



## APPLICATION INFORMATION FOR: FFY 2021-2026 SKATS TIP

(Transportation Improvement Program)

- **STBGP-U FUNDS** (Surface Transportation Block Grant Program-Urban)
- **TA-U FUNDS** (Transportation Alternatives-Urban)
- **CMAQ FUNDS** (Congestion Mitigation and Air Quality Improvement Program)

<b>Pre-Application Due</b>	<b>March 26, 2019 -- 5:00 P.M.</b>
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<b>Application Due</b>	<b>June 28, 2016 5:00 -- P.M.</b>
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### INTRODUCTION

The Salem-Keizer Area Transportation Study (SKATS) Metropolitan Planning Organization (MPO) is soliciting transportation project sponsors to apply for federal Surface Transportation Block Grant Program-Urban (**STBGP-U**) funds, Transportation Alternative-Urban (**TA-U**) set aside funds, and Congestion Mitigation and Air Quality Improvement Program (**CMAQ**) funds for the federal fiscal year (**FY**) 2021- 2026 **Transportation Improvement Program (TIP)**. This is a combined solicitation to award funds from all three funding sources. Successful applicants will receive either STBGP-U funds, TA-U funds, CMAQ funds or a combination as recommended by SKATS staff and the SKATS Technical Advisory Committee (TAC) and approved by the SKATS Policy Committee (PC).

Approximately \$12 million in STBGP-U funds, \$750,000 in TA-U funds, and \$2.5 million in CMAQ funds are available for projects that will be ready for contract in FY 2022 to FY 2024. An additional \$8 million in STBGP-U funds, \$500,000 in TA-U funds, and \$3 million in CMAQ funds are anticipated to be available for projects ready for contract in the FY 2025 -2026 illustrative years; although, it is up to the Policy Committee's discretion to program funds for those years.

Pre-applications are to be submitted electronically no later than **5:00 p.m. on Tuesday, March 26, 2019**. Applications are to be submitted electronically no later than **5:00 p.m. on Friday, June 28, 2019** to be eligible for consideration for funding. See submittal instructions on page 9.

Application materials are available at:

<http://www.mwvcog.org/programs/transportation-planning/skats/planning-programs/transportation-improvement-program-tip/>

**SCHEDULE (Dates in July 2019 and later are subject to change)**

<b>Activity</b>	<b>Date</b>
Notice of application availability	February 1, 2019
Complete the pre-applications	February - March 2019
<b>Pre-Applications Due to SKATS</b>	<b>March 26, 2019 -- 5:00 PM</b>
Presentations of pre-application projects to SKATS Technical Advisory Committee (TAC)	April 9, 2019
Complete the applications	February – June 2019
<b>Applications Due to SKATS</b>	<b>June 28, 2019 -- 5:00 PM</b>
Initial TAC evaluation and prioritization of projects	July 9, 2019
Scoping of Projects by ODOT	July – September 2019
TAC – Scoring and recommended prioritization of projects	October 8, 2019
Presentations of projects to the Policy Committee (PC)	October 2019
PC Discuss/modify project list	November 2019
Staff prepare Draft TIP	December 2019 – January 2020
Policy Committee (PC) review and release for public review	February 2020
30-day public review period as required by the SKATS Public Participation Plan	March - April 2020
<b>PC public hearing and decision</b>	<b>May 26, 2020</b>
FHWA Approval	September 30, 2020

**ELIGIBLE PROJECT SPONSORS**

State and local governments and transit agencies are eligible to receive federal surface transportation program funds. NOTE: Nonprofits and MPO's are **NOT ELIGIBLE** as direct recipients of TA funds. They **ARE ELIGIBLE** to partner with any eligible entity on an eligible TA project (*if state or local requirements permit*).

**ELIGIBLE PROJECTS**

Projects eligible for funding **must be within the SKATS MPO boundary** and be included in, or consistent with, the SKATS Regional Transportation Systems Plan (RTSP) located at:

<http://www.mwvcog.org/programs/transportation-planning/skats/planning-programs/regional-transportation-system-plan-rtsp/>.

**STBGP-U Funds** - Surface transportation block grant program - urban (STBGP- U) funds may be used for a variety of programs and projects within SKATS. STBGP-U funds may be used for the following types of activities on the regional transportation system: construction, reconstruction, preservation, or operational improvements of roads and highways; capital costs for transit projects; traffic management systems including traffic signals and interconnects; bicycle and pedestrian improvements; transportation alternatives; surface transportation planning programs; environmental mitigation; ITS (intelligent transportation systems); capital improvements; safety and congestion management improvements; and installation of vehicle-to-infrastructure communication equipment.

In general, STBGP projects may not be on roads classified as local or rural minor collector. There are a number of exceptions to this requirement including: bridge and tunnel projects; safety projects; fringe and corridor parking facilities/programs; recreational trails, pedestrian and bicycle projects, and safe routes to school (SRTS) projects; boulevard/roadway projects largely in the right-of-way of divided highways; and projects within the pre-FAST Act Title 23 definition of "transportation alternatives."

A fact sheet for STBGP may be found at <http://www.fhwa.dot.gov/fastact/factsheets/stbgfs.pdf>. A detailed list of eligible activities is located at <https://www.fhwa.dot.gov/specialfunding/stp/160307.cfm>.

**TA-U Funds** - Transportation Alternatives (TA) set aside funds have different eligibility requirements than STBGP funds and are more limited in the types of projects and programs that are allowed. TA funds may be used for programs and projects defined as transportation alternatives including on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, community improvement activities, and environmental mitigation; recreational trail program projects; safe routes to school projects; and projects for the planning, design, or construction of boulevards and other roadways largely in the right-of-way for former Interstate System routes or other divided highways. TA funds cannot be used for State or MPO administrative purposes; promotional activities, except as permitted under SRTS; general recreation and park facilities, playground equipment, sports fields, campgrounds, picnic areas and pavilions, etc.; and routine maintenance and operations.

A fact sheet for the TA set aside may be found at: <http://www.fhwa.dot.gov/fastact/factsheets/transportationalternativesfs.pdf>. A detailed list of eligible activities is available at: [https://www.fhwa.dot.gov/environment/transportation\\_alternatives/](https://www.fhwa.dot.gov/environment/transportation_alternatives/)

**CMAQ Funds** - The CMAQ program provides a flexible funding source to State and local governments for transportation projects and programs to help meet the requirements of the Clean Air Act. Funding is available to reduce traffic congestion and improve air quality for areas that do not meet the National Ambient Air Quality Standards for ozone, carbon monoxide levels or particulate matter ("nonattainment" areas) or have recently become compliant ("maintenance" areas). SKATS is a maintenance area for carbon monoxide (CO). All CMAQ projects must demonstrate the three primary elements of eligibility:

1. Transportation project;
2. Emissions reduction and;
3. Located in or benefitting a nonattainment or maintenance area.

The Oregon Department of Transportation (ODOT) has an approved shortened list of eligible projects which includes:

- Acquisition of diesel retrofits, including tailpipe emissions control devices, and the provision of diesel-related outreach activities.
- Intermodal equipment and facility projects that target diesel freight emissions through direct exhaust control from vehicles or indirect emissions reductions through improvements in freight network logistics.

- Alternative fuel projects including participation in vehicle acquisitions, engine conversions, and refueling facilities.
- Establishment or operation of a traffic monitoring, management, and control facility, including the installation of advanced truck stop electrification systems.
- Projects that improve traffic flow, including efforts to provide signal systemization, construct High-Occupancy Vehicle lanes, streamline intersections, add turning lanes, improve transportation systems management and operations that mitigate congestion and improve air quality, and implement Intelligent Transportation Systems and other CMAQ-eligible projects, including efforts to improve incident and emergency response or improve mobility, such as through real time traffic, transit and multimodal traveler information.
- Projects or programs that shift travel demand to nonpeak hours or other transportation modes, increase vehicle occupancy rates, or otherwise reduce demand through initiatives, such as teleworking, ridesharing, pricing, and others.
- Transit investments, including transit vehicle acquisitions and construction of new facilities or improvements to facilities that increase transit capacity. The MAP-21 provision on operating assistance (23 USC 149(m)) is being reviewed and guidance interpreting the provision.
- Non-recreational bicycle transportation and pedestrian improvements that provide a reduction in single-occupant vehicle travel.
- Vehicle inspection and maintenance programs.

More information on the CMAQ program is available at:

<https://www.oregon.gov/ODOT/LocalGov/Pages/CMAQ.aspx> or  
[https://www.fhwa.dot.gov/environment/air\\_quality/cmaq/](https://www.fhwa.dot.gov/environment/air_quality/cmaq/)

If the project is selected for CMAQ funding, additional information may be requested to be able to calculate emissions benefits.

## PROJECT REQUIREMENTS

### Design and Construction Standards

Projects on state highways must meet ODOT standards for design and construction or demonstrate the ability to obtain a design exception. All bicycle and pedestrian projects using TA funds should conform to the *Oregon Bicycle and Pedestrian Design Guide (2011 edition)*. Other projects must meet standards appropriate to the type of work.

### Project Size

There is no set minimum or maximum award. Each project will be considered on its own merit. However, consider the availability of funds when determining the scope of proposed projects. Due to the costs of administering a federal project, a minimum project size of \$100,000 is recommended for construction projects.

### Matching Funds

All projects require a local match paid by the applicant or by partner organizations. The **minimum local match is 10.27 percent** of eligible project costs. Applicants must pay all costs for non-eligible work and all costs incurred before ODOT issues a “notice to proceed.” Non-eligible elements of the project and work completed in previous projects do not count as match. Donations of cash, staff time, materials, and property can count as matching funds in some cases.

## PROJECT SELECTION PROCESS

The TAC will discuss the pre-application projects at their April 9, 2019 meeting. There will be an opportunity to provide feedback and to see if there are opportunities to combine projects across jurisdictions, enhance a project, or to see if there is a need that was not addressed. Applicants that are requesting additional funds for an existing project that has experienced a funding shortfall **must** submit a pre-application explaining why additional funds are needed along with the amount requested. A decision on funding shortfall projects may be made prior to when full applications are due. Completed applications are due the end of June. The applicants will be given the opportunity to make a short presentation for each project at the July 9, 2019 SKATS TAC meeting. The official voting members of the TAC (see TAC bylaws) will then be asked to rank the projects using the scoring criteria in the table below as a guideline. The top ranked roadway applications will be forwarded to ODOT who has agreed to scope the projects looking for potential issues and evaluating the cost estimates. The results of the ODOT scoping process will be provided to the TAC when it becomes available, and applicants may adjust the applications and estimates accordingly. The TAC will re-evaluate the projects and prioritized list of projects and will finalize a recommendation to the SKATS PC. The PC may request a presentation before releasing it to the public for review. After the 30-day public review period, as required by the SKATS Public Participation Plan, the PC will hold a public hearing and make a decision. See the schedule on page 2 for the proposed schedule. The exact dates for activities are subject to change.

## Draft Scoring Criteria

Scoring Criteria	Where found in application	Suggested Max Points*	Points Assigned
<b>Technical Merit</b> <ul style="list-style-type: none"> <li>▪ <u>Project Scope</u>: Clear and reasonable scope of work. Feasible, appropriate solution for the stated problem or opportunity. Provides a complete, useable facility or product—not a temporary or partial solution.</li> <li>▪ <u>Schedule and cost estimate</u>: Thorough and realistic.</li> </ul>	<p>Section 2, 4</p> <p>Sections 5, 6</p>	<b>25 Points</b>	
<b>Project Benefits</b> <ul style="list-style-type: none"> <li>▪ How well does the project meet the applicable goals and objectives of the Regional Transportation System Plan as described in Section 4 of the application? Projects are not expected to meet every goal. It is more important to demonstrate that the project meets the applicable goals.</li> <li>▪ <u>Performance Measures</u>: How well does the project help to achieve performance measure targets?</li> <li>▪ <u>Congestion Management Process</u>: How well does the project support the Congestion Management Process?</li> </ul>	<p>Section 7</p> <p>Section 8</p> <p>Section 9</p>	<b>40 Points</b>	
<b>Importance and Support</b> <ul style="list-style-type: none"> <li>▪ Relationship to the regional and local adopted plans and policies (consistent, supporting, or implementing).</li> <li>▪ Relative priority to the regional transportation system.</li> <li>▪ Urgency (based on problems or lost opportunities).</li> <li>▪ Public support.</li> <li>▪ Financial commitment including investment to date and the amount, availability, and reliability of matching funds and other pledged contributions.</li> </ul>	<p>Section 3</p> <p>Section 10</p> <p>Section 10</p> <p>Section 10</p> <p>Section 5,6</p>	<b>20 Points</b>	
<b>Readiness and Capacity</b> <ul style="list-style-type: none"> <li>▪ Adequate level of planning and coordination. Clear of apparent controversy.</li> <li>▪ Progress on project development and readiness to proceed.</li> <li>▪ Ability and commitment to deliver the project on time within budget.</li> </ul>	<p>Section 11</p> <p>Section 11</p> <p>Section 11</p>	<b>15 Points</b>	
<b>Total</b>		<b>100</b>	

\*The SKATS TAC and PC will finalize the scoring system prior to ranking projects.

## PRE-APPLICATION GUIDELINES AND INSTRUCTIONS

### Project Number and Title

Leave the project number blank. This will be used for identifying the project later. The project title should be a one-line description of the proposed activity. See the application instructions for guidelines on selecting a project title.

### Project Visual

Provide one or two illustrations that best describe the project such as a location map, typical cross-section, photograph of the existing condition, or picture of a new bus or facility.

### Project Description

Clearly describe the work to be funded. Include what will be built, any services that will be provided, what equipment will be purchased, or facility planning or environmental document efforts that will be paid for with requested funds. Describe the problem that is being addressed. If the request is for additional funds for an existing project, clearly document the existing funding and additional funds needed (including any additional overmatch). Clearly explain why the additional funds are needed.

### Project Quick Facts

Provide the requested information, if available. Not all fields will apply to all projects. Indicate if the project is in the RTSP with the RTSP project number or is consistent with it. If not, is it in the local TSP or other plan?

### Anticipated Project Timeline and Preliminary Cost Estimate

Provide the best estimate for the federal fiscal year when federal funds for each proposed phase of the project will be obligated. Provide a preliminary cost estimate for all phases requested (design, right-of-way, construction, etc.) for the project. This can be revised for the full application; however, be as realistic as possible. If the request is for additional funds for an existing project, use the additional amount requested plus any proposed overmatch.

### Contact Information

Provide contact information for the person able to answer questions regarding the application.

**Delivery Deadline: 5:00 P.M. Tuesday, March 26, 2019**

## SUBMITTAL

The form should be limited to one-page. Send one transmittal per project via e-mail to the address below:

- The subject line should be simply: "TIP PreApp" \_your agency name and a one or two word identifying project name. For example: TIP PreApp\_Salem\_Commercial Street
- E-mail to: [kodenthal@mwvcog.org](mailto:kodenthal@mwvcog.org)

- Contact Karen Odenthal at 503-540-1608 if you have any questions on how to submit your application.
- You will receive an e-mail confirmation.

## **APPLICATION GUIDELINES AND STEP-BY-STEP INSTRUCTIONS**

*Rule #1: Clarity and brevity will help reviewers understand your project better.*

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

Provide the required information including the contact information for the person that will be able to answer questions regarding the application.

### **Section 2: Project Information**

Enter all applicable information. The project title should be consistent with ODOT's naming convention (available on request). For construction projects, the project title should begin with the road name followed by a colon then the project limits (north to south and east to west). If the project is within a city, include the city name in parenthesis at the end. If it includes bike lanes or sidewalks, include that. Limit the name to 50 characters, if possible. For example: Road name: Point A to Point B, Bike Lanes (City). If the project is a transit center, bus purchase, etc., the name should reflect that.

Enter the location limits. The State Senate and State Representative District is a required field in the ODOT STIP database. The information can be found on ODOT's TransGIS website at: <https://gis.odot.state.or.us/transgis/>, under the boundaries layer. If the project crosses boundaries (such as a transit project) provide all appropriate districts. Indicate if the project is on the National Highway System (NHS). This can be found on TransGIS under the classifications layer. Some volume and crash data are also available on TransGIS. Refer to the objectives in the SKATS Regional Transportation Plan (RTSP) for guidance on selecting the type of project. In MS Word, right click box, pick properties, and pick "checked" to select the appropriate box. Note if the requested information is not available.

Under project description, clearly describe the work to be funded. Include what will be built, any services that will be provided, what equipment will be purchased, or facility planning or environmental document efforts that will be paid for with requested funds. There is no limit to the number of words allowed; however, be clear and concise.

### **Section 3: Eligibility**

Check "yes" or "no" for each section. Enter N/A for not applicable. Provide clarifying information for each question that has been checked "No" or N/A.

### **Section 4: Maps and Plans**

For construction projects, include an 8.5" x 11" vicinity and site map that clearly shows the project with enough detail to understand the design and place it in the context of the surroundings. The vicinity map may be inset on the site map. Also include an 8.5" x 11" drawing, diagram, or typical cross-section of the existing conditions and planned improvement, if applicable. Make sure all maps and photos show clearly when copied in black-and-white. Attach the pertinent information from a local identified plan indicated in Section 3. Clearly label each attachment with the name of the project.



**Section 5: Estimated Project Costs**

Provide the appropriate information. This section is required to be completed even if a more detailed cost estimate is provided. Indicate if additional project cost information is attached to the application. Detailed cost estimates are encouraged. Indicate the method that will be used for delivering the project.

**Section 6: Project Budget and Funding Request Summary**

Fill this section out completely. Enter the total project costs and clearly list the amounts and sources of funds that will be available for the project. Include the amount and source of required match. If agency staff time will be used as soft match, note that. List the amounts of funds requested by phase, if appropriate, and the total amount of funds requested. The following is an example of a \$3.25 million project with \$956,074 local match and a \$2.3 million request.

<b>Section 6: Project Budget and Funding Request Summary: REQUIRED</b>						
Note federal funds require at least 10.27% of funds from non-federal sources.						
Estimated Total Project Cost	<b>\$3,250,000</b>					
In this section, enter the amount of federal transportation funds requested, local match, and total estimated costs by project phase/use and preferred federal fiscal year	Phase or use of funds	Federal Fiscal Year Obligated	Federal Funds Requested	Required Match 10.27% Minimum	Additional Match	Total Estimated Cost
	<i>Preliminary Engineering</i>	2021	\$ 275,000	\$ 31,475	\$ 193,525	\$ 500,000
	<i>Right of Way</i>	2022	\$ 201,893	\$ 23,107	\$ 0	\$ 225,000
	<i>Construction</i>	2024	\$ 1,794,600	\$ 205,400	\$ 500,000	\$ 2,500,000
	<i>Utility Relocate</i>	2024	\$ 22,433	\$ 2,567	\$ 0	\$ 25,000
	<i>Other</i>		\$	\$	\$	\$
<b>Total request of federal funds:</b>			<b>\$ 2,298,926</b>	<b>\$ 262,549</b>	<b>\$ 693,525</b>	<b>\$ 3,250,000</b>
Enter amounts and sources of committed funds and match:	<b>\$ 50,000</b>	Source:	<b>Cash</b>			
	<b>\$ 406,074</b>	Source:	<b>Engineering Design/Construction Engineering– Staff Time</b>			
	<b>\$ 500,000</b>	Source:	<b>SDC’s</b>			
	<b>\$</b>	Source:				
<b>Total Match</b>	<b>\$ 956,074</b>					
Provide other funding information, as relevant: <b>Cash Match is from school district.</b>						

**Section 7: Description of Project Benefits**

Describe how the completed project will meet each of the goals listed. The goals and objectives are described in more detail in the Regional Transportation Systems Plan (RTSP), Chapter 2, pages 2-8 through 2-10. There is no limit to the number of characters allowed in each section, however, be clear and concise. It is not necessary to fill out each area if it doesn't apply. Projects are not expected to meet every goal. It is more important to demonstrate that the project meets the applicable goals.

**Section 8: Performance Measures**

TIPs are required to be designed such that once implemented, progress is made toward achieving the performance targets that are identified in the RTSP. The TIP must demonstrate how the projects in the TIP would help achieve those targets. The performance measures, and the appropriate targets are described in the RTSP, and Chapter 4 of the FY 2018-2023 TIP. Indicate which of the performance measures that the project will address. Remember that the pavement and bridge condition measures and the performance of the National Highway System (NHS) only apply to roads on the interstate and NHS systems. The safety measures apply to all roads. Consider the primary purpose of the project, not the incidental side benefit of the project.

**Section 9: Congestion Management Process (CMP)**

The CMP is included in Appendix E in the 2015-2035 RTSP. Indicate if the project will address congestion. The CMP Exempt projects are listed in the 2015-2035 RTSP, page E-13. Projects that are not exempt need to go through the CMP. If it is exempt, then skip questions 9b and 9c. Refer to the CMP to see if the project is on a CMP corridor. If the project is on a CMP corridor, then a CMP checklist must be attached to the application (available with the application materials). The checklist will be used to determine the need for a CMP assessment for the proposed project. This checklist also provides the information necessary to perform CMP analysis and determine whether it meets the CMP requirements for the consideration of alternatives and the incorporation of transportation demand management (TDM) and other operational strategies into the project. Regional solutions are projects that have a regional benefit such as Transportation Demand Management (TDM), Transportation System Management (TSM), transit enhancements, or system-wide Intelligent transportation Systems (ITS). Explain how the project is consistent with the CMP and what CMP strategies were considered.

**Section 10: Importance and Support**

Describe the importance of the project to the regional transportation system and the urgency for funding in the near-term. Include any public involvement activities that demonstrate support for the project. Indicate if you have included letters of support and attach them to the end of the application.

**Section 11: Timetable and Readiness Information**

Indicate the anticipated timing for the proposed project. A year or season and year are acceptable. Indicate the preferred year to begin the project, and add anticipated dates for milestones such as preliminary engineering (PE), right-of-way, construction, purchasing equipment, etc. Indicate the anticipated date that project construction will be complete, all equipment is purchased, and the transportation facility/equipment in use. Note any activities currently underway. Carefully consider when your agency will be prepared to deliver matching funds and deliver the project. Do not automatically assume it will only take one year for each of the phases. Plan extra time if it is more

complicated or there are potential difficulties acquiring right-of-way. Describe any activities that show the project readiness. Note any potential areas of concern or controversy that may delay the project or increase the cost.

### **Section 12: Submittal Approval**

Provide the appropriate information. It is up to the individual applicant to decide the appropriate authorizing authority and the process necessary to obtain that authorization. If the box is checked authorizing the application submittal, then it is not necessary to provide the actual signature. However, provide the name and title of the authorizing authority for all applicants.

### **Section 13: Project Summary sheet**

The summary sheet is very similar to the pre-application form and will be used for public involvement. The average person should be able to understand the project from this one-sheet summary. Refer to the pre-application form instructions for completing the information. The project description should adequately explain the purpose and scope of the project and may come from **Section 2** of the application form. Note that instead of RTSP project number, provide the year that the project will be constructed, purchased, or otherwise completed. Leave the project ranking information and project number blank. Make sure the summary sheet is limited to one-page.

**Delivery Deadline: 5:00 P.M. Friday, June 28, 2019**

## **SUBMITTAL**

Send one transmittal per project via e-mail to the address below that contains the application form, maps or graphics, summary sheet and any additional information (e.g. letters of support). Clearly label each attachment with the project name and description of the item. Maximum e-mail size: 10 MB including all attachments. The project summary sheet should be left in a Word format and may be sent in a separate e-mail if necessary. Prior to converting the application to a pdf, remove extraneous spaces in the form and make sure the page breaks are at logical locations (not in the middle of the cost estimate, for example). You may leave the application in Word format, if you prefer.

- The subject line should be simply: "TIP App" \_your agency name\_ and a one or two word identifying project name. For example: TIP App\_Salem\_Marine Drive
- E-mail to: [kodenthal@mwvcog.org](mailto:kodenthal@mwvcog.org)
- Contact Karen Odenthal at 503-540-1608 if you have any questions on how to submit your application.
- You will receive an e-mail confirmation.