



FFY 2025-2026 Transportation Alternatives & FFY 2022-2026 Carbon Reduction Program

Instructions and Application *For projects in the Tulsa Transportation Management 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
2 W. 2nd Street, Suite 800
Tulsa, OK 74103-3116

Application Instructions

A. Introduction

INCOG anticipates having approximately **\$13.5 million** available to award in Transportation Alternatives Program (TAP) funding and Carbon Reduction Program (CRP) funds for projects located in the Tulsa Transportation Management Area (TTMA).

The Infrastructure Investment and Jobs Act (IIJA), the current federal surface transportation authorizing legislation, expires at the end of FFY 2026, that is, September 30, 2026. All projects submitted and selected as a part of this process are based on anticipated funding levels from the existing federal transportation authorization. IIJA provides for the Transportation Alternatives Program (TAP) as a set-aside from the Surface Transportation Block Grant (STBG) program. TAP provides funding for projects previously called Transportation Enhancements (TE), Recreational Trails Program (RTP), and Safe Routes to Schools (SRTS), wrapping them into a single funding source. IIJA also provides for the Carbon Reduction Program (CRP) as a set-aside from STBG. These set-aside funds for projects designed to reduce transportation emissions, defined as carbon (CO₂) emissions from on-road highway sources. More detailed information about IIJA may be found at: <https://www.fhwa.dot.gov/bipartisan-infrastructure-law/>

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 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. 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.

C. Carbon Reduction Program (CRP) Project Eligibility

CRP funds may be obligated for projects that support the reduction of transportation emissions, including but not limited to:

- 1) A project described in 23 U.S.C. 149(b)(4) to establish or operate a traffic monitoring, management, and control facility or program, including advanced truck stop electrification systems;
- 2) A public transportation project eligible under 23 U.S.C. 142;
- 3) A transportation alternative (as defined under the Moving Ahead for Progress under the 21st Century Act [23 U.S.C. 101(a)(29), as in effect on July 5, 2012]), including, but not limited to, the construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation;
- 4) A project described in 23 U.S.C. 503(c)(4)(E) for advanced transportation and congestion management technologies;
- 5) Deployment of infrastructure-based intelligent transportation systems capital improvements and the installation of vehicle-to-infrastructure communications equipment;
- 6) A project to replace street lighting and traffic control devices with energy-efficient alternatives;
- 7) Development of a carbon reduction strategy developed by a State per requirements in 23 U.S.C. 175(d);
- 8) A project or strategy designed to support congestion pricing, shifting transportation demand to nonpeak hours or other transportation modes, increasing vehicle occupancy rates, or otherwise reducing demand for roads, including electronic toll collection, and travel demand management strategies and programs;
- 9) Efforts to reduce the environmental and community impacts of freight movement;
- 10) A project that supports deployment of alternative fuel vehicles, including—
 - a) Acquisition, installation, or operation of publicly accessible electric vehicle charging infrastructure or hydrogen, natural gas, or propane vehicle fueling infrastructure; and
 - b) Purchase or lease of zero-emission construction equipment and vehicles, including the acquisition, construction, or leasing of required supporting facilities;
- 11) A project described in 23 U.S.C. 149(b)(8) for a diesel engine retrofit;
- 12) Certain types of projects to improve traffic flow that are eligible under the CMAQ program, and that do not involve construction of new capacity; [§ 11403; 23 U.S.C. 149(b)(5); and 175(c)(1)(L)]
- 13) A project that reduces transportation emissions at port facilities, including through the advancement of port electrification; and
- 14) Any other STBG-eligible project, if the Secretary certifies that the State has demonstrated a reduction in transportation emissions, as estimated on a per capita and per unit of economic output basis. (Note: FHWA will issue guidance on how the Secretary will make such certifications.) [§ 11403; 23 U.S.C. 133(b) and 175(c)(2)]

D. Eligible Project Sponsors (Applicants)

- 1) General Purpose Units of Local governments (i.e., cities, towns, and counties)
- 2) Public Trust Authorities (e.g., River Parks Authority, Metropolitan Tulsa Transit Authority, and the City of Tulsa – Rogers County Port Authority)
- 3) Tribal Nations (i.e., the Cherokee Nation, the Muscogee (Creek) Nation, and the Osage Nation)

E. INCOG Program Framework

- 1) INCOG has established a goal of funding a diversity of project types serving communities throughout the Tulsa TMA. **Refer to Section G: Project Types.**
- 2) Project sponsors may request up to a maximum of \$1,600,000 in federal funds. There is no limit to overall project size. Project sponsors may request no less than \$100,000 in federal funds.
- 3) The maximum federal share is 80% of project costs. The minimum non-federal share of projects costs is 20%.
- 4) Project sponsors must include a resolution from the governing body (i.e. City Council, Town Board, County Commission, Tribal Council, 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.*
- 5) Projects must be located principally inside the Tulsa Transportation Management Area (TMA). See INCOG Map Gallery at: [Tulsa TMA Geographies & Census 2020 Urban Areas](#)
- 6) Project sponsors may submit up to three applications.

TAP & CRP Projects	
Project Costs: Minimum Federal Share	\$100,000
Project Costs: Maximum Federal Share	\$1,600,000
Maximum Federal Share / Minimum Non-Federal Share	80% / 20%
Anticipated TAP and CRP Funding Available	\$13.5 million

F. Application Cycle Timeline

Date	Action
November 20, 2024	Application Cycle Opens
January 17, 2025	Applications Due to INCOG by 5:00 pm CST
March 19, 2025	INCOG staff present project recommendations to the Transportation Technical Committee
April 2, 2025	Transportation Policy Committee recommends projects to INCOG Board of Directors
April 8, 2025	INCOG Board of Directors approves project selection

G. Project Types

INCOG has identified four project types that are a priority for funding in the TTMA. Project sponsors may submit an application requesting funding for any one of the following project types or any combination of the following project types.

Safe Routes for Pedestrians

Sidewalks are vital parts of urban infrastructure. They are conduits for pedestrian movements and provide access for people to essential destinations. Many people are dependent on walking as their primary means of transportation. As public spaces, sidewalks activate streets socially and economically. Safe, accessible, and well-maintained sidewalks are a necessary investment for cities to improve public health, reduce transportation emissions and alleviate congestion.

Twenty five percent (25%) of all trips in the Tulsa TMA are shorter than one (1) mile. Most people can walk one (1) mile in less than twenty (20) minutes. Unfortunately, there are barriers that prevent people from walking or that make walking less safe, less comfortable, less direct and less navigable.

1. In the Tulsa TMA, there nearly 500 miles of sidewalk gaps on roadways designated as major collectors, minor arterials and principal arterials.
2. Many existing sidewalks throughout the Tulsa TMA have permanent obstructions such as utility poles, traffic signal poles, guy wires, utility boxes, commercial and residential driveways, and other infrastructure that make it difficult for people to maneuver in the travel path.
3. Many existing sidewalks lack needed amenities such as shade trees, adequate lighting, street furniture or wayfinding signs to encourage people to choose to walk.
4. Between 2015 and 2021 in the Tulsa TMA, 140 pedestrians were killed and 283 pedestrians were seriously injured in crashes with cars and trucks which may discourage people from walking due to the perception of significant traffic safety issues.

INCOG is seeking to partner with cities and counties to remove barriers to walking for people. TAP and CRP funds may be requested to pay for the construction of new sidewalks and shared use paths or to enhance existing sidewalks and shared use paths within the existing rights-of-way on roadways designated as major collectors, minor arterials and principal arterials. Priority will be given to projects that:

1. Install new sidewalks or shared use paths on roadways that:
 - a. Have documented high levels of pedestrian traffic stress using the Pedestrian Level of Traffic Stress (PLOTS) methodology developed by the Center for Bicycle and Pedestrian Safety. INCOG staff can assist project sponsors with the analysis if necessary. Please contact Henry Wilson at hwilson@incog.org with any questions about the PLOTS methodology. [71d50c_45338ef866774d978fcc08cbe750b6b1.pdf](#).
 - b. Are also designated as Metrolink Tulsa bus routes or bus rapid transit routes.
 - c. Provide Safe Routes to Schools (K-12 public schools) within a mile of the school. These may be on roadways classified as local roads.
2. Install appropriate pedestrian safety countermeasures at intersections that may include: crosswalk visibility enhancements, raised crosswalks, medians and pedestrian refuge islands, rectangular rapid flashing beacons, pedestrian hybrid beacons, mid-block crossings, etc. to reduce the likelihood of pedestrian fatalities and serious injuries. [Proven Safety Countermeasures | FHWA](#)
3. Remove permanent obstructions on existing sidewalks and shared use paths and/or provide necessary amenities to promote walking as a transportation option.

Safe Routes for Bicyclists

Bicycle infrastructure is essential for promoting sustainable, healthy, and efficient urban transportation. By providing safe and accessible bicycling facilities, cities can reduce traffic congestion, lower transportation emissions, and improve public health. Well-planned bicycle infrastructure also contributes to economic growth by increasing mobility and supporting local businesses. Many people are dependent on bicycling as their primary means of transportation or choose to ride bicycles for health benefits.

Fifty percent (50%) of all trips in the Tulsa TMA are shorter than three (3) miles. Most people can ride a bicycle three (3) miles in less than twenty (20) minutes. Unfortunately, there are barriers that make bicycling less safe, less comfortable, less direct and less navigable.

1. In the Tulsa TMA, there are less than one hundred (100) miles of on-street bicycle lanes and shared use paths along city streets designated as major collectors, minor arterials and principal arterials.
2. Between 2015 and 2021 in the Tulsa TMA, 15 bicyclists were killed and 87 bicyclists sustained serious injuries in crashes with cars and trucks which may discourage people from riding bicycles due to the perception of significant traffic safety issues.
3. Obstacles in bicycle paths may include storm drainage grates and lack of street sweeping. The presence of multiple commercial driveways may create significant traffic safety hazards for bicyclists on certain roadways.
4. The absence of a complete and robust bicycle network in the Tulsa TMA suggests the need for increased wayfinding signs for bicyclists to more easily navigate between points of origin and destination.

INCOG is seeking to partner with cities and counties to remove those barriers for people riding bicycles. TAP and CRP funds may be requested to pay for new on-street bicycle facilities or to improve existing on-street bicycle facilities, including bike lanes and shared use paths within the existing right-of-way on roadways designated as major collectors, minor arterials and principal arterials. This also includes provisions for safe crossings at major intersections. Priority will be given to projects that:

1. Install new protected bicycle lanes or shared use paths on roadways that:
 - a. Have documented high levels of bicycle traffic stress using the Bicycle Level of Traffic Stress (BLOTS) methodology developed by the Mineta Transportation Institute. INCOG staff can assist project sponsors with the analysis if necessary. Please contact Henry Wilson at hwilson@incog.org with any questions about the BLOTS methodology. [1005-low-stress-bicycling-network-connectivity.pdf](#). Additional information may be found at: [Level of Traffic Stress — What it Means for Building Better Bike Networks | by Alta | Alta](#)
 - b. Provide Safe Routes to Schools (K-12 public schools). These may be on roadways classified as local roads.
2. Install appropriate bicycle safety countermeasures on roadways with a high number of bicycle fatalities and serious injuries. [Proven Safety Countermeasures | FHWA](#)
3. Are in close proximity to and provide connections between land uses that generate substantial bicycle traffic. Examples include public parks, schools, colleges and universities, central business districts, neighborhood business districts, etc.

Multipurpose Trails

The Tulsa TMA already has a world class system of multipurpose trails. With over 125 miles of trails, these transportation facilities are the superhighways of bicycle and pedestrian travel providing users with both the highest amount of protection from collisions with motor vehicles and the most pleasant environments to enjoy their trips. Most of the trails in the Tulsa TMA have been built alongside rivers or streams, on former railroad corridors or adjacent to freeways and turnpikes.

INCOG is seeking to partner with cities and counties that wish to develop new trails or enhance existing trails. TAP and CRP funds may be requested to pay for new multipurpose trails or to improve existing multipurpose trails, including the development of trailheads, connections to adjacent neighborhoods or essential destinations, provision of trail amenities such as shade trees, trail lighting, restrooms, benches, etc. Priority will be given to projects that:

1. Enhancing existing trails by designing and installing:
 - a. Trailheads, energy efficient (LED) trail lighting, restrooms, water fountains, benches, shade trees, etc.
 - b. Connections to residential neighborhoods and other essential destinations adjacent to the existing trail. These essential destinations can include business districts, public schools and universities, parks, etc.
 - c. Appropriate safety countermeasures along the trail at roadway crossings, including: crosswalk visibility enhancements, raised crosswalks, medians and pedestrian refuge islands, rectangular rapid flashing beacons, pedestrian hybrid beacons, etc. [Proven Safety Countermeasures | FHWA](#)
 - d. Physical infrastructure designed to enhance personal safety and security by following the principles of Crime Prevention Through Environmental Design (CPTED).
2. Develop new multipurpose trails or trail extensions along rivers and streams, railroad rights of way, freeways/turnpikes, or other locations not on roadway right-of-way.

ADA Accessibility Improvements for Active Transportation

The US Access Board has published new guidelines under the Americans with Disabilities Act (ADA) and the Architectural Barriers Act (ABA) that address access to sidewalks, streets, crosswalks, curb ramps, pedestrian signals, on-street parking, and other components of public rights-of-way. These requirements are crucial for ensuring that sidewalks are accessible to all people, allowing them to travel independently and safely within their communities. [About PROWAG](#).

INCOG is seeking to partner with cities and counties to remove barriers to ensure everyone has reasonable access to sidewalks, shared use paths, multipurpose trails and bus stops. TAP and CRP funds may be requested to install accessible infrastructure, including wheelchair ramps, detectable warning surfaces, accessible pedestrian signals, and accessible bus stops. TAP and CRP funds also may be requested to remove obstacles from the path of travel for people using wheelchairs or motorized scooters. The key requirements for accessible sidewalks, shared use paths and multipurpose trails include:

1. Width: Sidewalks must be wide enough to accommodate wheelchair users.
2. Smooth Surfaces: Sidewalk surfaces must be firm, stable, and slip resistant. Cracks, uneven pavement, and other obstacles must be eliminated to prevent tripping hazards.
3. Slope and Cross Slope: The slope of the sidewalk must be gentle enough to be navigable by wheelchair users.
4. Curb Ramps: Curb ramps or curb cuts must be installed wherever a sidewalk intersects with a street or roadway. These ramps should have detectable warnings for individuals with visual impairments.
5. Clear Path of Travel: Sidewalks should be free of obstacles such as utility poles, signposts, and parked vehicles. Adequate clearance must be provided to ensure that individuals with disabilities can traverse the sidewalk without obstruction.

Streetscape Projects

Streetscapes can impact a community or district's identity and attractiveness and provide a "sense of place." Well designed streetscapes can improve quality of life, encourage community spirit, support the local economy, and improve environmental sustainability. Streetscapes that are safe and inviting for pedestrians are proven to stimulate local economic activity, encourage active lifestyles, and enhance public health. Priority will be given to projects that enhance the public environs in central business districts and neighborhood business districts by:

1. Widening sidewalks to create places for social interactions and enhance retail opportunities in addition to pedestrian travel.
2. Enhancing pedestrian safety with bump-outs, median refuge islands, pavement markings, and other appropriate safety countermeasures. [Proven Safety Countermeasures | FHWA](#)
3. Enhancing the amenity zone space between the curbline and the right-of-way line / building line.
4. Providing appropriate pedestrian scale lighting, shade trees, plantings, street furniture.
5. Burying overhead powerlines and removing billboards.

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 review 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.

- B. 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.

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 location 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)? *(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. Does the sponsor have control of the necessary right-of-way? *(up to 5 points)*
- c. The extent of project planning and design to date. *(up to 5 points)*
- d. Shovel ready projects (PS&E complete, R/W acquired, Utilities relocated) will receive the maximum of 15 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 (10 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) Multijurisdictional Projects (10 points maximum)

- a. Does the project serve more than one community? Or, does the project connect two or more communities? *(up to 5 points)*
- b. Is the project along a boundary road between jurisdictions? *(up to 5 points)*

7) 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) Local project sponsor (i.e., city, town, county, public trust authority, Tribal Nation) and ODOT are notified of selection by INCOG.
- 2) ODOT initiates project agreement with the local project sponsor.
- 3) Local project sponsor reviews and executes project agreement.
- 4) Local project sponsor selects consultant following ODOT procedures and approval.
- 5) Local project 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.
- 6) INCOG amends the Transportation Improvement Program (TIP) to include the selected project, and ODOT amends the Statewide Transportation Improvement Program (STIP) to include the project.
- 7) FHWA authorizes the project before bid letting.
- 8) ODOT obligates funding 30-days prior to bid letting.
- 9) Project let by ODOT, unless ODOT approves otherwise.
- 10) ODOT awards construction contract to successful contractor.
- 11) ODOT manages construction contract.

G. Submission Instructions

Submissions to INCOG are due by Friday, January 17, 2024 at 5:00 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 bcale@incog.org, a jump drive with all documents or a hard copy to:

INCOG
Attn: Braden Cale
2 W. 2nd Street, Suite 800
Tulsa, OK 74103-3116

Please direct any questions about this process to Braden Cale at 918.579.9419 or bcale@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: _____

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 and/or
Carbon Reduction Program Funds

WHEREAS, Transportation Alternatives Program and Carbon Reduction Program funds have been made available for transportation improvements within the Tulsa Transportation Management 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, IIJA Act, relating to Transportation Alternatives Program and/or Carbon Reduction Program 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 (ODOT) said matching funds within thirty (30) days after authorization by the Federal Highway Administration, prior to project letting by ODOT.

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

