



FFY 2022-2024

Transportation Alternatives Program

Instructions and Application *For projects in the Tulsa Urbanized Area*

A Grant Program of the
U.S. Department of Transportation/ Federal Highway Administration
Authorized by the Infrastructure Investment and Jobs Act (IIJA)



Indian Nations Council of Governments (INCOG)
Transportation Planning Division
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Application Instructions

A. Introduction

1) Transportation Alternative Program

The Infrastructure Investment and Jobs Act (IIJA) provided for a set-aside of Surface Transportation Block Grant (STBG) Program funding for Transportation Alternatives Program (TAP). These set-aside funds include all projects and activities that were previously eligible under TAP, encompassing a variety of transportation projects that prioritize safety, comfort, and connectivity to destinations for all people who use the street network such as pedestrian and bicycle facilities, recreational trails, safe routes to school projects, community improvements such as historic preservation of transportation facilities, vegetation management, and environmental mitigation related to stormwater and habitat connectivity. TAP provides funding for programs and projects defined as transportation alternatives, replacing the funding from pre- FAST act programs including TE, Recreational Trails Program (RTP), and Safe Routes to Schools (SRTS), wrapping them into a single funding source.

More detailed information about IIJA may be found at:
<https://www.fhwa.dot.gov/bipartisan-infrastructure-law/>

For FFY 2022-2024, INCOG expects to have approximately \$6.9 million available for TAP projects in the Tulsa Urbanized Area. IIJA, the current federal surface transportation authorizing legislation, expires September 30, 2026. Future legislation is expected to include the TA program. All projects submitted and selected as a part of this process are based on existing federal transportation authorization.

B. Transportation Alternative Program (TAP) Project Eligibility

To be eligible for this program the project must meet the following criteria: A project eligible for funding as defined in the three categories below.

Transportation Alternatives as defined in 23 U.S.C. 101(a)(29) as it appeared prior to changes made by the FAST Act: The term “transportation alternatives” means any of the following activities when carried out as part of any program or project authorized or funded under title 23 U.S.C., or as an independent program or project related to surface transportation: 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) 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, including:
 - (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 (see State DOTs Leveraging Alternative Uses of the Highway Right-of-Way Guidance); and
 - (d) archaeological activities relating to impacts from implementation of a transportation project eligible under title 23, U.S.C.

- 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; This includes activities described in 23 U.S.C. 119(g), 328(a), and 329. Transportation Alternatives (TA) Set-Aside Implementation Guidance March 30, 2022
 - (b) reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats.

- 7) Recreational Trails Program under 23 U.S.C. 206 of title 23. (See the Recreational Trails Program section. Any project eligible under the RTP also is eligible under the TA Set Aside.)

- 8) Safe Routes to School Program under section 1404 of the SAFETEA-LU (23 U.S.C. 402 note; Public Law 109-59) [now codified as 23 U.S.C. 208 and including]:
 - (a) Infrastructure-related projects eligible under section 1404(f)(1) [now eligible under 23 U.S.C. 208(g)(1)].
 - (b) Non-infrastructure-related activities eligible under section 1404(f)(2) [(now eligible under 23 U.S.C. 208(g)(2)].
 - (c) SRTS coordinators eligible under section 1404(f)(3) [now eligible under 23 U.S.C. 208(g)(3)].

- 9) Planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways. • See Boulevards from Divided Highways for examples.

D. Eligible Project Sponsors (Applicants)

The IIJA Act authorizes the following entities to apply for TAP funding:

- 1) Local governments
- 2) Regional Transportation Authorities
- 3) Transit agencies
- 4) Natural resource or public lands agencies
- 5) School Districts, local education agencies or schools (*note: It is INCOG's preference that school districts partner with local governments for project applications if it is a project within the public right-of-way*);
- 6) Tribal governments
- 7) A nonprofit entity
- 8) A State, at the request of an eligible entity listed above
- 9) Any other local or regional governmental entity with responsibility or 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.

E. INCOG Program Framework

- 1) INCOG has established a goal of funding for a diversity of projects. Projects may request up to \$1,000,000 and no less than \$75,000 in federal funds. There is no limit to overall project size.
- 2) Projects must have a 20% minimum commitment of non-federal funds to the total project cost. For example, if the grant request is \$1,000,000, the non-federal funding commitment must be at least \$200,000.
- 3) Sponsors must include a resolution from the governing body (i.e. City Council, County Commission, School Board, Nonprofit Board, etc.) and signed by the Chief Executive indicating support for the project and commitment to ongoing project maintenance and matching funds. *See Appendix C for example.*
- 4) Projects must be located principally inside the Tulsa adjusted Urbanized Area (UZA) (see Appendix). *Note: Some INCOG member governments may have only portions of their corporate limits inside the adjusted UZA. If your project is outside the adjusted UZA, project sponsors may apply to ODOT in the statewide TA Program.*
- 5) A single project sponsor may submit up to **three (3)** applications. If more than one application is submitted, please indicate priority on the first page of the application.

Transportation Alternative Program	Projects
Federal funding request minimum	\$75,000
Federal funding request maximum	\$1,000,000
Minimum non-federal funding as a percentage of total project cost	20%
Examples of eligible TAP projects	<ul style="list-style-type: none"> • Multi-use trail design, construction, and rehabilitation (<i>note: all upgraded and rehabilitation projects must conform to INCOG's trail standards and be identified on INCOG's Trail Condition Index map.</i>) • Sidewalks connecting major pedestrian generators • Midblock Crossings • Bicycle facilities • Bike-share capital costs • Safe bicycle & pedestrian crossings • Streetscapes • Pedestrian Hybrid Beacons • Wayfinding signage for corridors and trails • Leading Pedestrian Intervals • Safety education related to vulnerable ROW users • Trailhead facilities (<i>note: not general park amenities</i>) • Counting Equipment
Total Funding Available	\$6.9 million

F) Application Cycle Timeline

Date	Action
Monday, November 14, 2022	Application Cycle Opens
Friday, January 13, 2023	Applications Due to INCOG by 4:00 pm CST
Wednesday, March 15, 2023	INCOG staff present project recommendations to the Transportation Technical Committee
Wednesday, March 29, 2023	Transportation Policy Committee recommends projects to INCOG Board of Directors
Tuesday, April 11, 2023	INCOG Board of Directors approves project selection

Project Application Questions and Scoring Criteria

- A) Projects will be selected based on the criteria described below. Applications are not to exceed 8 pages. Attachments including, but not limited to, budgets, resolutions, photos, and letters of support are not included in the 8-page limit.

INCOG staff will check projects for eligibility, then score and rank each project and submit a summary score for consideration by INCOG Transportation Technical Committee and recommendation by the INCOG Transportation Policy Committee. Projects will subsequently be approved by the INCOG Board of Directors before being forwarded to ODOT for project administration.

Projects will be ranked on their relative competitiveness to other projects submitted in the current round. Each rating category has a maximum number of points based on the relative importance of each rating factor. Projects can score anywhere in that range. In other words, the rating factor is not an all-or-nothing rating. For example, a project may have some safety benefits that are ancillary to the primary purpose and may score partial points for safety even if it is not “substantially” improving safety conditions.

B) Project Application Questions

Provide the following:

- 1) Describe your project (location, project type, length).
- 2) Describe how the project fits into existing plans and how the public has been engaged in the project planning. What project planning has taken place prior to this application?
- 3) Describe safety benefits the project will achieve. Is there evidence of a history of crashes of vulnerable road users?
- 4) How does the project benefit your community? How are destinations within the community connected by the project? How might people use the project as a transportation alternative to get to work, school, or to make personal trips?
- 5) How will this project reduce transportation emissions?
- 6) Does the sponsor have control of the necessary ROW for the project?
- 7) Describe the proposed ownership and maintenance responsibilities for the project once it is completed.
- 8) Describe any project-based risks that can be identified that would delay the project and how you plan to mitigate those risks.
- 9) Provide any additional details that relate to the rating criteria that were not addressed in the questions above.

C) Required elements (attach additional pages)

1. Resolution from governing body indicating support for the project and commitment of non-federal matching funds and ongoing maintenance of the proposed project
2. Detailed, complete and realistic project budget
3. Project map
4. Demographic information showing the population served
5. Letters of support from the entities that are impacted by the project (if the ROW is not entirely within the applicant jurisdiction, Example: ODOT/County/City)

D) Optional elements (attach additional pages)

1. Conceptual design plans showing a rendering of the project
2. Photos of existing conditions at the project site are encouraged
3. Letters of support and/or financial commitment from community organization

E) Project Scoring Criteria

1) Transportation Purpose (20 points maximum)

- a. The extent to which the project provides or enhances active transportation options (i.e. bicycling and/or walking) to schools, entertainment, health or jobs. *(up to 10 points)*
- b. Does the project address gaps within the existing transportation system? *(up to 5 points)*
- c. Does the project facilitate connections to multiple modes of transportation (e.g., transit or bike share)? *(up to 5 points)*

2) Safety/Public Health (20 points maximum)

- a. Does the project substantially improve safety conditions on existing facilities for bicycles or pedestrians? Please provide data. *(up to 10 points)*
- b. Does the project yield potential health benefits to the surrounding community, directly or indirectly? *(up to 5 points)*
- c. If the project is a new or improved bicycle or pedestrian facility, will there be a public education component for the new facility? *(up to 5 points)*

3) Planning & Design (15 points maximum)

- a. Is the project consistent with local and regional comprehensive land use and transportation plans, such as the [GO Plan](#) or a local comprehensive plan? *(up to 5 points)*
- b. The extent of project planning and design to date. *(up to 5 points)*
- c. Does the sponsor have control of the necessary right-of-way? *(up to 5 points)*

4) Public Support/Equity (15 points maximum)

- a. The project has the support of public not-for-profit organizations or private entities of national, regional, statewide, or local scope with expertise in the proposed project. *(up to 5 points)*
- b. The project serves low-income, minority or other vulnerable and socially sensitive populations. (See Appendix) *(up to 5 points)*
- c. The project is located within a historically disadvantaged area or area of persistent poverty per USDOT. (See Appendix) *(up to 5 points)*

5) Reduction of Transportation Emissions (20 points maximum)

- a. Describe how the project will reduce single occupant automobile travel. *(up to 10 points)*
- b. Describe how the project will relieve congestion. *(up to 5 points)*
- c. Are there any potential air quality benefits of the project? *(up to 5 points)*

6) Funding (10 points maximum)

- a. The extent to which applicants show proof of commitment to provide extra funding above the minimum 20% matching requirement. *(up to 5 points)*
- b. Are the cost estimates current, realistic, detailed and based on a conceptual plan, preliminary engineering report, or construction plans? *(up to 5 points) if applicable*

F) Procedures for Project Initiation After Selection

- 1) Sponsor and ODOT are notified of selection by INCOG
- 2) ODOT initiates contract with the Sponsor
- 3) ODOT and Sponsor select consultant
- 4) Sponsor approves Project Agreement with ODOT
- 5) INCOG amends the Transportation Improvement Program (TIP) to include the selected project
- 6) ODOT amends the Statewide Transportation Improvement Program (STIP) to include the project
- 7) Sponsor follows all ODOT and FHWA requirements for consultant selection, right-of-way acquisition, environmental clearance, and project letting. *Note: Under FAST Act, all projects under the Transportation Alternatives program are required to be administered under [Title 23](#) as if they were on a federal-aid highway. Project letting will be by ODOT, unless ODOT approves local sponsor letting.*

G) Submission Instructions

Submissions to INCOG are due by Friday, January 13, 2023 at 4:00 pm CST. Applications are not to exceed 8 pages. All attachments including, but not limited to budgets, resolutions, photos, and letters of support are not included in the 8-page limit.

Submit either an electronic version (PDF format preferred) to jziegler@incog.org, a jump drive with all documents or a hard copy to:

INCOG

Attn: Jane Ziegler
2 W. 2nd Street, Suite 800
Tulsa, OK 74103-3116

Please direct any questions about this process to Jane Ziegler at 918.579.9427 or jziegler@incog.org.

FFY 2022-2024 Transportation Alternatives Program
Application INCOG Urbanized Area

A) Application Information:

Project Title	
Project Location	
Sponsor	
Sponsor Contact Name	
Sponsor Contact Title	
Address	
Phone	
Email	

B. Project Financial Information- Include a detailed, complete, realistic cost estimate, and summarize below:

PROJECT BUDGET						
			Percent	Federal Funds	Sponsor Funds (20% Minimum)	TOTAL
Pre-Construction Costs:						
Planning/Design						
ROW						
Utility Relocation						
Sub-total						
Construction Cost						
Contingency Cost (%)			____%			
Sub-total						
Escalation	# of yrs__	__% per yr	____%			
Sub-total						
Construction Management & Inspection (%)			6%			
TOTAL						

Note: In the application, please provide (a) The source of cost estimates and attach the most detailed and complete cost estimate available. Annual cost escalation to year of expenditure percentage and Construction Management & Inspection fee is provided as guidance but you may use the best applicable percentages to your project provided you have a basis. Total Federal Funds are capped for the project once awarded.

- 1) Applicants are required to include a minimum of **6%** Construction Management & Inspection costs per ODOT's recommendation.
- 2) Projects selected often take two years or more for preconstruction activity before they are ready for letting. The local project sponsor must provide an annual cost escalation to the year of expenditure.
- 3) All federal funds will be capped for awarded projects inclusive of CM& I fees.

Certification:

I certify that _____ (name of sponsor) supports the proposed project, has the legal authority to pledge matching funds, and has the legal authority to apply for state or federal funds. I further certify that matching funds are available or will be available for the proposed project.

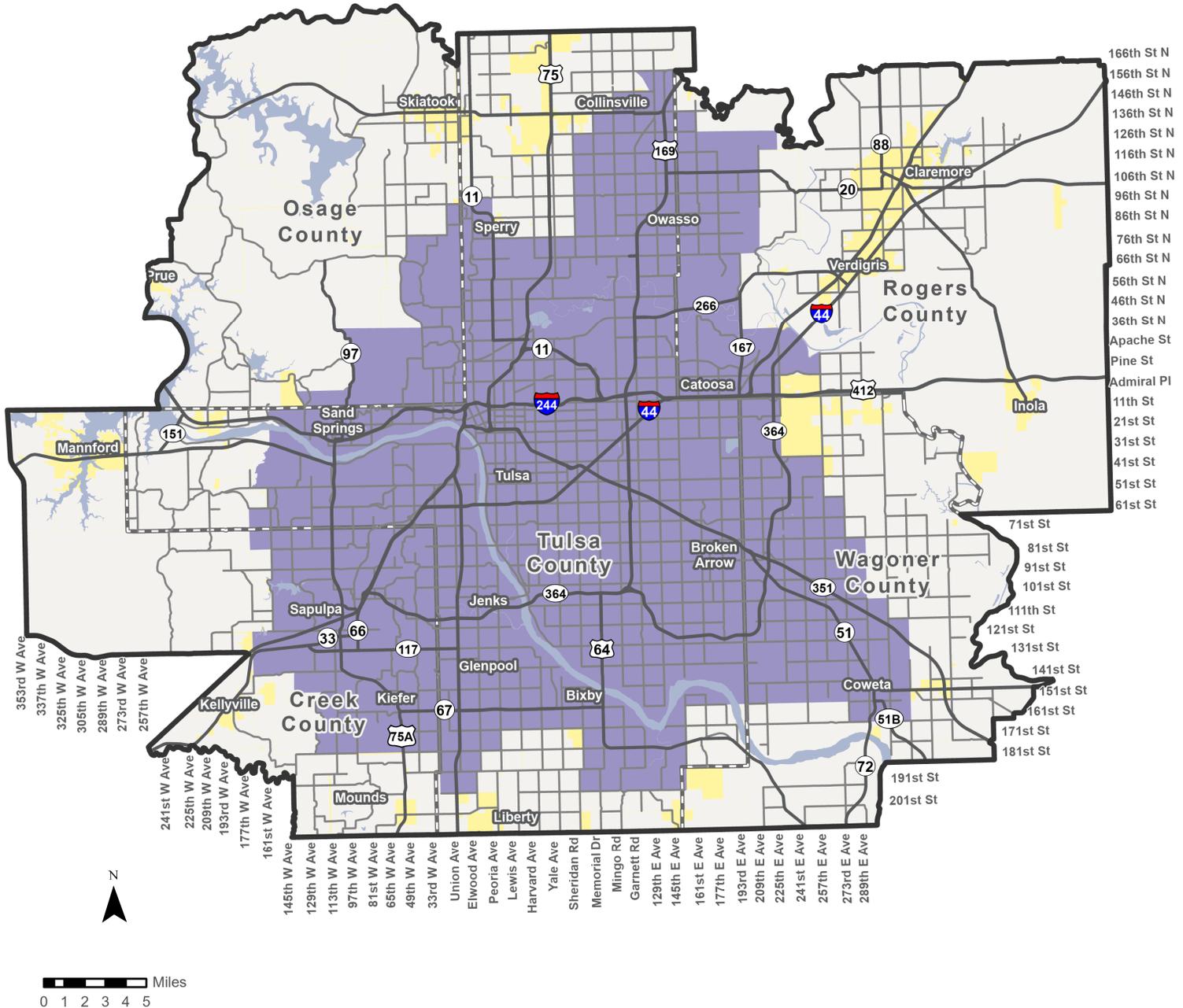
Signature _____

Date: _____

Printed Name: _____

Title: _____

Adjusted Urbanized Area and Non-Urbanized Populations



This map is provided as a public resource for general information only. Although every effort has been made to produce the most current, correct and clearly expressed data possible, all geographic information has limitations due to scale, resolution, date and interpretation of the original source materials. The information on this map is collected from various sources that can change over time without notice. Therefore, the information provided is not intended to replace any official source. You should not act or refrain from acting based upon information on this map without independently verifying the information and, if necessary, obtaining professional advice. The burden of determining the accuracy, completeness, timeliness of information rests solely on the user.
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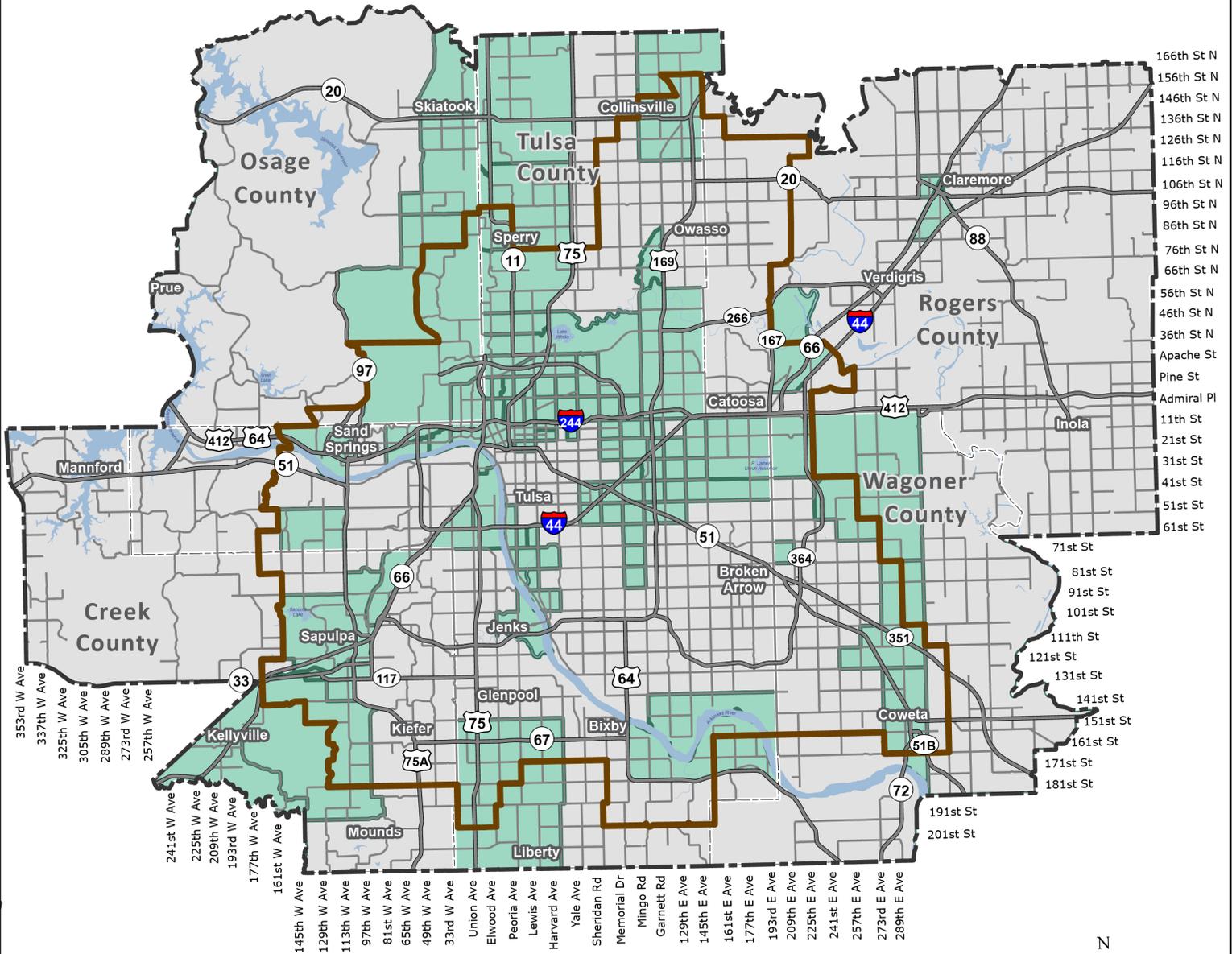
Legend

- Highways
- Major Streets and Roads
- Body of Water
- Corporate Limits in Non-Urbanized Area
- Adjusted Urbanized Area
- County Boundary
- Transportation Management Area

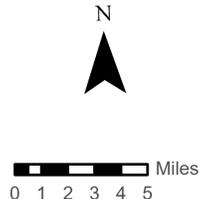
Location Map



Areas of Persistent Poverty & Historically Disadvantaged Communities



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Legend

- Adjusted Urbanized Area
- Area of Persistent Poverty and/or Historically Disadvantaged Community

Location Map



APPENDIX B – SAMPLE BUDGET

PROJECT BUDGET SAMPLE					
		Percent	Federal Funds	Sponsor Funds (20% Minimum)	TOTAL
Pre-Construction Costs:					
Planning/Design			\$ 100,000	\$ 25,000	\$ 125,000
ROW			\$ -	\$ -	\$ -
Utility Relocation			\$ -	\$ -	\$ -
Sub-total			\$ 100,000	\$ 25,000	\$ 125,000
Construction Cost			\$ 500,000	\$ 125,000	\$ 625,000
Contingency Cost (%)		15%	\$ 75,000	\$ 18,750	\$ 93,750
Sub-total			\$ 575,000	\$ 143,750	\$ 718,750
Escalation	# of yrs <u>3</u> <u>4</u> % per yr	12%	\$ 69,000	\$ 17,250	\$ 86,250
Sub-total			\$ 644,000	\$ 161,000	\$ 805,000
Construction Management & Inspection (%)		6%	\$ 38,640	\$ 9,660	\$ 48,300
TOTAL			\$ 1,357,640	\$ 339,410	\$ 1,697,050

APPENDIX C

Resolution to Request Programming of
Tulsa Urbanized Area Transportation Alternatives Program Funds

WHEREAS, Transportation Alternatives Program funds have been made available for transportation improvements within the Tulsa Urbanized Area; and

WHEREAS, the _____ [PROJECT SPONSOR] has selected a project described as follows:

_____ ; and

WHEREAS, the selected project is consistent with the local comprehensive plan, including applicable Major Street and Highway Plan Element or the Regional GO Plan, as applicable, and the Regional Transportation Plan; and

WHEREAS, the engineer's preliminary estimate of cost is \$_____, and Federal participation under the terms of the federal law, IJJA Act, relating to Transportation Alternatives Program Urbanized Area funds are hereby requested for funding of _____percent of the project cost; and

WHEREAS, the _____ [PROJECT SPONSOR] proposes to use _____ [SOURCE] funds for the balance of the project costs; and

WHEREAS, the _____ [PROJECT SPONSOR] agrees to provide for satisfactory maintenance after completion, and to furnish the necessary right-of-way clear and unobstructed; and

WHEREAS, the _____ [PROJECT SPONSOR] has required matching funds available and further agrees to deposit with the Oklahoma Department of Transportation said matching funds within thirty (30) days after approval by the Federal Highway Administration.

NOW, THEREFORE, BE IT RESOLVED: That the Indian Nations Council of Governments is hereby requested to program this project into the Transportation Improvement Program for the Tulsa Transportation Management Area if this project is selected for funding; and

BE IT FURTHER RESOLVED: That upon inclusion in the Transportation Improvement Program, the Oklahoma Transportation Commission is hereby requested to concur in the programming and selection of this project and to submit the same to the Federal Highway Administration for its approval.

ATTEST:

(Chief Elected Official or Chair of Local Governing Body)

(Clerk/Secretary/Attorney)

Date