

4205 N. Lincoln Blvd. | Oklahoma City, OK 73105

TRANSPORTATION ALTERNATIVES PROGRAM APPLICATION GUIDEBOOK

OPENS: SEPTEMBER 1, 2022

CLOSES: OCTOBER 31, 2022

2022
acog

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FOR QUESTIONS REGARDING THE TRANSPORTATION ALTERNATIVES PROGRAM, PLEASE
CONTACT JORDAN EVANS AT (405) 234-2264 OR JEVANS@ACOGOK.ORG.

INTRODUCTION

The ACOG Transportation Alternatives Program (TAP) intends to provide funding for projects and programs that advance non-motorized transportation opportunities in the Central Oklahoma region. This includes projects such as pedestrian and bicycle facilities, recreational trails, safe routes to school projects, and more. TAP continues to build upon the legacy of the Transportation Enhancements and Safe Routes to Schools programs by providing funding opportunities for local projects that support additional transportation options, strengthen local economies, improve quality of life, protect the natural environment, and enhance transportation infrastructure.

BACKGROUND

The Infrastructure Investment and Jobs Act (IIJA) funds TAP through a set-aside of the Surface Transportation Block Grant (STBG) Program. These set-aside funds include eligibility for all projects and activities that were eligible in previous infrastructure bills, encompassing a variety of transportation projects that prioritize safety, comfort, and connectivity to destinations for alternative modes of transportation, such as pedestrian and bicycle facilities, recreational trails, and Safe Routes to School projects. TAP is intended to provide funding for programs and projects defined as transportation alternatives, replacing the funding from pre-FAST act programs including Transportation Enhancements, Recreational Trails Program (RTP), and Safe Routes to Schools, wrapping them into a single funding source.

More detailed information about the Transportation Alternatives Program can be found here: https://www.fhwa.dot.gov/environment/transportation_alternatives.

TAP FUNDING

ACOG will hold two calls for projects with the new increased funding from IIJA. The first call will be for FFY 2021-2023 (the last year of the FAST Act and the first two years of IIJA). For these three years of funding, ACOG expects to have approximately **\$7.5 million** available for projects in the Oklahoma City Adjusted Urbanized Area (UZA, Appendix I). Sponsors with projects located outside of this area may apply for TAP funding through the Oklahoma Department of Transportation (ODOT). For more information, visit <https://oklahoma.gov/odot/business-center/local-government-resource-center/transportation-alternatives-program-tap.html>.

Eligible TAP projects will be funded at a ratio of **80 percent federal funds and 20 percent local match** for eligible costs. Matching funds in excess of 20 percent are allowed but are not a consideration for scoring. The obligation of TAP funds by the Federal Highway Administration is based on the ability of eligible entities to provide local match and is contingent upon compliance with federal requirements (i.e., for construction projects, environmental clearance, right-of-way acquisition, and utility relocations shall be in order based on approved construction plans).

The federal share requested for a proposed project shall be maintained throughout the project development process and federal authorization. Any request to modify a project in order to separate it into two or more projects, with varying funding ratios, shall require an amendment of the TIP and submittal of a new project ranking worksheet, supporting documentation, and programming resolution for each new separate project.

All projects will be assessed based on how well they meet the published criteria. Projects may not request more than **\$1.5 million or less than \$20,000 in federal funds**. There is no limit on overall project size. No single entity can receive more than 56 percent of the total available funding for TAP until all entities' projects have been considered. The initial threshold of 56 percent may be exceeded if there are not sufficient projects ready for obligation by other entities. ACOG reserves the right to negotiate grant awards.

All expenses for construction projects associated with right-of-way acquisition and utility relocation will be the responsibility of the local government(s) initiating such projects.

Projects that cross city limits may be handled in two ways: they may be considered a single project, with one lead sponsor and a Memorandum of Understanding (MOU) with the other community; or they may be considered two separate projects, with two applications and separate grading. It shall be the responsibility of the entities to notify ACOG of any joint projects involving more than one entity and any additional sources of funds that will be used for each TAP project, other than TAP funds and local match funds.

PROJECT ELIGIBILITY

First and foremost, applicants should ensure their project meets the criteria found here: https://www.fhwa.dot.gov/environment/transportation_alternatives/guidance/ta_guidance_2022.pdf.

All projects must satisfy the basic eligibility requirements under Titles 23 and 49 of the United States Code and complete National Environmental Policy Act (NEPA) requirements. Projects must follow a similar NEPA documentation process as with STBG-UZA projects.

TAP funds will not be spent on roads that are part of the state highway system (interstates, turnpikes, U.S. highways, and state highways). If a project intersects part of the state highway system, that entity will be responsible for 100 percent of the costs within the highway's right of way.

PROJECT TYPES

The federal government permits local Metropolitan Planning Organizations (MPOs) to further limit the project eligibility list locally to address regional priorities. To that end, ACOG will accept applications for projects from this subset of eligible projects:

1. Construction, planning, and design of on-road and off-road facilities for pedestrians, bicyclists, and other non-motorized forms of transportation
2. Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities, to access daily needs
3. Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users
4. A project that reduces demand for roads, such as shared micromobility

Examples of eligible projects include:

- Recreational trails
- Shared use paths
- Sidewalks
- Protected, buffered, and conventional bicycle lanes or cycle tracks
- Safe bicyclist and pedestrian crossings
- Traffic control devices for pedestrians and bicyclists
- Road diet projects resulting in new or improved bicyclist and/or pedestrian facilities
- ADA improvements (curb cuts, ramps, etc.)
- Traffic calming measures (bump outs, speed tables, etc.)
- Shared micromobility, such as bikeshare (capital costs only)

An independent bicycle or pedestrian project may include construction of items such as signage, pavement markings, etc., but cannot make up the whole project.

INELIGIBLE PROJECTS & PROGRAMS

Although a broad scope of projects are eligible, the program's limited funds and administrative needs require additional ineligibility. Federal guidance also provides some specification on ineligible projects and programs. The ACOG TAP Program will not fund the following:

- Use of funds as salaries or stipends
- Use of funds to defray administrative costs
- Use of funds as a sub-grant program
- Use of funds to add new capacity for single occupancy vehicles
- Use of funds for planning documents such as master plans, environmental analyses, and comprehensive plans
- Use of funds for a project design that would be eligible for funding in the future
- Use of funds for routine maintenance and rehabilitation projects
- Use of funds for the purchase of street furniture and amenities such as waste receptacles, benches, bike racks, or tables
- Use of funds for stand-alone signage or wayfinding projects
- Use of funds for promotional activities

PROJECT REQUIREMENTS & RECOMMENDATIONS

Project sponsors are required to issue a press release upon completion of project. ACOG can provide an example press release or assist in writing a press release. Project sponsors shall also announce their partnership with ACOG and project completion on social media.

BICYCLE INFRASTRUCTURE

ACOG recommends using the [NACTO Urban Bikeway Design Guide](#), AASHTO Guide for Development of Bicycle Facilities, and the [FHWA Bikeway Selection Guide](#) when selecting, designing, and constructing bicycle facilities in the region. For intersections, it is recommended local communities use the NACTO guide [Don't Give Up at the Intersections](#). While these designs have proven effective in many cities around the world, it is important for local officials to tailor the treatment to fit the individual situation.

PEDESTRIAN INFRASTRUCTURE

General design standards for sidewalks are difficult, given that their construction is based on amount and location of right-of-way, though it is important to ensure all sidewalks are adequate given their situation. Below are the standards as set by FHWA and adopted by ACOG.

[FHWA Designing Sidewalks and Trails for Access](#) guidelines set sidewalk requirements by roadway classification and land use type. The FHWA also promotes [Safe Transportation for Every Pedestrian \(STEP\)](#). This program recommends several countermeasures to ensure pedestrians have safe facilities to travel. These improvements primarily focus on conflict points, such as marked and unmarked crossings.

View the ACOG [Facility and Design Guidance](#) for more recommendations for both bicycle and pedestrian infrastructure.

EVALUATION METRICS

ACOG requires each project sponsor to create a plan for gathering evaluation metrics to measure how successful the project is after implementation. The sponsor is expected to gather data for evaluation, such as daily usage figures and estimated vehicle trips removed. For bicycle and pedestrian infrastructure projects, such as sidewalks and bicycle lanes, before and after counts are expected. These counts can be conducted manually, although **ACOG strongly recommends the use**

of automatic bicycle/pedestrian counters. The cost of automatic counters can be covered by the grant award but should be included as a line item within the proposed budget.

APPLICANT ELIGIBILITY

ACOG welcomes applications representing both large and small projects within the Oklahoma City Urbanized Area (UZA) — see [Appendix I](#).

Communities in the UZA that have fewer than 15,000 residents as well as communities with a project that falls outside of the UZA may apply for [ODOT's call for projects](#).

ACOG prefers sponsors be familiar with the project delivery process under Title 23 USC, and that those sponsors have a working relationship with ODOT. ACOG recommends agencies that are not a government agency partner with the city they reside in.

Eligible applicants include:

- Local governments (towns, cities, and counties)*
- Transit agencies*
- Tribal governments
- Public school districts, public schools, or public universities (with support from local municipality)
- Non-profit organizations (with support from local municipality)

Although organizations such as neighborhood associations, private schools, and private universities are not eligible as applicants, these organizations are encouraged to collaborate with their local governments on project applications.

Because funds are based on reimbursement and require a minimum 20 percent match of local funds, such collaborations can benefit all parties involved. In-kind match is not allowed. All applicants are encouraged to secure partnerships to demonstrate community buy-in and benefit.

*Must submit a CY 2021 Network Monitoring Report by October 31, 2022.

APPLICATION REQUIREMENTS

PRE-APPLICATION

In order to be eligible for TAP funding, all prospective applicants must fill out a pre-application form for each project. The pre-application form will be available beginning August 10, 2022 and will close on September 16, 2022. This will allow ACOG staff time to review projects and discuss potential revisions with the applicant before beginning the full application process.

The pre-application form can be accessed here: <https://arcg.is/04nHHO>

Questions regarding project eligibility or the pre-application process may be directed to tpsgrants@acogok.org or at (405) 234-2264.

REQUIRED DOCUMENTS

All applications must be completed in full, including the addition of required paperwork, to be considered. Scoring criteria worksheet and ODOT forms can be found on the [TAP webpage](#) or the TAP Dashboard: <https://t.ly/Ujlp>.

The following items are to be submitted with each project application:

- Project location map showing street names, project limits, and north arrow
- Signed letter(s) of support (letters must be specific to the proposed TAP project and may be from any involved stakeholders, partners, or organizations)

- Preliminary cost estimate/project budget (must be no older than 6 months prior to the date of the resolution and updated as needed to be current within 6 months of the date of application submission)
- Signed maintenance plan
- Detailed timeline and work plan
- Plan for gathering evaluation metrics
- Adopted resolution (with original signatures or a certified copy). An agenda item for an upcoming public meeting will be accepted as long as final adopted resolution is provided before project selection. The resolution should describe the location of the project, type of improvement, total project cost, and source(s) of funds. See [Appendix II](#) for a template
- Scoring criteria worksheet
- ODOT scoping and site plan forms

PROJECTTRACKER ONLINE SUBMISSION

Applications, including supplemental documents such as resolutions, letters of support, and cost estimate, must be completed and submitted online through the ACOG ProjectTracker website:

<https://portal.acogok.ecointeractive.com/>

If you have not already signed up for a log-in, please sign up immediately to ensure timely approval and access to the system. All sponsors previously signed up on the ACOG ProjectTracker system (previously known as eTracker) must create a new account.

Please see the [ProjectTracker Guidebook](#) for a detailed outline of the online submission process.

TIMELINE

All applications must be submitted no later than **4 p.m. CST on Monday, October 31, 2022.**

DATE	ACTION
Wednesday, August 10, 2022	Pre-application form available
Thursday, September 1, 2022	Application cycle opens
Friday, September 16, 2022	Pre-applications due to ACOG by 4:00 p.m.
Monday, October 31, 2022	Final project applications due to ACOG by 4:00 p.m.
February 2023 (tentative)	ACOG staff present project recommendations to the Active Transportation Advisory Committee (ATAC). ACOG MPO Policy Committee approves project selections. Awarded projects are then passed to ODOT.

PROJECT SELECTION CRITERIA

ACOG staff will review all project applications for completeness and accuracy. Staff will ensure project submissions meet the TAP project application requirements. A committee consisting of representatives from ACOG, the Oklahoma Department of Transportation (ODOT), and other partners will further evaluate and score all project applications.

Projects will be selected based on the criteria described below. Projects will be approved by the ACOG Active Transportation Advisory Committee (ATAC), the ACOG MPO Policy Committee, and the ACOG Board of Directors before being forwarded to ODOT for project administration.

CRITERIA	MAXIMUM POINTS
Regional Importance	10
Safety & Design	15
Barriers	10
Connectivity	20
Community Involvement	5
Consistent Planning	10
Equity & Options	10
Project Readiness	10
Funding	10
TOTAL POINTS AVAILABLE	100

1. REGIONAL IMPORTANCE

Applicants must be able to show how the region will benefit from this project, be it through increased safety, reduced congestion, improved travel time, greater connectivity, and/or economic development.

How will this project benefit the Central Oklahoma region as a whole? (10 points maximum)

2. SAFETY & DESIGN

Projects must provide a safe and comfortable transportation option for bicyclists, pedestrians, and/or other non-motorized modes of transportation.

- a. Projects that address high crash locations will be most competitive. Off-road and recreational facilities that divert users away from these locations will also be competitive.

Please use the TAP Dashboard: <https://t.ly/Ujlp> to answer the following question.

Does the location of the project have a demonstrated history of crashes or does the project location divert pedestrians/bicyclists off streets with a demonstrated history of crashes? (10 points)

Project is in or diverts from a severe regional high crash location	10 pts
Project is in or diverts from a moderate regional high crash location	7 pts
Project is in or diverts from an elevated regional high crash location	5 pts
Project is not in and does not divert from a regional high crash location	0 pts

- b. Facilities should be built to promote comfort and safety for users of all ages and ability levels. ACOG has compiled document of suggested facility and design guidance as part of the [Regional Active Transportation Plan](#). Refer to guidance from ACOG [here](#) or on the TAP Dashboard: <https://t.ly/Ujlp>.

Does the project follow ACOG design guidelines for appropriate facilities? (5 points)

Project follows ACOG design guidelines	5 pts
Project does not follow ACOG design guidelines	0 pts

3. BARRIERS

Natural and human-made barriers can discourage active forms of transportation. To promote a connected and safe network, projects that address these barriers will be more competitive.

Please use the TAP Dashboard: <https://t.ly/Ujlp> to answer the following question.

Does the project address barriers in the existing network? (10 points maximum)

Barrier addressed:

Overpass or underpass addressing a natural or artificial barrier such as an interstate, rail-road, or river	10 pts
Major arterial at-grade streets at or above 10,000 ADT	8 pts
Major arterial at-grade streets between 5,000 and 10,000 ADT	5 pts
Breaks in the street grid or disconnections between neighborhoods	3 pts
Project does not address a network barrier	0 pts

4. CONNECTIVITY

Projects should improve overall network connectivity in the region. Projects will be most competitive if they address network gaps, connections between communities, and between neighborhoods and activity centers.

- a. Competitive projects will link together existing facilities to better connect the regional active transportation network.

Does the project enhance connectivity by addressing a network limitation? (10 points)

Project connects two or more existing facilities	10 pts
Project extends one existing facility to a future facility, as detailed in an adopted plan	7 pts
Project connects two or more future facilities, as detailed in an adopted plan	3 pts
Project does not connect any existing or planned facilities	0 pts

- b. An ACOG priority is to improve connections between communities within the region. Competitive projects will link adjoining communities via an active transportation network.

Does the project improve connectivity between communities? (5 points)

Project connects to an existing or planned facility in an adjoining city/town/county	5 pts
Project connects to an adjoining city/town/county where no network is planned	3 pts
Project does not connect to an adjoining city/town/county	0 pts

- c. Competitive projects should connect neighborhoods to activity centers, thereby improving the facility's potential use for transportation purposes.

Please use the TAP Dashboard: <https://t.ly/Ujlp> to answer the following question.

Does the project support a regional activity center? (5 points)

Project is wholly or partially within an Activity Center	5 pts
Project is wholly or partially within the 1/4 mile Activity Center buffer	3 pts
Project is not within an Activity Zone	0 pts

5. COMMUNITY INVOLVEMENT

To demonstrate community support, applicants should include letters of support from local organizations, partners, and/or representatives.

Does the project have the support of the community? (5 points maximum)

Applicant included 3 or more letters of support from community partners in promotion of the project	5 pts
Applicant included 1 or 2 letters of support from community partners in promotion of the project	3 pts
No letters of support included	0 pts

6. CONSISTENT PLANNING

Projects that have been identified through a previous planning effort will be more competitive. The project should address an issue identified in one of the following types of plans:

- Comprehensive plans
- Mobility plans
- Bicycle/pedestrian plans
- ITS plans

Note: Projects must be included in or be consistent with the ACOG Metropolitan Transportation Plan, [Encompass 2045](#), and [Regional Active Transportation Plan](#) to receive funding.

Is the project consistent with local comprehensive land use and/or transportation plans? (10 points maximum)

Project is consistent with a published local active transportation plan, trails plan, or mobility plan	10 pts
Project is consistent with a published local comprehensive plan	7 pts
Project is consistent with unpublished general ideas of the community's future direction	3 pts
Not addressed	0 pts

7. EQUITY & OPTIONS

Projects will be most competitive if they are located near large concentrations of vulnerable populations, such as the elderly, low-income households, zero-vehicle households, and racial minority populations.

Please use the TAP Dashboard: <https://t.ly/Ujlp> to answer the following question. If the project spans two levels of E.J. concern, points will be given for the higher of the two. Projects bordering an area of E.J. concern are considered within.

Does the project increase access in an area of Environmental Justice (E.J.) concern? (10 points maximum)

Project is wholly or partially in an area of significant E.J. concern	10 pts
Project is wholly or partially in an area of moderate E.J. concern	5 pts
Project is not located in an E.J. area	0 pts

8. PROJECT READINESS

All projects and programs should be ready for ODOT to begin execution upon being awarded.

- a. Project application must include a description of the tasks and activities to be completed as part of the project. This shows the readiness of the project and how the project will be implemented.

Has the project been conceptually designed, including clear and adequate project descriptions? (5 points)

Applicant includes clear and adequate project descriptions	5 pts
Applicant includes abbreviated and/or preliminary descriptions	3 pts
Applicant does not include project descriptions	0 pts

- b. Project application should show that the applicant has control of the right-of-way (ROW) to ensure timely project completion.

Does the applicant have control of the right-of-way? (5 points)

Applicant currently has control of the ROW and ROW acquisition was completed according to the Federal Uniform Relocation Assistance and Acquisition Policies Act	5 pts
Applicant does not have control of the ROW	0 pts

9. FUNDING

Funds are based on reimbursement and require a minimum 20 percent match of local funds.

- a. Project applications that include a detailed and realistic cost estimate will prove project readiness and be more competitive.

Does the project application include a detailed and realistic cost estimate? (5 points)

Application includes a detailed, itemized cost estimate, showing good faith effort to consider all elements of the project	5 pts
Application includes a summary estimate with no details	3 pts
Application does not include a cost estimate	0 pts

- b. Projects must include a maintenance plan that demonstrates applicant ownership and sustainable long-term care.

Does the project include a clear plan for future maintenance costs? (5 points)

Application includes details on existing maintenance standards and how the sponsor would fund future maintenance	5 pts
Application seems to discount level of maintenance necessary and/or failed to get letter of support from entity claimed to be responsible for future maintenance	3 pts
No maintenance plan is included	0 pts

TAP PROCEDURES

Project sponsors must follow all ODOT requirements for consultant selection, right-of-way acquisition, environmental clearance, and project letting.

After projects are awarded, ACOG will notify ODOT of selections. ODOT will then initiate contact with project sponsors and will execute a project agreement.

TRACKING PROJECT STATUS

It is the responsibility of the entities to remain informed of the status of all TAP projects within their jurisdiction and to contact their project engineer, ODOT, and the MPO as needed to ensure that plan submittals, plan reviews, and environmental or other clearances are occurring in a timely fashion. In addition, the MPO, in conjunction with ODOT, will provide the ACOG MPO Technical Committee with a quarterly report on the status of each programmed TAP project. ODOT and ACOG will also hold quarterly project status meetings with staff members from sponsoring entities who have active projects.

CHANGES TO AWARDED PROJECTS

Requests to change the scope of a project must be submitted to ACOG. If ACOG staff approve of the scope change request, it will then go through the ATAC and the ACOG MPO Policy Committee for approval. Once approved, the new scope will be forwarded to ODOT for administration.

If a project's scope change is not accepted, the awarded project will be cancelled and the sponsoring entity must reapply for the new project during a future call for projects cycle. Newly available funds will be awarded to a selected back-up project.

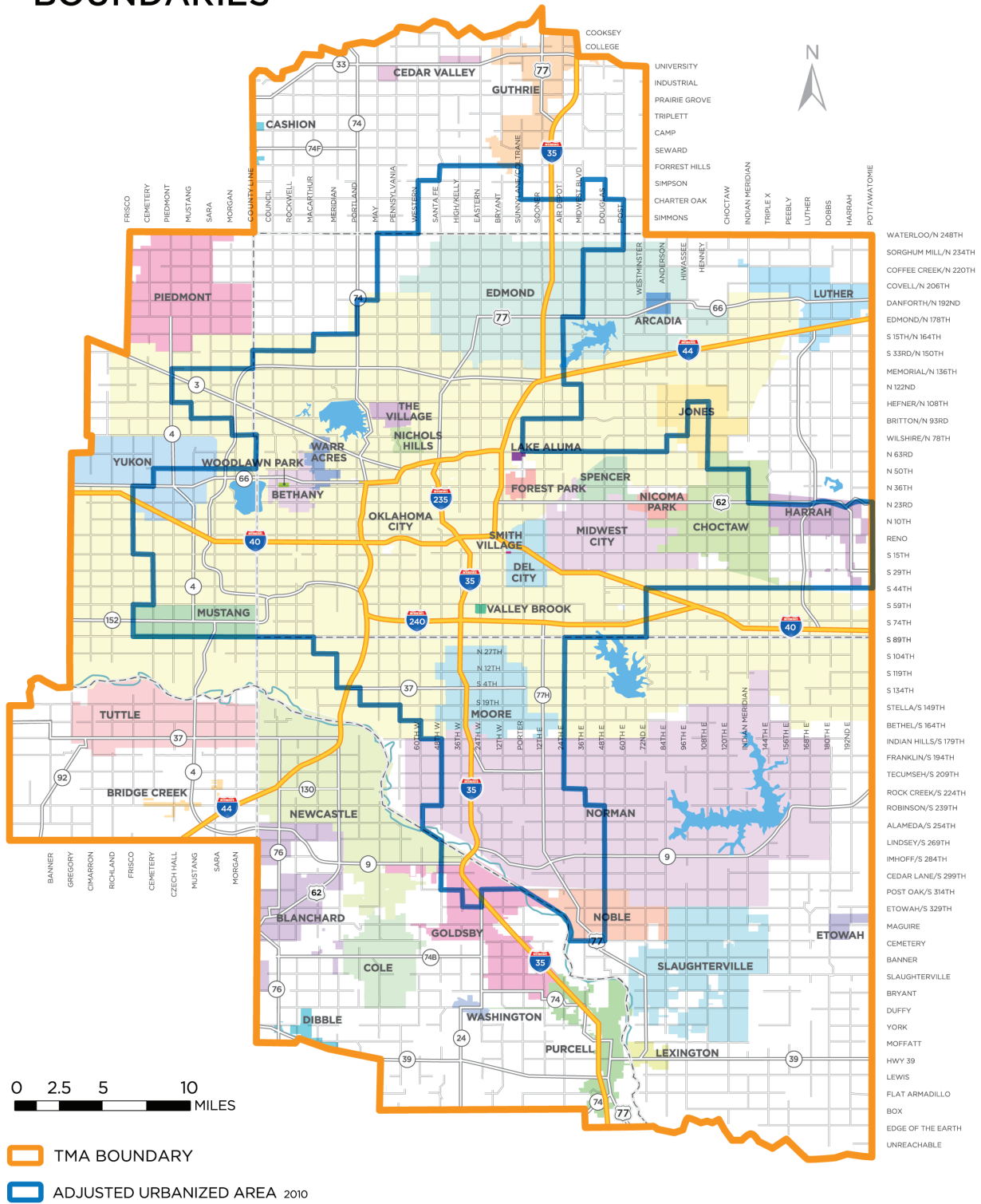
SUPPORT

If you have questions regarding the Transportation Alternatives Program, please contact Jordan Evans at jevans@acogok.org or (405) 234-2264.

APPENDIX I

Adjusted Urbanized Area (UZA)

TMA AND URBANIZED AREA BOUNDARIES



APPENDIX II

RESOLUTION TEMPLATE

RESOLUTION

TRANSPORTATION ALTERNATIVES PROGRAM

WHEREAS, Transportation Alternatives Program (TAP) funds for urbanized areas have been made available for transportation improvements within the Oklahoma City Urban Area, and

WHEREAS, The City/Town/County/Agency/Other of _____
has selected a project described as follows: _____

_____, and

WHEREAS, the preliminary estimate of cost is \$_____, and Federal participation under the terms of Infrastructure Investment and Jobs Act (IIJA) relating to Transportation Alternatives Program funds is hereby requested for funding ____% of the project cost, which is estimated at \$_____, and

WHEREAS, the City/Town/County/Agency/Other proposes to use _____
_____ as the source(s) of funds for the local match, which is estimated at \$_____, and

WHEREAS, no City/Town/County/Agency/Other funds are committed by this action, and

WHEREAS, the City/Town/County/Agency/Other has the required matching funds available and further agrees to deposit matching funds by separate agreement with the Oklahoma Department of Transportation (ODOT) prior to advertising of the project for bid by ODOT, and

WHEREAS, the City/Town/County/Agency/Other agrees to provide for satisfactory maintenance after completion, and to furnish the necessary right-of-way clear and unobstructed, and

WHEREAS, the City/Town/County/Agency/Other agrees, as a condition to receiving any Federal financial assistance from the Department of Transportation, that it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42. U.S.C. 2000d et seq., and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, "Nondiscrimination of Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964", and

WHEREAS, The City/Town/County/Agency/Other assures that no qualified person with a disability shall, solely by reasons of their disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity administered by the City/Town/County, and

WHEREAS, the City/Town/County/Agency/Other further understands that acceptance of this resolution by the Association of Central Oklahoma Governments (ACOG) and the Oklahoma Department of Transportation is not a commitment to Federal funding, but only registers the City/Town/County's interest and intent in participating in the program application process.

NOW, THEREFORE, BE IT RESOLVED:

That ACOG is hereby requested to consider the selection of this project as a candidate for Federal funding, and to submit same to the Oklahoma Transportation Commission for its approval;

That the Oklahoma Transportation Commission is hereby requested to concur in the selection of this project and to submit same to the Federal Highway Administration for its approval.

ADOPTED by the City Council/Board of Trustees/Board of Commissioners of _____
_____ and **SIGNED** by the Mayor/Chairman this _____ day of
_____, 20_____.

ATTEST:

City/Town/County Clerk

Chief Elected Official

Approved as to form and legality
