

Transportation Enhancement Program



**Missouri Department of Transportation
District 7**

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A Guide to Transportation Enhancements

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A Guide to Transportation Enhancements

The Transportation Enhancement Program, created by Congress in 1991, requires each state to reserve 10 percent of its Federal Surface Transportation Program funds annually for designated Transportation Enhancement activities to ensure transportation spending supports more than just the construction of roads and bridges.

Transportation Enhancement funds are available to develop a variety of project types in both rural and urban communities. The projects can help create more travel choices by providing funding to construct sidewalks, bike lanes and to convert abandoned railroad rights of way to trails, for. Communities may also use the Transportation Enhancement Program to revitalize local regional economies by restoring historic buildings, renovating streetscapes or providing transportation museums and visitor centers.

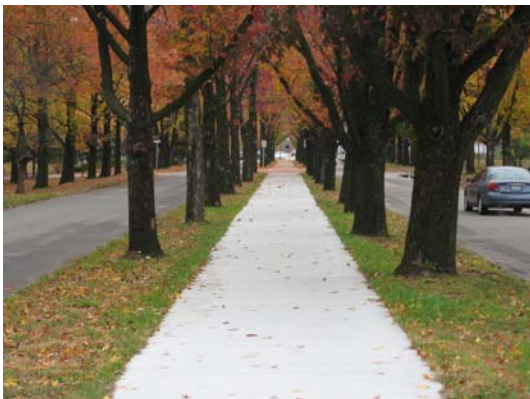
This guide will help direct an applicant through the application process. It provides tips for meeting state and federal requirements, and explains how a project progresses from start to finish.

Transportation Enhancement Activities

There are 12 possible Transportation Enhancement activities, which have been grouped into three categories by common characteristics. The following list of Enhancement activities includes examples of each type of project. This list of projects is not comprehensive, but offers examples of how Transportation Enhancement funding can be used. Although the federal government provides guidance and ensures compliance, states are responsible for selecting their own enhancement projects. To discuss specific eligibility guidelines, contact the local coordinator for the applicant's area identified on pages 27 and 28 of this document or view www.enhancements.org on the Internet.

Bicycle and Pedestrian Group

Pedestrian and Bicycle Facilities: This category provides funding for new or reconstructed sidewalks, walkways, curb ramps, bike-lane striping, wide paved shoulders, bike parking, bus racks, off-road trails, bike and pedestrian bridges and underpasses.



City of St. James Hiking and Biking Path
City of St. James

The city of St. James Path consists of 10,520 feet of bicycle and pedestrian path, 5,055 feet of new curb and 75 curb ramps. This project allows bicyclists and pedestrians access to commonly used community

facilities. Bicycle and pedestrian facilities must adhere to the American Association of State Highway and Transportation Officials (AASHTO) standards unless a design variance is granted.

Pedestrian and Bicycle Safety and Education Activities: These programs are designed to encourage walking and bicycling by providing education and safety instruction to potential users through classes, pamphlets and signage.



Missouri River Bridge
MoDOT
Jefferson City

Providing Share the Road signs is an example of a project that can be funded under this category. This project provided Share the Road signs, bike-safe drainage grates and roadway striping for a bike lane on the Missouri River bridge in Jefferson City.

Conversion of Abandoned Railway Corridors to Trails: This category provides funding for acquiring railroad rights-of-way; planning, designing and constructing multi-use trails; and developing rail-to-trail projects.



Urban Trail Corridor – Phase 7
City of St. Joseph

The St. Joseph Urban Trail is located on the historic Chicago and Rock Island Railroad corridor, connecting 9.2 miles of the St. Joseph Parkway System. This project converted the unutilized railway corridor to a bicycle and pedestrian facility that provides an east-west link to existing trails and sidewalks within the city of St. Joseph.

Scenic and Natural Resources Group

Scenic or Historic Highway Programs Including Tourist and Welcome Centers: This category provides funding for the construction of turnouts, overlooks, visitor centers, viewing areas and designation signs and markers.



Lewis and Clark Historical Marker Signs
MoDOT statewide project
Charleston

The Lewis and Clark Historical Marker signs project provided signs commemorating the bicentennial of the Lewis and Clark Expedition.

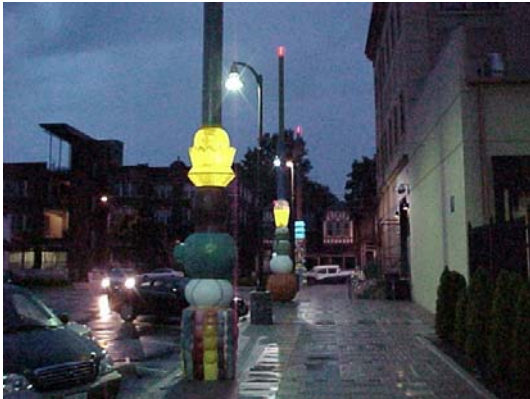
Acquisition of Scenic or Historic Easements and Sites: This category provides funding for acquiring scenic land easements, vistas and landscapes, purchasing buildings in historic districts or historic properties and preserving farmland.



Acquisition of the Rice-Tremonti House
City of Raytown

The Rice-Tremonti House property is located along the historic routes of the Santa Fe, Oregon and California trails. It is located in the city of Raytown at the intersection of 66th Street and Blue Ridge Cutoff (Old Santa Fe Road). This project acquired, preserved and provided public access to a 3.6-acre historic site and associated buildings, located on the primary route of these three nationally significant historic trails. This project made an historic site available to the public in perpetuity. The city permanently owns, maintains and operates the property as a public park and museum.

Landscaping and Scenic Beautification: This category provides funding for improvements such as street furniture, lighting, public art, and landscaping along streets, historic highways, trails, interstates, waterfronts and gateways.



Delmar Community Pathway
City of St. Louis

The project consists of seven icon poles that include a series of art elements. Four of the poles contain recognizable images from the Delmar Loop rendered in glazed ceramic. The other three poles consist of ceramic cylinders with geometric patterns. On top of each ceramic stack is a light shade made of translucent fiberglass that conceals a 120-volt light.

Control and Removal of Outdoor Advertising: This category provides funding for billboard inventories or removal of illegal and nonconforming billboards.



Billboard Baseline Inventory
MoDOT
Jefferson City

The project provided the equipment needed to create a billboard baseline inventory. The inventory will be updated periodically, and will be used to control outdoor advertising.

Environmental Mitigation of Runoff Pollution and Provision of Wildlife Connectivity: This category provides funding for runoff pollution studies, soil erosion controls, detention and sediment basins, river clean-ups and wildlife crossings.



Upper Jordan Creek Greenway
City of Springfield

The Upper Jordan Creek Greenway Project develops land purchased by the city of Springfield for stormwater improvements. This project makes improvements to the water collection facility in order to help prevent erosion and pollution in the creek. It includes the naturalization of the current concreted channel and the upgrading of four box culverts. It also includes 5,000 feet of asphalt trail for bicycles and pedestrians. This project connects two parks, neighborhoods, schools, colleges and businesses. It also creates a link under Chestnut Expressway and to the downtown Jordan Valley Park area.

Historic and Archaeological Group

Historic Preservation: This category provides funding for preservation of buildings and facades in historic districts, restoration and reuse of historic buildings for transportation-related purposes and pedestrian access improvements to historic sites and buildings.



Hannibal Mark Twain Area
Restoration Project
City of Hannibal

The Hannibal Mark Twain Area Restoration Project provides historic lighting along approximately seven blocks of Broadway Street in Hannibal. This project is part of the Hannibal Mississippi River Front Master Plan adopted by the city of Hannibal in May 1995.

Rehabilitation and Operation of Historic Transportation Buildings, Structures or Facilities: This category supports the restoration of railroad depots, bus stations and lighthouses and the rehabilitation of rail trestles, tunnels and bridges.



Restoration of the Old Appleton Bridge
Village of Old Appleton

The Village of Old Appleton Pedestrian and Bicycle Bridge Project restores this bridge constructed in 1879 by H. W. Sebastian and Company of St. Louis. A record flood washed the bridge off its piers and over the milldam in 1982. This project restores and remounts the bridge on higher pilings and makes the crossing accessible to bicyclists, pedestrians and equestrians. This project will improve the safety of the Lower Mississippi Delta Trail.

Archaeological Planning and Research: This category helps fund research, preservation planning and interpretation; developing interpretive signs, exhibits and guides; and inventories and surveys.

Although Missouri has not funded a project in this category, possible projects could include archaeological investigations providing historical insight into the development and evolution of the early transportation networks in the United States.

Establishment of Transportation Museums: This category supports construction of transportation museums, including the conversion of railroad stations or historic properties to museums, with transportation themes and exhibits or the purchase of transportation-related artifacts.



Sedalia Katy Depot / Railroad
Heritage Museum
City of Sedalia

The Railroad Heritage Museum is located in the Sedalia Katy Depot. This project renovated the Sedalia Katy Depot and provides a welcome area, museum office and four exhibit galleries. The grounds include interpretive exhibits with restored rolling stock and rail sculptures. The depot is listed on the National Register of Historic Places. The project is accessible to bicycle and pedestrian visitors along the Katy Trail State Park.

Project Eligibility Requirements

To sponsor a Transportation Enhancement project, an applicant must follow the state and federal rules for using federal funds. The state and federal guidelines for these projects can be found in the Local Public Agency Manual at www.modot.mo.gov/business/manuals/localpublicagency.htm and the Code of Federal Regulations, respectively. A Transportation Enhancement project must adhere to the following guidelines. Local committees can apply tighter guidelines at their discretion. Please contact the appropriate district staff listed on page 27 of this guide for more information.

A Transportation Enhancement project must:

- Meet at least one of the 12 Transportation Enhancement activities
- Have a direct relationship to an intermodal transportation system in terms of function, proximity or impact
- Involve activities that are over and above normal transportation practice
- Provide public access for at least 25 years
 - The property must be either owned by the project sponsor or involve a permanent lease
- Have a project maintenance plan for at least 25 years
- Be sponsored by a local government or public agency
 - If the applicant is a state or federal agency, then the applicant must include a resolution from the local governing councils or commissions supporting the project
- Meet the minimum project size of \$25,000 in federal funding for enhancement projects
- Provide a local match of at least 20 percent of the total project cost
- The minimum total project cost is \$31,250. This includes the \$25,000 in federal funds and \$6,250 in local match
- Meet any requirement established by local committee for maximum project funding
- Be governed by the Local Public Agency Manual

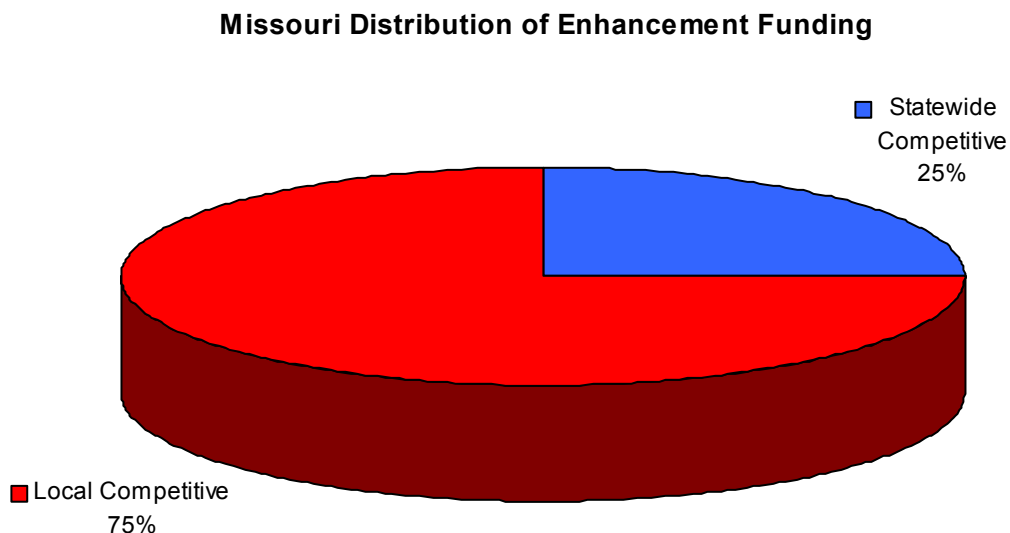
Important Information for Applicants

Project sponsors should keep in mind the following:

- This program **reimburses** the project sponsor for costs incurred. It does not provide money up front.
- A very large or expensive project may be split into phases. Each phase must be applied for and approved individually.
- The funds allocated to a project are fixed. The project sponsor must pay all costs incurred in excess the funding allocated to the project. Therefore, it is important to develop a good estimate for the project application.
- The majority of projects will go through a competitive bid process for construction. In some cases, construction may be done by volunteer or public forces.

Project Selection

To encourage public involvement in transportation planning, there are two project selection processes: Statewide Competitive and Local Competitive.



Twenty five percent of the annual allocation will be provided to the statewide process. This process will focus funding on Missouri Welcome Centers, with the provision that other high priority statewide significant projects could be funded as necessary.

The remaining 75 percent of the funds are distributed to the Transportation Management Areas (TMA) and MoDOT districts based on relative population. TMAs are metropolitan planning organizations for areas with a population greater than 200,000. Each TMA has developed its own process for project selection. Currently, Missouri has three TMAs (EWGCOG – St. Louis area, MARC – Kansas City area, and OTO – Springfield area). Outside the TMAs, each MoDOT district will identify a local selection committee.

The funding distribution table on the following page states that the Spring 2005 funding allocation for District 7 is \$1.320 million. However, the funding of prior transportation enhancement commitments made by District 7 limits the available funding to approximately \$450,000, of which no single project can exceed fifty percent (50%).

Example of Funding Distribution

Selection Process	Annual Funding	% Population	Spring 2005
Statewide (25%)	\$4.250 Million		\$7.500 Million
Local (75%)	\$12.750 Million		\$22.500 Million
St. Louis (EWGCOG)	\$4.421 Million	34.68%	\$7.800 Million
Kansas City (MARC)	\$2.086 Million	16.36%	\$3.680 Million
Springfield (OTO)	\$0.589 Million	4.62%	\$1.040 Million
District 1	\$0.460 Million	3.61%	\$0.810 Million
District 2	\$0.404 Million	3.17%	\$0.710 Million
District 3	\$0.458 Million	3.59%	\$0.810 Million
District 4	\$0.469 Million	3.68%	\$0.830 Million
District 5	\$1.032 Million	8.09%	\$1.820 Million
District 7	\$0.750 Million	5.88%	\$1.320 Million
District 8	\$0.593 Million	4.65%	\$1.050 Million
District 9	\$0.588 Million	4.61%	\$1.040 Million
District 10	\$0.900 Million	7.06%	\$1.590 Million
Total	\$17.000 Million*	100.00%	\$30.000 Million

*- Projected annual allocation.

The population data used in the distribution of funding will not be updated based on census projections. The next revision to the population data will come from the 2010 census.

The local and statewide application process steps are as follows:

1. Solicit for project applications.

The application included in this guide should be used for the statewide process. Applications for the local and TMA processes may be modified. The MoDOT district enhancement fund representative will be able to supply applicants with the correct application. See page 27 for the list of contacts.

2. Applications will be reviewed and rated by the appropriate selection committee. Funding will be applied to the projects selected by the committee. In the event the project cost exceeds the available funding the applicant will have the option to (1) fund the unfunded amount, or (2) remove the project from consideration.

The local committee membership will be diverse. It must consist of at least five members.

The local committee may include representatives from Regional Planning Commissions, Metropolitan Planning Organizations (MPO), historic preservation advocate, bicycling advocate, pedestrian advocate, water quality advocate, architectural landscaping advocate, Missouri Department of Transportation, Department of Natural Resources, Missouri Department of Conservation, and Federal Highway Administration.

The statewide committee will include the Missouri Department of Transportation, Department of Natural Resources, Department of Tourism, Department of Conservation, Economic Development, and the Federal Highway Administration.

3. MoDOT staff will notify the applicant of the committee's decision.

Reasonable Progress Requirement

There is a reasonable progress policy for federally funded projects administered by MoDOT. This policy has two objectives: (1) ensure that federal funds will be programmed for a project within one year of the funds being allocated by MoDOT; and (2) ensure that once a project is programmed it will be built or implemented. These two objectives will allow the state and its citizens to get the maximum benefit from its federal Transportation Enhancement funds. Transportation Management Areas (TMA) with a Reasonable Progress Policy in place will be exempt from MoDOT's Reasonable Progress Policy. A copy of the Reasonable Progress Policy is provided on page 29 of this document. The Reasonable Progress Policy is a general policy that addresses several pass-through federal funding programs. Contact the appropriate MoDOT staff listed on page 27 for clarification.

Application Instructions

The application, application deadline information and corresponding guidance are available from any MoDOT district office, the MoDOT Central Office in Jefferson City or on the MoDOT website at www.modot.org/southwest/. Projects in areas with a population greater than 50,000 must also submit an application to the appropriate Metropolitan Planning Organization (MPO). **All applications must be postmarked no later than June 1, 2005, or delivered to the MoDOT District 7 office in Joplin by the end of the business day June 1, 2005.** (TMA, MPO, and MoDOT district contact information is located on pages 27 and 28.)

- Statewide projects: Submit **10 copies** of the completed Transportation Enhancement application to MoDOT Central Office.
- Local projects: Submit **7 copies** of the application to the appropriate TMA or district contact. The original application is included and counted as one of the copies. It must be submitted.
- Applications must be typed. Visit www.modot.org/southwest/ for an application in electronic format.
- Project applications are to be stapled in the upper left hand corner. Do not use covers, binders, tabs, or any other device.

Tips for successful applications --

- Have a realistic completion plan
- Plan for cost increases and inflation
- Plan for long-term maintenance
- Check and double-check application for completeness and accuracy
- Be creative
- Provide photographs of the proposed project location
- Determine if the project complies or conflicts with MoDOT's Long-Range Transportation Plan and Statewide Transportation Improvement Program, and any Local or Regional Long Range Plan or Transportation Implementation Program
- Review all of the scoring procedures, and answer all questions

The Application Step by Step

The following section provides an explanation and/or instructions for each question on the application. The application begins on page 17.

A. Project Sponsor Information

Please identify the agency or governmental organization that will be responsible for incurring costs and completing the project. If funding is awarded, the contact person will become the primary contact. The contact person is expected to be aware of all rules and regulations for the program, and serve as MoDOT's primary source for project information.

B. Basic Project Information

This information is used to track each project. The project must be available for public use for at least 25 years. Please indicate if a fee will be charged for public access to the project, and if so, how much that fee will be. If a fee is charged, describe how the funds raised from the fee will be used.

C. Project Location Information

(1) The project location should be accompanied by a map no larger than 8 ½ inches by 11 inches in size. The location information may include a legal description of the land on which the project will take place.

(2) If the project is a part of a previous transportation enhancement project, indicate the project number. If right of way acquisition is required for this project, the applicant must comply with the Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs (49 CFR Part 24) www.gpoaccess.gov/cfr/index.html. If the project is to be located on MoDOT right of way, the applicant will need to verify the exact project location with MoDOT. The available right of way will vary from urban to rural areas. Any activity that takes place within the MoDOT right of way requires permission from the appropriate district office. A letter of concurrence from MoDOT must be included with the application.

D. Transportation Enhancement Categories by Group

Choose the applicable enhancement categories that best describe the project. Example project types can be found on page 2 of this guide. Check all applicable categories. The categories have been combined into three groups to help facilitate the selection process within each district. Multiple groups are permitted.

E. Project Description

The project description provides a concise overview of the proposal. Describe the overall concept of the project. Include major components such as width, length and material types. Other items to note include creative or innovative designs, safety features, maintenance standards or unique features. **All applicants are required by law to comply with the Americans with Disabilities Act (ADA) of 1990. Applicant must refer to the Uniform Federal Accessibility Standards (UFAS) and the Americans with Disabilities Act Accessibility Guidelines (ADAAG) for complete details on making the project accessible (if applicable).** The applicant is required to also follow any state and local accessibility codes. Drawings no larger than 8 ½ inches by 11 inches may be attached. All projects funded through the Transportation Enhancements Program must have a link to the surface transportation system – highways and roads, railroads and bicycle or pedestrian facilities. Surface transportation includes transport by both land and water. Transport by water encompasses features such as canals, lighthouses and docks or piers connecting to ferry operations.

A project must have a strong link to surface transportation in order to adequately compete for this funding. The relationship that the project has to surface transportation may be a combination of function, proximity and/or impact.

- **Function** – The project will serve as a functional part of the transportation system, for example the construction of bicycle and pedestrian facilities.
- **Proximity** – The project is located within the immediate vicinity of the transportation system, and may be visible to the general public, such as the acquisition of scenic easements or landscaping. Proximity alone is not enough to establish the relationship to surface transportation. For example, a hotel located adjacent to a state highway would not automatically be eligible to receive enhancement funds just because it is located within the view of the highway.
- **Impact** – The project has a physical impact on the transportation system, such as retrofitting an existing highway by creating a wetland to filter runoff from the highway. In this example, the enhancement funds would be used to mitigate the pollution from the runoff. Projects with this type of transportation relationship are usually associated with ongoing or planned highway projects.

F. General Cost Estimate

In the cost estimate section of the application, several categories have been set up in which to enter information pertaining to the project. Most project costs will fall into these categories.

Try to break down the project costs into the specific cost categories. For example, “\$80,000 for landscaping” without stating how much is for materials, labor or equipment is not acceptable. If information submitted in a proposal is unclear, the application may not be scored correctly.

Break down the costs for each category in the appropriate columns according to who will pay for that portion – either the federal share (to be reimbursed), the sponsor (as non-federal match) or a third party donation (as non-federal match). As an example: An applicant anticipates trail materials will cost \$30,000 total. The applicant is receiving \$5,000 in trail materials donated by the supplier. The federal share is \$20,000, and the applicant’s organization will pay \$5,000. The applicant’s organization’s staff will provide the labor for the project, which is expected to cost \$20,000, but the applicant wants half of the cost to be reimbursed. The budget table for this example would be as follows:

	Federal Request	Share	Non-Federal Match		Total
			Applicant Budget	Donation	
Trail Materials	\$20,000		\$ 5,000	\$5,000	\$30,000
Labor	\$10,000		\$10,000		\$20,000
	\$30,000		\$15,000	\$5,000	\$50,000

In this example, the total project cost is anticipated to be \$50,000, and the federal share will cover \$30,000, or 60 percent. The match is \$20,000, with \$15,000 covered by the sponsor and \$5,000 donated by a third party.

Design and preliminary engineering costs are allowable, but they are limited to no more than 10 percent of the utility relocation, materials, labor and construction costs. Contingencies are

allowable on construction costs only and are limited to no more than 10 percent of the utility relocation, materials, labor and construction costs. Construction engineering costs are allowable for construction costs only and are limited to no more than 5 percent of the utility relocation, materials, labor and construction costs.

Applicants must attach one sheet of additional cost estimates in addition to the information provided below. Remember the transportation enhancement funding is a reimbursement program, so the applicant must have funding available for the non-federal match and the federal share. Be sure to indicate the specific source(s) for the applicant's non-federal match. Non-federal match may come from private fund donations, city or county funds, force account or in-kind services. Describe any additional funds that will be used if the project cost exceeds those estimated in the general cost-estimate. The person who prepared the cost-estimate must sign in the space provided at the bottom of the page.

G. Federal Match Point Value

Projects have the opportunity to earn more points toward the total score by contributing a higher dollar amount of non-federal match toward the cost of the project. Of course, the minimum match cannot be less than 20%.

H. Safety, Environmental and Traffic Impacts

Describe the impact and effectiveness of the project, whether social, environmental, economic or otherwise. Effective projects may affect diverse user groups, be visible to the general public or raise the significance of the project location. If the project demonstrates the best way of meeting a need, it is also an effective project. Applicants are strongly encouraged to provide benefits that include safety improvements, reduction of air pollution that improves air quality and reduction of current traffic volumes and congestion.

I. Quality of Life of the Community

The quality and feasibility of the project is a vital factor in its success. Describe how the project will complement existing facilities or future plans for the local area. Be sure to describe the context-sensitive solutions that make the project stand-alone. The project may provide connections between residential areas and parks, schools or industrial areas. It may link more than one mode of transportation. These are valuable social impacts. If the project boosts the local economy due to an increase in tourism, the applicant has created a positive economic impact.

J. Long-Range Plan

In addition to having a master plan for the project, the applicant should ensure that the project can be implemented as part of the city, county or organization's long-range plan. Also, by including the project in existing planning documents, important stakeholders will become familiar with and aware of the project, and the general public will be assured the plan is legitimate.

Projects incorporated into such plans may provide important links in the transportation system of the area or region. This, in turn, can provide some additional funding sources. All projects must be consistent with statewide and applicable metropolitan long-range transportation plans and must also be included in MoDOT's Statewide Transportation Improvement Program or the applicable metropolitan Transportation Improvement Program.

K. Partnerships and Public Involvement

Describe any partnerships that will be formed during or as a result of the applicant's project. The relationship may be between the applicant and private businesses, other governmental entities or

state and federal agencies. Also indicate the role of each active partner. Examples of active partner roles include, but are not limited to, dedicated volunteer participation during or after the project, an outside source of dedicated long-term funding for the upkeep of the project or the creation of new groups or organizations that will be formed as a result of the project. Any supporting documentation should be attached to the application. Also describe any previous or planned public involvement activities. Describe any opposition the project may encounter, and what steps the sponsor will take to address that opposition.

L. Long-Term Maintenance

All Transportation Enhancement Program projects must be maintained and open to the public for at least 25 years. There are many options to consider when determining who will manage and maintain the completed project. If the submitting organization has the available funding and commitments to meet this requirement, including the project in a long-term plan is highly recommended. Management and maintenance may be as simple as having one organization take complete responsibility. However, for projects that include numerous cities, counties or regions, this is not always possible. If more than one governmental entity will be responsible for maintenance activities, a letter of commitment must be attached to the application.

Ultimately, MoDOT will hold the local government sponsor responsible for assuring proper maintenance of the project. Failure to do so may result in the removal of the applicant's project and possibly require the repayment of funds. MoDOT will not be responsible for maintaining the applicant's project unless prior written consent has been obtained from MoDOT. Transportation enhancement funds are not permitted for regular maintenance activities.

Complete the table in the application outlining the specific maintenance requirements of the applicant's project. Below is an example.

Maintenance Task	Task Cost	Frequency	Annual Cost
1. Sweep trail	\$ 300	Monthly, May-Oct.	\$ 1,800
2. Mow grounds	\$ 550	Weekly, May-Oct.	\$13,200
3. Empty trash containers	\$ 100	Twice weekly	\$ 5,200
4. Tree trimming	\$ 450	Once per year	\$ 450
5. Plant native species	\$2,000	Once per year	\$ 2,000
TOTAL ANNUAL MAINTENANCE COST →			\$22,650

M. Past Experience

Briefly describe past transportation enhancement projects the applicant may have completed. Describe who did the design and implementation for the applicant's previous projects.

N. Environmental and Cultural Resource Consideration

It is the project sponsor's responsibility to be aware of all necessary permits and clearances required prior to project approval. While the project is in the planning stage, make an assessment of potential negative impacts the project may have to the area. Although the applicant may not start the permit/clearance process until after receiving approval to begin design, there are preventative and/or corrective measures that can be taken to avoid negative environmental or cultural resource impacts to the project area.

For all "yes" boxes checked on the application form under this section, describe what steps applicant will take to avoid negatively impacting the applicant's project location. If the applicant

answered “no” to all the questions under this section, describe other ways the applicant plans to mitigate the negative impacts at the project location.

Examples of preventative and corrective measures include, but are not limited to, rehabilitation of a disturbed area using native plant species, creation of wildlife food plots to minimize vehicle-caused wildlife mortality, stream bank stabilization (when connected in some way to surface transportation), controlled public access to certain sensitive environments, scheduled clean-ups throughout the project to prevent the spread of pollution or damage to the work area and providing for proper drainage to lessen the effects of erosion due to an increase in impermeable surfaces.

O. Application Clarity and Innovation

It is advisable to have professional external reviews of the project application for grammar, typographical and mathematical errors. A well-written application makes a statement and is an important step in the application process. A good application does not need to be lengthy. A clear, concise application will also reduce the potential for confusion.

Innovative techniques help move the project steadily towards implementation by streamlining the development process. The applicant may need to work with the appropriate MoDOT district prior to submitting the application to determine if applicant is eligible for any streamlining opportunities available at the state and federal level.

Examples of streamlining techniques include, but are not limited to, (1) having a significant number of partners in a project to the extent that it moves the project forward, rather than bogging it down; (2) the use of federal agency partners to provide the non-federal match to the applicant’s project; (3) significant in-kind donations of materials, services and cash for the non-federal match; and (4) partnership with applicant’s conservation corps programs. There is not a single definition for innovative projects, so an applicant should be creative and highlight any techniques that demonstrate creativity and innovation.

TRANSPORTATION ENHANCEMENT FUNDS PROGRAM APPLICATION



☐ State Competitive ☐ Local Competitive (*contact applicant's MoDOT district – see page 27 for assistance*)
STP # _____ (*to be assigned by MoDOT*)

Application Date: _____
Date Approved: _____

A. PROJECT SPONSOR INFORMATION

First Sponsor Name: _____

Contact Person: _____

Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Second Sponsor Name: _____

Contact Person: _____

Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

B. BASIC PROJECT INFORMATION

Project Title: _____

District Number: _____ County: _____

Metropolitan Planning Organization (if applicable): _____

Will the project be open to the public for at least 25 years? ☐ Yes ☐ No

Will a fee be charged for public access? If yes, how much? _____ ☐ Yes ☐ No

If yes, explain how the fees charged will be used.

C. PROJECT LOCATION INFORMATION

1. Where is the project located? Attach a map no larger than 8 ½ inches by 11 inches.

2. Please check the appropriate box for each question.

- Is the project a component or extension of a previously awarded transportation enhancement project?
If so, give the project number: STP-_____ Yes ☐ No ☐
- Does all right of way necessary for the project fall within public ownership or lease? Yes ☐ No ☐
- Does the project sponsor own the right of way? Yes ☐ No ☐
- If no, does the applicant have an option on the property executable within one year of application? Yes ☐ No ☐
- Have utilities been cleared or considered for the project? Yes ☐ No ☐
- If right of way acquisition is necessary, is the applicant willing to exercise condemnation authority to acquire? Yes ☐ No ☐

D. ENHANCEMENT CATEGORIES BY GROUP - (1 point for two or 2 points for three or more)

Check all that apply. A project may overlap groups. A project may be awarded additional points if multiple categories apply, provided that the applicant effectively demonstrates how this will be successful and how the multiple categories will complement one another.

1. Bicycle and Pedestrian Group

- ☐ Transportation facilities for pedestrians and bicycles
- ☐ Safety and educational activities for pedestrians and bicyclists
- ☐ Preservation of abandoned railway corridors, including conservation and use thereof for pedestrian and bicycle trails

2. Scenic and Natural Resources Group

- ☐ Scenic and/or historic highway programs, including the provision of tourist and welcome centers
- ☐ Acquisition of scenic easements and scenic or historic sites
- ☐ Landscaping and other scenic beautification
- ☐ Control and removal of outdoor advertising
- ☐ Mitigation of water pollution due to highway runoff, including projects that reduce vehicle-caused wildlife mortality, while maintaining habitat connectivity

3. Historic and Archeological Group

- ☐ Historic preservation
- ☐ Rehabilitation and operation of historic transportation buildings, structures or facilities
- ☐ Archaeological planning and research
- ☐ Establishment of transportation museums

E. PROJECT DESCRIPTION - (3 points)

Please provide a concise overview of the project. Include major components such as project width, length and material types. Describe the project's link to surface transportation and how it relates to any items checked from Item D. above. Refer to page 12 of this guidebook for details. Drawings no larger than 8 ½ inches by 11 inches may be attached to the back of this application.

F. GENERAL COST ESTIMATE - (2 points)

List the cost of the applicant's project components in the table provided below. Not all budget categories may apply to all projects. Transportation enhancement funds can reimburse up to 80 percent of the total project cost. Non-federal matching funds may come from the applicant's resources or from a third-party donation to the applicant for cash, materials or labor. The minimum federal share request is \$25,000. (Tip: Add the rows across and then add the columns down. Both sums should be the same and equal the total project cost in the bottom right-hand corner of the grid).

List items in order of completion	Federal Share Request	Non-federal match		Total (Add each row)
		Applicant Budget	Donation	
1. Right of Way Acquisition	\$	\$	\$	\$
2. Administration (No more than 10% of items 4-6 below)				
3. Design/Preliminary Engineering (No more than 10% of items 4-6 below)	\$	\$	\$	\$
4. Utility Relocation	\$	\$	\$	\$
5. Materials	\$	\$	\$	\$
6. Labor/Construction	\$	\$	\$	\$
7. Construction Engineering (No more than 5% of items 4-6 above)	\$	\$	\$	\$
8. Construction Contingency (No more than 10% of items 4-6 above)	\$	\$	\$	\$
TOTALS (Add each column)	\$	\$ [Box 1]	\$ [Box 2]	\$ [Box 3]

To determine applicant federal share request:

$$\frac{\text{BOX 1} + \text{BOX 2}}{\text{BOX 3}} \times 100\% = \text{ } \% \text{ (20\% minimum)}$$

Note: Attach an additional sheet detailing the costs described above. If applicable, describe all local groups/agencies that will complete work as part of the applicant's plan.

Name and title of individual who prepared the cost estimates for this project:

Printed Name of Preparer	Preparer's Title	Preparer's Phone Number
Preparer's Signature	Date	

G. FEDERAL MATCH REQUEST - (4 points)

The amount of federal share requested is _____% of the total project cost.

0%-50% = 4 points 51%-59% = 3 points 60%-69% = 2 points 70%-79% = 1 point 80% = 0 points

H. SAFETY, ENVIRONMENTAL, AND TRAFFIC IMPACTS - (5 points)

Describe the impact and effectiveness of the project. Include social, environmental, economic and other applicable impacts such as safety, air quality and reduction of congestion/traffic volume.

I. QUALITY OF LIFE OF THE COMMUNITY - (5 points)

Describe the quality of the project concept in terms of the benefits it provides, how it complements existing efforts and the overall feasibility of the long-term goal(s) of the project. Examples include connectivity, tourism and safe routes to school.

J. LONG-RANGE PLAN - (5 points)

How does the proposed project coordinate with existing local, regional or statewide long-range plans?

K. PUBLIC INVOLVEMENT AND PARTNERSHIPS- (4 points)

Describe the public involvement outreach activities the applicant has completed, or intends to complete, in order to gain support for this project. Also describe any partnerships that will be developed as a part of this project. Describe any anticipated opposition to the project and how that opposition will be addressed.

L. LONG-TERM MAINTENANCE – (5 points)

What governmental entity will be responsible for the short- and long-term project maintenance? Identify all maintenance participation and the source of funds supporting long-term maintenance. Attach supporting documentation to this application. Will the project sponsor be able to maintain the project for a minimum of 25 years? ☐ Yes ☐ No

Complete the following maintenance activity table:

Maintenance Task	Task Cost	Frequency	Annual Cost
1.	\$		\$
2.	\$		\$
3.	\$		\$
4.	\$		\$
5.	\$		\$
TOTAL ANNUAL MAINTENANCE COST			\$_____

M. PAST EXPERIENCE – (3 points)

Briefly describe the your agency's past experience with the implementation of transportation enhancement projects or similar projects. Include the experience level of the your design staff or consultant, engineer and landscape architect, if applicable.

N. ENVIRONMENTAL AND CULTURAL RESOURCE CONSIDERATIONS – (3 points)

If the project involves any of the following natural or cultural items, the applicant may, after project approval, be required to obtain specific permits and clearance forms to ensure compliance with local, state and federal requirements. This list may not be all-inclusive.

Will the project involve:

- | | | |
|--|------------------------------|-----------------------------|
| ➤ Historic buildings or archeological sites? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| ➤ Existing parks and recreation areas? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| ➤ Designated or undesignated wetlands and/or swamps? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| ➤ Creeks or rivers? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| ➤ Stream straightening and/or crossing? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| ➤ Lakes or ponds? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| ➤ Known hazardous materials and/or waste? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| ➤ Floodplains? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

For all “yes” answers, explain any preventative measures the applicant will take to avoid negative impacts during or after the implementation of the project. Additional information can be found on page 15 of the guidebook.

O. APPLICATION CLARITY AND INNOVATION – (4 points)

The application may be given up to four additional points for its overall clarity and the use of new or innovative techniques. Clarity includes following the guidelines, organization of the application materials and well-written but concise descriptions (no grammar, typographical or mathematical errors). Innovative techniques streamline aspects of the project. Examples of innovative techniques are found on page 16 of the guidebook.



Transportation Enhancement Program Rating Sheet

Project Sponsor: _____

Project Title: _____

Date Submitted: _____

Transportation Planning
2217 St. Mary's Blvd., P.O. Box 270
Jefferson City, MO 65102-0270
1-888-ASK-MODOT

REQUIRED: Prior to Funding Consideration

- * Local match must be greater than or equal to 20%.
- * The project must be available to the public for at least 25 years.
- * There must be a direct relationship with surface transportation.
- * The local sponsor must be a government agency and is responsible for funding the project.
- * The project must meet one or more of the twelve enhancement categories.

MET

Scorers are responsible for reading the complete description of the criteria in the step-by-step directions.

	Points Scale	Points Maximum	Criteria Score
D. The project overlaps more than one of the 12 categories (1 point for two, 2 points for 3 or more).	0-2	2	
E. The project description provides a concise overview of the proposed project.	0-3	3	
F. The cost estimate is detailed, complete, realistic and includes a minimum of 20% local match.	0-2	2	
G. Federal match point value - 0%-50%=4 points; 51%-59%=3 points; 60%-69%=2 points; 70%-79%=1 point; 80%=0 points	0-4	4	
H. The project provides beneficial safety, environmental, or traffic impacts.	0-5	5	
I. The project enhances the quality of life of the community (connectivity, tourism, safe routes to school, building on existing efforts, etc.).	0-5	5	
J. The project fits well into existing local, regional or state long-range transportation plans.	0-5	5	
K. The project sponsor demonstrated public outreach and input.	0-4	4	
L. The role of the organization responsible for maintenance is clearly defined.	0-5	5	
M. A description of the sponsoring agency's past experiences with transportation enhancements is included.	0-3	3	
N. The project addresses any preventative measures that may be necessary to address negative environmental or cultural impacts.	0-3	3	
O. The project application demonstrates clarity and the use of new or innovative techniques.	0-4	4	

(45 possible)*

* Proposed project must meet a minimum score of 25 points to be considered for funding.

Project Total Score:	
-----------------------------	--

DISTRICT INFORMATION

District 1

MoDOT Northwest District
Rick Kingery
3602 North Belt Highway, P.O. Box 287
St. Joseph, MO 64502
(816) 387-2428

District 3

MoDOT Northeast District
David Hurt
Highway 61 South, P.O. Box 1067
Hannibal, MO 63401
(573) 248-2634

District 5

MoDOT Central Missouri District
Dion Knipp
1511 Missouri Blvd., P.O. Box 718
Jefferson City, MO 65102
(573) 751-7399

District 7

MoDOT Southwest District
Andrew Seiler
3901 East 32nd Street, P.O. Box 1445
Joplin, MO 64802
(417) 629-3456

District 9

MoDOT South Central District
Richard Pilcher
910 Springfield Road, P.O. Box 220
Willow Springs, MO 65793
(417) 469-6269

Central Office

MoDOT-Transportation Program Management
Danica Stovall-Taylor / Brad Temme
P.O. Box 270
Jefferson City, MO 65102
(573) 526-4800 / (573) 522-6995

District 2

MoDOT North Central District
Ron Watts
U.S. Route 63, P.O. Box 8
Macon, MO 63552
(660) 385-8618

District 4

MoDOT Kansas City District
Hope Visconti
600 Northeast Colburn Road
Lee's Summit, MO 64086
(816) 622-6317

District 6

MoDOT St. Louis District
Gregg Wilhelm
1590 Woodlake Drive
Chesterfield, MO 63017
(314) 340-4165

District 8

MoDOT Springfield Area District
Dawne Gardner
3025 East Kearney, P.O. Box 868
Springfield, MO 65801
(417) 895-7662

District 10

MoDOT Southeast District
Dave Luther
2657 North Main Street, P.O. Box 160
Sikeston, MO 63801
(573) 472-5291

TRANSPORTATION MANAGEMENT AREAS

St. Louis

Terry Freeland
East-West Gateway Council of Governments
The Gateway Tower
One South Memorial Dr., Suite 1600
St. Louis, MO 63102-1714
(314) 421-4220
terry.freeland@ewgateway.org

Kansas City

Caitlin Cottrill
Mid-America Regional Council
300 Rivergate Center, 600 Broadway
Kansas City, MO 64105
(816) 474-4240
ccottrill@marc.org

Springfield

Sara Edwards
Springfield Area Transportation Study Organization
City of Springfield
City Hall
840 Boonville Avenue
Springfield, MO 65801
(417) 864-1611
sedwards@ci.springfield.mo.us

METROPOLITAN PLANNING ORGANIZATIONS

Columbia

Raymond A. Beck
Columbia Area Transportation Study Organization
City of Columbia
City-County Building
P.O. Box N
Columbia, MO 65205
(573) 874-7214
rab@gocolumbiamo.com

Jefferson City

Janice McMillan
Capital Area Metropolitan Planning Organization
City of Jefferson
320 East McCarty Street
Jefferson City, MO 65101
(573) 634-6306
jmcmillan@jeffcitymo.org

Joplin

David Hertzberg
Joplin Area Transportation Study Organization
City of Joplin
303 East Third Street, Municipal Building
P.O. Box 1355
Joplin, MO 64802-1355
(417) 624-0820 Ext. 530
dhertzbe@joplinmo.org

St. Joseph

Andy Clements
St. Joseph Area Transportation Study Organization
City of St. Joseph
City Hall
Eleventh and Frederick
St. Joseph, MO 64501-2346
(816) 271-4651
aclements@ci.st-joseph.mo.us

REASONABLE PROGRESS

Policy and Procedure Issues

POLICY

This policy is to ensure the State of Missouri is getting the maximum benefit of its federal transportation funds. The policy has two objectives: (1) ensure that federal funds will be programmed for a project within one year of the funds being allocated by MoDOT; (2) ensure that once a project is programmed, it will reach construction.

MPOs or TMAs with a Reasonable Progress Policy in place will be exempt from MoDOT's Reasonable Progress Policy. However, the MPOs or TMAs federal fiscal year ending balance will not be allowed to exceed a total of three years of allocation for that MPO or TMA. Any funds over the three-year allocation will be reprogrammed in the MPO or TMA area at the discretion of MoDOT and the MPO or TMA.

PROCEDURES

The time frames shown represent maximum expected times for implementation approvals and concurrences; schedules will vary depending on project type. Actual progress towards implementation will be measured against the schedule submitted by the entity.

Project Development/Implementation Schedule:

<u>Phase</u>	<u>Maximum Time Frame</u>	<u>Funds Obligated</u>
1. Allocation of Funds	0 Months	No
2. Project Programming*	12 Months	No
3. Engineering Services Contract Approval	15 Months	Yes
4. Preliminary Plans Submittal	24 Months	No
5. Right-of-Way Plans Submittal	24 Months	Yes
6. Plans, Specifications & Estimate (PS & E) Submittal	34 Months	No
7. Plans, Specifications & Estimate (PS & E) Approval	36 Months	Yes
8. Construction Contract Award	48 Months	Modified

* The completion of the Project Programming phase is defined by submitting the approved project's programming data form to MoDOT and the project receiving a federal project number from MoDOT.

1. Reasonable Progress

For all federal-aid funds, "reasonable progress" shall have been made if a project has been programmed within one year of funding allocation. Once programmed, a project must advance to the point of submitting preliminary plans within one year. Verifiable steps toward achieving reasonable progress shall include submittal of all required documents to the appropriate MoDOT district office, entering into an Engineering Services Contract (if retaining outside engineering services) and initiation of the development of preliminary plans.

The development of right-of-way plans, if required, should be concurrent with preliminary plan development. Once the preliminary design plans are approved, the right-of-way plans may be submitted for review and approval. Right-of-way negotiations should begin after MoDOT approves right-of-way

plans. The award of the construction contract should occur no later than one year after the plans, specifications and estimate approval.

2. Policy Enforcement

If the allocated federal funds are not programmed for a specific project within one year, MoDOT will request information from the MPO or TMA or entity as to the planned use of the allocated funds. The MPO or TMA or entity will be required to provide a written explanation within 30 days of the notification as to the status of funds and a time line for their use. If adequate information is not received, MoDOT will pull the allocated funds from the entity and redistribute them at the department's discretion.

If a project falls six months behind schedule at any point in its development without a written explanation provided by the entity and approved by MoDOT, the entity and/or MPO or TMA will be contacted by MoDOT requesting information as to the cause of the delays. A letter will notify the entity of the schedule lapse and the possible implications of further delays. The entity and/or MPO or TMA will be required to reply in writing within 30 days of the letter date as to the project status and provide a revised timeline for the project. The entity will be allowed to reschedule a project one time after MoDOT has programmed a project. Any shifts in subsequent phases of a project caused by that rescheduling (if identified at the time of the rescheduling) will not be considered a separate change.

If a project falls one year behind the Project Development/Implementation Schedule at any phase, MoDOT will notify the entity and/or MPO or TMA of the schedule lapse by letter. The notification will serve as a final notice, giving the entity an opportunity to respond to the situation before MoDOT takes action. The notification will include:

1. Project status,
2. Current phase of project implementation, and
3. Funds obligated and spent on the project.

The entity and/or MPO or TMA must make a valid response to MoDOT including reasoning for why the project has not complied with the project schedule. Information about the project will be submitted to MoDOT in writing within 30 days of the notification letter date.

Actions taken by MoDOT may include removal of the project, which, per federal requirements, would require the entity to repay any federal funds spent on the project. The MPO or TMA and MoDOT will make the ultimate decision regarding the disposition of each project.

It **is not** the responsibility of MoDOT to keep the entity informed as to the status of the project. The entity will keep MoDOT informed as to any delays and/or unforeseen conditions that may hinder the project's progress. Failure to provide the required documentation will cause the project to be withdrawn and the funds redistributed at the discretion of MoDOT or the MPO or TMA. Federal regulations require the entity to repay any federal funds spent on a cancelled project. The project sponsor would be required to repay these funds prior to the programming of any future projects.

In addition, project sponsors failing to fulfill the obligations as stated in the contract agreement or showing reasonable progress for any project will not be allowed to request future project funds for a minimum period of one year, and then only with the approval of MoDOT.

GLOSSARY OF DEFINITIONS

Acquisition

The act or process of acquiring fee title or interest other than fee title of real property.

Americans with Disabilities Act of 1990 (ADA)

Federal law, which requires accessible public transportation, services for persons with disabilities, including complementary or supplemental paratransit services in areas where fixed route transit service is operated. ADA also pertains to facilities along highways, trails, sidewalks, and other public settings.

Brooks Act

Consultant contracts for engineering and design related services financed with federal-aid highway funds must result from negotiations that utilize qualifications-based selection procedures. Qualifications-based procedures do not allow for price to be used as a factor in the selection process.

Categorical Exclusion (CE)

Categories of projects that do not individually or cumulatively result in significant environmental effects are therefore excluded from the requirement to prepare an environmental document (Environmental Assessment or Environmental Impact Statement). This includes transportation enhancement funds projects. A cultural resource assessment must still be completed and sent to the Department of Natural Resources upon request for enhancement projects, however.

Competitive Bidding

Construction projects are required to be advertised and awarded to the lowest responsible and responsive bidder through open competitive bidding, unless use of an eligible force account is shown to be more cost effective.

Cultural Resources

A cultural resource is a district, site, building, structure or object, which is important in American history, architecture, archaeology, engineering or culture. The resource may be of value to the nation as a whole or important only to the state or community in which it is located. Usually, a resource must be 50 years old before it may be considered to qualify as historic. However, just because a building or place is older than 50 years, that does not mean it should be considered historic. Resources must have integrity and meet the criteria for inclusion in the National Register of Historic Places. Projects will need to be evaluated for impact to archaeological or historical properties and demonstrate that no adverse impact will occur to those resources as a result of the project. Projects involving historic cultural resources must be evaluated and cleared by the Missouri Department on Natural Resources (DNR) through the State Historic Preservation Officer (SHPO).

Construction Phase

The project development phase which includes advertising the project, awarding the contract, and performing the actual construction.

Davis Bacon Act (Predetermined Minimum Wage)

The act that requires the minimum prevailing wages to be paid to all workers on Federal-aid projects that exceed \$2,000. This requirement does not apply however, to certain enhancement projects and *force account* work performed by State highway agency forces and under its direct control. See *Force Account Work*.

Design Standards

Projects constructed on the National Highway System (NHS) must be designed with AASHTO and/or FHWA approved standards. It is recommended that all projects follow AASHTO guidelines for design and construction.

Disadvantaged Business Enterprise (DBE) Goals

A goal is the percent of a project established to enhance access to federal funds by minority and women owned businesses within highway construction in accordance to 49 CFR 23. The goal is based on the type of contract, the availability of Disadvantaged Business Enterprise (DBE) firms and past DBE participation. The Prime Contractor is obligated to subcontract or show a Good Faith Effort that they attempted to subcontract this predetermined percentage of work on Federally Funded Projects.

Eligibility

The criteria established by the FHWA and state DOT by which a project qualifies for Transportation Enhancement funding. In determining eligibility, the FHWA has stipulated that a project must be one or more of twelve (eleven in Missouri) Enhancement activities, and have a relationship to surface transportation.

Environmental Clearance

The process whereby a project must conform to the National Environmental Policy Act (NEPA), the National Historic Preservation Act (Section 106), Section 4 (f) of the U.S. DOT Act, and other relevant Federal and State environmental laws.

Federal Highway Administration (FHWA)

The branch of the U.S. Department of Transportation headquartered in Washington, D.C. that oversees the Federal-aid Highway Program, which provides federal financial assistance to the states to construct and improve the National Highway System, urban and rural roads, and bridges. This program provides the funds for the Transportation Enhancement Funds Program. They work with individual state departments of transportation to provide expertise, resources, information and oversight for project planning and management.

Federal Share

The portion of the project cost funded by the Federal Government. These Federal funds are normally matched with State and/or local government funds to make up the total cost of the project. The Federal portion, or share, is 80 percent for most projects; however, in States with large amounts of Federal lands, a higher Federal share is authorized. See *Matching Funds*.

Force Account Work

The design and/or construction performed by a sponsor's own work forces. Force account work only applies when a city/county government is the project sponsor. If a city/county elects to perform work with its own forces, MoDOT and FHWA must approve the claim that the force account process is the most cost effective method of productivity. This process should involve less time than a competitive bidding process for construction. It will not be necessary to comply with the federal standards for labor records, postings, payroll checking, interviews, Davis-Bacon minimum prevailing wages, and other EEO requirements. However, it will be necessary for the city/county to comply with the provisions of Form PR-1273, Required Federal-Aid Provisions - All Federal-Aid Construction Contracts, Section II - Equal Opportunity, and Section III - Nonsegregated Facilities. These two sections essentially require that the city/county be an "Equal Opportunity Employer". For a copy of a daily force account record (C-FA1, C-FA2, and C-FA3), contact your district MoDOT office.

Hazardous Waste

Involvement with hazardous waste sites can lead to significant clean-up costs and project delays for the project sponsor. A project may involve construction, grading and/or excavation in an area that is likely to contain hazardous wastes, or involve the physical removal of them. Some known common hazardous wastes include asbestos, contaminated soils, mine tailings and dump sites. Keep these items in mind when preparing cost estimates for your project and estimating the project schedule.

Historic Significance

The characteristics that make a project eligible for or on the National Register of Historic Places.

Implementation Plan

A plan required for candidate projects that includes a schedule of project activities and a budget.

In-Kind Contributions

Public in-kind contribution (force account) is the use of a sponsor's own work force and/or materials toward the completion of an enhancement project. Private in-kind contributions, including volunteer labor, can also be considered an eligible work force and may be used to construct an enhancement project. In-kind contributions may include engineering and design services, materials, private or corporate cash donations, and labor.

Local Public Agency (LPA) Manual

The LPA manual is published by the Missouri Department of Transportation and is intended to be used as a guide for cities and counties that sponsor projects that utilize federal transportation funds. This manual explains the federal requirements for federally funded projects from the early planning stages through project completion.

Matching Funds

The non-federal share of the cost of a transportation enhancement project (at least 20 percent) must be provided by the project sponsor. Private funding, materials and services may all be used to contribute to the sponsor's match.

Metropolitan Planning Organization (MPO)

MPO's are composed of local elected officials, officials of agencies that administer or operate major modes of transportation in the designated metropolitan area and appropriate state officials or their representatives. MPO's develop transportation plans and programs for the urbanized areas they represent. All enhancement projects in urban areas must have MPO approval. All enhancement projects are reviewed by the respective MPO and their recommendations are used in the project selection process.

National Environmental Policy Act (NEPA)

NEPA indicates "... it is the continuing policy of the Federal Government, in cooperation with State and local governments, and other concerned public and private organizations, to use all practicable means and measures, including financial and technical assistance, in a manner calculated to foster and promote the general welfare, to create and maintain conditions under which man and nature can exist in productive harmony, and fulfill the social, economic, and other requirements of present and future generations of Americans." FHWA is responsible for considering environmental impacts caused by all projects it funds. If significant adverse environmental impacts are likely to occur, FHWA requires that an environmental impact statement (EIS) be prepared for the project, indicating the impacts and measures to be taken to avoid, minimize, or mitigate those impacts. Transportation Enhancement projects are in a category excluded from the need to prepare an EIS (i.e., CE) because they are not expected to cause a significant environmental effect.

National Historic Preservation Act of 1966 (NHPA), Section 106

FHWA is responsible for assuring that the provisions of the Act, especially Section 106, are complied with prior to providing funding or approval. The Act provides for the protection, rehabilitation, restoration and reconstruction of historic sites and objects significant in American architecture, archaeology and culture.

Nomination

The process by which a public or private entity submits an application for a candidate project to the State DOT for consideration. In most States, the nominating entity must be a public agency with tax-bearing authority.

Overmatch

The share of State or local matching funds (or in-kind value) brought to a project that is over and above the required State/local share.

Plans, Specifications and Estimates (PS&E)

The documentation submitted by the project sponsor that must receive State DOT approval before Federal funds can be obligated to proceed with contract letting and project construction.

Preliminary Engineering Phase

The project development phase that includes preparation of environmental, and construction documentation, such as plans, specifications, and cost estimate. Preliminary Right of Way work, appraisal maps, and estimates may also be reimbursed with Federal-aid funding for the preliminary engineering phase.

Preservation

The act or process of applying measures to sustain the existing form, integrity, and material of a building or structure, and the existing form and vegetative cover of a site.

Project

An undertaking to develop, implement, or construct a particular transportation enhancement at a specific location or locations.

Rail-trail

A multi-use trail sited within an abandoned railroad corridor, or along an active rail line, and used for recreation and transportation purposes.

Rehabilitation

The act or process of returning property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural, and cultural values.

Restoration

The act or process of accurately recovering the form and details of a property and its setting as it appeared at a particular period of time by means of the removal of later work, or by the replacement of missing earlier work.

Right of Way

A linear corridor of land used for transportation or other facilities such as highways, roads, streets, railroads, trails, utilities, etc.

Scoring Projects

The process by which a selection committee assigns a numerical rating, and ranking, to a proposed project vis-à-vis other applicants. Scoring or ranking criteria used in State Transportation Enhancement Programs may be general in nature, or may be activity-specific, with inclusive categories such as bicycle/pedestrian, scenic/historic, and environmental.

Section 106

Requires projects to consider the effects that may result from their construction on historic property that is listed on or eligible for listing on the National Register of Historic Places. Contact the Missouri Department of Natural Resources State Historic Preservation Officer to determine if a Section 106 Clearance will be necessary for your project.

Section 404/Wetlands

If a project involves activities in an area, which contains wetlands or waters of the United States, it may require a Section 404 permit from the U.S. Army Corps of Engineers. It is a violation of federal law to place fill in waters of the U.S. or wetlands without the necessary permits. Wetlands permits may be obtained from the Missouri Department of Agriculture.

Section 4(f) of the U. S. Department of Transportation Act

Provides protection for public parks and recreation areas, wildlife and waterfowl refuges and significant historic sites on publicly owned land. Historic sites on private land also are subject to Section 4(f). Section 4(f) requires demonstration that there is no feasible and prudent alternative to the use of the property and that all possible planning has been done to minimize harm to the property.

Section 6(f) of the Land and Water Conservation Fund Act

If a project has potential involvement with parks or other public lands, which may have been purchased or improved using funds from the Land and Water Conservation Fund (LWCF), clearance must be obtained before any construction may begin within the project area. Section 6(f) requires in-kind replacement of land/facilities impacted by federally funded projects. Contact the MoDOT Preliminary Studies Division in the Support Center in Jefferson City for further information and documentation requirements.

Selection Committee

The committee consists of a fifteen-member, multi-agency group, which meets to discuss enhancement projects and award points to projects through individual voting. Recommendations from this committee are taken to the MHTC for final project approval.

Selection Process

The steps of evaluation a project must go through between formal application and the approval of funding.

Selected Project

A project, which has been awarded Enhancement funding, and which will be included in the Statewide Transportation Improvement Program (STIP). See *Statewide Transportation Improvement Program (STIP)*.

Soft Match

The value of activities outside the project scope, but directly related to the project, which are credited toward the non-federal share of a project.

Sponsor

The project sponsor must be a local government or public agency, and is responsible the project administration. The sponsor must meet all federal requirements before their project may proceed to the construction phase. The local government or public agency is also responsible for providing the required matching funds for the proposed enhancement project.

Statewide Transportation Improvement Program (STIP)

The STIP is a federally mandated document, which provides a system of transportation, plans and programs developed by the state for all areas of the state. All modes of transportation must be included in the STIP. All enhancement projects that are approved by the Missouri Highway and Transportation Commission (MHTC) must be included in the STIP before the project may begin.

Transportation Improvement Program (TIP)

The TIP is a priority list of projects and project segments developed by each MPO for work over a three-year period. All projects proposed for the use of federal funds within an urbanized area must be included in the appropriate TIP. This includes all enhancement projects that fall within an MPO area. The district offices will ensure that the projects are incorporated into the MPO TIP's.

Uniform Act (Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970)

Provides procedures and other requirements (appraisals, payment of fair market value, notice to owners, etc.) in the acquisition of real property and provides for relocation payments and advisory assistance in the relocation of persons and businesses for federal or federally assisted projects.