



Toledo Metropolitan Area Council of Governments

## Transportation Improvement Program (TIP)

Application Packet  
for

# **TRANSPORTATION ALTERNATIVES PROGRAM**

**APPLICATIONS DUE  
August 2, 2019**

Issued by:

Toledo Metropolitan Area Council of Governments  
300 Martin Luther King Jr. Drive  
Suite 300  
Toledo, Ohio 43604



## INTRODUCTION

The federal surface transportation law *Fixing America's Surface Transportation Act* (FAST Act) provides funding for Transportation Alternatives (TA) activities as a set-aside of funds from Surface Transportation Block Grant Program (STBGP).

The Ohio Department of Transportation (ODOT) gives Toledo Metropolitan Area Council of Governments (TMACOG) responsibility for selecting projects for TA funding. These projects become part of TMACOG's four-year Transportation Improvement Program (TIP). (*To see the current TIP, visit the Transportation page at [www.tmacog.org](http://www.tmacog.org)*)

- For the purposes of the Transportation Alternatives Program, the TMACOG region is Lucas and Wood counties in Ohio.
- TA funds are provided to TMACOG on a state fiscal year basis. State fiscal years begin on July 1 of the preceding calendar year. (Thus fiscal year 2020 begins on July 1, 2019.)
- Approximately \$745,000 per year is available for our TAP. We are seeking to fund approximately three years of projects that may be funded as soon as FY2022.

### Transportation Alternatives Schedule (dates subject to change):

August 2, 2019	Transportation Alternatives applications due to TMACOG (5 p.m.)
September 17, 2019	Sponsor presentations to Transportation Alternatives Committee, and Transportation Alternatives Committee votes on recommended projects
September 23, 2019	Transportation Improvement Program (TIP) Committee votes on recommended TAP projects
October 2, 2019	TMACOG Transportation Council votes on recommended TA projects to add to the TIP.
October 16, 2019	TMACOG approval (by the Board of Trustees) of recommendation of TA projects to add to the TIP

### Project Timing

Once TMACOG approves the TAP projects (October 16), TMACOG staff will add them to the schedule of projects to be funded; that is, the projects will be listed (by fiscal year) in the *TMACOG Transportation Improvement Program* which covers the next four years ("active TIP," FY 2021-2024) plus a "pipeline" of projects (FY 2025).

To begin advancing your selected project, you will need to work with staff at the Ohio Department of Transportation (ODOT) District 2 in Bowling Green. Usually it takes at least a year or two to get projects ready to proceed to construction. Preparations include environmental clearance, right-of-way cleared, and detailed plans approved by ODOT. The plans, specifications and estimate (PS&E) package should be completed and submitted to ODOT for approval by March 1 of the appropriate year. For example, the PS&E package would need to be submitted by March 1, 2022 if the project were to be funded in FY 2022 (which begins July 1, 2021).

## Additional Funding Questions

Please note two important questions at the end of the application:

- *Whether you can accept partial funding if necessary.* The intent is to fully fund as many good projects as possible. However, if you can accept partial funding, the review committee will have some flexibility, for instance, if they must choose between partial funding or no funding.
- *Whether you have “double-applied” for this project via other funding sources.* Applying for multiple fund sources does not disqualify you. It does help us coordinate with other agencies if necessary.

## Other Transportation Alternatives Funding Opportunities

Areas outside Lucas and Wood counties in Ohio may submit applications for the state-administered rural Transportation Alternatives Program. For more information, see the ODOT website at [www.dot.state.oh.us/Divisions/Planning/LocalPrograms](http://www.dot.state.oh.us/Divisions/Planning/LocalPrograms) – click on “Transportation Alternatives.” You also may contact:

Mr. Aaron D. Behrman P.E., LPA Manager  
Ohio Department of Transportation District 2  
317 East Poe Road, Bowling Green, OH 43402  
419-373-4403  
[aaron.behrman@dot.state.oh.us](mailto:aaron.behrman@dot.state.oh.us)

## WHAT ARE TRANSPORTATION ALTERNATIVES?

The Transportation Alternatives Program (TAP) provides funding for programs and projects that improve a community’s transportation system and personal mobility in a variety of ways. These include improving options for nonmotorized transportation, dealing with some environmental issues, and preserving historic transportation facilities.

The qualifying activities, which are grouped into categories, are listed below. **See the application form for additional details on eligible projects.**

- Bicycle and Pedestrian Facilities
  - Includes multiuse paths and a variety of other bicycle and pedestrian-related facilities and improvements.
  - Conversion of rail corridors to trail use (including acquisition and construction).
  - Preservation of existing bicycle/pedestrian facilities.
- Safe Routes for Non-drivers
- Safe Routes to School travel plans (*see Funding Provisions*)
- Community Improvement Activities
  - Construction of turnouts, overlooks and viewing areas as related to scenic or historic sites.
  - Preservation or rehabilitation of historic transportation facilities.
  - Archaeological planning and research related to impacts from an eligible transportation project.
  - Vegetation management in transportation rights-of-way to improve roadway safety, prevent invasive species, and provide erosion control.
  - Traffic calming improvements.

- Environmental Mitigation Activity
  - Activities to address stormwater management and control, and water pollution prevention or abatement, for existing transportation facilities.
  - Reducing vehicle-caused wildlife mortality or providing connectivity between land or aquatic habitats.

## **FUNDING PROVISIONS**

The Transportation Alternatives Program operates on a reimbursement basis as work progresses. Project costs are not eligible for reimbursement until the project is approved by ODOT and Federal Highway Administration (FHWA).

**Cost estimates must be certified** by a professional engineer, architect, or other appropriate professional. **The funding amount will be capped** at the cost estimate used in the original application. Project sponsors will be responsible for any cost overruns.

The Transportation Alternatives Program may provide up to 80% of the construction or implementation cost of a project. The applicant is required to provide a local cash match that is a minimum of 20% of the construction or implementation cost. The local cash match can be from a variety of non-federal sources, such as private grants. (Contact TMACOG for further clarification.)

The applicant must also finance the architecture/engineering plans, environmental assessment studies, right-of-way plans, right-of-way purchase (except qualifying rail corridor purchase), and environmental remediation (except for qualifying environmental projects), if necessary. These costs cannot be credited toward the applicant’s share of the construction or implementation costs.

TAP funds are not intended for regular street projects normally funded under such programs as the Surface Transportation Program. For example, street resurfacing is unlikely to be an eligible cost.

School travel plans, if selected, will be funded at a maximum of \$1,500 per eligible school (K-8). A minimum of 20% cash match is also required. The applicant must have previously applied to the ODOT Safe Routes to School program for travel plan funding and must have received a response regarding that application.

## **ELIGIBILITY GUIDELINES**

### **Eligible Applicants**

Applicants are limited to those located inside the boundaries of the TMACOG Metropolitan Planning Organization (MPO), that is, within Lucas and Wood counties.

- Eligible applicants are local governmental entities, park districts, regional transportation authorities, transit agencies, and natural resource or public land agencies.
- School districts, local education agencies, or schools, plus any local governmental entity with responsibility for oversight of transportation facilities, can apply for support for developing school travel plans.

### **Project Eligibility**

To be eligible for funding, a Transportation Alternatives proposal must meet the criteria established in the FAST Act (that is, it must be a qualifying type of project, as listed above in “What are Transportation Alternatives?”). In addition, a proposal must meet the following requirements:

1. All proposed projects must have a **direct relationship to transportation**.
2. Federal law requires that federally funded projects conform to the **National Environmental Protection Act (NEPA)** and the **National Historic Preservation Act**. To comply with these laws, projects must have an environmental review to assess and/or mitigate effects on social, economic, and environmental factors. Similarly, work involving sensitive historic structures or archaeological sites must conform to the U.S. Secretary of the Interior's standards and guidelines for archaeology and historic preservation. **The applicant is responsible for these archeological and environmental assessment costs.**
3. Engineering and architectural designs for all facilities must conform to the **Americans with Disabilities Act (ADA)**.
4. The **local match** (minimum 20%) is required to be cash. In-kind contributions cannot be accepted as part of the local share.
5. **Ownership requirements:**
  - a. The proposed TA project must be publicly owned and on existing publicly owned property (except when property acquisition is part of the project proposal).
  - b. Under certain circumstances, a long-term easement or lease (20 years or more, at least as long as the useful life of the facility) may be acceptable to meet this requirement.
  - c. However, any title to land or for the use of land that is less than fee simple (outright ownership) or less than a perpetual easement interest must be **approved by ODOT** (which will check with FHWA as needed to make sure federal rules are met since this is federal funding). ODOT's approval must be obtained **prior** to the project sponsor submitting a right-of-way clearance certificate. Contact TMACOG or ODOT District 2 for more information.
6. **Property acquisition requirements:**
  - a. Any property acquisition must conform to the Uniform Relocation Assistance and Real Property Acquisition Act, as amended.
  - b. A right-of-way clearance certification by the sponsor must accompany the plan package submittal to ODOT. The property acquisition process and certification will be reviewed by ODOT for compliance with federal and state policy and procedure. ODOT acquisition policy manuals can be found at:  
[www.dot.state.oh.us/Divisions/Engineering/RealEstate/Pages/default.aspx](http://www.dot.state.oh.us/Divisions/Engineering/RealEstate/Pages/default.aspx).
7. For **historic** transportation projects, the structure or site must be on or eligible for the National Register of Historic Places.
8. **Archeological planning and research projects** are limited to research on sites relating to impacts from implementation of a transportation project. This category is not for routine excavations. All work must be done in compliance with the *Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation* or the *Secretary of the Interior's Standards for Historic Preservation Projects* and must be managed under the direction of qualified professionals who are educated and experienced in archaeology.
9. The applicant must demonstrate ability and commitment to **maintain** the Transportation Alternatives project.

## **Maintenance vs. Major Reconstruction**

Trails, sidewalks, bridges, buildings, or other TA-qualified structures can be expected to have a useful life span, after which they will require rehab. Therefore (just like in federal programs that fund highway projects and highway rehabilitation), TAP-qualified structures are eligible for rehab funding whether or not a project has used federal-aid funds in the past (TAP or another federal-aid funds).

Applicants **must commit to maintaining TA projects**. Therefore, TA funds (or other federal-aid funds) may not be used for routine maintenance. Examples of routine maintenance include:

- Minor regrading of unpaved, but otherwise stable surface, sweeping, cleaning drains, joint sealing, repairing potholes or occasional broken concrete slabs, asphalt patchwork, etc.
- Normal utility maintenance: replacing filters, heating elements, fixing routine leaks, etc.
- Replacing occasional broken roof tiles or missing, curved, or broken shingles, etc.
- Repainting primarily for aesthetic purposes, recaulking, minor patching, cleaning, etc.
- Routine outdoor maintenance: mowing; weeding; brush, debris, or snow removal, etc.

Additionally, TA funds may not be used to repair a trail, sidewalk, bridge, building or other structure that used federal-aid funds, if the purpose is to correct recent substandard construction. The project sponsor should seek redress by other means.

## **Federal Information Resources**

Additional information about the use of TA funds can be found on the Federal Highway Administration website, under the FAST Act (*Guidance on Transportation Alternatives* at [https://www.fhwa.dot.gov/environment/transportation\\_alternatives/guidance/guidance\\_2016.cfm](https://www.fhwa.dot.gov/environment/transportation_alternatives/guidance/guidance_2016.cfm)).

## **EVALUATION CRITERIA**

### **Screening and General Criteria**

TMACOG's TA applications are reviewed and prioritized by the Transportation Alternatives Committee. This is a subcommittee of the TIP Committee, which in turn is under the Transportation Council.

To be considered for ranking, the project must meet the Screening Criteria (see the application, section A). If the project meets the Screening Criteria, it will receive points based on the project specifics. (Section B)

The resulting score establishes its ranking in the competition. *If you would like details about the scoring system (maximum number of points for the criteria), please contact TMACOG staff.*

## **APPLICATION PROCESS**

The applicant shall complete the application form. Missing information may result in a lower ranking or disqualification of the project.

**The completed application** shall be submitted electronically by 5 p.m. on Friday, August 2, 2019, to:

Lance Dasher

[dasher@tmacog.org](mailto:dasher@tmacog.org)

**This application is available on line** at [www.tmacog.org](http://www.tmacog.org) on the Transportation page. (See “Of Interest” column, or look under Councils and Committees, TIP Committee.)

# TRANSPORTATION ALTERNATIVES PROGRAM APPLICATION

For Projects in the TMACOG Transportation Area

(Lucas and Wood counties, Ohio)

Project Sponsor		Date
Address	City, State	ZIP Code
Contact Person	Title	
Phone Number	Email Address	
Project Name		
Project Description and Location (Attach location and site maps, drawings, and photographs)		

**A. Screening Criteria** (Check all applicable boxes. Projects must pass screening criteria to be scored.)

1. **Is it a qualifying project type?** Please *check* the project type as well as the appropriate subcategories.

**Bicycle and Pedestrian Facilities**

- Provision of facilities for pedestrians and bicyclists, such as multi-use paths, bike lanes, bike racks, geometric improvements, turning lanes, traffic signs and other safety-related infrastructure, sidewalk gap closures, upgrading facilities to meet ADA requirements, and traffic calming. May include some amenities that make ped-bike facilities safer or more accommodating to users, such as vegetative management (see below), and street furnishings for pedestrians.
- Conversion of abandoned railway corridors for the purpose of creating trails for pedestrian and bicycle use (acquisition and/or construction).
- Preservation of existing bicycle/pedestrian facilities.

**Safe Routes for Non-Drivers**

Construction 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. Includes Safe Routes to Schools projects that implement ODOT-approved school travel plans.

**Safe Routes to School travel plans** (K-8) prepared according to ODOT guidelines (see *Funding Provisions* for additional information)

**Community Improvement Activities**

- Construction of turnouts, overlooks and viewing areas as related to scenic or historic sites.
- Preservation or rehabilitation of historic transportation facilities.
- Archaeological planning and research related to impacts from a transportation project eligible for funding under *United States Code of Federal Regulations Title 23 – Highways* (includes road, bridge, and bikeway transportation projects).
- Vegetation management in transportation rights-of-way to improve roadway safety, prevent invasive species, and provide erosion control.

**Environmental Mitigation Activity**

- Activities to address stormwater management and control, and water pollution prevention or abatement, for existing transportation facilities.
- Reducing vehicle-caused wildlife mortality or providing connectivity between land or aquatic habitats.

**2. For consideration in this round,**

- Attached: a project development schedule that includes plan development, required environmental clearances, and the required process/certifications for right-of-way acquisition (demonstrating conformance with the ODOT plan development process).
- The present status of property ownership and plan preparation are noted (if applicable).

**3.  The applicant will take responsibility for all non-eligible costs and at least 20% of eligible costs.**

Transportation Alternatives Funds Requested	\$	=	% of Total Eligible Costs
Local Funds Committed to Project	\$	=	% of Total Eligible Costs
Total Eligible Costs	\$	=	100 %

**4. Are project costs certified?**

- Attached: **for construction projects**, a detailed breakdown of sources of funding and the project costs – certified by a professional engineer or architect (or other professional member of appropriate discipline).
- Attached: **for non-construction activities**, appropriate written documentation of detailed costs and sources of funding.

*Note: The federal portion (Transportation Alternatives funds) of the costs will be capped at the approved amount. It is recommended that the project cost estimate be based on the anticipated year of construction.*

**5. Will the project be publicly owned or controlled? (For construction or acquisition projects)**

- It is on publicly owned property; or for acquisition projects, it will be.
- Not on public property, but the project area is or will be under long-term (20+ years) public control and is required to be available for public use. (See “5. Property requirements” under *ELIGIBILITY GUIDELINES*.)
- Copy of legally binding document is attached.

**6. Is the sponsor a qualified public agency?**

- Local government, park district, regional transportation authority, transit agency, or natural resource or public land agency.
- School district, local education agency, or school (school travel plans only).

**7. A certified copy of a resolution from the governing body must be included, authorizing the submission of the application and agreeing to share in the project cost?**

- Enclosed       Will be provided by August 23, 2019

**8. Environmental Justice:**

- No person or group, on grounds of race, color or national origin, will be excluded from participation in, denied the benefits of, or in any other way subjected to discrimination under this project or program.
- There will NOT be disproportionately high and adverse human health or environmental effects, and interrelated social or economic effects, on minority populations and low-income populations.

**9. Other required documentation provided?**

- a. Endorsement of storm water projects
  - Enclosed       Will be provided by August 23, 2019
- b. Documentation of response from ODOT regarding application for state funding of school travel plan
  - Enclosed       Will be provided by August 23, 2019

**B. General Scoring Criteria (attach additional pages as needed)**

**1. Project Condition: What will this project accomplish?**

- Project will replace 100% of existing facility.
- Project will consist of construct new infrastructure and replace some existing facility.
- Project is 100% new construction.

**2. Current Condition and/or Project Need: What is the existing condition of the project? If the project is new construction or a safe routes travel plan, provide detail of project need with current or adjacent corridor ped/bike volumes (contact TMACOG staff and they can provide that data). If the project is maintaining current infrastructure, provide pavement conditions and pictures.**

Rating	Pavement Condition Rating (Existing Projects)	Average Daily Users (New Projects)
<input type="checkbox"/> Very Poor or Failing	< 50	> 75
<input type="checkbox"/> Poor	51 to 65	50 to 75
<input type="checkbox"/> Fair	66 to 80	25 to 50
<input type="checkbox"/> Good	> 80	< 25

- 3. Percentage of Local Match:** What percentage of the total project cost is being provided by the local sponsoring agency?
- 4. Requested Funding Amount:** What is the funding amount being requested in TA funding?
- 5. Plan Consistency:** Is the project consistent with regional and local plans? Provide documentation.
- Consistent with regional plan (2045 On the Move).
  - Consistent with local plans.
  - Inconsistent with plans.
- 6. Project Priority:** Is this project the project sponsor's number one transportation alternatives priority?
- Yes
  - No
- 7. Population Impacted:** What is the potential population impacted? TMACOG staff will calculate the population residing within one mile of the project scope. If the project scope is part of a connected system, that population can be included with justification from the project sponsor.
- 8. Modes of Transportation:** How many modes of transportation will be impacted with this project?
- Three or more modes of transportation.
  - Two modes of transportation.
  - One mode of transportation.
- 9. Project Delivery:** What is the history of project delivery for the project sponsor since the last TA solicitation (2016)? Factors beyond the control of the project sponsor will not negatively impact the project sponsor. TMACOG staff will assess this criteria.
- One project slipped past programmed year.
  - Two or more projects slipped past programmed year.
  - One or more projects cancelled.
- 10. Project Type:** Please select the project type for this project. Check all that apply.
- Multiuse Path or Protect Bike Lane
  - Bicycle/Pedestrian Signal or Crossing
  - Safe Routes for Non-Drivers Travel Plan
  - Traffic Calming
  - On-Road Bicycle Improvements
  - Sidewalk
  - Historical Preservation of Transportation Facility
  - Environmental Mitigation
  - Safe Routes Promotional Activities
  - Vegetation Management
  - Removal of Outdoor Advertising
  - Bike Parking
  - Overlooks or Viewing Areas

**11. Connectivity:** What connectivity is this project providing? Provide detail of connectivity.

- Last mile gap connected
- New construction toward completing a network or facilities
- Replace/Rehabilitate
- No Connection

**12. Project Status:** What is the current status of the project?

- Project qualifies for a categorical exclusion C1.
- Right-of-way has been cleared or is not needed.

**13. Environmental Justice:** What is the Environmental Justice impact for this project? Environmental Justice includes minority and low-income populations.

- Project location is in an EJ sensitive area.
- Project location is outside of an EJ sensitive area.

**14. Safety:** What safety improvements are being made?

- Separating bicycle and pedestrians from motorized traffic (excluding sidepaths with more than 10 crossings/driveways per mile)
- Safe routes for non-drivers travel plan
- Bicycle/Pedestrian Crossing
- On-road bicycle facilities
- Sidepath with less than 10 crossings/driveways per mile
- Traffic Calming
- Replacement/Rehabilitation
- No Safety Improvement

**Additional Funding Questions:**

Is the project sponsor willing to receive partial funding?

- Yes
- No

Has the project sponsor applied for other funding outside of the TMACOG-managed funds (TA, STBG, or CMAQ)?

- Yes
- No

PROJECT BUDGET SUBMITTAL DETAIL												
Project Name:												
Activity	Total Estimate	Requested TMACOG Federal Funds (6)			Other Types of Funds (7)							
		Amount	Year	Type								
					Amount	Year	Amount	Year	Amount	Year	Amount	Year
Preliminary Engineering (1)												
Right-of-Way (2)												
Construction Contract (3)												
Construction Engineering (4)												
Contingency (change orders) (5)												
<b>Total Amounts</b>												
Further Explanation (8)												

NUMBERED NOTES:

1. Preliminary engineering includes the cost of all activities prior to contract letting except right-of-way costs. Preliminary engineering expense is not eligible for TMACOG TIP federal funding.
2. TMACOG TIP federal funding for right-of-way is allowable only in specific circumstances. See the Transportation Alternatives package for instructions for proposed TAP-funded projects. See TIP Committee Policies and Practices for proposed STBG and CMAQ-funded projects.
3. This item includes the actual estimated construction contract amount plus any other agreements that are included as part of the construction cost.
4. Construction engineering includes the cost of construction management, inspection, testing, etc.
5. Include in this item a reasonable estimate of changes that could be expected after construction begins.
6. Indicate type of federal funds and the anticipated state fiscal year.
7. List each type in a separate column. Use additional sheets if necessary for more fund types involved in project.
  - If all funds for a project have not yet been identified, mark one of the columns "Shortage" and indicate the amount of additional funds needed for each activity
8. Please explain any limitations for each fund type (such as year restriction, matching amount, restriction on combining fund types, etc.). Also indicate whether the funds have been confirmed or if only applied for.