



## Corridor Management Construction Project Application Instructions August 2011



This application is for projects to be let in FY 2014. Applications must be submitted to the Corridor Management Engineer by the close of business on November 1, 2011, to be eligible.

### ELIGIBILITY

To be eligible for Corridor Management Funds an applicant must have:

- Executed an Agreement as part of a KDOT Corridor Management Plan, KDOT Access Management Plan or KDOT Corridor Master Plan.
- A proposed project that implements the recommendations of their plan.
- Documentation showing separate funding has been secured for Preliminary Engineering (PE), Right of Way Acquisitions, Utility Relocations, Permits and Construction Engineering (CE).

### PARTICIPATION

KDOT will participate in funding the **Construction Phase** of selected projects at 100%, up to a maximum of \$2,000,000. Other associated project costs such as Preliminary Engineering (PE), Right of Way Acquisitions, Utility Relocations, Permits and Construction Engineering (CE) are not eligible for reimbursement under the Corridor Management Program.

### FUNDING METHOD

This is **not a grant program**. The program functions as a **State reimbursement program**. The local public authority (LPA) will be required to enter into a contract with KDOT in which the LPA will agree to let the project and pay the contractor as work is performed. The LPA will then submit proper proof of payment to KDOT for reimbursement. KDOT will reimburse the LPA as the bills are submitted.

The LPA will be responsible for meeting all requirements of the project contract and for following the Corridor Management Construction Project Guidelines before funds will be allocated to the project. **All projects must be completed no later than three years following the date of the signed contract unless otherwise noted in the contract.**

### SUPPLEMENTAL NARRATIVE

In addition to the application form, the applicant will provide a supplemental narrative which needs to include:

- A detailed explanation of the work proposed and how this work will implement the Corridor Management Plan, the Access Management Plan or the Corridor Master Plan. Include drawings, cost estimates and any other available pertinent information.
- Documentation showing the necessary funding to complete the project has been or will be obtained. For example, statements from the LPA's governing body declaring the local's portion of the funds for the project have been committed.
- A project schedule including a project let date and a project completion date.

- Information on who will be designing the project. If an engineering firm has been hired to design the project, provide the consultant contact information and a copy of the project scope of services.
- Information on any known projects, KDOT or otherwise, that may require coordination. Include the project location, scope and project manager's contact information.
- Any additional pertinent information the applicant would like to provide.

The LPA may also include letters of support from local businesses or corridor plan partners.

## **APPLICATION**

The application should be completed and submitted to the KDOT Corridor Management Engineer (see contact information below). If submitting by email, title the subject as follows:

**“CM Construction Application FY 2014”**

## **PROJECT SELECTION**

The Corridor Management Engineer will review the project applications and make recommendations to the District Engineer and the Corridor Management Administrator. Together, they will select the projects to be funded based on eligibility requirements being met and the amount of available state funds. The Corridor Management Engineer will send a letter to the LPA notifying them of their selections no later than February 1, 2012.

## **CONTACT PERSON**

If there are any questions on the application or if further information is needed to complete the application please contact:

**Jessica Upchurch, P.E.**  
Corridor Management Engineer  
Eisenhower State Office Building 2<sup>nd</sup> Floor  
700 SW Harrison Street  
Topeka, KS 66603-3745  
785-368-7099  
[jessicau@ksdot.org](mailto:jessicau@ksdot.org)



# CORRIDOR MANAGEMENT CONSTRUCTION PROJECT

Fiscal Year 2014

Submittal Date: November 1, 2011



## 1. General Applicant Information

- a. Local Public Authority: \_\_\_\_\_
- b. Primary Contact Person: \_\_\_\_\_
- Title: \_\_\_\_\_
- Address: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email: \_\_\_\_\_
- c. Secondary Contact Person: \_\_\_\_\_
- Title: \_\_\_\_\_
- Address: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email: \_\_\_\_\_

## 2. Project Location and Description

- a. Project Location: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- b. Project Length: \_\_\_\_\_
- c. Project Scope: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### 3. Estimated Cost of the Project

- a. Construction: \_\_\_\_\_
- b. Preliminary Engineering (PE): \_\_\_\_\_
- c. Construction Engineering (CE): \_\_\_\_\_
- d. Right of Way Acquisition: \_\_\_\_\_
- e. Utility Relocation: \_\_\_\_\_
- f. Total Estimated Cost :  
*(Sum of Lines a thru e)* \_\_\_\_\_
- g. Total Requested from State:  
*(Line a) \** \_\_\_\_\_
- h. Local Responsibility :  
*(Subtract Line g from Line f)* \_\_\_\_\_

\* Amount requested from state cannot exceed any of the following:

- **\$2,000,000**
- **Construction Cost** *(Line a)*