

REGION V TRANSPORTATION ADVISORY COMMITTEE

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February 26, 2019

Enclosed is Region V's Iowa Transportation Alternative Program (Iowa TAP) 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

The application shall be used to submit an Iowa TAP 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 \$880,000 in regional TAP 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 or 515-576-7183 ext. 212.

Sincerely,

Adam Clemons
Chairperson

Enclosure

REGION V's IOWA TRANSPORTATION ALTERNATIVE PROGRAM PROJECT QUALIFICATIONS

**These qualifications are additional restrictions/requirements to the Iowa DOT's Iowa Transportation Alternatives Program.*

Eligible Activities

Transportation Alternatives are the only eligible activities in Region V

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

1. 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).
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 nonmotorized transportation users.
4. Construction of turnouts, overlooks, and viewing areas.
5. Community improvement activities, which include but are not limited to:
 - a. Inventory, control, or removal of outdoor advertising.
 - b. Historic preservation and rehabilitation of historic transportation facilities.
 - c. Vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control.
 - d. Archaeological activities relating to impacts from implementation of a transportation project eligible under this title.
 - e. Streetscaping and corridor landscaping.
6. Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to:
 - a. Address stormwater management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff, including activities described in Title 23 sections 133(b)(11), 328(a), and 329; or
 - b. Reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats.

Ineligible Activities

- Promotional Activities
- Routine maintenance and operations.
- General recreation and park facilities, playground equipment, sports fields, campgrounds, picnic areas and pavilions, etc.

Eligible Applicants and Project Sponsors

The following entities are eligible to apply for Iowa's TAP program funding:

- Local governments.
- Regional transportation authorities.
- Transit agencies.
- Natural resource or public lands agencies.
- Tribal governments.
- Any other local or regional governmental entity with responsibility for oversight of transportation or recreational trails (other than a metropolitan planning organization or a State agency that the State determines to be eligible).
- A non-eligible project sponsor may partner with an eligible co-sponsor in applying for funds.

Eligible Costs

Only certain costs are eligible for reimbursement through the Iowa's TAP program. An obligation of funds occurs when a project is approved and a project agreement is executed between the federal government (FHWA division office) and the Iowa DOT. This is called FHWA authorization. This does not generally occur until a project has cleared a number of steps in the project development process including the execution of a project agreement between the project sponsor and the Iowa DOT. Although considerable time and money may have already been spent developing a project, the obligation of funds upon FHWA authorization marks the beginning of project costs which are eligible for reimbursement. Any costs incurred prior to receipt of a notice to proceed from the Iowa DOT are not eligible for reimbursement.

After obligation and FHWA authorization, many project specific costs are eligible. Preliminary and final engineering work including project development, acquisition of right-of-way, environmental work, cost estimates, construction plans, and architectural work are eligible after approval is granted by the Iowa DOT. Utility relocations as permitted under Iowa Code, construction engineering, and construction costs would also be eligible. Any administrative, maintenance, or general planning studies would not be eligible. Upon award, each project will be assigned a dedicated contact person within the Iowa DOT who will work with the project sponsor through each step of the project development process.

Local Match

TAP program funds may pay for up to 80 percent of eligible project costs or up to the approved grant maximum, whichever is less. A local match is required to pay for 20 percent or more of the remaining project costs. Federal funds cannot be used as matching funds, unless expressly permitted by law. State funds may be eligible for use as match to federal funds.

Project must have a minimum estimated total cost of \$100,000.

There are significant federal project processing requirements that come with federal 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.

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

All projects included in the areas Transportation Improvement Program and funded by Iowa TAP funds must be consistent with Region V’s Long Range Transportation Plan.

Regional Priorities

- Land procurement should be a priority for all proposed trails. Projects that have already acquired the land needed for development have higher priority. (Units of government should secure the land when it becomes available through a local or statewide foundation which will then be ready when regional acquisition and development money is available.)
- Projects included in the State Trails Plan and/or the Region V Bicycle, Trails and Pedestrian Plan have higher priority.
- Projects should have connectivity to other recreational areas (i.e. another trail, a park, etc.)
- Trails that extend existing trails and are connecting to trails listed in the State Trails Plan and/or Region V Trails Plan have higher priority.
- Loop trails within a city or park area should have lower priority.
- Projects that are ready to “go”, to be constructed have higher priority.

Ranking Criteria for Transportation Alternative Projects

The following are factors that will be considered when ranking of enhancement projects for the transportation improvement program.

- 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
- Inclusion in a state, regional, or local plan. Trails projects must be in the Region V Bicycle, Trails and Pedestrian Network Plan
- Level of local support
- Predicted usage
- Relationship to transportation facilities

Federal Requirements, Standards, or Guidelines

Since Iowa’s TAP program is funded with federal-aid highway program funds, awarded projects are subject to certain federal laws and regulations including but not limited to:

1. Involvement of the public, including the 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. 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). This requires verification the project is not harmful to the environment including, but not limited to:
 - o Noise - impacts of noise during and after construction.
 - Air Quality - compliance with Iowa's state implementation plan for maintaining its attainment status relative to the national ambient air quality standards. Conformity with the requirements of the Clean Air Act must be verified.
 - Cultural Resources - disturbances to areas of archaeological or historical significance. Properties proposed for rehabilitation or preservation must be eligible for or listed on the National Register of Historic Places.
 - 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.
 - Regulated material sites - location of and impacts to regulated material sites.
 - Threatened or endangered species - impacts to threatened or endangered species.
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) and Minority Business Enterprises (MBE). Verification must be received that efforts have been made to solicit bids from disadvantaged and minority business enterprises.
6. Prevailing wage (Davis-Bacon) Requirements. Projects will be required to comply with Davis-Bacon wage requirements, which state that contractors will conform to federal minimum wage requirements.
7. Competitive bidding requirements. Construction projects are required to be let through the Iowa DOT or according to procedures for a public letting as per Iowa Code 26.3 through 26.13.
8. Permits or Other Approvals. It is the project owner/sponsor's responsibility to obtain all permits or other approvals that may be required as a result of the activities proposed as part of the project.
9. Accounting Procedures. The Grantee shall establish and maintain for the project either a separate set of accounts or accounts within the framework of an established accounting system, in a manner consistent with 2 C.F.R. §§ 200.302, 200.303, and 200.305. All costs charged to the project, including any approved services contributed by the Grantee or others, shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers describing in detail the nature and propriety of the charges. The Grantee shall ensure that all checks, payrolls, invoices, contracts, vouchers, orders, or other accounting documents pertaining in whole or in part to the project are clearly identified with a grant agreement number, readily accessible, and to the extent feasible, kept separate from documents not pertaining to the project.
10. Maintenance. The project owner/sponsor will commit to maintaining the completed project for the duration of its useful life. In the case of most infrastructure projects, the useful life will be considered to be a minimum of 20 years.

SUBMISSION INSTRUCTIONS

All applications are to be submitted electronically to:

shelgevold@midascog.net

Applications are due by 12:00 p.m. on _____, 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 (TAC) or 80% of the project (whichever is less), unless a revised application is received and approved by the TAC.
- ◆ 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 FORM FOR
IOWA'S TRANSPORTATION ALTERNATIVES PROGRAM (TAP) FUNDS**

General information

Regional planning affiliation (RPA)/
Metropolitan planning organization (MPO) _____

Eligible sponsor/
applicant agency _____

Contact person
(name and title) _____

Street address and/or
box number _____

City _____ State _____ ZIP code _____

Phone number _____ Email _____

If more than one agency or organization is involved in this project, please state the name, contact person, mailing address, and telephone number of the second agency. (*Attach an additional page if more than two agencies are involved.*)

Applicant agency _____

Contact person
(name and title) _____

Street address and/or
box number _____

City _____ State _____ ZIP code _____

Phone number _____ Email _____

Project information

Project title _____

Project description (Provide summary details of only the project scope that is the subject of the funding request. Do not provide details of completed or future phases of a larger project.)

If this project includes construction of a trail, what is the length of the trail in miles? _____

If this project includes land acquisition, how many acres? _____

~~Safe Routes to School (SRTS) project (All information required by Attachment B must be included with this application.)~~
~~If a construction project, is this project located within 2 miles of a primary or middle school (grades K-8)?~~ Yes No

~~Iowa Byways project~~
~~Is this project located within a designated scenic or historic byway corridor?~~ Yes No
~~If yes, has the project been endorsed by the appropriate byway board?~~ Yes No

Will this project be open to the public? Yes No

Do you intend to charge a fee to users? Yes No If yes, how much will the fee be and how will the revenue be used?

Estimated project costs

Provide summary details of only the project scope that is the subject of the funding request. Do not provide details of completed or future phases of a larger project.

Right of way acquisition cost _____

Preliminary design/engineering cost _____

Utility relocation cost _____

Construction engineering cost _____

Construction cost _____

Indirect cost (if applicable) _____

~~Noninfrastructure cost (SRTS only)~~ _____

Other (please specify) _____

Total cost _____ \$0.00

Iowa's TAP program funding request _____

Applicant match (20 percent minimum) _____

	Applicant match source	Amount	Assured or anticipated (date anticipated)
1.			
2.			
3.			

Are any state funds involved in this project? Yes No

If yes, please explain the source and conditions.

Are any other federal funds involved in this project? Yes No

If yes, please explain the source and conditions. (Please note here if you have previously been awarded funding for this project from the Statewide TAP program or from a Local Project TAP program administered by an MPO or RPA.)

Estimated project development schedule

Design	Start date _____	Completion date _____
Land acquisition	Start date _____	Completion date _____
Construction	Start date _____	Completion date _____
Noninfrastructure	Start date _____	Completion date _____

Has any part of this project been started? Yes No
If yes, please explain.

Documentation and narrative information

The following documents and narratives must be submitted with this application. In the upper right corner of each document or narrative write the corresponding letter shown below.

- A. A **narrative** discussion of the project. Please **limit to five pages** in length. Your narrative should incorporate answers to the following questions.
 1. What is the project? Provide a clear description of the concept of the proposed project, including such information as existing site conditions, trail length, number/acreage of parcels to be acquired, general construction activities planned, etc. For a nonconstruction project, provide a summary of the planned activities to be part of the project with a description of each. Remember to provide summary details of only the project scope that is the subject of the funding request. Do not provide details of completed or future phases of a project.
 2. Why is the project needed? Provide adequate project justification based on existing or estimated future use of the facility. If the project is a SRTS project, your discussion should address the existing hazards to walking or biking to school and how your project will mitigate these hazards.
 3. If your project is a trail or sidewalk project, how will it enhance connectivity to other existing transportation facilities or provide linkages with local amenities, activity nodes, or points of interest? This may include a description of how the project will assist older citizens, the economically disadvantaged, persons with disabilities, nondrivers, or other special populations or groups to access the transportation system.
 4. How does your project relate to the transportation system and what is its functional relationship, proximity, or impact to an existing or planned transportation facility? If this is a regional project, what is its value to your region and how will it be a functional addition to the transportation system and region as a whole if no additional development funds are received? If this is a statewide or multiregional project, assess the value of this project from a statewide or multiregional perspective.
 5. If this project is part of a larger multiphase project, how will your project complement the phases already completed or planned for the future? Keep in mind that the discussion of other completed or future phases of your project should not be the focus of your application or this narrative.
 6. How ready is your project to begin? For example, is all funding in place or are some initial steps completed (e.g., environmental studies, preliminary design)? If some parts of the project have already been started, describe how that head start will allow your project to move quickly once awarded.
 7. Are there environmentally sensitive or culturally significant areas that may be affected by your project? If so, how might those areas influence your project's ability to gain compliance with Section 106 or National Environmental Policy Act of 1969 requirements?
 8. To what degree will the proposed project fulfill the goals and/or priorities of the most recent MPO or RPA long-range transportation plan?
- B. A **detailed map** identifying the location of the project. The project scope should be clear and the map may also include other important information referred to in the narrative such as important transportation linkages, clearly marked completed or future project phases, etc. If the project is a SRTS project, the map shall indicate the K-8 school(s) to be served by the project, show a 2-mile radius of the school, identify neighborhoods served by the school, and hazards for children to walk or bike to school. More than one map may be submitted if the scope of the project is such that the desired detail is not feasible to be included on just one map. **Limit map sizes to no larger than 8.5-by-11-inches.**

- C. A **sketch plan** of the project, including cross section for bicycle or pedestrian facilities. If the cross section of your facility varies across the project (width, number of lanes, etc.) include a cross section for each situation and identify its location. (Required for construction projects only.)
- D. **Digital photographs (limit to five)** that will help to explain the existing site conditions of the proposed facility. It is not necessary to include photographs of all aspects or the entire route of a project. Photos submitted should be representative of the project as a whole or should support any particularly compelling or complex description included in the narrative provided in item A above.
- E. An **itemized breakdown** of the total project costs. This documentation does not need to be a detailed, line-item type estimate or formal engineer's opinion of probable cost. However, it must accomplish two objectives: 1) it must show the method by which the cost estimate was prepared; and 2) it must enable a reviewer to determine if the cost estimate is reasonable. The manner in which these objectives are achieved may vary widely depending on the type, scope, and complexity of the project. Absent a fully itemized list of costs, some general guidelines for possible methods of estimating each type of project cost are provided on Attachment A. The itemized breakdown should reflect costs in the planned project execution year estimated in your time schedule provided as part of item F below. It is preferable that this breakdown be provided by a licensed professional. If not, it is the responsibility of the applicant to explain the rationale and source of the assumptions used to develop the cost breakdown to allow a reviewer to have confidence in their accuracy.
- F. An estimated **time schedule** for the total project development. Local Project TAP program funded projects will be required to be programmed within the next four-year Transportation Improvement Program (TIP) window. Once programmed, a project funding agreement will be executed and projects will be required to submit a concept statement and initiate preliminary plans within the programmed year. Projects will be required to be let within two years of funds being available (programmed) to the project. Upon award and execution of a project funding agreement, projects that fail to make satisfactory progress may be terminated by the Iowa Department of Transportation.
- G. An **official endorsement** of the project from the authority to be responsible for the project's maintenance and operation. The authority must provide written assurance it will adequately maintain the completed project for its intended public use following project completion. For most construction projects, this will be a minimum of 20 years. The endorsement must also acknowledge the intent of the authority to provide the match funds required for the project. For cities, counties, or other political subdivisions, this should be in the form of a fully executed resolution by the elected body or board, as applicable.
- H. ~~If applicable, a **letter of support** of the project from the scenic or heritage byway board. The board's letter should also address the project's relationship to the byway's intrinsic qualities, how the project will also have a statewide or multiregional impact, and whether the project is included in the byway's current corridor management plan.~~
- I. ~~If applicable, the **items listed in Attachment B** shall be provided. If this project application is for a SRTS project, the applicant will complete and address the items provided in Attachment B, which are required only if the project is applying as a SRTS project. Failure to provide this information may result in the project not being considered as a SRTS project under the Statewide TAP program.~~
- J. A **narrative** discussing the public input process that was followed and the extent to which adjacent property owners and others have been informed of the proposed project and an assessment of their acceptance. As part of this narrative, also describe local and regional planning efforts related to the project, including whether it is listed in a long-range plan. Also include discussion of any partnerships among local organizations and stakeholders that this project may help to facilitate or how these entities or individuals have contributed to the development of the project concept or have committed financial or other support to the project.
- K. A **letter of support** from the Iowa DOT's district office if the project will include construction within Iowa DOT right of way.
- L. A completed **Minority Impact Statement**.

The award of Iowa's TAP program funds; any subsequent funding or letting of contracts for design, construction, reconstruction, improvement, or maintenance; or the furnishing of materials shall not involve direct or indirect interest, prohibited by Iowa Code 314.2, 362.5, or 331.342, of any state, county, or city official, elective or appointive. Any award of funding or any letting of a contract in violation of the foregoing provisions shall invalidate the award of funding and authorize a complete recovery of any funds previously disbursed.

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 that the attached **official endorsement(s)** binds the participating authority to assume responsibility for adequate maintenance of any new or improved facilities.

I understand that, although this information is sufficient to secure a commitment of funds, an executed contract between the applicant and the Iowa DOT is required prior to the authorization of funds.

Representing the _____

Typed name and title

Minority Impact Statement

Pursuant to 2008 Iowa Acts, HF 2393, Iowa Code 8.11, all grants applications submitted to the State of Iowa that are due beginning Jan. 1, 2009, shall include a Minority Impact Statement. This is the state's mechanism for requiring grant applications to consider the potential impact of the grant project's proposed programs or policies on minority groups.

Please choose the statement(s) that pertains to this grant application. Complete all the information requested for the chosen statement(s). Submit additional pages as necessary.

- The proposed grant project programs or policies could have a disproportionate or unique **positive** impact on minority persons.

Describe the positive impact expected from this project.

Indicate which groups are impacted.

Women Persons with a disability Blacks Latinos Asians

Pacific Islanders American Indians Alaskan Native Americans Other _____

- The proposed grant project programs or policies could have a disproportionate or unique **negative** impact on minority persons.

Describe the negative impact expected from this project.

Present the rationale for the existence of the proposed program or policy.

Provide evidence of consultation with representatives of the minority groups impacted.

Indicate which groups are impacted.

- Women Persons with a disability Blacks Latinos Asians
 Pacific Islanders American Indians Alaskan Native Americans Other _____

The proposed grant project programs or policies are **not expected to have** a disproportionate or unique impact on minority persons.

Present the rationale for determining no impact.

I hereby certify that the information on this form is complete and accurate, to the best of my knowledge.

Name _____

Title _____

Definitions

"Minority Persons," as defined in Iowa Code 8.11, means individuals who are women, persons with a disability, Blacks, Latinos, Asians or Pacific Islanders, American Indians, and Alaskan Native Americans.

"Disability," as defined in Iowa Code 15.102, subsection 7, paragraph "b," subparagraph (1):

b. As used in this subsection:

(1) "*Disability*" means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of the individual, a record of physical or mental impairment that substantially limits one or more of the major life activities of the individual, or being regarded as an individual with a physical or mental impairment that substantially limits one or more of the major life activities of the individual.

"*Disability*" does not include any of the following:

- (a) Homosexuality or bisexuality.
- (b) Transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments or other sexual behavior disorders.
- (c) Compulsive gambling, kleptomania, or pyromania.
- (d) Psychoactive substance abuse disorders resulting from current illegal use of drugs.

"State Agency," as defined in Iowa Code 8.11, means a department, board, bureau, commission, or other agency or authority of the State of Iowa.

REQUEST FOR IOWA'S TRANSPORTATION ALTERNATIVES PROGRAM (TAP) FUNDS

ATTACHMENT A

Itemized breakdown of total project costs guidelines.

Construction costs

These may be based on historical averages for entire projects of similar size and scope. Examples include:

- Typical cost per mile of trail (e.g., \$XXX,XXX per mile for moderate terrain and limited number of structures).
- Typical cost per square foot of bridge deck.
- Typical cost per square foot of new or renovated building space.
- Typical cost per lineal foot of sidewalk.

Design/Inspection costs

These may be estimated based on the following typical percentages of construction costs, such as:

- 8 to 10 percent for preliminary up through final design and letting activities.
- 12 to 15 percent for construction inspection activities.

Right of way acquisition costs

These may be estimated based on:

- Impact and description of impact.
- Typical cost per square foot for permanent right of way.
- Typical cost per square foot for temporary easements.

Utility and railroad costs

These may be estimated based on:

- Impact and description of impact.
- Typical cost per linear foot of relocated or reconstructed facility (i.e., track, pipe, electrical lines).
- Typical cost per installation (i.e., railroad switches, utility poles, transformers, control boxes).

Indirect costs

If indirect costs are involved (e.g., wages):

- Estimated hours.
- Estimated hourly rate, salary.
- Estimated fringe, direct.
- Other direct cost estimate.
- Other indirect cost estimate.