



**Transportation Alternatives Program**  
**Guidance & Application Packet**  
**FY 2019**

*Oklahoma Department  
of Transportation*



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## ODOT Transportation Alternatives Program Guidance & Application Packet

This document is intended to be used as a guide for potential Transportation Alternatives Program (TAP) applicants, Metropolitan Planning Organizations (MPOs), Regional Transportation Planning Organizations (RTPOs), and all other transportation planning partners. This document includes information on Oklahoma's TAP Program structure, project scoring and selection criteria, eligibility requirements, and application process. If you have any questions about the contents within this document, please contact:



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# 1. Program Background

## a. Introduction

On December 4, 2015, President Obama signed into law Public Law 114-94, the Fixing America's Surface Transportation Act (FAST Act). The FAST Act funds surface transportation programs—including, but not limited to, Federal-aid highways—at over \$305 billion for federal fiscal years (FFY) 2016 through 2020. It is the first long-term surface transportation authorization enacted in a decade that provides long-term funding certainty for surface transportation. This summary reviews the policies and programs of the FAST Act administered by the Federal Highway Administration (FHWA).

The Moving Ahead for Progress in the 21st Century Act (MAP-21), enacted in 2012, included provisions to make the Federal surface transportation more streamlined, performance-based, and multimodal, and to address challenges facing the U.S. transportation system, including improving safety, maintaining infrastructure condition, reducing traffic congestion, improving efficiency of the system and freight movement, protecting the environment, and reducing delays in project delivery. The FAST Act builds on the changes made by MAP-21.

The Transportation Alternatives Program (TAP) provides funding for projects and programs defined as transportation alternatives that advance non-motorized transportation opportunities, 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, historic transportation preservation, environmental mitigation and vegetation management activities; recreational trail program projects; safe routes to school projects; and projects for planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.

TAP continues to build upon the legacy of the Transportation Enhancements (TE) and Safe Routes to Schools (SRTS) programs by supporting local projects that support additional transportation options, strengthen local economies, improve quality of life, protect the natural environment, and enhance transportation infrastructure.

## b. Legislative History

The FAST Act replaced TAP with a set-aside of Surface Transportation Block Grant (STBG) Program funding for transportation alternatives (TA). These set-aside funds include all projects and activities that were previously eligible under TAP, encompassing a variety of smaller-scale transportation projects such as pedestrian and bicycle facilities, recreational trails, safe routes to school projects, community improvements such as historic preservation and vegetation management, and environmental mitigation related to stormwater and habitat connectivity.

MAP-21 codified the TAP under sections 213(b) and 101(a)(29) of title 23, United States Code (U.S.C.). The FAST Act repealed section 213, removed the former 101(a)(29), and recodified the program (as a set-aside of STBG funding) under 23 U.S.C. 133(h). For administrative purposes, FHWA is calling these funds the "Transportation Alternatives Set-Aside" or "TA Set-Aside."

TAP provides funding for programs and projects defined as transportation alternatives, replacing the funding from pre- MAP-21 programs including TE, Recreational Trails Program (RTP), and SRTS, wrapping them into a single funding source.

## C. Performance Management

A significant part of the reforms made by MAP-21 included transitioning to a performance-based program, including establishing national performance goals for Federal-aid highway programs. The FAST Act supports and continues this overall performance management approach, within which states invest resources in projects that collectively will make progress toward national goals. The FAST Act also includes two new provisions related to performance management:

If a state fails to meet (or make significant progress toward meeting) its performance targets within two years after establishment of the targets, then the state's next performance report must now include what actions it will take to achieve the targets. [1116]

The FAST Act shortens the timeframe for states and MPOs to make progress toward meeting performance targets under the National Highway Performance Program (NHPP) and clarifies the significant progress timeline for the Highway Safety Improvement Program (HSIP) performance targets. [1406]

The Federal Highway Administration (FHWA) encourages state DOTs to develop creative approaches to program administration and project implementation procedures. The development of a competitive process for TAP funds is an opportunity to develop transparent project solicitation, prioritization and selection processes. ODOT expects this method to deliver high project quality, and infrastructure improvements that are supported by local, regional and state transportation planning efforts.

## 2. Program Structure

Included in the following information is a summary of the FHWA TAP Guidance. For more information, please visit the following FHWA website:

[https://www.fhwa.dot.gov/environment/transportation\\_alternatives/guidance/guidance\\_2016.cfm](https://www.fhwa.dot.gov/environment/transportation_alternatives/guidance/guidance_2016.cfm)

### a. Funding

Funding for the TA set aside from the overall STBG funding amount. After accounting for this set-aside, FHWA distributes a percentage of a state's STBG funds based on population (sub allocated), and the remaining funds are available for use anywhere in the state. The sub allocated percentage starts at 51 percent in FFY 2016, and then grows each year, to 55 percent in FFY 2020.

The FAST Act eliminates the MAP-21 Transportation Alternatives Program (TAP) and replaces it with a set-aside of STBG funding for transportation alternatives. These set-aside funds include all projects and activities that were previously eligible under TAP, encompassing a variety of smaller-scale transportation projects such as pedestrian and bicycle facilities, recreational trails, safe routes to school projects, community improvements such as historic preservation and vegetation management, and environmental mitigation related to stormwater and habitat connectivity. The FAST Act sets aside an average of \$844 million per year for TA. Unless a state opts out, it must use a specified portion of its TA funds for recreational trails projects.

Similar to MAP-21, after the set-aside for the Recreational Trails Program, the FAST Act requires FHWA to distribute 50 percent of TA funds to areas based on population (sub allocated), with the remainder available for use anywhere in the state.

States and MPOs for urbanized areas with more than 200,000 people will conduct a competitive application process for the use of TA funds; eligible applicants include tribal governments, local governments, transit agencies, school districts, and a new eligibility for nonprofit organizations responsible for local transportation safety programs. The FAST Act also newly allows each urbanized area of this size to use up to half of its sub allocated TA funds for any STBG-eligible purpose (but still subject to the TA-wide requirement for competitive selection of projects).

MAP-21 provides for the reservation of funds apportioned to a state under Section 104(b) of Title 23. The national total reserved for TAP each FFY—the FFY runs from October 1<sup>st</sup> to September 30<sup>th</sup> of the following year—is equal to 2% of the total amount authorized from the Highway Account of the Highway Trust Fund. The estimate of nation-wide TAP funding for FFY 2017 and FFY 2018 is \$835,000,000 and \$850,000,000 respectively. These amounts serve as broad estimates for the state’s funding levels for FFY 2017 and FFY 2018. ODOT does not receive an actual TAP funding amount until the beginning of a FFY, or sometimes later.

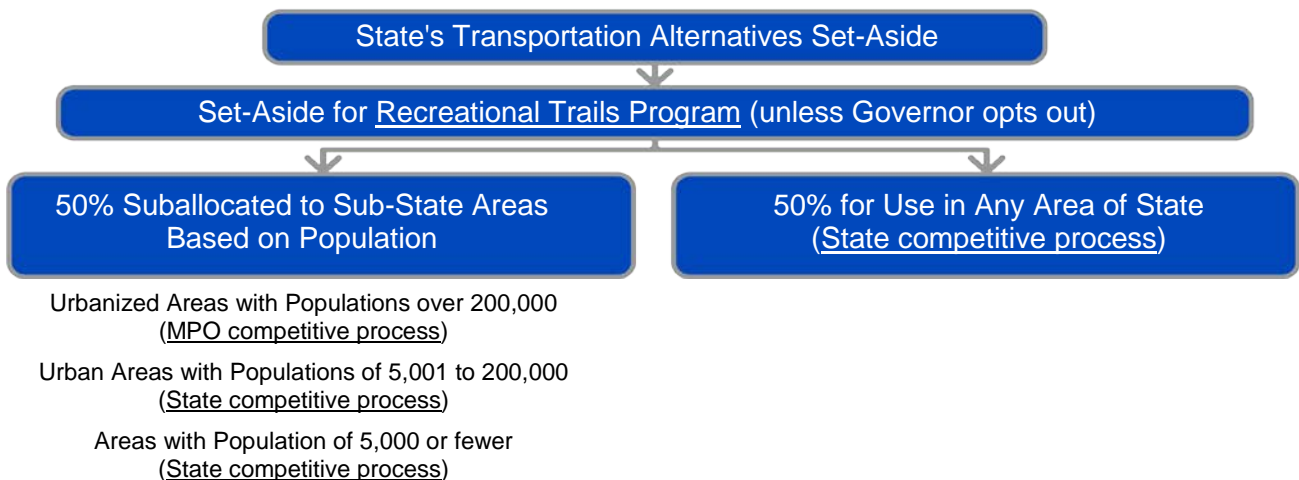
Oklahoma’s TAP Funding level is determined by the state’s proportionate share of the national total from FFY 2009 TE funding. Additionally, Oklahoma has also elected to continue the Recreational Trails Program, which is administered by the [Oklahoma Department of Tourism](#).

**b. Suballocation**

Allocations and Suballocations: Fifty percent of the amount set aside for TA in the state (after deducting the set-aside for the Recreational Trails Program (RTP), if applicable) is sub allocated to areas based on their relative share of the total state 2010 Census population. The remaining 50 percent is available for use in any area of the state. Other than the total percentage sub allocated, the suballocation structure is the same as for STBG, except the requirement to provide obligation limitation to urbanized areas with populations over 200,000 does not apply to TA Set-Aside funds (23 U.S.C. 133(h)(2), MAP-21 § 1109(b)). Figure 1 shows the TA Set-Aside suballocation:

**Figure 1: Transportation Alternatives Suballocation**

Source: FAST Act [Suballocation of Apportioned Funds Questions and Answers](#)  
 See the [FAST Act Funding](#) Supplementary Tables for the specific dollar amounts.



Under the FAST ACT, 50 % of Oklahoma’s TAP apportionment is sub allocated to areas based on their relative share of the state’s population. The remaining 50% is made available for use in any area of the state. ODOT has elected to transfer the “Any Area” TAP funds out of the TAP program to be used in other ODOT programs. The sub allocated funds are made in the same manner as for the Surface Transportation Program (STP) and are divided into three categories based on population:

1. Urbanized areas with populations  $\geq$  200,000
2. Areas with populations  $\geq$  5,000 and  $<$  200,000
3. Areas with populations  $<$  5,000

Applicants should work with their respective MPO contact to accurately determine which category the project belongs.

As of May 2018, the current available funding balance for the 0 – 5,000 population is **\$7,170,733**.

### c. Local Match

TAP funds may pay for up to **80%** of eligible project costs. A local match is required to pay for **20%** or more of the remaining project costs. Federal funds cannot be used as matching funds, unless expressly permitted by law. State funds are eligible for use as match.

### d. Cost Reimbursement and Sponsoring Agency

**Costs incurred prior to the execution of the City/State Funding Agreement are not eligible for reimbursement.**

ODOT reserves the right to reduce or adjust TAP funding requests.

Please note that if an agency’s application is selected for funding, the agency will enter into a City/State Agreement with ODOT and serve as the official sponsoring agency. All costs incurred during the project process are subject to Federal and state eligibility requirements.

### e. Funding Limitations and Availability

TAP funds will be available for the year obligated plus two federal fiscal years. Agencies awarded funds will have approximately three years from obligation to spend the funds, unless ODOT determines otherwise, or risk forfeiture of any remaining funds in the project. Please note that the obligation of construction funds is contingent upon completion of the design phase of a project; therefore, **the design phase must be completed** within the appropriate timeframe to obligate your construction funds.

### f. Eligible Entities

The FAST Act authorizes the following entities to apply for TA Program funding:

- Local governments
- Regional Transportation Authorities
- Transit agencies
- Natural resource or public lands agencies
- School Districts, local education agencies or schools
- Tribal governments
- Any other local or regional governmental entity with responsibility for oversight of transportation or recreational trails that the state determines to be eligible, consistent with the goals of Subsection (c) of Section 213 of Title 23.

A non-eligible Project Sponsor (such as a non-profit organization) may partner with an eligible Project Sponsors, but only eligible Project Sponsors may submit an application, and only an eligible Project Sponsor may submit requests for reimbursement for the program. All procurement needed for the project must follow state procurement procedures. There is no guarantee that any one particular non-profit organization will be chosen in the procurement process, and no funds will be paid directly to anyone other than the Project Sponsor.

Please note that “**high-risk**” entities determined at ODOT’s discretion will not be awarded funds, even if they are otherwise eligible. High-risk entities include those defined by financial risk or historical lack of capacity to adequately manage Federally-funded projects.

### g. Ineligible Entities

The FAST Act **does not** authorize the following entities to apply for TAP funding:

- Non-profits as direct funding recipients. Non-profits are eligible to partner with any eligible entity on an eligible TA project, if state or local requirements permit.
- ODOT, MPOs, and RTPOs; however, each of these entities may partner with an eligible entity to carry out a project if the eligible entity is the official Project Sponsor.

### h. Eligible Projects and Activities

The following categories of activities are eligible for funding under ODOT’s Statewide TAP:

- Transportation Alternatives as defined by [23 U.S.C. 101\(a\)\(29\)](#)
- Infrastructure-related related projects formerly eligible through the Safe Routes to School (SRTS) program under Section 1404(f) of SAFETEA-LU

Note: TAP projects are **not** required to be located along a Federal-aid highway.

Eligible projects must meet one or more of these eligibilities and must relate to surface transportation:

1. Planning, design, and construction of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized 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.
2. 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.
3. Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users.
4. Community improvement activities, which include but are not limited to:
  - a. Inventory, control, or removal of outdoor advertising.
  - b. Streetscaping and corridor landscaping.



## 5. Infrastructure Related Safe Routes to School Projects (Phase 2)

The planning, design, and construction of infrastructure-related projects that will substantially improve the ability of students to walk and bicycle to school, including:

- a. Sidewalk improvements
- b. Traffic calming and speed reduction improvements
- c. Pedestrian and bicycle crossing improvements
- d. On-street bicycle facilities
- e. Off-street bicycle and pedestrian facilities
- f. Secure bicycle parking facilities
- g. Traffic diversion improvements in the vicinity of schools (section 1404(f)(1)(a))

### i. Ineligible Projects and Activities

Below are some of the activities that will not be funded with federal dollars. It is the Project Sponsors' responsibility to cover the costs incurred with the associated activities. Items that are ineligible for funding by the TA Program can be included in the construction contract as non-participating items with the funding provided by the sponsor.

- Landscaping and scenic enhancements as independent projects – However, landscaping and scenic enhancements could be eligible as part of the construction of any Federal-aid highway project under 23 U.S.C. 319, including TAP-funded projects.
- Acquisition of scenic easements and scenic or historic sites.
- Administrative costs – Some examples of actions considered to be administrative are application preparation; consultant selection and management; coordination with ODOT, etc.
- Public art – Items of public art include, but are not limited to: statuary, decorative banners, flag displays (including flagpoles), murals, fountains, clock towers, etc.
- Standard roadway or bridge infrastructure items, such as roadway paving or structural work, will not be considered for funding unless incidental to the TAP project.
- Parking – The exception is if the facility is related to a bicycle trailhead, or to access a turnout, overlook, viewing area, or historic transportation facility.
- Mitigation – A work item that serves to mitigate (compensate for) an environmental impact (including historic, natural, or cultural).
- Operation of historic transportation facilities.
- Transportation Museums.

\*This is not a comprehensive list. If you have any questions or concerns, please contact the State Bicycle & Pedestrian Coordinator, or your regional representative at your local MPO.

### 3. Program Requirements

Since the Statewide TAP is a part of the Federal-aid highway program, awarded projects are subject to certain Federal laws and regulations. The following is a list of the basic eligibility requirements that all ODOT TAP projects **must** meet.

#### a. Compliance with Federal and State Requirements

1. Involvement of the public, including any adjacent property owners, in the development of the project.
2. Compliance with the Uniform Relocation Property Assistance and Real Property Acquisition Policies Act (the Uniform Act) for the acquisition of easements or the purchase of land in fee simple, as defined by 23 CFR 710. This includes fair treatment practices and may include the completion of an appraisal on parcels to be acquired. This requirement applies whether or not federal funds will be used for the acquisition costs.
3. National Environmental Policy Act (NEPA) 23 CFR 771. (See following page for further NEPA guidance) This requires verification the project is not harmful to the environment in the following areas:
  - Noise - impacts of noise during and after construction
  - Air Quality – impacts to air quality
  - Cultural Resources - disturbances to areas of archaeological or historical significance. Properties proposed for rehabilitation or preservation must be eligible for or on the list of the National Register of Historic Places. (Section 106 of the National Historic Preservation Act)
  - Water Quality - impacts to water quality
  - Wetlands - impacts to wetlands
  - Floodplains - impacts to regulatory floodways or to a 110-year floodplain
  - Farmland Protection - impacts to surrounding farmland
  - Hazardous Waste Sites - location of and impacts to hazardous waste sites
4. Americans with Disabilities Act (ADA). Projects must conform to the Americans with Disabilities Act, which allows for reasonable access to the project for persons with disabilities.
5. Disadvantaged Business Enterprises (DBE). Verification must be received that efforts have been made to solicit bids from disadvantaged business enterprises.
6. Other required federal special provisions.
7. Davis-Bacon Wage Requirements. Projects will be required to comply with Davis-Bacon wage requirements, which state that contractors will conform to federal minimum wage requirements.
8. Competitive bidding requirements. Construction projects are required to be let through ODOT unless otherwise approved.
9. Permits or Other Approvals. It is the project owner/sponsor's responsibility to obtain all permits, inspections, or other approvals that may be required as a result of the activities proposed as part of the project.

### National Environmental Policy Act (NEPA)

This act requires Federal agencies to disclose and consider, through an Environmental Assessment and, sometimes, through an Environmental Impact Statement, any significant effect a project may have on the environment (including cultural, natural, social and historical resources).

Except in unusual circumstances, a TAP project will be processed as a categorical exclusion (CE). A CE does not mean that no environmental work is required, only that there is not a significant environmental effect; therefore, less documentation is required.

### Section 4(f) of the U.S. Department of Transportation Act

The FHWA cannot approve a project that uses land from a Section 4(f) resource (publicly owned parks, recreation areas, wildlife and waterfowl refuges, and national, state, or local historical sites) unless the Project Sponsor is also the owner/administrator of the park, or FHWA determines that no feasible alternative exists. In such a case, all efforts must be made to minimize harm to the resource. Note that this Section does not apply to restoration, rehabilitation or maintenance of historic transportation facilities if the work does not adversely affect the resource's historic qualities.

### Section 106 National Historic Preservation Act (NHPA) of 1966

Federal agencies are required to consider the potential effects of a project on a property that is listed in or eligible for the National Register of Historic Places.

### Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, As Amended

This act provides requirements in the real property acquisition and provides for relocation payments. Note that all TAP projects are subject to the Act except those that do not involve acquisition of additional property or relocations.

### Brooks Act

Federally assisted consultant contracts for engineering and related design services must use qualification-based selection procedures, which disallow price as a factor in the selection process. Note that Oklahoma's procedures mirror the Brooks Act.

### Competitive Bidding

Construction projects must be advertised and awarded to the lowest responsible and responsive bidder through open competitive bidding.

### Predetermined Minimum Wage (Davis-Bacon)

The minimum prevailing wage rate must be paid to all workers on Federal-aid highway projects that exceed \$2,000. Note that if the project is a transportation facility and is eligible solely on function (e.g., restoration of a railroad station, an independent bike path, etc.), then this Act does not apply unless the project is physically located within the existing right-of-way of a Federal-aid highway.

**This is not a comprehensive list.** Federal requirements should be discussed with the state TAP Project Manager(s), or your regional representative at your local MPO. The FAST Act requires that projects funded by the TAP must be carried out under the same rules and procedures as a highway project on a Federal-aid highway.

## b. Minimum Project Requirements

In addition to the above requirements, applicants for TAP funds **must** meet the following minimum requirements:

1. The Sponsoring Agency and the proposed activity or project **must** meet the program's eligibility requirements.
2. The Sponsoring Agency **must** provide a Resolution of Project Sponsorship indicating proof of local match (no less than 20%), commitment to operating and maintaining the proposed project for the useful life of the project, and availability of funds in the agency's budget to pay all project costs up front. [Appendix A](#)
3. The Sponsoring Agency **must** submit letter(s) of support from the jurisdiction(s) that has ownership over the affected right(s)-of-way. This requirement only applies when a project is not entirely located within the jurisdiction of the sponsoring entity.
4. The Sponsoring Agency **must** submit letter(s) of support from the ODOT Field Division Engineer when the project includes any portion of an ODOT owned facility.
5. The Sponsoring Agency **must** submit a basic map identifying the location of the proposed project.
6. The Sponsoring Agency **must** submit a formal cost estimate for the project completed by a licensed architect, landscape architect, or engineer. A list of ODOT Pre-Approved Engineering Firms can be found [here](#).
7. All TAP projects should be included in or consistent with an eligible local planning document. Project scores in each category will be dependent upon project being included in a planning document, those included are listed below. **Engineering Design Plans do not apply.** Copy of or reference to eligible document must be provided. The following is a list of potentially acceptable planning documents:
  - Bicycle and Pedestrian Plans
  - Multi-modal Planning Studies
  - Economic Development Plans
  - Regional Transportation Plans
  - Comprehensive Plans
  - Land Use Plans and Studies
  - Corridor Studies
  - Master Plans
  - SRTS Plans
  - Road Safety Audits
  - Safety Management Plan
  - Any other document deemed eligible by the Project Scoring Committee
8. Sponsoring Agencies **will not** be reimbursed for any costs incurred prior to the execution of the City/State Funding Agreement.

## 4. TAP Application and Selection Process Overview

The goal of ODOT's TAP project selection process is to encourage and reward efforts that meet and exceed the minimum program requirements listed above.

### a. Registration Process

The intent of the registration process is to allow ODOT's TAP Project Managers time to meet with Sponsoring Agencies in order to review proposed TAP projects and applications, and provide recommendations and guidance prior to the application process. All Sponsoring Agencies are strongly encouraged to register and submit a Project Intent Form, found on the ODOT TAP submission [website](#).

Registration for TAP projects will run from July 1 – November 30, 2018. **Registration is not required to submit a final application.**

### b. Application Process

If a Sponsoring Agency is located within an MPO's Transportation Management Area (TMA) [Appendix D](#), the agency should work with the MPO staff to ensure that the project meets the minimum requirements listed in the previous section, as well as discuss engineering estimates, project phasing, the agency's familiarity project maintenance, whether the agency has previously had difficulty meeting deadlines for Federal or state-funded projects, and other items as needed. **Full applications are required for every project, regardless of whether a registration form was completed for the project.**

### c. MPO Contacts

**Association of Central Oklahoma Governments (ACOG)**  
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(918) 579-9427

### d. Required Documents

All applicants **must** submit the following documents as part of the TAP application packet:

1. TAP Application
2. Written Summary describing in detail each of the following:
  - A. Work Description
  - B. How the Project supports the general goal of the program
  - C. The Purpose and Need for the Project
  - D. Public Involvement and Support for the Project
  - E. How the Public benefits from the Project
  - F. The Maintenance Plan for the completed Project
3. Resolution of Project Sponsorship indicating proof of match, maintenance and budget capabilities from sponsoring agency [Appendix A](#)
4. Letter(s) of Support
5. Cost Estimate and Match/Share Breakdown from a licensed engineer, architect, or landscape architect
6. Basic map(s) of the project location

**e. Project Submission and Selection Process**

Consistent with other Federal-aid highway programs, TAP funds are administered by ODOT. TAP funds **must** be used for eligible projects that are submitted by eligible entities and selected through a competitive process (23 U.S.C. 213(c)(4)(A)). Federal TAP requirements do not establish minimum standards or procedures for the competitive process. The project scoring and selection process is conducted by the ODOT Advisory Scoring Committee (ASC) and Project Selection Committee (PSC) appointed by the State Bicycle & Pedestrian Coordinator.

For the Large Urbanized Areas with populations over 200,000, Oklahoma City and Tulsa, the MPO of the designated area select the TAP projects through a competitive process of their own.

For areas throughout the state outside of the Large Urbanized Areas, sponsoring agencies **must** submit their completed application packets through the ODOT TAP submission [website](#). **Email submissions will not be accepted.**

**Deadline** — all application submissions must be received by ODOT no later than Friday, November 30<sup>th</sup>, 2018 at 4pm CST.

All application packets submitted to ODOT for inclusion in the statewide competitive selection process will be rated and ranked by a selection committee and according to the criteria listed in this Guide. **Incomplete application packets will not be accepted.** Project funding is limited by the total TAP Program allocation, as well as the sub-allocations to the population areas, which ODOT is required by FHWA to meet. Additionally, at its own discretion, ODOT may adjust the projects selected in an effort to program funds in a geographically equitable manner.

After the selection committee meets and selects projects and funding awards, the TAP Project Manager(s) will send out official award letters to the Project Sponsors of the selected projects. ODOT will also provide the applicants and their respective MPOs or RTPOs (if applicable) with information on the selected projects.

**f. Important Dates and Deadlines**

Date	Activity
July 1, 2018	Registration Forms Open. TAP Project Intent form filled out to schedule Project Manager site visit and/or project review session. TAP Website will be live with Application Guidance and Required Documentation information.
July 1 – November 30, 2018	ODOT Project Managers will conduct site visits and project review sessions upon request
October 1, 2018	Formal Call for Projects announced. The TAP Application Form will be live for Sponsor Agencies to submit Final Application.
November 30, 2018	FINAL Applications are due.
March 2019 ODOT Commission Meeting	ODOT will announce final project selections and awards.

### g. ODOT Contacts and Resources

For more information on ODOT’s Transportation Alternatives Program, interested applicants should contact:

#### Transportation Planning

*Strategic Asset & Performance Management Division*

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#### TAP Project Managers

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\*See [Appendix C](#) for ODOT Division Map

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## 5. ODOT TAP Program Project Scoring Process

### a. Introduction and Process

ODOT developed the following TAP project scoring and selection criteria using input from various stakeholders and partners.

Once submitted, all applications will go through a multi-phase review process. During this process, the applications are screened for accuracy and completeness before being evaluated based on the supplemental materials provided by the applicant. All applications should contain detailed information that promotes the needs and benefits associated with the proposed project(s) as amended by MAP-21 (Section 5304):

- Increase the safety and security of the transportation system
- Increase the accessibility and mobility of people by enhancing the integration and connectivity of the transportation system
- Support economic vitality by enabling competitiveness, productivity and efficiency
- Promote consistency between transportation improvements and locally planned land-use goals
- Promote efficient system management and operation
- Emphasize the preservation of the existing transportation system



## b. Project Scoring Criteria

Points will be awarded on both technical aspects as well as category-specific criteria to determine the need and quality of the project and its potential to strengthen the state's transportation system for users of all ages and abilities. This assessment evaluates projects based upon perceived strengths and weaknesses, project readiness, accuracy of estimate and schedule, appropriateness of scope, potential obstacles, experience with the Project Sponsors, and Project Sponsors' financial status with ODOT.

### i. Category Review (50 points possible)

Project applications will first be screened for accuracy and completion by ODOT's Planning & Performance Branch. Applications will then be distributed to the Advisory Scoring Committee (ASC) for review and initial evaluation. The committee will be made up of representatives from each of the following: ODOT's Strategic Asset & Performance Management Division, ACOG and INCOG, and each currently existing Regional Transportation Planning Organizations (RTPO).

The ASC will use the evaluations described below to assign each project a score of 0 points to 50 points. The committee will find this information in the application materials submitted, including proposed budget, illustrations, and text narrative—**no external research will be done, so please be complete and specific in your application materials.**

Category	Maximum Score
Pedestrian & Bicycle / Non-Motorized Transportation Projects	50
Historic / Scenic / Streetscape Transportation Projects	50
Safe Routes to School Projects	50



## Pedestrian & Bicycle / Non-Motorized Transportation Projects

### Pedestrian & Bicycle

Construction, planning, and design of on-road and off-road facilities for pedestrians, bicyclists, and other non-motorized 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 USC 12101 et seq.). Project examples include, but are not limited to:

- New or reconstructed sidewalks, walkways, or curb ramps
- Bike lane striping
- Wide paved shoulders
- Bike parking and bus racks
- New or reconstructed hard surface trails
- Bike and pedestrian bridges and underpasses

### Infrastructure related projects to provide safe routes for non-drivers

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. Communities applying for TAP funding in this category should consider ways to improve the ability of non-drivers to access daily needs, such as schools, clinics, libraries, markets, and public transportation.

### Conversion of abandoned railway corridors to trails

Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users. Project examples include:

- Planning, designing, and constructing multi-use trails along a railroad right-of-way
- Major reconstructions of multi-use trails along a railroad right-of-way
- Developing rail-with-trail projects
- Purchasing unused railroad property for reuse

The total point value is 0 to 50. No half point values will be given.



<b>Safety</b>		
Project has a known history of high collisions with cyclist and/or pedestrians AND is documented (three or more incidents in the last five years at an intersection or corridor segment not exceeding a quarter mile in length)	10	
Project location increases safe mobility for disadvantaged groups, i.e. children, elderly, disabled	5	
Eliminates or mitigates roadway hazards (drainage system, pavement edge drop, etc.)	5	
<b>Network Connectivity Improvement</b>		
Closes gap between two existing facilities or extends existing facility	2	
Project will include installation of bike/ped counting device	2	
Increases access to school, or existing activity center such as parks, library, transit station, park and ride, etc.	2	
Enhances wayfinding; i.e. signage or systems used to convey location and directions to non-motorized transportation users	2	
<b>Enhance Quality of Life</b>		
Provides access to public lands (land owned by a government entity), public recreational areas, and/or is located on or connects to a Scenic Byway	2	
Project is located in defined downtown or "Main Street" area (preserves or enhances downtown character)	2	
<b>Integration with Plans and Documented Community Support</b>		
Project is defined in a local or regional plan. (comprehensive plan, master plan, long range transportation plan, bicycle and pedestrian plan)	10	
Project has documented community financial support of more than 20% of the total project cost	8	
Financial Support 21-30%		2 pts
Financial Support 31-40%		4 pts
Financial Support 41-50%		5 pts
Financial Support Above 50%	8 pts	
<b>TOTAL POSSIBLE PROJECT SCORE</b>	<b>50</b>	

### Historic / Scenic / Streetscape Transportation Projects

#### Construction of turnouts, overlooks, and viewing areas

- Note: **TAP funds may not be used for the construction of visitor centers.** Additionally, funds cannot be used for marketing or promotion not related to the scenic or historic highway program, nor can they be used for the staffing, operating, or maintenance costs of facilities. TAP funds also cannot be used for tourist and welcome centers.
- Note: TAP funds may not be used for the sole purpose of replicating a historic building and cannot be used for the operation of historic sites.

#### Historic preservation and rehabilitation of historic transportation facilities

- Restoration and reuse of historic buildings with strong link to transportation history
- Restoration and reuse of historic buildings for transportation related purposes
- Interpretive displays at historic sites
- Access improvements to historic sites and buildings
- Restoration of railroad depots, bus stations, and lighthouses
- Rehabilitation of rail trestles, tunnels, bridges, and canals

#### Streetscapes, aesthetic improvements, transportation environment enhancements

- Streetscaping and/or outdoor landscaping to enhance the comfort of the traveling public
- Amenities to enhance the quality and character of the street, trail, or other transportation facility
- Improving access and traffic management for all transportation modes

The total point value is 0 to 50. No half point values will be given.



<b>Safety</b>		
Project improves safety by constructing turnouts, overlooks, viewing areas and/or utilizing signage so the travelling public is directed to safe areas to pull off the road, preventing illegal parking or blockage of roadway facilities.	10	
Project includes important safety features such as access improvements to historic sites and buildings.	5	
<b>Enhance Quality of Life</b>		
Project will attract tourists and improve the travel experience by constructing turnouts, overlooks, viewing areas, and/or wayfinding improvements.	7	
Project improves the scenic enjoyment of the traveling public by inventorying and removing illegal or non-conforming billboards.	5	
Project restores or preserves significant historic buildings or facilities with a strong link to transportation history.	5	
<b>Integration with Plans and Documented Community Support</b>		
Project is defined in a local or regional plan. (comprehensive plan, master plan, long range transportation plan, bicycle and pedestrian plan)	10	
Project has documented community financial support of more than 20% of the total project cost	8	
Financial Support 21-30%		2 pts
Financial Support 31-40%		4 pts
Financial Support 41-50%		5 pts
Financial Support Above 50%	8 pts	
<b>TOTAL POSSIBLE PROJECT SCORE</b>	<b>50</b>	

Safe Routes to School Transportation Projects

Funding will be provided for selected projects, such as improvements to sidewalks, traffic calming, pedestrian and bicycle crossing, on- and off-street bicycle facilities, secure bicycle parking, and traffic diversions. Examples of projects include:

- Crosswalk improvements
- Bicycle routes, signage, or lanes providing access to a school
- Traffic control signals improving pedestrian and bicycle safety directly related to school access

The total point value is 0 to 50. No half point values will be given.

<b>Safety</b>		
Project is within 0.5 miles of school property, or provides direct access to a school	7	
Project addresses issues with area with documented pedestrian related crash data, traffic counts, posted speed limits, and/or environmental factors	5	
<b>Alleviation of Identified Barriers</b>		
Project will alleviate any existing or perceived barriers and increase number of students walking and biking to school	10	
Project will reduce and improve student injury and/or fatality rates within a 2 mile radius of the designated school access location	5	
Project proposal provides an implementation plan for the long-term maintenance of the project. If not project sponsor, documentation is required from maintenance agency	5	
<b>Integration with Plans and Documented Community Support</b>		
Project is defined in a local or regional plan. (comprehensive plan, master plan, long range transportation plan)	5	
Project sponsor has created partnership and/or collaboration plan with school, local organizations, community leaders, or parents and these groups are in support of project	5	
Project has documented community financial support of more than 20% of the total project cost	8	
Financial Support 21-30%		2 pts
Financial Support 31-40%		4 pts
Financial Support 41-50%		5 pts
Financial Support Above 50%		8 pts
<b>TOTAL POSSIBLE PROJECT SCORE</b>	<b>50</b>	

**ii. Comprehensive Review (50 points possible)**

The ASC will provide project category scores to the Project Selection Committee (PSC) for final review and evaluation. The appointed committee will be made up of various ODOT staff.

The PSC will use the evaluations described below to assign each project an additional score of 0 points to 50 points. This information should be found in the application materials submitted, including proposed budget, illustrations, and text narrative—**no external research will be done, so please be complete and specific in your application materials.**

Project Delivery and Maintenance – Sponsor’s past performance on the delivery and maintenance of ODOT projects. The total point value is 0 to 10.

Satisfactory past project performance, or no project delivery experience	10
Previous unsatisfactory performance with delivery and/or maintenance	0

Multiple Components – The proposed project provides benefits to users of multiple transportation modes and/or incorporates elements of more than one eligible Transportation Alternatives activity. The total point value is 0 to 10.

Project incorporates elements of more than one eligible Transportation Alternatives activity	5
Project connects multiple (at least 2) points of interest within a quarter mile of the project, i.e. activity centers, employment centers, transit centers	5
Project does not have multiple enhancement components	0

Budget – Projects are scored based upon the quality of their Estimated Budget with accurate and detailed estimates scoring higher. The total point value is 0 to 10

Cost estimates are reasonable and have sufficient detail	10
Cost estimates are moderately high or low and have sufficient detail	5
Cost estimates are not reasonable and/or have insufficient detail, and/or contain ineligible costs	0

Project Potential – Extent of project’s readiness (i.e. is the project “shovel-ready?”), demonstration of public support and awareness, and if the proposed project is an enhancement to the region’s transportation system. The total point value is 0 to 20.

<b><i>Project Readiness</i></b>	
Project has no known legal, political, or physical obstacles (i.e. project is “shovel-ready”)	5
Project has minor obstacles	2
Project has major obstacles	0
<b><i>Demonstration of Support</i></b>	
Project supports a partnership at a local level, i.e. business association, foundation	10

Sponsor has used various methods to inform public of project (e.g. news articles, website) and virtually no known public opposition	5
Minimal awareness and/or minimal support	2
No awareness and/or demonstration of lack of support from citizens, agencies or groups	0
<b><i>Enhancement to the Transportation System</i></b>	
Proposed project is an enhancement to the existing transportation system	5
Proposed project is a stand-alone project	2
Proposed project creates conflicts or safety concerns affects the existing transportation system	0

**TOTAL SCORE POSSIBLE – COMPREHENSIVE REVIEW**

Category	Low Score	High Score
Project Delivery and Maintenance	0	10
Multiple Components	0	10
Estimated Budget	0	10
Project Potential, Readiness, Support	0	20
<b>Total</b>	<b>0</b>	<b>50</b>

## Appendix A

### RESOLUTION OF PROJECT SPONSORSHIP FOR A TRANSPORTATION ALTERNATIVES PROGRAM APPLICATION AND MAINTENANCE COMMITMENT

A RESOLUTION DECLARING THE ELIGIBILITY OF THE <LOCAL GOVERNMENTAL AGENCY> TO SUBMIT AN APPLICATION TO THE OKLAHOMA DEPARTMENT OF TRANSPORTATION FOR USE OF TRANSPORTATION ALTERNATIVES PROGRAM FUNDS SET FORTH BY MAP-21 FOR THE <PROJECT NAME> PROJECT IN <LOCAL JURISDICTION> AND AUTHORIZING THE <CHIEF PROJECT SPONSOR> TO SIGN THIS APPLICATION.

Whereas, the <local governmental agency>, Oklahoma, is submitting an application to the Oklahoma Department of Transportation for transportation alternatives program funds in the amount of <\$\_\_\_\_\_> set forth by MAP-21 and as outlined in ODOT's transportation alternatives program guidance & application packet for 2017 and 2018; and

Whereas, the <local governmental agency>, Oklahoma, is participating as an eligible project sponsor in the Oklahoma Department of Transportation's transportation alternatives program set forth by MAP-21; and

Whereas, federal monies are available under a transportation alternatives program set forth by MAP- 21, administered by the state of Oklahoma, Department of Transportation, for the purpose of creating and promoting the planning and development of active transportation facilities and programs in Oklahoma; and

Whereas, the <local governmental agency>, Oklahoma, acknowledges availability of the required local match of no less than 20%; and,

Whereas, after appropriate public input and due consideration, the governing body of <local governmental agency>, Oklahoma, has recommended that an application be submitted to the state of Oklahoma for the <project name> project.

Now, therefore, be it resolved by the governing body of the <local governmental agency>, Oklahoma:

Section 1. That the <local governmental agency>, Oklahoma, does hereby authorize <the project sponsor> to submit an application to the Oklahoma Department of Transportation for transportation alternatives program funds set forth by MAP-21 on behalf of the citizens of <local governmental agency>, Oklahoma.

Section 2. That the <local governmental agency>, Oklahoma, hereby assures the Oklahoma Department of Transportation that sufficient funding for the <project name> project is available.

Section 3. That the <local governmental agency>, Oklahoma, hereby assures the Oklahoma Department of Transportation that sufficient funding for the operation and maintenance of the <project name> project will be available for the life of the project.





Section 4. That the <local governmental agency>, Oklahoma, hereby assures the Oklahoma Department of Transportation that the <local governmental agency>, Oklahoma, will have title or permanent easement to the <project name> project by the time of project letting, if necessary.

Section 5. That the chief project sponsor of <local governmental agency>, Oklahoma, is authorized to sign the application to the Oklahoma Department of Transportation for transportation alternatives program funds set forth by MAP-21 on behalf of the citizens of <local governmental agency>, Oklahoma. The chief project sponsor is also authorized to submit additional information as may be required and act as the official representative of the <local governmental agency> in this and subsequent related activities.

Adopted and passed by the governing body of the <local governmental agency>, Oklahoma, this <day> of <month>, <year>.

Chief Project Sponsor: \_\_\_\_\_(print)

\_\_\_\_\_(sign)

ATTEST: <Seal>

## Appendix B

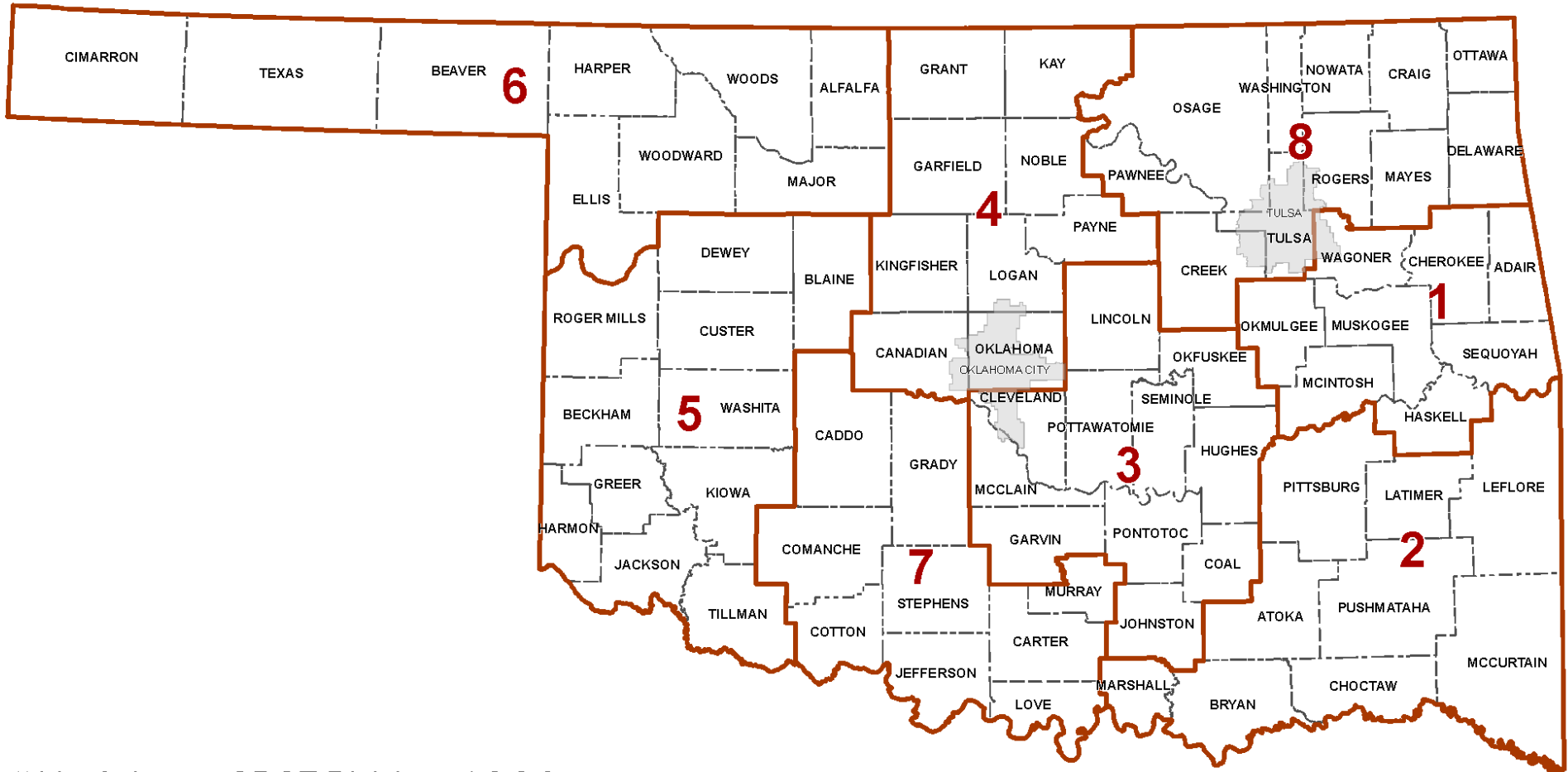
Please click on the following items to access their content.

### Planning, Design, and Safety Resources

- i. [Manual on Uniform Traffic Control Devices \(MUTCD\)](#)
- ii. [Guide for the Planning, Design, and Operation of Pedestrian Facilities, July 2004, \(AASHTO Pedestrian Guide\)](#)
- iii. [Guide for the Development of Bicycle facilities 2012, Fourth Edition \(AASHTO Bike Guide\)](#)
- iv. [Proposed Rights-of-Way Guidelines](#)
- v. [Separated Bike Lane Planning and Design guide \(FHWA\)](#)
- vi. National Association of City Transportation Officials (NACTO) Guides:
  1. [Urban Street Design Guide](#)
  2. [Urban Bikeway Design Guide](#)
  3. [Transit Street Design Guide](#)
- vii. FHWA Planning and Design Resources and Guides—a suite of tools produced by the FHWA to support the development of high-quality pedestrian and bicycle networks:
  1. [Small Town and Rural Multimodal Networks](#)
  2. [Achieving Multimodal Networks: Applying Design Flexibility and Reducing Conflicts](#)
  3. [Incorporating On-Road Bicycle Networks into Resurfacing Projects](#)
  4. [Pursuing Equity in Pedestrian and Bicycle Planning](#)
  5. [Guidebook for Developing Pedestrian and Bicycle Performance Measures](#)
  6. Case Studies in Delivering Safe, Comfortable and Connected Pedestrian and Bicycle Networks: [Volume 1](#) and [Volume 2](#)
  7. [Bike Network Mapping Idea Book](#)

# Appendix C

## ODOT Divisions & TAP Areas



Matt VanAuken - ODOT Divisions 1,2,3,8  
Lisa Lam - ODOT DIVISIONS 4,5,6,7  
Chad Meisenburg - ACOG Area  
Lenae Clements - INCOG Area

# Appendix D

## TMA Boundaries

