity; vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control.

ADDITIONAL RESOURCES

Although the list of eligible activities is exclusive, eligibility questions are common and should be directed to the CIRTPA staff. The Iowa DOT shall review projects for eligibility after submittal to the CIRTPA.

Applicants must use CIRTPA application form 1 and 2.

You may photocopy the application materials as needed.

CIRTPA TRANSPORTATION ALTERNATIVES PROGRAM (TAP) FUNDING GUIDELINES

FEDERAL FUNDING REQUIREMENTS

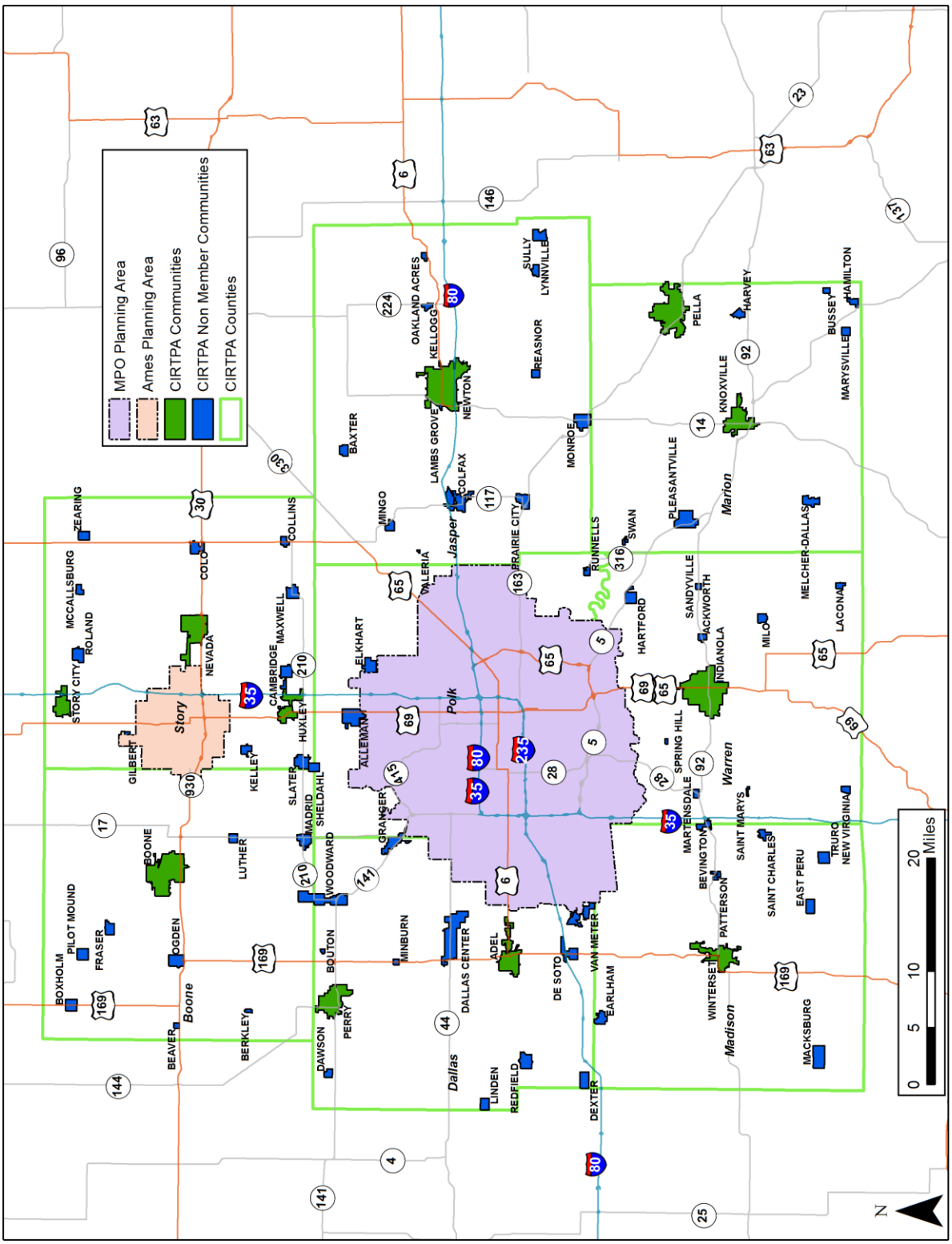
All projects are subject to all applicable federal requirements and FHWA approval. State and federal agencies are committed to assisting applicants in complex construction projects that include but are not limited to:

1. Involvement of the public, including the adjacent property owners, in the development of the project.
2. Compliance with the Uniform Relocation Property Assistance and Real Property Acquisition Policies Act (the Uniform Act) for the acquisition of easements or the purchase of land in fee simple. This includes fair treatment practices and may include the completion of an appraisal on parcels to be acquired. This requirement applies whether or not federal funds will be used for the acquisition costs.
3. National Environmental Policy Act (NEPA). This requires verification the project is not harmful to the environment including, but not limited to:
    - Noise - impacts of noise during and after construction.
    - Air Quality - compliance with Iowa's state implementation plan for maintaining its attainment status relative to the national ambient air quality standards. Conformity with the requirements of the Clean Air Act must be verified.
    - Cultural Resources - disturbances to areas of archaeological or historical significance. Properties proposed for rehabilitation or preservation must be eligible for or listed on the National Register of Historic Places.
    - Water Quality - impacts to water quality.
    - Wetlands - impacts to wetlands.
    - Floodplains - impacts to regulatory floodways or to a 110-year floodplain.
    - Farmland Protection - impacts to surrounding farmland.
    - Regulated material sites - location of and impacts to regulated material sites.
    - Threatened or endangered species - impacts to threatened or endangered species.
4. Americans with Disabilities Act (ADA). Projects must conform to the Americans with Disabilities Act, which allows for reasonable access to the project for persons with disabilities.
5. Disadvantaged Business Enterprises (DBE) and Minority Business Enterprises (MBE). Verification must be received that efforts have been made to solicit bids from disadvantaged and minority business enterprises.
6. Prevailing wage (Davis-Bacon) Requirements. Projects will be required to comply with Davis-Bacon wage requirements, which state that contractors will conform to federal minimum wage requirements.
7. Competitive bidding requirements. Construction projects are required to be let through the Iowa DOT or according to procedures for a public letting as per Iowa Code 26.3 through 26.13.
8. Permits or Other Approvals. It is the project owner/sponsor's responsibility to obtain all permits or other approvals that may be required as a result of the activities proposed as part of the

project.

9. Accounting Procedures. The Grantee shall establish and maintain for the project either a separate set of accounts or accounts within the framework of an established accounting system, in a manner consistent with 2 C.F.R. §§ 200.302, 200.303, and 200.305. All costs charged to the project, including any approved services contributed by the Grantee or others, shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers describing in detail the nature and propriety of the charges. The Grantee shall ensure that all checks, payrolls, invoices, contracts, vouchers, orders, or other accounting documents pertaining in whole or in part to the project are clearly identified with a grant agreement number, readily accessible, and to the extent feasible, kept separate from documents not pertaining to the project.
10. Maintenance. The project owner/sponsor will commit to maintaining the completed project for the duration of its useful life. In the case of most infrastructure projects, the useful life will be considered to be a minimum of 20 years.

TAP Scoring Matrix

Criteria No.	Evaluation Criteria	Points
1	**Multipurpose aspects** – Does it contribute to a multimodal transportation network?	15
2	**Financial plan** – Increased points for greater percentage of local match, has long-term maintenance plan.	15
3	**Quality/significance of the site** – Includes best practices, quality of materials used, and benefits of site characteristics as it relates to the project.	15
4	**Relationship to other regional plans/projects (MPO Trail Gaps, CONNECT, The Tomorrow Plan, etc.)** – How does it fit with other plans/initiatives?	15
5	**Regional need for the project, public demand, etc.** – How does it serve the region?	10
6	**Local support** – How does it serve the community?	10
7	**Urgency of the implementation of the project**	10
8	**Status of the facility right-of-way** – Has access, right of way, or possession been secured?	5
9	**Impact to regional economic development and tourism**	5
Total Points		**100**

CIRTPA Planning Area Map