

# KYOVA Interstate Planning Commission

## Transportation Alternatives Program (TAP) Application

### INSTRUCTIONS

**PLEASE SUBMIT APPLICATION BY SEPTEMBER 4, 2015**

When completing the application, applicants shall follow these guidelines:

- ✓ Complete the application in its entirety.
- ✓ Submit application postmarked on or before the deadline as advertised by the KYOVA Interstate Planning Commission.
- ✓ Project description should give a clear, concise, and detailed representation of the project specifics including project termini (i.e. beginning and ending points) referencing on which side of the street/roadwork will occur.

Applications should be mailed to: Michele Craig, Executive Director  
 KYOVA Interstate Planning Commission  
 400 Third Avenue  
 Huntington, WV 25701

Application Cycle Deadlines:

Cycle 1: November 1, 2014 to December 31, 2014 -- Intent To Apply: December 1, 2104 / Application – December 31, 2014

Cycle 2: July 1, 2015 to September 4, 2015 -- Intent To Apply – July 1 to July 31, 2015 / Application Deadline – September 4, 2015 (close of business)

### Required Attachments to the Application

#### **Attachment A – Location Map(s) or Proposed Site(s)**

- An 8 ½" x 11" location map identifying the site in proximity to federal, state, or local highways must be attached.
- Aerial maps are preferred.
- If the project involves acquiring real-property interest, include:
  - ✓ Current ownership of the property
  - ✓ Plat or property sketch
  - ✓ Type of title being acquired
  - ✓ Identification of any improvements
  - ✓ Size of tract or size of area acquired
  - ✓ Parent tract if it is a partial acquisition

#### **Attachment B – Detailed Engineer's Estimate**

An engineer's estimate should be included with this application. The estimate will be used to assess the project construction cost.

#### **Attachment C – Letter of Match Commitment**

A 20% match is required for TAP projects. Please attach a letter from the applicant signature authority (Judge/Executive, Mayor, etc.) committing the match for this project. Please keep in mind there is extensive documentation required when using in-kind match and the project sponsor will be required to provide this as part of the reimbursement process. If cash will be used for match, the letter should indicate that the LPA has funds available to use as match as soon as the project is approved to commence.

**NOTE: Do not use "see attached" as an answer to any questions in the application. If you require more space to explain your answers please continue on an attached separate 8 ½ x 11-inch sheet of paper with the item number and question in the heading.**

## **APPLICATION PROCESS**

### **Section 1: Applicant Information**

Please provide the applicant's general information, such as organization, contact information, project name and location, project description and status.

### **Section 2: Project Readiness/Schedule/Maintenance Plan (10%)**

Please provide the status of the project and the funding (Project Schedule/Timeline, Project Cost, Previous Work Completed, etc.).

### **Section 3: Project Budget (10%)**

Please provide the project budget information. A Detailed Budget must be submitted with the application.

### **Section 4: Right of Way and Traffic Control Measures (10%)**

Please provide the right of way and traffic control measures associated with the project.

### **Section 5: Project Specifics (15%)**

Please describe the information about the project such as is the project for pedestrian, bicycles, other, etc...

### **Section 6: Community Improvement Activities (13%)**

Please describe how community improvements are associated with the project.

### **Section 7: Accessibility and Equity (10%)**

Please describe the details of the project concerning transportation accessibility and equity.

### **Section 8: Environment (7%)**

Please describe the environmental aspects of the project.

### **Section 9: Aquatic and Terrestrial (7%)**

Please describe the aquatic and terrestrial aspects of the project

### **Section 10: Cultural, Historic and Archaeological Resources (2%)**

Please relate information concerning the historic, cultural and archaeological resources of the project.

### **Section 11: Health and Safety (12%)**

Please describe how the project relates to the health and safety of the community.

### **Section 12: Community Support (4%)**

Please describe the community's involvement toward this project. List the pros and cons.

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**SECTION 1: APPLICANT INFORMATION**

<b>ORGANIZATION/AGENCY NAME</b>	<b>PROJECT LOCATION</b> CITY/COUNTY/TOWNSHIP)	<b>HIGHWAY DISTRICT</b>
<b>ADDRESS</b>	<b>CITY</b>	
<b>ZIP</b>	<b>PHONE</b>	<b>FAX</b>

**PROJECT NAME OR LOCATION****POINT OF CONTACT INSTRUCTIONS**

The person designated as the point of contact will be the contact for the life of the project and should be able to answer any questions regarding this project. All correspondence and other documents from KYOVA, WVDOH, KYTC, ODOT, FHWA, FTA, etc., will be sent to this person. Applicants will be responsible for notifying all agencies if the point of contact for the project changes.

<b>POINT OF CONTACT</b>	<b>CONTACT E-MAIL</b>
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Is the project included in the current Metropolitan Transportation Plan (MTP)?  Yes  No

**PROJECT CATEGORY**

Please mark category for which the application is being submitted for funding

- |   |  |
|---|--|
| <input type="checkbox"/> Bicycle and Pedestrian Facilities<br><input type="checkbox"/> Conversion of Abandoned Railroad Corridors<br><input type="checkbox"/> Safe Routes for Non-Drivers<br><input type="checkbox"/> Environmental Mitigation Activities<br><input type="checkbox"/> Planning, designing, or constructing boulevards | <b>Community Improvement Activities</b><br><input type="checkbox"/> Viewing Areas<br><input type="checkbox"/> Historic Preservation<br><input type="checkbox"/> Archaeological Planning and Research<br><input type="checkbox"/> Vegetation Management |
|---|--|

**PROJECT DESCRIPTION**

Include project details, proposed improvements, proposed target letting date, purpose and need. Attach a detailed map for location clarification. If the project is a transit capital purchase give specific details on the purchase, purpose and need.

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**SECTION 2: PROJECT READINESS/PROJECT SCHEDULE/MAINTENANCE PLAN** (10 points possible)

List each phase of the proposed project and provide an approximate completion date.

PHASE TYPE	PROJECT PHASE DESCRIPTION	APPROXIMATE COMPLETION DATE (M/D/YEAR)

1. What level of engineering/design has been completed for this project? Describe any work that has already taken place (such as studies regarding travel or other impacts of the project, preliminary engineering, meeting with the public officials, project cost incurred to date, etc.). Please include any barriers to technical feasibility. (6 points possible)

2. List all local government entities, contacts, and civic groups that have been involved in the development of the project. (2 points possible)

**MAINTENANCE PLAN** (2 points possible)

3. Describe how the project, once completed, will be maintained for public use. Include plans for income generated after completion.

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**SECTION 3: PROJECT BUDGET** (10 points possible)

**1. PROJECT BUDGET** (4 points possible)

***IMPORTANT: KYOVA uses the cost estimate to determine the amount of funding; therefore, the estimates for each phase of the project must be as accurate as possible. Please attach a detailed budget to the completed application.***

**INFRASTRUCTURE PROJECTS**

PHASE	COST
Preliminary Engineering/Design	
Right of Way (ROW)	
Utilities	
Construction	
Construction Engineering/Inspection	
Contingency (10%)	\$0.00
<b>TOTAL FUNDS REQUESTED - INFRASTRUCTURE</b>	<b>\$ 0.00</b>

**NON-INFRASTRUCTURE PROJECTS**

DESCRIPTION	COST
Contingency (10%)	\$ 0.00
<b>TOTAL FUNDS REQUESTED – NON-INFRASTRUCTURE</b>	<b>\$ 0.00</b>

**2. LOCAL PUBLIC AGENCY (LPA) MATCH** (4 points possible)

TAP projects require a 20% match. Please provide the source and amount.

ITEM	AMOUNT
<b>TOTAL MATCH PROVIDED</b>	<b>\$0.00</b>

**FINANCIAL FEASIBILITY** (2 points possible)

3. Will the funds requested in this application fully fund the project?  Yes  No

If no, provide the gap amount and how the difference will be covered.

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**SECTION 4: RIGHT OF WAY/TRAFFIC CONTROL MEASURES** (10 points possible)

Federally funded transportation projects must follow the Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970 (Uniform Act). If the project is awarded funding the applicant will be required to provide the proof of public right of way. Temporary easements may be required as part of the project and must be in compliance with the Uniform Act

1. Does sufficient public right of way exist to build this project? (5 points possible)

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If no, is acquisition or dedication of a permanent public easement planned?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes, please explain the easement plans and the time frame of the plans?

2. If the applicant is required to acquire property or permanent public easements, list the number of properties and property owners affected by the application. (2 points possible)

<u>      </u> # of properties	<u>      </u> # of property owners
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**TRAFFIC CONTROL MEASURES**

3. Describe requested traffic control measures to include signs, signals, roadway markings, crosswalks, school zones and any other relevant information. (3 points possible)



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### SECTION 6: COMMUNITY IMPROVEMENT ACTIVITIES (13 points possible)

1. What is the estimated number of users for this project? Explain the how the number of users was determined. (4 points possible)

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2. Does the proposed project include overlooks, turnouts and viewing areas that allow for the visual enjoyment of significant scenic or historic view sheds? (1 point possible)

Yes  No

Please explain.

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3. Does the proposed project include a recreational trail? If yes, detail the recreational purpose. Attach separate sheet if necessary. (3 points possible)

Yes  No

If yes, detail the recreational purpose. Attach separate sheet if necessary.

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4. Is the project part of an existing or proposed transportation community development plan? (5 points possible)

Yes  No

Please explain.

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### SECTION 7: ACCESSIBILITY & EQUITY (10 points possible)

1. To what extent will the project improve mobility for disadvantaged populations to include the elderly, disabled, minorities and low-income residents? (5 points possible)

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2. Does the project improve non-motorized connectivity? (5 points possible)

Yes  No

Please explain how the project improves or relates to non-motorized connectivity.

**SECTION 8: ENVIRONMENT** (7 points possible)

1. Does the project reduce VMT (Vehicle Miles Traveled), particulate matter, and/or greenhouse gas emissions? (5 points possible)

Yes  No

Please explain any reductions or reasons why there will be no reductions.

2. Does the proposed project include any environmental mitigation measures? (2 points possible)

Yes  No

Please explain.

**SECTION 9: AQUATIC & TERRESTRIAL** (7 points possible)

1. Does the project impact wetlands? (1 point possible)

Yes  No If yes, how many acres?

2. Is the project on the floodplain? (1 point)

Yes (If yes, KY applicants may have to coordinate with the KY Division of Water) (0 points)  No (1 point)

3. Does the project impact agricultural lands? (1 point)

Yes (0 points)  No (1 point)

4. Does the project potentially impact endangered species? (1 point)

Yes (0 points)  No (1 point)

5. Does the proposed project include archaeological planning or research for existing transportation project? (1 point possible)

Yes  No

Please explain.

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6. Does the proposed project include vegetation management practices? (1 point possible)

Yes

No

Please explain.

7. Does the proposed project include any environmental mitigation measures? (1 point possible)

Yes

No

Please explain.

### SECTION 10: CULTURAL, HISTORIC & ARCHAEOLOGICAL RESOURCES (2 points possible)

1. Is the area or part of the area of the project eligible to be listed in the National Register of Historic Places?

Yes (If yes, please attach the National Register nomination form with the application) (1 point)

No (0 point)

2. Will there be any earth disturbance associated with this project? (1 point possible)

Yes (If yes, completion of an archaeological survey prior to the beginning of the project may be required) (0 points)

No (1 point)

### SECTION 11: HEALTH & SAFETY (12 points possible)

1. **HEALTH:** How does the project contribute to the improvement of public health? (Examples may include increasing physical activity, reducing air pollution, and other applicable improvements. (6 points possible)

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**2. SAFETY:** How does the project improve motorized safety, and does it address specific safety issues? Include any safety statistics to support. Also show how the project design maximizes non-motorized safety. Examples include the inclusion of bulb outs, improved signage and signals, and other applicable improvements. (6 points possible)

**SECTION 12: COMMUNITY SUPPORT** (4 points possible)

Describe how the local community has been involved in the planning process and list key stakeholders who are participating. Include all opposition to the project and describe how it is being negotiated.

To the best of my knowledge, the information within this application (Transportation Alternative Program) is accurate; and as the applicant have authority to pursue funding opportunities for \_\_\_\_\_ (agency).

Chief Official/Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_