

# APPLICATION PACKET FOR OKI-ALLOCATED FEDERAL TRANSPORTATION ALTERNATIVES FUNDS



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# Table of Contents

Introduction .....	2
Solicitation Process .....	3
Application Review Process .....	4
Project Conditions .....	5
Goals and Objectives.....	7
Instructions for Applicants .....	13
OKI Transportation Alternatives Project Ranking.....	13
Planning Factors for All Projects .....	14
Transportation Factors for Transportation Alternatives Projects.....	16
Transportation Alternatives Infrastructure Projects .....	18
Process for Reviewing and Ranking All Applications .....	20
Planning Factors for All Projects .....	21
Factors for TAP Safe Routes to School Projects .....	22
Factors for TAP Infrastructure Projects .....	23

# Introduction

The purpose of this document is to provide information about the process used by the Ohio-Kentucky-Indiana Regional Council of Governments (OKI) to prioritize and award OKI-allocated federal transportation funds from the State Departments of Transportation in Ohio and Indiana and the Kentucky Transportation Cabinet (KYTC) in Kentucky to projects with merit that further the goals of the continuing, coordinated and comprehensive nature of transportation planning towards implementation. This process discusses only awards over which OKI has direct ability and duty to make under the federal Transportation Alternatives Program funds in all three states. This packet also includes the application and guidance for applicants.

This document is divided into four sections:

Application Review Process – the formal description of the OKI Board-adopted procedure

Project Conditions – general terms and requirements of the program

Goals and Objectives – OKI Regional Transportation Planning goals

Instructions for Applicants – explanation of overall process details and description of factors and measures used in project scoring

Project Scoring Process – the listing of factors, measures and points

The Application Form - to be used by the applicant in providing pertinent information on the project, is attached at the end of this document

# Solicitation Process

OKI receives a sub-allocation of federal Surface Transportation Program (STP), Congestion Mitigation/Air Quality (CMAQ) and Transportation Enhancement (TE) funds that include a proportional sub-allocation (ceiling) of the State Departments of Transportations' authority in Ohio and Indiana and the Kentucky Transportation Cabinet (KYTC's) authority in Kentucky to obligate these funds. The OKI Board of Directors has established the following process for soliciting, reviewing and ranking highway, transit and non-highway freight projects funded with OKI-allocated STP and CMAQ funds. Transportation Enhancement applications follow a separate procedure developed for these projects. The Prioritization Subcommittee, a subcommittee of the OKI Intermodal Coordinating Committee (ICC), reviews and revises the scoring process for STP and CMAQ applications on an "as needed" basis.

1. **Establish a project solicitation period** based on a TIP/STIP development schedule responsive to the needs of the state transportation agencies.
2. **Advertise the project solicitation period** via the OKI website, flyers, etc.
3. **Hold a workshop** for prospective applicants to inform them of the application process, deadlines and scoring procedures developed by the OKI Prioritization Subcommittee.
4. **Accept completed applications until the advertised deadline.** At this point, the project request is fixed—no changes in cost, scope or other aspect will be allowed. The only exception to this requirement will be if non-OKI funding becomes unavailable to the applicant and the project cost must be reduced.
5. **Hold Priority Subcommittee Review Meetings.** These meetings allow for discussion of individual highway and transit projects by the subcommittee and the eventual ranking of projects funded with OKI-allocated funds. The ranking of projects is based on the ICC adopted scoring process shown later in this document.

# Application Review Process

All applications submitted to OKI for federal TAP funding will be reviewed using the following procedure recommended by the Prioritization Subcommittee which was adopted by the OKI Board of Directors.

1. Safe Routes to School (SRTS) and Transportation Alternatives Infrastructure (TAI) projects will be reviewed separately using their respective factors (transportation factors) as shown on the following pages. This will allow a determination of the relative strength of a SRTS project compared to other SRTS projects, a TAI project compared to other TAI projects.
2. Each application will then be reviewed using the planning factors for all projects.
3. The Prioritization Subcommittee will develop a recommended ranking of all projects based on the review of transportation and planning factors and present this list to the ICC. The ICC will review the recommendations to determine that "Regional Priorities" are achieved through the suggested rankings.
4. Projects will then compete against one another based on the funds available in the respective state's Transportation Alternatives Program funds sub-allocated to OKI.
5. After the ICC develops a final ranking of Transportation Alternatives projects, the recommended list will be presented to the OKI Executive Committee or Board of Directors for adoption.

# Project Conditions

The following funding limitations will be applied to each Transportation Alternatives Program funding event.

1. Maximum funding will be awarded at the amount shown on each application or as determined by the OKI Board of Directors. Applicants should make sure their request is sufficient to cover the cost of the activities shown in their application. However, given that unforeseen circumstances may occur, a one-time allowance of twenty (20) percent above the funding amount may be granted if OKI has sufficient funds to cover the additional amount needed. Applicants should contact OKI as soon as the additional funding is needed as this ten percent “cushion” is not guaranteed.
2. Preliminary Engineering Right-of-Way Services, PEWRS, Right-of-Way (ROW) and Construction (CON) phases are eligible for funding in Ohio. Preliminary engineering, environmental and contract plans are the responsibility of the applicant. All phases are funded in Kentucky and Indiana.
3. Applicants who receive funding through OKI should begin the Preliminary Engineering (PE) phase immediately (if not already completed) so that ROW and CON phases are ready in their targeted year. In special situations where PE cannot begin immediately (i.e. completion of an MIS) other arrangements may be made through discussion with OKI.
4. The standard local match requirement for ROW and CON is 20%. Applicants may commit a higher percentage to gain additional scoring as shown in the Planning Factors section of the adopted scoring process.
5. Applicants for Safe Routes to School funding must show that the proposed programs and projects are consistent with a school travel plan prepared according to the respective state guidelines.
6. Applicants must provide a certified or otherwise official cost estimate for each project request.
7. The following scope limitations will apply to each project request:
  - Each applicant is limited to two (2) applications requesting Transportation Alternatives funds.
  - Total funding request per application cannot exceed \$750,000 for Ohio, \$250,000 for Kentucky. Indiana projects cannot exceed the OKI allocation. Once a project has been funded by OKI, the applicant may not request additional funds for the same project except a potential one-time 20% contingency (see item #1 above).
  - Ohio projects must be located within the OKI counties of Butler, Clermont, Hamilton or Warren (excluding the cities of Franklin and Springboro and the Village of Carlisle).

Kentucky projects must be located within the OKI urbanized boundary counties of Boone, Campbell or Kenton. Dearborn eligibility is county-wide, though priority is given to the OKI urbanized area and the Lawrenceburg-Greendale-Aurora urban cluster.

# Goals and Objectives

Since the Transportation Improvement Program (TIP) is the “short-range planning element” of the Metropolitan Transportation Plan (MTP), each transportation project contained within the OKI TIP must demonstrate that it conforms to the goals and objectives listed in the OKI MTP. This conformity is achieved through the adopted scoring process that has taken these goals and objectives into consideration. The following narrative, including the list of goals and objectives, is taken from the *OKI 2040 Regional Transportation Plan 2012 Update* (the MTP for the region) that was adopted by the OKI Board of Directors on June 14, 2012.

Transportation has long been a major contributor to the region’s prosperity and quality of life. For individuals and businesses, the efficiency of the transportation system in moving people and goods has a direct financial impact. From a broader perspective, the transportation system’s efficiency has repercussions for the entire economy.

In addition to its economic impacts, transportation also plays an important role in the region’s quality of life. The interstate system, for example, has improved mobility at the same time that it has promoted a population and job shift from core areas to suburbs with significant social, environmental, and economic consequences. Transportation improvements will continue to have an effect on development, travel patterns and opportunities.

Among the issues to be addressed as part of this transportation planning process are the metropolitan planning factors retained and expanded upon in SAFETEA-LU. OKI has established a set of eight planning factors which define the goals of the *2040 Regional Transportation Plan* which must be met to address the region’s transportation needs both now and in the future. Each planning factor represents a key issue that has been considered and reflected in this plan as noted by the chapter references. Objectives clarify how the planning factor has been achieved in this plan.

## **Economic Vitality**

The transportation network can support the economic vitality of the region by enabling global competitiveness, productivity and efficiency as shown through the plan’s emphasis on ideas that address this issue. Chapter 3 analyzes the region’s demographic trends and notes that the population in the OKI region is projected to grow 23 percent and employment to increase 26 percent over the planning period. Chapter 4 discusses the OKI Land Use Commission’s development of policies that will promote the economic vitality of the region. Chapter 7 provides a list of management strategies and technologies to deal with this growth through development and travel pattern ideas. Finally, Chapter 11 deals with expanding ITS to reduce congestion and delay.

## **Objectives**

- Implement techniques that improve traffic operations and mobility so that travel times are reliable and the cost of doing business in the OKI region is competitive and predictable
- Increase the coverage area and effectiveness of ARTIMIS so that traveler information is readily available and the impacts of incidents can be minimized
- Increase security for travel by transit and non-motorized modes

## **Safety**

The transportation system should provide for reducing the risk of crashes that cause death or injuries. Chapter 5 is devoted to the topic of vehicular safety. The highest crash rate locations in the region are identified. Engineering studies are recommended for problem locations. Chapter 11 describes the integration of ITS with other agencies and systems to facilitate emergency response. Chapter 13 includes several recommendations for bicycle and pedestrian travel safety.

## **Objectives**

- Reduce the number and severity of traffic crashes
- Expand the deployment of ITS to reduce crashes and improve incident response time
- Reduce crashes occurring during transfers between transit and pedestrian facilities
- Facilitate use of improved design of shared roadways to increase safety for motorists, cyclists and pedestrians

## **Security**

A regional security strategy relates to sustainable prevention, detection, response and recovery efforts to protect regional transportation systems' critical infrastructure from terrorism and natural disasters. Chapter 6 documents actions and strategies being implemented throughout the region for strengthening regional security.

## **Objectives**

- Facilitate implementation of homeland security measures to protect key regional infrastructure assets
- Incorporate the transit providers' system security program plans into this plan and other regional transportation planning efforts
- Collaborate with agencies throughout the region to assist in developing security goals and appropriate strategies
- Utilize the most current technology and guiding principles in helping to minimize risks to regional security

## **Accessibility and Mobility Options**

To enable people and commodities to have greater accessibility and to be moved with greater speed and safety, major investments are needed to improve the transportation system and reduce congestion. Improvements are needed both for expanding the present system and improving its efficiency. Improvements should be sensitive to differences in development patterns and community needs with special consideration given to safe use of the transportation system by the region's older population. Chapter 3 provides demographic information to help determine future travel needs in the region, including population and household projections, anticipated age structure changes, employment projections, and commuting patterns. Chapter 7 discusses means to improve roadway travel operations, such as access management and improved signalization, thereby increasing accessibility. By enabling roadways to perform more efficiently, operational improvements increase roadway capacity, which will help reduce the need for expansion projects and help preserve and maintain the existing infrastructure. Preservation of right of ways recommended in Chapter 10 safeguards rail transit as a mobility option in the future. Chapter 12 presents a summary of the OKI Regional Freight Plan which includes recommendations that facilitate efficient freight movement throughout the region.

### **Objectives**

- Improve the operating efficiency of existing infrastructure
- Expand transportation infrastructure to provide additional access and capacity for moving people and goods
- Reduce congestion by expanding alternatives to SOV travel and reducing peak hour travel
- Expand the implementation of ITS such as Advanced Regional Traffic Interactive Management and Information System (ARTIMIS)
- Acknowledge and incorporate the use of non-motorized travel (walking and biking) into the planning process as an alternative mode of travel and means of connecting modal options
- Facilitate efficient intermodal transfers for both passengers and freight

## **Environmental Protection, Energy Conservation and Sustainable Development**

Air quality is a major environmental issue in the OKI region. Much progress has been made in reducing mobile source emissions but the impact of travel growth on total emissions could threaten the region's ability to maintain federal clean air standards. Emission reductions are needed to protect air quality. Strategies that promote the effective and efficient use of natural resources would reduce mobile source emissions and would also have a beneficial effect on other environmental issues and quality of life. Chapter 10 focuses on public transportation improvements including making recommendations for expansion of bus service, facilitating bus ridership through technological improvements, and construction of transit hubs and park and ride lots.

In addition, development of rail transit in the Eastern Corridor is recommended to reduce SOV travel, thereby reducing vehicular emissions. Chapter 13 includes planning efforts to encourage walking and bicycling, which would have the effect of conserving fuel, reducing vehicle emissions, and improving personal health. Chapter 14 provides information on current transportation systems operating in the region such as ridesharing and teleworking that promote energy conservation through reducing SOVs. Chapter 16 deals with transportation initiatives to improve air quality and other environmental factors. One project highlighted in the chapter is the Regional Clean Air Program, a program committed to reducing smog in the region. This local commitment, which began in 1994, encourages voluntary efforts by individuals and businesses to reduce ozone and particulate matter pollution.

The OKI Strategic Regional Policy Plan (SRPP) calls for sustained cooperation and coordination among transportation planning, land use planning, housing, capital budgeting, natural resource and economic development organizations. The transportation system, along with other infrastructure, has a significant impact on future land use, economic development, and the environment. Transportation decisions should be consistent with local land use policies, resulting in travel and land use patterns that promote multimodal travel alternatives and reduced vehicle trips. Chapter 4 discusses the SRPP and regional sustainability efforts integrating land use and transportation planning.

### **Objectives**

- Reduce SOV travel
- Facilitate greater use of non-motorized modes (walking, biking)
- Promote strategies that reduce motorized vehicular travel
- Reduce mobile source emissions
- Encourage use of alternative fuels by both individuals, public transportation providers and private freight fleets
- Encourage measures that reduce the impact transportation has on water quality and noise levels
- Implement the recommendations of the SRPP
- Improve consistency between local land use planning and regional transportation planning
- Consider local planning recommendations as part of transportation studies, transportation improvements and funding prioritization
- Promote regional and local land development techniques and policies that create transportation choices and that ensure coordination between the provision of public facilities and services and land development and redevelopment

### **System Integration and Connectivity**

A functional transportation system is one that allows people and goods to travel efficiently between their desired destinations. Chapter 10 provides recommendations to improve the

connectivity between various modes of transportation in the region. Proposed rail transit developments would integrate transit services to rail sites. Transit hubs, including the intermodal transit center in downtown Cincinnati, are facilities where transfers can be made between bus routes and proposed rail transit lines, or between different transit lines. Chapter 12 highlights the importance of integrating the various freight transport modes such as roadway, rail, water, air and intermodal and recommends the continued monitoring and facilitation of the movement of freight in, around, and through the region. Chapter 13 encourages the creation of linkages between roadway and transit with bicycle and pedestrian facilities.

### **Objectives**

- Plan in such a way that the functional design of a roadway is consistent with the intended use of the roadway
- Optimize the surface transportation facilities access to airports, transit facilities, park and ride lots and freight intermodal facilities

### **Efficient System Management and Operations**

The Congestion Management Program (CMP) is a systematic process for managing congestion that provides information on transportation system performance and on alternative strategies for alleviating congestion and enhancing the mobility of persons and goods to levels that meet state and local needs. Chapter 7 provides information on managing congestion in the region. Chapters 9 through 14 address different strategies for managing travel demand that focus on altering travel behavior to mitigate traffic congestion, in lieu of building infrastructure to accommodate travel needs.

### **Objectives**

- Implement techniques that improve traffic operations including access management techniques that improve mobility and safety
- Identify and prioritize locations that require system enhancement and/or expansion
- Advance the coverage area of intelligent transportation systems
- Identify new or expanded transit services

### **Preservation of the Existing System**

Financial resources are needed to maintain the region's transportation system and address its deficiencies. In light of limited federal and state resources, there is a real need to generate funds from within the region for transportation improvements. New funding sources are needed, particularly for capital formation, and strategies to use funds prudently. Each travel mode has its own chapter in this plan. Each chapter begins with a snapshot of the region's existing transportation system. In the ever-changing transportation environment, these overviews serve as a baseline to which policies, alternatives and improvements can be referenced. Chapter 9 highlights the plan's effort to optimize the existing system through recommendations for applying roadway operational improvements. In addition, information on roadway expansion is

provided however funding priority is given to system preservation with the allocation of a sizeable portion of available revenues to this purpose. Chapter 11 discusses expanding the use of ITS technologies to optimize the existing system.

### **Objectives**

- Insure adequate funding to preserve and maintain the integrity of the existing transportation infrastructure
- Initiate efforts to establish a local revenue base to fund transportation system improvements

# Instructions for Applicants

## **OKI Transportation Alternatives Project Ranking**

The two year 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 has revised program funding for the Transportation Enhancement (TE), Safe Routes to School (SRTS) and the Recreational Trails (RTP) programs from provisions under previous transportation acts. The primary change is the discontinuation of designated funding for the TE and SRTS programs and their combination under a Transportation Alternatives (TA) section of the act (Sec. 1122). The RTP will continue to have a specified portion of the respective state allocations. Most activities permitted under the SRTS and TE programs continue to be eligible activities for Surface Transportation Program and Congestion Mitigation and Air Quality programs.

The TE eligible program activities carried over include construction, planning and design of on-road and off-road facilities for bicyclists and pedestrians; transportation projects in compliance with the Americans with Disabilities Act; conversion of abandoned railroads for multi-use trail facilities; control of outdoor advertising; preservation of historic transportation buildings; and vegetation management. Beautification projects, such as landscaping, museums and welcome centers have been removed. Added under the TA activities are safe routes for non-drivers including children and older adults, environmental mitigation activities to address water pollution caused by highway construction and runoff, vehicle caused wildlife mortality treatments, and constructing boulevards on former interstate right of ways. TA definitions from MAP-21 are included in Figure 1.

Funding for TA, including the combined TE, SRTS and RTP programs, derived from 2% of the national highways program funding for FY 2013 and 2014, is approximately \$810 million per year. Each state allocation is split with one half being sub allocated to urban area Metropolitan Planning Organizations (i.e. OKI) and the other half for state department of transportation use for projects throughout the state. Minimum local match rates remain 20% for TA projects and change from 0% to 20% for SRTS projects under the TA funding program. TA 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 OKI or ODOT are not eligible for reimbursement. Progress reports will be required.

For the OKI Region sub-allocated portion of the TA funding, MPOs are to obligate funds for applications from local communities on a competitive basis. OKI is accommodating this with the addition of a TA component to our existing transportation project scoring process. Applications for TA eligible activities, including SRTS, will be received during scheduled Call for Projects and reviewed against OKI Board of Directors approved criteria for a total of up to 100 points. Fifty-

five of the total 100 points are assessed from a set of criteria applied to all projects regardless of mode. The remaining 45 points are assessed from a set of mode-specific criteria. In this document, OKI presents the mode-specific scoring criteria newly created for TA funding consideration.

### **Planning Factors for All Projects (55 points)**

1. **Replacement/Expansion** factor gives preference to projects that invest in replacement rather than new facilities, reflecting the expressed priority in OKI's 2040 Regional Transportation Plan to maintain what currently exists before investing in new infrastructure. The points associated with this criterion take into account that some expansion projects involve a certain amount of replacement. The points for this criterion are awarded based on percentage of replacement versus percentage of expansion associated with the project. Up to five points will be awarded for this factor.
2. **Environmental Justice** factor awards points to projects that will have an overall net benefit to minority and low-income population groups per Executive Order 12898 issued by President Clinton in February 1994. The basis for Environmental Justice is Title VI of the Civil Rights Act of 1964. The OKI Environmental Justice Advisory Committee (EJAC), which reviews project applications for funding and awards points for this factor, also examines a project's impact on zero-car households, elderly persons and persons with disabilities. The overall net benefit in the scoring indicates a subjective consideration of both POSITIVE and NEGATIVE impacts. It is understood that when federal funds are involved there are federal guidelines that must be met to ensure that services and benefits are fairly distributed to all people, regardless of race, national origin or income, and that they have access to meaningful participation. Refer to Title 42 of the United States Code. A response to this section is required in order for the project to be considered for funding even if the project is not located within one of the designated Environmental Justice (EJ) communities (See attached maps). Up to five points will be awarded for this factor.
3. **Strategic Regional Policy Plan (SRPP)** Implementation factor examines the ability of the project to help implement the policies of OKI's Strategic Regional Policy Plan. The policies within the SRPP were envisioned by the Land Use Commission to be implemented concurrently by OKI, local governments and other organizations. Implementation of these policies will help bring about more consistency between local land use planning and regional transportation planning to create a more efficient and more accessible regional transportation network that serves the needs of individual communities. Up to 5 points will be awarded for this question.

4. **Local Planning** factor examines the degree to which a project helps to implement the Strategic Regional Policy Plan (SRPP) through effective local comprehensive planning. A central objective of OKI's SRPP is for each local government to have an up-to-date comprehensive plan that links transportation, land use, economic development, public facilities, housing, natural resources, recreation, intergovernmental coordination and capital improvements. The SRPP emphasizes complete and current local government comprehensive plans as a means to a more efficient, multi-modal, regional transportation system. The SRPP responds to the Land Use Commission's mission to bring more consistency between regional transportation planning and local land use planning. Since not all communities have complete and up-to-date comprehensive plans, OKI will again consider and award up to 5 points to proposed transportation projects that are consistent with a comprehensive plan or other discrete studies or plans such as thoroughfare plans, corridor studies, small area plans, bicycle or pedestrian plans, or other planning documents if the applicant can demonstrate that the plan meets similar analysis and content criteria.
5. **Air Quality/Energy** factor relates to continued efforts to improve the regional air quality and encourage investment in more environmentally friendly forms of fuel use. A reduction in VMT (vehicle miles of travel), VHT (vehicle hours of travel), or Emissions Reduced can be combined to receive a score of up to 10 points. If two of the three items are reduced, a score of from 6 to 10 points will be awarded. If only one item is reduced, a score of from 0 to 5 will be awarded. Examples of these measures include the use of diesel engine pollution control devices (emissions reduced), intersection signal improvements (VHT reduced), construction of a new roadway link reducing circuitous travel (VMT reduced), or a new compressed natural gas bus on a new route (all three).
6. **Local Share** factor rewards applicants that increase their local share to "overmatch" the required minimum for local participation. The standard match rate for OKI-allocated funds is 20 percent; however, the applicant can gain up to a maximum of 10 points through overmatching.
7. **Existing Condition** factor takes into account the current condition of the project area, ranging from critical to good. A critical existing condition receives 5 points, whereas a fair existing condition receives 1 point; a good existing condition receives no points.
8. **Economic Vitality** factor awards points for projects that serve to support existing, expanding or new employment centers. Projects that directly relate to retaining employment in or near the project area will receive 5 points. Retention needs to be documented and the connection must be explicit. Projects that directly relate to creating new employment in or near the project area will receive 10 points. Immediate

employment generation must be anticipated within three years of the project's construction initiation.

9. **Applicants Project Delivery History** takes into account whether an applicant has had projects slip from one fiscal year to a later year after the project has been programmed. While external factors can affect the delivery of a project, it is important for OKI to maintain a balanced budget of projects to be delivered each fiscal year. The potential for slippage needs to be addressed when a project is initially programmed. Based on projects originally programmed for fiscal year 2008 or later, an applicant who has had one project slip to a later year will be penalized 3 points; an applicant who has had two or more projects slip to a later year will be penalized 5 points.

In addition, if an applicant is requesting additional funds for a project that was previously funded with OKI-allocated federal funds, there may be negative points applied to the application. If a project requests up to 25% of the original funding awarded to the project, no points will be deducted. If the request is for 25% to up to 50% of the original funding awarded, the application will be penalized 1 point; an applicant requesting 50% or more of the original funding awarded will be penalized 2 points.

10. **Intermodal Connector** factor awards up to 5 points for projects that involve the interaction and connection between different modes. Examples of this include improving or providing new connections between bike, pedestrian and transit.

### **Transportation Factors for Transportation Alternatives Projects (45 points available)**

The current federal transportation legislation, MAP-21, combines the previous Transportation Enhancement and Safe Routes to School (SRTS) programs into the Transportation Alternatives (TA) program with some project changes. The following factors retain separate criteria for SRTS and TA infrastructure project applications because of program differences carried over from SAFETEA-LU.

#### **Safe Routes to School Projects**

1. **School Travel Plan** (SchTP) - Applicants requesting funds for Safe Routes to School should have a school travel plan that documents the involvement of school staff, parents and community resources such as transportation and health departments, police, and local businesses. It includes student and parent surveys, the use of pedestrian and/or bicycling audits with mapped student residence locations and routes to school to document problems and needs. It lists needed facility (infrastructure) improvements and assures that related safety, education, and encouragement activities (non-infrastructure)

are also planned to complement new facilities. The SchTP should follow the guidelines for the respective state school travel plan of the applicant.

2. **Education** remains an eligible activity under SRTS. It is aimed at child traffic safety for walking along streets with or without sidewalks, bicycling on sidewalks with pedestrians or in the streets with motor vehicles. Education may also be aimed at parents to use other modes than driving their children to school, developing carpools, or to train them to be student escorts (walking school buses).
3. **Encouragement** activities for SRTS programs are intended to increase children's physical activities by walking or biking to school. Applications will be awarded points that involve incentives such as competitions, rewards, recognition for the students and activities that encourage children to walk or bike.
4. **Enforcement** activities to address traffic issues are helpful when encouraging walking or biking to school. Police can have a valuable role in enforcing school zone speed restrictions; providing crossing guards; monitoring criminal activities; directing school bus, parent drop off and pedestrian traffic at schools; enforcing codes for dangerous structures, plant growth or loose dogs along walking routes. Points will be assigned according to enforcement activities proposed in the application.
5. **Project Type** includes physical facilities that improve safety and accessibility for children traveling to school. These are to be within a two mile radius of an elementary or middle school (grades K-8) and may be street improvements including bike lanes, sidewalks, crosswalks, traffic calming, or separating the modes within the school grounds (parent drop off, school bus drop off, walkers), or other similar type improvements.
6. **Connections** are valuable and this process awards points to projects making connections between streets and schools, between the ends of dead end streets, or connecting discontinuous sidewalks, or other connections such as facilitating access to school bus stops.
7. **Project Status** for Transportation Alternatives funds for SRTS infrastructure projects in Ohio are limited to right of way (ROW) acquisition, utility relocation, construction, or implementation phases of the project. OKI will not award funds for preparatory planning, design and engineering, or environmental reviews (NEPA, ADA). These assurances are expected to be with the application. All phases are funded in Kentucky and Indiana.

## **Infrastructure Projects**

1. **Project type** the Transportation Alternatives program continues many of the activities previously funded as Transportation Enhancements. Construction of on-road and off-road bicycling and walking improvements, including rail to trail conversions, traffic calming and improvements for the Americans with Disabilities Act (ADA) are emphasized transportation projects. Eligible activities also include community improvement activities such as:
  - Inventory, control or removal of outdoor advertising
  - Preservation and rehabilitation of historic transportation facilities
  - Vegetation management in rights-of-way for improving safety, invasive species prevention or erosion control
  - Archaeological activity related to transportation project impact
  - Infrastructure related improvements for non-drivers including children and older adults
  - Environmental mitigation activities including pollution prevention, to address highway runoff impacts, reduce vehicle-caused wildlife mortality, or to restore and maintain habitat connectivity
2. **Safety** points may be awarded to projects shown to improve safety conditions in the project area. The existing safety problems must be documented along with plans for addressing these problems.
3. **Consistency with OKI plan recommendations** seeks to support the implementation of projects included in or consistent with the *OKI 2040 Regional Transportation Plan*, the *OKI Regional Bicycle Plan*, and the *OKI Regional Pedestrian Plan*. Reference should also be made to the OKI Bike Route Guides which describe the level of suitability of a road for bicycling. The OKI guides are based on the knowledge of area cyclists and local cycling organizations familiar with the roads of the region. The rating can be determined from the OKI Bike Route Guide maps. Projects improving roads less suitable for cycling will receive a higher rating. Consistency with local plans is also considered and rated in the planning factors for all projects. Specific citation of page numbers from local plans is required.
4. **Connection** projects funded under the TA program are to be transportation related, which means they should connect two logical termini rather than a recreational loop trail within a park. They are not limited to the prescribed distances from schools as are SRTS applications. Projects that fill in the gaps between existing facilities of the same mode or connect to destinations are high priority. New or reconstructed sidewalks are eligible. Road construction projects should incorporate the appropriate elements of the OKI complete street approach for the respective funding source.

5. **Project Status** for Transportation Alternatives funds in Ohio are limited to right of way, utility relocation, construction, or implementation phases of the project. OKI will not award funds for preparatory planning and engineering, or environmental reviews (NEPA, ADA). These assurances are required to be included with the project's funding application. All phases are funded in Kentucky and Indiana.

# Process for Reviewing and Ranking All Applications

All applications submitted to OKI for suballocated federal highway funding will be reviewed using the following procedure recommended by the Prioritization Subcommittee which was adopted by the OKI Intermodal Coordinating Committee (ICC) on April 6, 2004 and revised on January 10, 2006 and October 6, 2009.

1. Transit projects, highway projects and non highway freight projects will be reviewed separately using their respective factors (transportation factors) as shown on the following pages. This will allow a determination of the relative strength of a highway project compared to other highway projects, transit projects compared to other transit projects and non highway projects compared to one another—an “apples to apples” methodology.
2. Each application will then be reviewed using the planning factors for all projects.
3. The Prioritization Subcommittee will develop a recommended ranking of all projects based on the review of transportation and planning factors and present this list to the ICC. The ICC will review the recommendations to determine that “Regional Priorities” are achieved through the suggested rankings.
4. After the ICC develops a final ranking of STP projects, this recommended list will be presented to the OKI Executive Committee or Board of Directors for concurrence.

## Planning Factors for All Projects (55 points available)

<u>Factor</u>	<u>Measure</u>	<u>Points</u>
Replacement/ Expansion	100% Replacement .....	5
	75% Replacement/25% Expansion .....	4
	50% Replacement/50% Expansion .....	3
	25% Replacement/75% Expansion .....	2
	100% Expansion .....	1
Environmental Justice	Overall net benefits (good to excellent) .....	4-5
	Overall net benefits (fair to good) .....	2-3
	Overall net benefits (none to fair) .....	0-1
	Note: NET benefit for Environmental Justice indicates a subjective consideration of both POSITIVE and NEGATIVE impacts.	
SRPP	Based on answers, up to 5 points .....	0 to 5
Local Planning	Consistent--comprehensive plan complete & current .....	5
	Consistent--comprehensive plan needs improvement .....	3
	Inconsistent--no comprehensive plan .....	0
Air Quality/Energy (VMT,VHT & Emission Reductions)	2 or more Reduced .....	6 to 10
	1 or more Reduced .....	0 to 5
Local Share OVER amount Required	50% or above of estimate .....	10
	45% to 49% of estimate .....	8
	40% to 44% of estimate .....	6
	35% to 39% of estimate .....	4
	30% to 34% of estimate .....	2
	20% of project estimate (Required local amount) .....	0
Existing Condition	Critical .....	5
	Poor .....	3
	Fair .....	1
	Good .....	0
Economic Vitality	Project creates employment .....	5
	Project retains employment .....	3
	Project does not retain employment .....	0
History of Project Delivery	1 project slipped past programmed year .....	-3
	2 or more projects slipped past programmed yr .....	-5
Applicants Requesting Additional Funds	up to 25% of original approved funding amount .....	0
	25% to up to 50% of original approved funding amount .....	-1
	50% or more of original approved funding amount .....	-2
Intermodal Elements	Project involves the interaction and connection of 3 or more modes ..	5
	Project involves the interaction and connection of 2 or more modes ..	3
	No interaction and connection between modes .....	0

**FACTORS FOR TAP SAFE ROUTES TO SCHOOL PROJECTS**  
**(45 points available)**

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<u>Category/Factor</u>	<u>Measure</u>	<u>Points</u>
School Travel Plan (SchTP)	Application is consistent with the local SchTP .....	10
	Not consistent .....	0
Education Activities	Application includes SRTS eligible education activities .....	5
	Not included .....	0
Encouragement Activities	Application includes SRTS eligible encouragement activities .....	5
	Not included .....	0
Enforcement Activities	Application includes SRTS eligible enforcement activities .....	5
	Not included .....	0
Project Type (maximum 5)	Sidewalks and/or crossing improvements .....	5
	School on-site travel improvements .....	3
	Lighting for safety and security .....	2
	Bike racks .....	1
Connections (maximum 10)	Complete network gaps .....	10
	Between street and school .....	5
	No connections made .....	0
Project Status	Construction and/or ROW plans complete .....	5
	P/E and Environmental complete .....	4
	Initial request for construction funding only .....	2
	Initial request for construction and ROW funding .....	1

**FACTORS FOR TA INFRASTRUCTURE PROJECTS**  
**(45 points available)**

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<u>Factor</u>	<u>Measure</u>	<u>Points</u>
Project Type (maximum 10)	Sidewalks .....	10
	Bike/ped signals.....	10
	Safe routes for non-drivers .....	10
	Traffic calming.....	10
	Shared-use path facility .....	10
	Lighting to enhance safety .....	5
	On-road bicycle improvements .....	5
	Historic preservation/archeology.....	5
	Control or removal of outdoor advertising .....	1
	Environmental mitigation .....	1
	Turnouts, overlooks and viewing areas .....	1
	Vegetation management .....	1
	Safety	High positive impact.....
Medium positive impact.....		3
Low positive impact .....		1
No impact .....		0
Consistency with OKI Plan Recommendations	Identified as an OKI plan recommendation.....	10
	Consistent with an OKI plan recommendation.....	5
	Not consistent with an OKI plan recommendation.....	0
Connections	Complete network gaps .....	10
	New.....	6
	Replace.....	4
	No connections made .....	0
Project Status	Construction and/or ROW plans complete.....	10
	P/E and Environmental complete (NEPA, ADA) .....	8
	Categorically exempt for NEPA .....	7
	Initial request for construction funding only.....	5
	Initial request for construction and ROW funding.....	2

**Figure 1**  
**MAP-21, Sec. 1103, Definitions**

*“(29) TRANSPORTATION ALTERNATIVES.—The term ‘transportation alternatives’ means any of the following activities when carried out as part of any program or project authorized or funded under this title, or as an independent program or project related to surface transportation:*

*“(A) Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).*

*“(B) 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.*

*“(C) Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other nonmotorized transportation users.*

*“(D) Construction of turnouts, overlooks, and viewing areas.*

*“(E) Community improvement activities, including—*

*“(i) inventory, control, or removal of outdoor advertising;*

*“(ii) historic preservation and rehabilitation of historic transportation facilities;*

*“(iii) vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control; and*

*“(iv) archaeological activities relating to impacts from implementation of a transportation project eligible under this title.*

*“(F) Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to—*

*“(i) address stormwater management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff, including activities described in sections 133(b)(11), 328(a), and 329; or*

*“(ii) reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats.”;*

**APPLICATION FORM  
TRANSPORTATION ALTERNATIVES  
OKI SUB-ALLOCATED FEDERAL FUNDS  
February 2014**

**APPLICANT INFORMATION**

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ e-mail: \_\_\_\_\_

**PROJECT INFORMATION**

Describe the proposed project, including location, length of project, termini and scope. If this is a capacity adding project, it must be included in the OKI Regional Transportation Plan. If the project meets the definition of an Intelligent Transportation System (ITS) project, it may be subjected to the ODOT 23 CFR 940 compliance process. [http://www.dot.state.oh.us/Divisions/Engineering/Roadway/DesignStandards/traffic/TEM/Documents/Part\\_13\\_Complete\\_011714Revision\\_011614\\_book\\_marked.pdf](http://www.dot.state.oh.us/Divisions/Engineering/Roadway/DesignStandards/traffic/TEM/Documents/Part_13_Complete_011714Revision_011614_book_marked.pdf)

COST ESTIMATE Phase	Requested Funds	Local Match	Total Project Estimate	FY Funds Being Sought
PE (Indiana Only)	_____	_____	_____	_____
Design	_____	_____	_____	_____
PERWS (Ohio Only)	_____	_____	_____	_____
ROW*	_____	_____	_____	_____
Utility (KY & IN)	_____	_____	_____	_____
Construction	_____	_____	_____	_____
TOTALS	_____	_____	_____	_____
Percentages	_____	_____	_____	_____

**If applicable:**

Costs for bike/ped  
Portion of project \_\_\_\_\_

\* ROW includes utility costs in Ohio

Attach a certified cost estimate Engineer's Seal or other Generally Accepted Standard

CURRENT STATUS OF PROJECT DEVELOPMENT:

DOES THE APPLICANT HAVE AN ADA TRANSITION PLAN?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No                      If no, please explain:

RELATION TO OTHER FUNDING SOURCES:

List any other funding sources contemplated or committed

RELATION TO OTHER LOCAL/REGIONAL IMPROVEMENTS:

Is Project part of a larger project or plan or adopted in a local plan with a budget?

LOCAL/REGIONAL SUPPORT AND ENDORSEMENTS:

Document public support for the project, including Environmental Justice communities.

DESCRIBE HOW THE PROJECT MEETS THE GOALS AND OBJECTS OF THE REGIONAL  
TRANSPORTATION PLAN

Refer to Goals and Objectives.

DESCRIBE HOW THE PROJECT MAY POTENTIALLY AFFECT STORMWATER RUNOFF IN THE  
AREA. (SEE US EPA NPDES PHASE II Final Rule, Dec 2005)

MAINTENANCE OF PROPOSED IMPROVEMENTS

What provisions and resources are committed to maintain the proposed improvements in a safe and sound condition?

## PLANNING FACTORS FOR ALL PROJECTS

### 1. Replacement/Expansion

a. What percentage of project is replacement and what percentage is expansion?

\_\_\_\_\_ % replacement

\_\_\_\_\_ % expansion

Please explain:

### 2. Environmental Justice

a. Does your project have any impact(s) on any of the following OKI identified Environmental Justice groups? Check all that apply. See attached maps for details

Minority  Elderly  Zero-car Household  Low-income  Disabled

(Please keep in mind that even if your project is not located in or adjacent to an identified Environmental Justice group, there still remains the possibility of impact on one of these groups. All applicants must fill in all questions of the Environmental Justice section for their application to be considered)

b. During the implementation state, does the project have a negative impact or burden on any of the OKI identified EJ groups listed above? If so, please describe the temporary negative impact:

c. Does the completed project have a negative impact or burden on any of the OKI identified EJ groups? If so, please describe the permanent negative impact(s):

d. Describe any plans to mitigate the temporary or permanent negative impacts or burdens associated with the project:

e. Describe any direct or indirect permanent benefits of your project on the identified EJ groups:

- f. How are you planning to communicate with any of the OKI identified EJ groups about your project? (i.e. public meetings, bilingual information, develop community liaisons):

3. Strategic Regional Policy Plan (SRPP)

- a. If appropriate, please select one of the following:

- Is the project located in a town/neighborhood center or downtown area?  
 Is the project located in an area with a mix of uses with a central focus?  
 Is the project located along a functionally classified major collector or higher Roadway with urban development characteristics?  
 Is the project located in an area that is experiencing strong growth pressures and expected and/or planned to develop into a mixed use/multi modal center?

Explain:

- b. Will this project serve brownfield or grayfield properties or areas where infrastructure is underutilized?  Yes  No

Explain:

- c. Are efforts to avoid, minimize or offset/compensate for environmental impacts planned as part of this project (e.g. wetlands, forests, streams, noise)?  
 Yes  No

Explain:

- d. Are green infrastructure strategies planned as part of this project (e.g. contiguous corridors to reduce habitat fragmentation, innovative stormwater runoff techniques)?  
 Yes  No

Explain:

- e. Does this project abut or directly impact any potentially sensitive environmental resources (as identified in state conservation plans, maps or inventories)?  
\_\_\_\_ Yes \_\_\_\_ No

Explain:

4. Local Planning Factor

This factor will award up to five points to proposed transportation projects that are consistent with a comprehensive plan or other discrete studies or plans if the applicant can demonstrate that the plan meets similar analysis and content criteria. (Comprehensive plans typically do not address routine maintenance projects; however, routine maintenance is a key factor in preserving the region's existing transportation system. A project that is predominantly comprised of routine maintenance will receive 5 points regardless of the status of the jurisdiction's comprehensive plan because of its inherent system preservation function)

- a. Comprehensive Plan (or other): Is the project consistent with the jurisdiction's comprehensive plan? \_\_\_\_ Yes \_\_\_\_ No

Title of Plan: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

- b. Planning Area: For planning documents other than local comprehensive plans, including school travel plans, please identify the planning area (location) in relation to the proposed transportation project.

- c. Data Analysis: Generally describe the process of data gathering and analysis as the basis for the plan (Include page references to specific examples, where applicable).

- d. Public Participation: Generally describe the public participation process for the plan (Include page references to specific examples, where applicable).
  
- e. Core Contents: Generally describe the contents of the applicable plan related to the following elements: transportation, land use, economic development, public facilities, housing, natural resources, recreation, intergovernmental coordination and capital improvements. For example, are each of these elements included in the plan? Was appropriate inventory and analysis completed for these elements? Were goals objectives and policies set for these elements? If not, why not (e.g., resource limitations, characteristics of the jurisdictions)?
  
- f. Goals, Objectives and Policies: Generally describe how the project implements the goals, objectives and/or policies of the applicable plan (Include page references to specific examples).
  
- g. Land Use/Transportation Relationship: Generally describe the relationship between land use and the proposed transportation project as set forth in the plan? For example, is new development in the area creating need for the project? Is new development planned for/expected that the project will serve? (Include page references to specific examples).
  
- h. Implementation and Evaluation: Generally describe the processes by which the plan will be updated and implemented (Include page references to specific examples, where applicable).

5. Air Quality/Energy

- a. Will the project reduce Vehicle Miles Traveled (VMT), Vehicle Hours Traveled (VHT) or both?

\_\_\_\_\_ VMT reduced

\_\_\_\_\_ VHT reduced

\_\_\_\_\_ Emissions Reductions (transit or diesel retrofits)

Please explain:

6. Local Share

- a. How much additional local share is being provided OVER the required match?

\_\_\_\_\_ % additional match over 20% required match

(This figure should correspond with that shown on the first page of the application)

7. Existing Condition

- a. What is the existing condition of the project area?

\_\_\_\_\_ Critical

\_\_\_\_\_ Poor

\_\_\_\_\_ Fair

\_\_\_\_\_ Good

Please explain:

8. Economic Vitality

- a. How does the project provide economic vitality in the project area?

\_\_\_\_\_ Retains employment

\_\_\_\_\_ Retains and creates employment\*

\_\_\_\_\_ Project does not directly affect employment

\*Job creation must be within 3 years of project initiation

Please explain:

9. Project Delivery History

- a. Has the applicant had any programmed projects miss their originally programmed date?

Yes  No

Specify projects: (see application instructions for negative points associated with this factor)

- b. Is the applicant requesting additional funds for a project previously funded with OKI allocated federal funds?  Yes  No

10. Intermodal Connections

- a. Does this project create or enhance new intermodal connections?

Yes  No

If yes, please describe:



## **INFRASTRUCTURE PROJECTS**

1. Project Type  
(select only one type)
- Sidewalks
  - Bike/ped signals
  - Safe routes for non-drivers
  - Traffic calming
  - Shared-use path facilities
  - Lighting to enhance safety
  - On-road bicycle improvements
  - Historic preservation/ archaeology
  - Control or removal of outdoor advertising
  - Environmental mitigation
  - Turnout overlooks and viewing areas
  - Vegetation management

2. Safety  
Describe how the project will impact safety: \_\_\_\_\_

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3. OKI Plans Recommendations
- Part of the OKI regional trails system
  - Consistent with OKI plan general recommendations
  - Not consistent with OKI Bike/Pedestrian plans
4. Connections
- Complete (fill in gaps)
  - New
  - Replace
5. Project Status
- Construction and/or ROW plans complete
  - P/E and Environmental complete (NEPA, ADA)
  - Categorically exempt for NEPA
  - Initial request for construction funding only
  - Initial request for construction and ROW funding