

**LEXINGTON AREA MPO**  
**TRANSPORTATION ALTERNATIVES PROGRAM**  
**GUIDANCE & APPLICATION PACKET**



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## **Introduction**

This document describes the competitive application and selection process that the Lexington Area Metropolitan Planning Organization (MPO) will use to solicit, prioritize, select and award federal Transportation Alternatives Program (TAP) funds that are sub-allocated to the MPO by the Kentucky Transportation Cabinet (KYTC) as authorized under the Moving Ahead for Progress in the 21st Century Act (MAP-21). This packet also includes the application and guidance for applicants.

## **TAP Background**

The federal Transportation Alternatives Program (TAP) provides funding for surface transportation projects including bicycle and pedestrian facilities; safe routes to school programs and projects; scenic viewing areas and overlooks; and transportation-related community improvement projects that may include historic preservation, wildlife mortality mitigation, water and environmental quality improvements.

The federal transportation act, Moving Ahead for Progress in the 21<sup>st</sup> Century, MAP-21, took effect October 1, 2012. In MAP-21, Congress combined several former program funds under a Transportation Alternatives Program (TAP) including Transportation Enhancement (TE), Safe Routes to School (SRTS) and Recreational Trails (RTP) programs. Additionally, Congress added a requirement that a portion of funds be sub-allocated to Metropolitan Planning Organizations (MPOs) (with populations over 200,000) to be awarded on a competitive basis in their respective metropolitan areas. The Lexington Area MPO includes Fayette and Jessamine County.

The Lexington Area MPO sub-allocation for FY 2013 is \$382,442 and \$389,143 for FY 2014, for a current fund accrual of \$771,585. This application cycle will award funds for both FY 2013 & 2014 as well as FY 2015 funds (should they be made available by KYTC/FHWA when the federal 2014-15 fiscal year begins in October 2014). The MPO has elected not to place a limit on the amount of funding an applicant may request, but please keep the overall amount of available funding in mind when submitting proposals. It is anticipated that funding awards will be in the range of \$100,000 to no greater than \$500,000.

Minimum local match is 20% for TAP projects. Cash match is most desirable and a local “over-match” will be viewed favorably in the selection process. In-kind match is allowable with proper documentation. Property matches must be approved and appraised by a KYTC approved appraiser before the project starts.

TAP projects are funded on a reimbursable basis where the expenses are paid by the applicant who is reimbursed upon appropriate documentation. Activities begun before the project is authorized by KYTC are not eligible for reimbursement. Projects should be ready to begin once authorized. Projects that are ready to move quickly (e.g. design phases or right of way acquisitions are complete) will be given additional priority in this selection process.

Projects will be selected by the Lexington Area MPO and awarded upon eligibility determination by KYTC. KYTC will administer the project directly with the applicant and applicants will be required to comply with all federal and KYTC requirements as outlined in the KYTC's Local Public Agency Guide found at: <http://transportation.ky.gov/Local-Programs/Documents/LPA%20Guide.pdf>. KYTC also recommends that project cost estimates include a general KYTC oversight charge of 10% of the total project cost for document preparation and review.

### **Eligible Activities**

TAP projects are not required to be located along Federal-aid highways but they must have a clear and defined relationship to surface transportation. In general, eligible activities include:

- construction, planning and design of on-road and off-road facilities for bicyclists and pedestrians;
- safe routes projects and programs for non-drivers including children, older adults and people with disabilities;
- conversion of abandoned railroads for multi-use trail facilities;
- construction of turnouts, overlooks, and viewing areas;
- control of outdoor advertising;
- preservation of historic transportation buildings;
- vegetation management;
- environmental mitigation activities to address water pollution caused by highway construction and runoff & treatments to reduce vehicle-caused wildlife mortality and improve wildlife connections.

See more detailed FHWA guidance on eligible (and non-eligible) TAP projects and activities at the FHWA website here: <http://www.fhwa.dot.gov/map21/guidance/guidetap.cfm>.

### **Eligible Applicants**

Eligible applicants include:

- local governments;
- regional transportation authorities;
- transit agencies;
- natural resource or public land agencies;
- school districts, local education agencies, or schools;
- and tribal governments.

See further FHWA TAP Program Guidance regarding eligible entities:

<http://www.fhwa.dot.gov/map21/guidance/guidetap.cfm>

## Applying for Funding

Applicants applying for MPO-allocated TAP funds are encouraged to also apply for KYTC-allocated TAP funds. The MPO has elected to utilize the KYTC's TAP application to avoid duplication of efforts and to facilitate coordination between the state and local project application/award processes. However, the MPO has included several supplemental questions to help us better evaluate the proposals based on our local selection criteria. The KYTC application can be found at the KYTC TAP website [http://transportation.ky.gov/Local-Programs/Pages/transportation\\_alternatives.aspx](http://transportation.ky.gov/Local-Programs/Pages/transportation_alternatives.aspx).

The Lexington Area MPO will be accepting applications for TAP funding beginning September 1, 2014 and ending October 31, 2014. Applicants will need to complete the KYTC TAP application (you may submit a copy of the same application you submit to the state) and include an attachment with your responses to the MPO-supplemental questions found on page 4 of this document. Digital submissions (not to exceed 20MB) are acceptable and should be sent to [kgleason@lexingtonky.gov](mailto:kgleason@lexingtonky.gov). Receipt of digital submissions will be acknowledged in a response email. A hard copy may also be delivered or mailed (postmarked on or before October 31, 2014) to the address listed on the cover page of this announcement. Note: if a project is awarded, applicants will be required by KYTC to submit the LPA Certification of Responsibility found on the application website above, even if you submit a project only to the MPO.

## MPO Supplemental Questions to the KYTC-TAP Application (Attachment E)

Please provide a brief response to these questions (please entitle "Attachment E") and submit it to the MPO with your completed KYTC-TAP application. The attachment should not exceed 2 pages.

- 1. Project Readiness** (relates to KYTC Application Section 5): Please describe any project timeline details that will help us better understand your project's readiness to move forward. We are interested in any project milestones that have already been reached that will enable you begin and complete major activities for which the requested funding will be applied.
- 2. Connectivity** (relates to KYTC Application Section 7): Please describe how the project improves connectivity. Does the project link directly to destinations you have listed in the KYTC application? Does it extend or complete a gap in a transportation facility or network? Is the connection regional in nature?
- 3. Environment** (relates to KYTC Application Section 7): Please describe how the project may enhance or degrade the environment and contribute to sustainability. Please elaborate on any air or water quality, floodplain, wetland, wildlife, historical or cultural resource improvements or impacts.
- 4. Community Support** (relates to KYTC Application Section 7): Please list any community organizations and/or political bodies that have been involved in project development or have supported the project. Does the project help implement one or more adopted community plans? Please elaborate on any financial or volunteer commitments to the project including over-match or additional phases of the project that have been funded.

## Project Scoring, Selection & Awards

All TAP applications submitted to the Lexington Area MPO for funding will be reviewed using the Selection Criteria listed below and will be ranked by staff for referral to the Transportation Policy Committee (TPC) with whom ultimate selection authority resides. Selection criteria are developed and approved by the TPC on the basis of furthering the adopted goals of [2040 Metropolitan Transportation Plan](#) for the Lexington MPO Area. Selected applicants will be notified once a project has been approved by the MPO Transportation Policy Committee and the KY Transportation Cabinet. It is anticipated this will occur in January 2015.

### Project Scoring Criteria

To assist in the selection of worthy Transportation Alternatives Program (TAP) projects, the MPO has developed a scoring process to prioritize projects. It is based on the MPO's 2040 Metropolitan Transportation Plan (MTP) Goals and Objectives and procedures developed by KYTC for the TAP application. This provides a systematic approach to scoring projects to assist decision-makers in recommending a list of projects to fund with dedicated Lexington Area TAP funds or supply a priority listing to KYTC for possible statewide TAP funding.

All criteria are awarded points on a sliding scale within each category (100 Points Possible)

Safety	15
Access/Equity	5
Connectivity	20
Economic Development	5
Environment/Sustainability	10
Public Health	5
Project Readiness	15
Community Support	15
Project Cost	10
<b>Total</b>	<b>100</b>

#### Safety (15 possible points)

How does the project improve motorized and/or non-motorized safety? Does the project address a specific known safety issue?

#### Access / Equity (5 possible points)

Considerations include the quality of the access improvement and the degree to which it will positively impact Environmental Justice populations (low income, minority, disabled or aging population) and whether the project addresses an Americans with Disability (ADA) deficiency.

#### Connectivity (20 possible points)

Points are awarded based on the number and extent for which connectivity is enhanced to the following destinations within ½ mile:

- Community center/civic center/library/social service/
- School/Child care
- Grocery store/farmers market
- Park/playground
- Laundry/dry cleaner
- Restaurant/retail/entertainment
- Medical office/pharmacy
- Police/fire station

Additional points are awarded if the project extends or completes a gap in a transportation facility or network and/or if the project is regional in nature.

#### Economic Development (5 possible points)

Does the project serve existing employment centers? Does it improve multimodal access to high employment areas, to jobs or retail centers, or improve access to planned infill and growth areas.

#### Environment (10 possible points)

To what extends does the project protect or enhance the environment, including air and water quality? Does it reduce vehicle miles of travel (VMT) or vehicle hours of travel (VHT)? Does it enhance aquatic and terrestrial habitats, cultural, historic or archaeological resources?

#### Health (5 possible points)

Will the project positively impact public health including increased opportunities for physical activity and/or improved air or environmental quality?

#### Project Readiness (15 possible points)

Points are awarded based on the project's status and feasibility. Projects that have completed any major phase are scored higher. Considerations include whether the project:

- Is identified in an existing plan
- has a completed feasibility study and/or business plan
- has completed design
- has completed right-of-way and/or property acquisition

Points are also awarded based on project feasibility including whether there are known right-of-way or environmental issues, lack feasibility due to political / public will or if there is known opposition. The applicant's past history on project delivery is also a consideration.

#### Community Support (15 possible points)

What is the degree of public and political support or opposition to the project and, in the case of opposition, the sponsor's ability to mitigate it? Additional points are awarded for demonstrated support from local officials and other official bodies (boards, commissions, etc). Projects that continue a phase of a larger, already completed project will also be viewed favorably.

#### Cost (10 possible points)

Project cost is the final criteria considered including: type of match (cash vs. in-kind); amount of match (20% or more); and cost as it relates to completion of the project (will funds requested complete the project or just the design or right of way phase? Will the project complete a final phase of a multi-phase project?).