Call for Projects:
Kansas City Metropolitan Region
Federal Fiscal Years 2023-2024 Kansas & Missouri
Surface Transportation Block Grant – Set Aside
for Transportation Alternatives (TA) Funds

Summary:
The Mid-America Regional Council (MARC) is accepting proposals from local and regional government agencies for federal fiscal years (FFY) 2023–2024 Surface Transportation Block Grant – Set Aside (TA) funds for projects and programs that support the regional transportation goals in the in the metropolitan transportation plan, Connected KC 2050. Most projects require a minimum 20 percent non-federal cost share.

Dates:
This funding opportunity will consist of two phases, an initial screening and a technical evaluation. The dates for each part of this proposal solicitation are as follows. Completion of both phases is required for funding consideration.

Phase I – Initial Screening
• Notification date: April 23, 2020
• Application website opens April 30, 2020
• Closing date: Pre-applications must be submitted in full by 4:00 p.m. CST on Friday, May 29, 2020.
  **Applications submitted after this deadline will not be considered. **

Phase II – Technical Evaluation
• Opening Date: August 3, 2020
• Closing Date: Applications must be submitted in full by 4:00 p.m. CST on Friday, September 4, 2020.
  **Applications submitted after this deadline will not be considered. **

Completion of both phases is required for funding consideration.

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I. FUNDING OPPORTUNITY DESCRIPTION

A. Background

The Surface Transportation Block Grant – Set Aside for Transportation Alternatives (TA) program helps increase transportation choices and access, enhance the built and natural environment and the transportation experience, and provide a sense of place. These set-aside funds include all projects and activities that were previously eligible under the former Transportation Alternatives Program (TAP).

Under FHWA guidance, projects eligible for TA funds include:

- Construction, planning, and design of on-road and off-road trail facilities
- Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
- Conversion and use of abandoned railroad corridors for trails
- Construction of turnouts, overlooks, and viewing areas.
- Community improvement activities, including:
  - Inventory, control, or removal of outdoor advertising;
  - Historic preservation and rehabilitation of historic transportation facilities;
  - Vegetation management practices in transportation rights-of-way
  - Archaeological activities relating to impacts from transportation projects
  - Environmental mitigation activities

In addition to defined Transportation Alternatives (as described above), eligible activities also include:

- The recreational trails program under 23 USC 206.
- The safe routes to school program under §1404 of SAFETEA–LU

B. Estimated Funding Levels

Since the current federal transportation legislation expires at the end of federal fiscal year 2020, some uncertainty remains about the level of funding available for programming by MARC for 2023-2024. Considering this, MARC has looked to recent historical levels of funding to provide a reasonable estimate of the resources available for programming purposes.

For this project solicitation, MARC anticipates the following funding targets; however, these estimates may be subject to change:

- Kansas: Approximately $2.0 million
- Missouri: Approximately $3.1 million

C. Funding Type

TA is a reimbursement program. Funding recipients must have the capacity to cover project costs at the outset of project or program implementation. Eligible expenses will be reimbursed by the
administering state department of transportation or the Federal Transit Administration once the applicant has submitted a reimbursement request and supporting documentation.

II. PROGRAMMING POLICY

The metropolitan transportation plan, Connected KC 2050, includes a Programming Policy Statement that provides instructions to applicants, committees and staff on developing funding recommendations. The Programming Policy Statement includes:

- guidance relating to the implementation of the strategies of Connected KC 2050 and adopted transportation system performance measures
- Consistency with current regional policies including, but not limited to, the Congestion Management Process, River Crossing Policy and Complete Streets Policy
- Instructions for planning committees on developing advisory project priorities for use by programming committees, and
- Instructions for programming committees in developing project funding recommendations for policy committees

A link to the Programming Policy Statement is available in the resources section of this document. Please review this information carefully before submitting any application(s) for funding.

III. ELIGIBILITY INFORMATION

A. Geography & Applicants

Jurisdictions and transportation agencies located within MARC’s metropolitan planning organization (MPO) boundary may submit projects for consideration. This includes the entirety of Johnson, Leavenworth, Miami and Wyandotte counties in Kansas, and Cass, Clay, Jackson and Platte counties in Missouri.

For Kansas applications, nonprofit organizations are ineligible to directly receive Surface Transportation Set-Aside (TAP) funding. This policy does not prohibit nonprofit agencies from receiving funds; nonprofit agencies are eligible to receive funding through the proper procurement process in partnership with an eligible sponsor.

For Missouri applications, limited eligibility is available to recognized non-profits and school districts. Recognized non-profits and school districts shall:

- Have written organizational structure with bylaws and a policy board that meets regularly.
- Be in existence and be registered with the Missouri Secretary of State continuously for a minimum of five years prior to application for LPA funds.
- Not have any disparaging financial or ethical infractions on record with any government agency or private business within the past five years.
- Have qualified full-time staff able to comply with 2 CFR 200 – Requirements for Federal Awards
• Have written procurement processes for equipment, materials, and/or non-engineering services necessary to implement a project.

All other entities in Missouri must partner with a city or county to apply for and/or administer a federal aid transportation project.

B. Project Types

Projects eligible for TAP funds include, but are not limited to:

• Construction, planning, and design of on-road and off-road trail facilities
• Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
• Conversion and use of abandoned railroad corridors for trails
• Construction of turnouts, overlooks, and viewing areas.
• Community improvement activities, including:
  • inventory, control, or removal of outdoor advertising;
  • historic preservation and rehabilitation of historic transportation facilities;
  • vegetation management practices in transportation rights-of-way
  • archaeological activities relating to impacts from transportation projects
• Environmental mitigation activities

In addition to defined Transportation Alternatives (as described above), eligible activities also include:

• The Recreational Trails Program
• The Safe Routes to School Program

C. Relationship to Surface Transportation

The project must be in one of the eligible activity categories and show a direct relationship to surface transportation (by land and water). This relationship may be a combination of proximity, function and/or impact.

**Proximity:** *Proximity alone is not enough to establish the relationship to surface transportation.* 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.

**Function:** The project will serve as a functional part of the transportation system; for example, the construction of pedestrian and bicycle facilities.

**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 funds would be used to mitigate the pollution from the roadway runoff. Projects with this type of transportation relationship are usually associated with ongoing or planned highway projects.

D. Excluded Uses
In order to demonstrate greater financial commitment by project applicants and to maximize the availability of these funds for project implementation activities, TA funds are generally not used for right-of-way, utility relocation, or preliminary engineering and design work.

Additionally, non-federal funds used for these purposes will generally not be considered as matching funds for federal dollars, except for preliminary engineering, which can be used toward the local match if the federal requirements for preliminary engineering are met. The following are considered reimbursable expenses:

- Materials
- Labor/construction
- Contingency on construction (limited to 10 percent of the total cost of materials and labor/construction)
- Construction engineering (limited to 15 percent of the total cost of materials and labor/construction)

E. Funding Limits

For TA projects, federal funding requests should not exceed $500,000.

F. Projects Involving State Owned Right of Way

Project sponsors should contact KDOT or MoDOT before applying for a project that involves the use of state owned right of way.

G. Other Eligibility Requirements

- The project must go beyond activities customarily incorporated into motor vehicle roadway, highway and transit projects.
- The project must be available for public use for at least 25 years or the expected life of the project. Property must either be owned by the project sponsor or involve a permanent lease.
- The project sponsor must demonstrate adequate plans for, and commit to, ongoing maintenance costs for the expected life of the project. TAP funds cannot pay for regular maintenance activities.
- The project will be governed by the applicable state Local Public Agency (LPA) Manual.
- Historic preservation projects funded solely through the TA Historic Preservation category must submit a letter of eligibility determination from the state historic office certifying that the project is listed or eligible to be listed on the National Register of Historic Places before any monies may be reimbursed.
- Consultant pro-bono application preparation will result in the consultant being ineligible for consideration as the project design consultant.

IV. PROGRAMMING PROCESS

A. Committee Roles
MARC programs TA funds using a competitive application process overseen by the Active Transportation Programming Committee (ATPC), which is a subcommittee of the Total Transportation Policy Committee. Funding recommendations made by the Active Transportation Programming Committee are reviewed and approved by both the Total Transportation Policy Committee and the MARC Board of Directors before their inclusion in the regional Transportation Improvement Program.

B. Schedule

Below is a table outlining the process MARC will undertake to solicit and review proposals, and to select projects for funding. The submission deadline will not change, but the dates of other steps in the process may be subject to change.

**Phase I**
- Notification of Funding Opportunity: April 23, 2020
- Phase I Pre-Application Website Opens: April 30, 2020
- Phase I Pre-Application Workshop: May 7, 2020
- Phase I Pre-Applications due: May 29, 2020
- Staff review of proposals: June 2020
- Planning Policy Committee review and development of planning committee advisory priorities: July 2020

**Phase II**
- Call for Proposals Opens: August 3, 2020
- Phase II Program Workshop: August 6, 2020
- Full Applications due: September 4, 2020
- Staff review of proposals: September 2020
- Programming Committee review and development of funding recommendation: October - November 2020
- Recommendations released for public comment by TTPC: December 15, 2020
- TTPC approves TIP amendment: January 19, 2021
- MARC Board of Directors approves TIP amendment: January 26, 2021
C. Program Workshops

On Thursday, May 7, 2020, MARC staff will conduct a Phase I Pre-Application Workshop and will be available to answer questions regarding the initial screening procedures and form. This application workshop will be held in the MARC Board Room and electronically at (insert link) from 10:30 am –12 pm.

A workshop applicable for Phase II will be held on Thursday, August 6, 2020. MARC staff will be available to answer questions regarding the technical evaluation procedures and form. This workshop will be held in the MARC Board Room and electronically at (insert link) from 10:30 am –12 pm.

While attendance at these workshops is not required for applicants to participate in this funding opportunity, attendance is strongly encouraged.

D. Application Database

- **Create an Account**
  The submission database is located at [https://connectedkc.org/funding/](https://connectedkc.org/funding/). Click on "Apply for Funding" and fill in the requested information to create a unique account.

- **Add a Project**
  Log in to the database and click on “Start New Application” to add a new project. A blank submission form will open. Although multiple people from the same jurisdiction or agency can set up individual accounts, each application is tied to the individual account that entered it into the database.

- **Revise a Project**
  Each time you log in to the database, you will see a list of projects you have submitted or are working on. You can update information on an existing project or add a new one. You can make changes to Phase I Pre-Applications through 4 p.m. on May 29, 2020. All information submitted by this time and date will be considered final.

  When the Phase II application website opens on August 3, 2020, registered users will be able to access the database to complete full applications for each Pre-Application submitted in Phase I. Phase II Full Applications must be submitted by 4 p.m. on September 4, 2020.

  If you need assistance with the application database, contact Marc Hansen, mhansen@marc.org, at 816-701-8317.

V. Award Administration Information

A. Award Notices
MARC will notify successful applicants in writing and by electronic mail. Successful applications will enter into a contract with the Kansas Department of Transportation (KDOT), Missouri Department of Transportation (MoDOT) or the Federal Transit Administration (FTA). Applicants whose projects are selected for funding are cautioned not to proceed with work until they have received a notice of funding obligation and notice to proceed by KDOT, MoDOT or FTA.

B. Reasonable Progress

It is MARC’s intent to program federal funds for projects that meet regional goals and objectives and that can be implemented on schedule to provide their benefits to the travelling public in a timely manner.

It is MARC’s expectation that project sponsors awarded federal funds will:

- Make every reasonable effort to obligate federal funds for their projects in the year in which they are originally programmed.
- Work expeditiously with state departments of transportation or other agencies to complete required project development activities on schedule.
- Keep MARC apprised of their progress.

*MARC reserves the right to reallocate funds for any project that does not make and maintain reasonable progress towards obligation and implementation in a timely manner.*

C. State LPA Processes

The local public agency manuals maintained by both the Kansas and Missouri departments of transportation are intended to be used as a guide for cities and counties that sponsor projects utilizing federal transportation funds.

For projects administered by local officials, the states will furnish information concerning the necessary federal requirements and will act as coordinator. The necessary design, acquisition, environmental, historical and archaeological clearances and approvals, construction and maintenance of improvements will be the responsibility of the local agency. A DOT representative will be the primary contact, furnish the necessary guidelines and coordinate the necessary reviews and approvals. DOT personnel will also advise and assist the local agency in meeting the requirements of the program.

Projects are performed under the terms of an agreement with KDOT or MoDOT. Work on any part of the project cannot proceed until the local agency has been notified by KDOT or MoDOT that federal funding has been approved — obligated — by the Federal Highway Administration (FHWA). If funds are approved, they will be distributed through the local agency sponsoring the project. If a project is not completed, the local agency sponsoring the project will be required to repay the sum of federal funds reimbursed to date. The local agency will be responsible for cost overruns.

The federal-aid transportation program operates on a reimbursement basis as work progresses. It is a federal reimbursement program in which the local agency is reimbursed minus its matching
percentage after KDOT or MoDOT receives proper proof of payment by the local agency to the contractor for work performed.

Regardless of whether federal funds are available at the time of acquisition, local agencies are strongly encouraged to comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (Uniform Act), of the Code of Federal Regulations when acquiring realty rights, easement access or other real property. When a local agency project uses federal funds on any portion of the project, all realty rights must be acquired in accordance with the Uniform Act. If the realty rights were acquired more than five years prior to the first request for federal funds, the local agency shall submit a statement certifying that no new realty rights are needed, and the dates the existing realty rights were acquired. If the realty rights were acquired less than five years prior to the first request for federal funds, the acquisition must have occurred within the parameters of the Uniform Act for any portion of the project to received federal funds.

D. Project Fee

Per established policy, MARC will collect a fee equivalent to 1.0% of any federal funds awarded to projects through this programming cycle. Sponsors of projects awarded funding will be invoiced for this fee in 2021.

E. Transportation Improvement Program

Following approval of the funding recommendations developed by the Active Transportation Programming Committee, projects receiving funding are required to be incorporated into the regional Transportation Improvement Program (TIP). Project sponsors are also required to maintain the accuracy of the information contained in the TIP by providing updates to MARC as necessary.

F. MARC Reporting

To acknowledge the role served by the members of the Active Transportation Programming Committee, funded projects should credit MARC in any press release about the project that mentions funding sources and invite MARC to groundbreaking, ribbon-cutting or other events related to the project.

G. Maintenance

TA funds may not be used for regular maintenance and operations activities. The project sponsor must demonstrate adequate plans for and commit to ongoing maintenance costs for the expected life of the project, which should be at least 25 years.

Maintenance includes snow, ice and debris removal from pedestrian facilities. For more information, refer to the Federal Highway Administration Memorandum on Snow Removal on Sidewalks Constructed with Federal Funding: [www fhwa dot gov preservation 082708 cfm](http://www.fhwa.dot.gov/preservation/082708.cfm).

VI. EVALUATION CRITERIA
In order to make the most progress toward regional and transportation visions, the broad policy goals identified in *Connected KC 2050* will serve as a guide for regional transportation investments during this call for projects. Project proposals submitted for consideration will be evaluated based on how closely they align with the policy goals of the plan.

**A. Preapplication and Initial Screening**

The intent of this initial screening will be to strengthen quality and alignment with regional vision and goals for projects which compete for regional sub-allocated funds. Through this process, the role of the planning and policy committees will be elevated in the programming process. As an outcome of this process, guidance and project enhancement tips may also be generated in advance of the full application process. Additionally, projects and programs submitted for consideration will be categorized into three categories, as follows: “High Alignment”, or “Aligned with CKC2050” or “Not Aligned” with CKC2050. This determination will be based on following:

- How well a project or program conforms with applicable CKC2050 policies, including:
  - Policy Framework in *Connected KC 2050*
  - Congestion Management Process Policy
  - Major River Crossing Policy
  - Green & Complete Streets Policy
  - Green Infrastructure Framework
  - Climate Resiliency Strategy
- Whether the project or program is referenced in *Connected KC 2050*:
  - Is project/program included in financially constrained or illustrative project listing?
  - Is project/program a supporting program in CKC2050?
- Degree to which project/program advances various *Connected KC 2050* strategies

Staff will conduct an initial screening and will survey/engage planning and policy committees for assessment concurrence.

**B. Full Application and Technical Evaluation**

The scores developed through this evaluation process will serve as one tool to evaluate project proposals and will be supplemented by MARC committee reviews, follow-up technical analysis, and public and stakeholder input.

As with previous funding rounds, the Phase II evaluation criteria consists of two sets of factors. The first, “All Projects” are factors by which all project proposals submitted for consideration will be scored. The second consists of factors applicable to the individual project proposal category (i.e., Bridge, Capacity, etc.). A matrix detailing the evaluation methodology is provided below.
VII. RESOURCES

A. MARC Resources

Complete Streets
http://www.marc.org/transportation/completestreets.htm

Congestion Management Process
http://www.marc.org/transportation/congestionmanagementsystem.htm

Sustainable Code Framework
http://codes.sustainable-kc.org/

Project Fee

MetroGreen®
http://www.marc.org/metrogreen/

Programming Policy Statement

Reasonable Progress Policy
http://www.marc.org/Transportation/Funding/assets/ReasonableProgressPolicy_ADOPTED

Transportation Improvement Program

Connected KC 2050
connectedkc.org

Stormwater Best Management Practices
2012 Best Practices Local Bikeway Planning and Design Guide
http://kcmetro.apwa.net/content/chapters/kcmetro.apwa.net/file/Specifications/2012_MARC_Local_Bikeway_Best_Practices.pdf

B. Federal Resources
Federal Highway Administration
http://highways.dot.gov/

Federal Transit Administration
http://transit.dot.gov

United States Department of Transportation
http://transportation.gov/

CMAQ Fact Sheet
https://www.fhwa.dot.gov/fastact/factsheets/cmaqfs.cfm

CMAQ Guidance

C. State Resources
Kansas Department of Transportation
http://www.ksdot.org/

KDOT LPA Process
http://www.ksdot.org/burLocalProj/LPA/lpaindex.asp

Missouri Department of Transportation
http://www.modot.mo.gov/

MoDOT LPA Manual

VIII. CONTACTS

Alex Rotenberry, AICP
Complete & Green Streets Planner
816-701-8228
arotenberry@marc.org