

# REGION V TRANSPORTATION ADVISORY COMMITTEE

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February 26, 2019

Enclosed is the Regional Surface Transportation Block Grant funding (STBG/STBG-SWAP) application package. This package includes requirements for funding, the application, and defines what types of projects are fundable. You may also download a copy of the application from the MIDAS website [www.midascogia.net](http://www.midascogia.net)

The application shall be used to submit a Regional STBG/STBG-SWAP Project proposal. The application shall also be used to submit revision to projects in the current Regional Transportation Improvement Program (RTIP). Please review the requirements carefully.

For Federal FY 2023 approximately \$2.6 million in Surface Transportation Program funding is available.

The application deadline is **April 12, 2019 at 12:00 p.m.** Before submitting an application, please make sure all information is included. Incomplete applications will be rejected.

**Projects identified by the region to be included in the regional Transportation Improvement Program are not guaranteed of funding.**

If you have any questions, please contact Shirley Helgevold, MIDAS Council of Governments, [shelgevold@midascog.net](mailto:shelgevold@midascog.net) or 515-576-7183 ext. 212.

Sincerely,

Adam Clemons  
Chairperson

Enclosure



# QUALIFICATIONS

**To be eligible for Regional Surface Transportation Block Grant Funds (STBG/STBG-SWAP) funds the following qualifications must be met:**

**A. Projects must fall into at least one of the following categories:**

1. Construction, reconstruction, resurfacing, restoration, and rehabilitation of qualified routes.
2. Capital costs for transit projects and publicly owned intracity and/or intercity bus terminals or facilities.
3. Highway and transit safety programs.
4. Surface transportation planning, highway and transit technology transfer activities.

**B. Projects reimbursement.**

Projects will be reimbursed funds up to 100% up to the amount programed in the State Transportation Improvement Program (STIP) or the amount of the project total project costs whichever is lower.

**C. Project sponsor must assure they will operate and maintain the property and facility for the useful life of the improvement and not change the use of any right-of-way acquired without prior approval from the Iowa Department of Transportation and the Federal Highway Administration.**

The Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of any right-of-way acquired without prior approval from the FHWA. For projects implemented with enhancement funds this requirement applies to the project sponsor.

**D. Projects must be submitted by state, county, or municipal governmental entity.**

All funds will be received and disbursed by the Iowa Department of Transportation. Reimbursement will be received from IDOT for expenditures for the projects

**E. Projects/Project bundles must have a minimum estimated total cost of \$100,000.**

There are significant project processing requirements that come with these funds. These requirements translate into expenditures of time and money on the parts of both the sponsoring entity and Iowa Department of Transportation. Project sponsors can “bundle” projects together to meet this minimum. Entities may want to consider using joint powers agreements for implementing bundled projects, although it is not required as long as there is one lead entity to sponsor the project.

**F. Projects will be let through the DOT’s Office of Contracts and must meet the documentation requirements specified by that office.**

All projects will be let through the DOT’s Office of Contracts and must meet the documentation requirements specified by that office, including the preparation of plans and specifications, where appropriate. If a consultant is to be utilized for which federal funding reimbursement will be requested, the consultant selection process should adhere to established policies and procedures of the governing units selecting such consultants. Such processes must be reviewed and approved by DOT staff prior to reimbursable costs being incurred.

**G. Reimbursement Program**

Project funds will be provided to the local public agency on a reimbursement basis.

**H. Projects must be located on eligible roads.**

Road projects must be on roads with a federal functional classification of Minor Collector or higher in rural areas, all Farm-to-Market routes, and Collector or higher in urban areas.

**I. Projects must be consistent with the regional Long-Range Transportation Plan.**

All projects requesting funding must be consistent with the current version of the Region V Long-Range Transportation Plan.

**J. Environmental**

Local public agencies receiving these funds shall follow all necessary and applicable state and federal requirements, including but not limited to permitting and consultation as needed with the United States Army Corps of Engineers, United States Fish and Wildlife Service, Iowa Department of Natural Resources, Iowa department of Cultural Affairs/State Historic Preservation Officer, Native Sovereign Tribes and Nations, and Office of the State Archaeologist. The Iowa DOT will continue to assist these local public agencies in achieving compliance or acquiring a permit, as staff and technical expertise are available.

Environmental and cultural resource oversight shall be verified through the local public agency providing a project development certification and all applicable documentation to ensure that identification, evaluation, avoidance, and mitigation actions have been taken.

## **RANKING CRITERIA FOR HIGHWAY AND TRANSIT PROJECTS**

The following are factors that will be considered when ranking highway and transit projects for the transportation improvement program.

- ◆ *Ability to enhance roadside safety*
- ◆ *Accessibility to the public*
- ◆ *Appropriateness of project concept, design or phasing.*
- ◆ *Compatibility with adjacent land use*
- ◆ *Connectivity to existing facilities*
- ◆ *Cost in relation to public benefit*
- ◆ *Environmental and social impacts*
- ◆ *Geographic distribution*
- ◆ *Inclusion in a state, regional, or local plan*
- ◆ *Level of local support*
- ◆ *Predicted usage relative to area population*
- ◆ *Relationship to transportation facilities*
- ◆ *Visibility from a public right-of-way*

## INELIGIBLE PROJECT COSTS

Costs not eligible for reimbursement include:

- \* any and all costs incurred prior to the execution of an agreement and receipt of IDOT concurrence in environmental clearance for a project;
- \* routine maintenance of the project;
- \* overhead and operating costs - such as auditing, legal and administrative costs - associated with the project;
- \* expenses associated with the preparation and submission of a project application;
- \* utility costs not necessitated by the project; and
- \* purchases of office furnishings or equipment, construction equipment or personal property.

## SUBMISSION INSTRUCTIONS

All applications are to be submitted electronically to:

**shelgevold@midascog.net**

**Applications are due by 12:00 p.m. on April 12, 2019.** (No exceptions.)

### **PLEASE NOTE:**

- ◆ Submit electronically a scanned copy of the application with original signatures.
- ◆ All parts of the application must be completed and all attachments included or the application will not be considered for funding.
- ◆ Applicants will receive only the amount granted by the Region V Transportation Advisory Committee (RTAC), unless a revised application is received and approved by the RTAC.
- ◆ It is not the intention of the MIDAS staff to complete these applications for the various applicants. However, if there are any questions about the application please call:

Shirley Helgevold  
515-576-7183 ext. 212

# APPLICATION FOR REGIONAL SURFACE TRANSPORTATION BLOCK GRANT FUNDING (STBG/STBG-SWAP)

\_\_\_\_\_ Date Submitted (office use only)

1. Applicant: \_\_\_\_\_
2. Project Name: \_\_\_\_\_
3. Contact Name and Title: \_\_\_\_\_
4. Mailing Address: \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone Number \_\_\_\_\_  
E-mail \_\_\_\_\_
5. Sponsoring Agency: \_\_\_\_\_
6. Classification of Project: (Check all that apply.) **ALL PROJECTS SUBMITTED MUST QUALIFY UNDER ONE OF THE FOLLOWING CATEGORIES.**

**Revision of Project currently in the RTIP**

**Highway**

Construction, reconstruction resurfacing, restoration, and rehabilitation

Highway safety improvements capital and operating costs for traffic management and control

Surface transportation planning, highway and research and development

**Transit**

Capital costs for transit projects

Surface transportation planning for transit technology transfer

7. Project Description (brief): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Project costs:

ITEMS TO BE FUNDED

COST

Land/Site Acquisition Cost \$ \_\_\_\_\_

Construction Cost \$ \_\_\_\_\_

Engineering Cost \$ \_\_\_\_\_

Other Costs (Explain) \$ \_\_\_\_\_

**TOTAL COST** \$ \_\_\_\_\_

9. Funding (Sum of funds requested and local match dollars should equal total cost from #8):

Transportation STBG/STBG-SWAP Dollar Amount Requested: \$ \_\_\_\_\_

Match Amount if project not funded 100% with STBG/STBG-SWAP funds: \$ \_\_\_\_\_

Surface Transportation Block Grant Program (STBG/STBG-SWAP) Funds are available for **Federal FY 2023 only**.

- \* **If the project is not authorized by the Federal Highway Administration (FHWA) in the programmed fiscal year then the applicant must reapply for funds.**
- \* **Projects identified by the region to be included in the regional Transportation Improvement Program are not guaranteed of funding. If the region receives no funding then projects will not be funded.**

**SUPPORTIVE DOCUMENTATION THAT MUST BE INCLUDED WITH APPLICATION:**

(All the following documentation must be provided or application will be rejected.)

- A NARRATIVE assessing existing conditions, outlining the concept of the proposed project and providing adequate project justification.
- A MAP identifying the location of the project. (Except transit equipment projects)
- A SKETCH PLAN of the project, including a cross-section for trails facilities, for construction projects.
- A TIME SCHEDULE for the total project development.
- AN ITEMIZED BREAKDOWN of project costs for construction projects must be reviewed and signed by a licensed professional in Iowa. Equipment applications must have signed price quotes attached.
- AN OFFICIAL ENDORSEMENT of the project from the project sponsor which states the sponsor will be responsible for providing the local match and that they will adequately maintain the completed project for its intended public use for a minimum of 20 years following project completion.
- AN OFFICIAL AUTHORIZATION from the project sponsor authorizing a specific individual to sign the application

**CERTIFICATION**

To the best of my knowledge and belief, all information included in this application is true and accurate, including the commitment of all physical and financial resources. This application has been duly authorized by the participating local authority. I understand the attached OFFICIAL ENDORSEMENTS(S) binds the participating local governments to assume responsibility for adequate maintenance of any new or improved facility (includes all projects applied for).

Representing \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name and Title

\_\_\_\_\_  
Date