Transportation Alternatives Program (TAP)  
FY2018 Application

Identification I.D. (Department use only) 
Click here to enter text.

Application deadline: December 1, 2017 at 12:00 p.m., Mountain Standard Time

The Idaho Transportation Department is now soliciting applications for the Transportation Alternatives Program (TAP) to add projects to our fiscal years 2019*, 2020 & 2021 program. The purpose of TAP is to provide for a variety of alternative transportation projects and to advance the Idaho Transportation Department’s (ITD) strategic goals of Mobility, Safety and Economic Opportunity while maximizing the use of federal funds. The TAP provides funding for programs and projects defined as transportation alternatives, including on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, and safe routes to school educational projects.

*FY2019 is limited to non-infrastructure and construction only projects

Final applications must be submitted to ITD electronically. Applications including attachments must be submitted by e-mail to TAP@itd.idaho.gov. Additionally, all questions regarding this application are to be submitted to TAP@itd.idaho.gov. For all e-mail correspondence, please indicate "FY2018 TAPApplication" in the subject line along with the sponsor's name. For example (Subject: FY2018 TAPApplication - City of Moscow).

Format: Application form must be saved electronically and then transmitted to the Department. All supporting maps, letters and other documents must be saved as a pdf and transmitted to the Department with the application form. If the file size of any or all of the attachments exceeds e-mail transmittal capabilities (15MB), files may be saved to either a disc or thumb drive and submitted via postal mail. All postal mail is to be sent to the following address and must be received prior to the designated application deadline.

Idaho Transportation Department  
Attn: Ken Kanownik (HQ - Planning Services)  
P.O. Box 7129  
Boise, Id. 83707-1129

If sponsor is submitting multiple applications, please prioritize them in order of importance from 1 to X with 1 being the most important project.

Priority Number

Don't forget for more than one submission
### Applicant Information

Applicant:  Otter County Highway District  
Mailing Address:  123 Main St  
City:  Townville  State:  ID  
Zip Code:  12345  
Contact Person:  James Risch  Title:  Project Manager  
Phone:  123-456-7890  Email:  email@email.com  

Co-Applicant (if different from Applicant):  
Mailing Address:  

City:  
State:  
Zip Code:  
Contact Person:  
Title:  
Phone:  
Email:  

**Sponsor certifies the following:** (Read and check each statement below)  
- We are familiar with Transportation Alternatives eligibility criteria  
- Budget accurately reflects cost of proposed project based on preliminary work performed.  
- The information in this application accurately reflects the available knowledge to our staff  
- We understand this is a reimbursement grant and must upfront costs and will be reimbursed as invoices are submitted with documentation.  
- We will be responsible for ensuring future maintenance and operating costs of the completed project.  

**Sponsor Signature** (Authorized Official)  
**Sponsor Printed Name**  
**Date**  
**Sponsor Title**
Project Information

Project Name: Small Street Sidewalk
Total Estimated Project Costs: $85,000

Project Location
(Include street or trail name, city, county, and beginning/end points as applicable)
(Maximum 500 Characters)
Project is located between the streets of Busy road and Slow Drive in Townville. The sidewalk location is on the North side as indicated in the attached map. The sidewalk will connect to existing sidewalk to the north that connects to Busy Road and the existing sidewalk on Small Street that begins at the intersection of Slow Drive.

State Highway Route(s) if applicable: N/A
Local Highway Route(s) if applicable: Small Street

Beginning Mile Posts(s) if applicable:
Ending Mile Posts(s) if applicable:

Project Area
☒ Urbanized - Areas with population over 200,000
☐ Urban - Areas with population of 5,001 to 200,000
☐ Rural - Areas with population of 5,000 or less

Funding Year

<table>
<thead>
<tr>
<th>Preference 1</th>
<th>Preference 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Infrastructure</td>
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<tr>
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<td>2020</td>
<td>☐</td>
</tr>
<tr>
<td>2021</td>
<td>☒</td>
</tr>
</tbody>
</table>

*Design completed to federal requirements

An application can be accepted with a single funding preference. However, the selection committee will not make any assumptions about other options.
Project Cost Estimate

Instructions:
* Project estimate must include all related project costs, including administrative.
* For both infrastructure and non-infrastructure type projects, the minimum sponsor cash match is 7.34% of the total project cost.
* **Cash match only:** Non-cash items such as volunteer services or in-kind contributions (such as work performed by sponsor or right-of-way purchase) are not eligible to count towards the sponsor's match.
* Use the ITD provided TAP Project Estimating Worksheet to indicate the total project estimate. A copy of the worksheet can be accessed at [http://itd.idaho.gov/alt-programs/](http://itd.idaho.gov/alt-programs/)
* Separate applications need to be submitted for infrastructure and non-infrastructure type projects.

(a) Infrastructure: Federal reimbursement is being requested for: (select all that apply)
- [x] Design activities
- [ ] Construction activities

(b) Non-infrastructure: Federal reimbursement is being requested for:
- [ ] Non-Infrastructure: Safe routes to school coordination and education.

**Even if the sponsor is requesting federal funds for construction activities only, there are still administrative costs that ITD will incur in order to review project documents, provide oversight, and authorize a project for competitive bidding. The sponsor will need to account for these costs within the project estimate.**

Eligible Project Activities

For a list of eligible project activities, please reference FHWA's publication of the Transportation Alternatives at [http://www.fhwa.dot.gov/fastact/factsheets/transportationalternativesfs.cfm](http://www.fhwa.dot.gov/fastact/factsheets/transportationalternativesfs.cfm)

From the list below, select the main project activity that best describes proposed project.

- [ ] Infrastructure: Design and/or construction of infrastructure and systems that will provide safe routes for non-drivers.
- [x] Infrastructure: Design and/or construction of infrastructure to improve the ability of students who live within two miles of the school building to walk or bicycle to school.
- [ ] Non-Infrastructure activities: Safe routes to school coordination and education.

Environmental requirements for infrastructure projects shall not exceed Categorical Exclusion. The acquisition of right-of-way is not an eligible activity for TAP funding. All right-of-way acquisition activities must be completed prior to submitting an application. Environmental or right-of-way acquisition concerns may cause the application to be deemed ineligible.
Eligible Project Sponsors

Only certain entities are eligible sponsors. From the selection below, select the one description that best categorizes your organization as the project sponsor.

☐ Local government
☐ Regional transportation authority
☐ Transit agency
☐ Natural resource or public land agency
☐ School district, local education agency, or school
☐ Tribal government
☒ Nonprofit entity responsible for the administration of local transportation safety programs
☒ 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, consistent with the goals of subsection (c) of section 213 of title 23.
1. Project/Program Elements (20 Points)

(a1) For infrastructure type projects, this project includes the following facilities. (Select all that apply) 10 pts.

**Sidewalk:** Surface ___Concrete___ Width ___5’___ Length ___136’___
**Crosswalk:** Width ___6’___ Qty. ___1___
**Curb Ramps:** # ___2____
**On-Street Bicycle Facilities:** □ bike lane, □ shared lane, □ cycle track: Length _____
**Shared-Use Path:** Surface ___ Width ___ Length _____
**Signalization/Traffic Control:** Type ______
**Bicycle Parking/Racks/Amenities:** Type ______ # Spaces __________
**Pedestrian Amenities/Streetscape (lighting, landscaping, etc.):_______
**Transit Stops and Amenities:** ______
**Other:** ______________

(a2) For non-infrastructure type projects, this project includes the following activities. (select all that apply) 10 pts.

**Education materials and activities:** □ Travel Plan □ Safety Booklets □ Other
**Encouragement materials and activities:** □ Bike Rodeo □ Walk/Bike to School Day activities □
**Walking or biking maps:** □ Walk education
**Traffic education and enforcement activities:**
**Other:** ______________

Non-Infrastructure awards will be required to develop a work plan as part of the agreement process.

(b) Description of Project 10 pts.

Describe existing conditions and provide a clear description of the purpose of the project and the scope of work. Supplemental materials such as pictures, maps, project plans, exhibits, diagrams, etc. may be provided as necessary to explain existing conditions and proposed improvements. Vague descriptions may result in lower evaluation scores and lower ranking. Information about the project scope should be consistent with the project budget. (Max 1200 Characters) The concept of the project is to complete the missing sidewalk section between Busy Road and Slow Drive. It will connect to existing sidewalk on the northern terminus and existing sidewalk (via Curb ramp and crosswalk) on the southern terminus. The preliminary measurements is for 136’ of 5’ concrete sidewalk that will match the grade of Small Street.
2. Property Ownership and Acquisition Information eligible/ineligible (ROW must be acquired or conditional upon award to be eligible, Non-Infrastructure can move to question 3)

(a) Has all of the property needed for the project construction been acquired (select one)

☑ Yes
☐ No, Property must still be acquired for the project construction.
☐ Not Applicable

Note: Applications that indicate a No response will be deemed incomplete.

(b) Have all necessary easements or access agreements been acquired for the project? (select one)

☐ Yes
☐ No
☒ Not Applicable

If no, describe how and when the easement or access agreement will be acquired. Note: the application must include a commitment letter by the current property owner indicating an easement or access agreement is under development and will be granted. Applications that indicate a No response and do not include a commitment letter by the current property owner will be deemed incomplete. (Maximum 500 Characters)

Click here to enter text.

(c) Projects proposing to build facilities along or through railroad right-of-way must include documentary evidence from the railroad granting a right of entry or an executed encroachment permit. Has the railroad granted a right of entry or an executed encroachment agreement? (select one)

☐ Yes
☐ No
☒ Not Applicable

If no, describe how and when the agreement will be executed. Note: the application must include a commitment letter by the railroad that a right of entry or an executed encroachment agreement is under development and will be granted. Applications that indicate a No response and do not include a commitment letter from the railroad will be deemed incomplete. (Maximum 500 Characters) ___ pts.
3. Project History and Financial Readiness (15 pts)

(a) Is the proposed project in a Transportation Plan? 3 pts.

☐ Yes
☒ No
☐ Not Applicable

(b) If project is in a Transportation Plan, is the plan current (updated and/or re-adopted within last 5 years)? 2 pts.

☐ Yes
☐ No
☒ Not Applicable

(c) Do you have a written commitment to bring this project forward for approval of funds at a city council, county commission or highway district meeting, through capital reserves funds, through inclusion in a capital improvement program/plan or any other available funds? 3 pts.

☒ Yes
☐ No
☐ Not Applicable

(d) Are the funds appropriated or programmed to be appropriated in an adopted budget? 3 pts.

☒ Yes
☐ No
☐ Not Applicable

(e) Please provide the details for (a)-(d) and provide details on the available financial management practices and accounting software used for this project. 4 pts.

The Project is not in the Otter County Highway District’s Transportation Plan. However, the OCHD has identified a surplus in their budget which has been reserved as the local match for the project. The documentation provided for this is attached to the application.

Including dates and other details will help reviewers understand the history and financial readiness of the project.
4. Mobility (25pts)

(a) Check the following connections that this project provides (within .25 miles of route): 1 pts. each

☑ Residential to Retail/Dining  ☑ Residential to Recreation  ☑ Residential to Employment
☑ Residential to Education  ☑ Employment to Recreation  ☑ Employment to Education
☐ Employment to Retail/Dining  ❌ Recreation to Retail/Dining  ☐ Residential to Residential*

*Connects disjoint neighborhoods

(b) Does the project provide a new connection? 2 pts.

☑ Yes  
☐ No

(c) Does the project fill a sidewalk or pathway gap ("missing link")? 2 pts.

☑ Yes  
☐ No

(d) Will the project induce non-motorized trips? (People will bike/walk more after project completed) 2 pts.

☐ Yes  
☑ No

(e) Briefly describe the improvements to mobility outlined in (a)-(d): 10 pts.

The following destinations are within .25 miles of the project: Big Hill Elementary School, Big Hill Golf Club and the Big Hill sub division. This provides a connection for various destination/origin trips. The provided project location map identifies this as a missing link in the local sidewalk network and will greatly serve the residents of Big Hill. Big Hill Golf Club serves as both a recreation and employment destination, the club employs 55 full and part time employees, some of which have been identified as residents of Big Hill.

Make sure the narrative completely matches the information entered. In this application the map indicates the above connections, but the author left out details about the connection to the school.

The ArcGIS Online link provided by ITD on the TAP section of itd.idaho.gov provides the resources to provide a map displaying the mobility benefits of the project.
5. Safety (25 pts)

(a) Does the project provide a safety improvement? 5 pts.
☑ Yes
□ No

(b) The safety improvements apply to (check all that apply): 6 pts.
□ Bicyclists
☑ Pedestrians
☑ Children
☑ Elderly
□ People with Disabilities
□ Others _____

(c) Will the project enhance awareness of cyclists and pedestrians outside of the project limits? 2 pts.
□ Yes
☑ No

(d) Is the project within two miles of a school and provide a safe connection between a residential community, the school, library, park, after-school activities, etc? P 2 pts.
☑ Yes
□ No

(e) Please describe the details of the safety improvements outlined in (a)-(d): 10 pts.

The project will remove pedestrians from the road and have the protection of a curb. It is anticipated that this will serve mostly children walking to/from Big Hill Elementary School, but Big Hill Golf Club has identified that the sidewalk will help no: only children, but members of all ages to the club. Big Hill Elementary is within .25 miles of the project limits and there are approximately 45 students that will use this section of sidewalk on a daily basis.

Attachments, including narratives from engineers or pictures, that can give further details on safety improvements will greatly benefit the score for this section.
6. Economic Opportunity (10 pts)

(a) Does the project improve economic opportunity by bringing more people to businesses? 3 pts.
   □ Yes
   ☑ No

(b) Does the project provide a NEW connection to small businesses? 1 pts.
   ☑ Yes
   □ No

(c) Does the project close a gap of existing walking/biking infrastructure to improve usability in a downtown, revitalization or business district? 1 pts
   □ Yes
   ☑ No

(d) Please give details that substantiate answers (a)-(c): 5 pts.
   There isn’t any documentation that will show any induced business to Big Hill Golf Club, but the club is a private equity club owned by its members and has no corporate affiliation.

If attaching letters of support from local businesses, encourage the business owners to outline in their letter of support the benefits to their business and incorporate that information in this section.
Project Schedule

Instructions: * Provide a project schedule showing critical project milestones and logical time lines for design and/or construction activities. A copy of the base schedule format can be found at http://itd.idaho.gov/alt-programs/

TAP Coordinator Endorsement *Infrastructure projects only*

Prior to submitting this application, consultation with the ITD District TAP Coordinator must be initiated PRIOR TO NOVEMBER 10th, 2017. See list below for contact information. To find the district in which your project is located, use the ITD map located at http://itd.idaho.gov/

Select District TAP Coordinator:

☐ District 1 (North Idaho): Greg Brands, (208)772-1274
☐ District 2 (North-Central Idaho): Ken Helm, (208)799-4223
☐ District 3 (Southwest Idaho): Blaine Schwendiman, (208)334-8925
☐ District 4 (South-Central Idaho): Trey Mink, (208)886-7848
☐ District 5 (Southeast Idaho): Melodie Halstead, (208)239-3370
☐ District 6 (East Idaho): Eric Verner, (208)745-5667
☒ State-wide (Off State Highway System): Amanda LaMott, (208)344-0565

Please include as an attachment the documentation of District Coordination provided by the applicable District TAP Coordinator.
Metropolitan Planning Organization (MPO) Coordination

If a proposed project is located within a Metropolitan Planning Organization (MPO) boundary, the project applicant should coordinate with the MPO to have the proposed project reviewed and approved by the MPO. The MPO will require that the proposed project within their boundary be identified through their planning process and be consistent with their long-range transportation plan. Contact the appropriate MPO prior to submitting the application for more information and specific requirements designated by the affected MPO. A list of our MPO partners can be found at http://ltd.idaho.gov/funding/?target=advisory-boards. As part of the application, if the project falls within an MPO boundary, provide a letter of support from the MPO.

Is the proposed project within an MPO boundary?

☐ Yes
☒ No
☐ Not Applicable

If yes, has the proposed project been identified as part of the MPO planning process or is in any MPO planning document like a Long Range Transportation Plan or Bicycle and Pedestrian Transportation Plan?

☐ Yes
☒ No

Does the MPO support the proposed project?

*If proposed project is not within an MPO boundary, mark Not Applicable.*

☐ Yes
☐ No
☒ Not Applicable

Select MPO area:

*If proposed project is not within an MPO boundary, mark Not Applicable.*

☐ Bannock Planning Organization (BPO)
☐ Bonneville Metropolitan Planning Organization (BMPO)
☐ Community Planning Association of Southwest Idaho (COMPASS)
☐ Kootenai Metropolitan Planning Organization (KMPO)
☐ Lewis-Clark Valley Metropolitan Planning Organization (LCVMPO)
☒ Not Applicable
Attachments

The following attachments **MUST** be completed and submitted with the application:
- Detailed Project Cost Estimate (Infrastructure) Project Budget (Non-infrastructure)
- Letters of Support (Minimum Local Government or Facility Owner, additional encouraged)
- Environmental Screening (ITD-1983)
- Right-of-Way Certificate
- Match Commitment
- Project Delivery Schedule
- District Coordination Letter/Site Checklist
- Project Location Map (Infrastructure Projects)
- MPO Support (If Applicable)

Additional Attachments – Not required, but recommended

**Question 1 – Project/Program Elements**
- Site Map – Project Location (detailed)  
- Project Site Photos

**Question 2 – Property Ownership**
- Other

**Question 3 – Financial Readiness**
- Other

**Question 4 – Mobility**
- Site Map of connections labeling Land Use Types
- Documentation on capacity/trip induction

**Question 5 – Safety**
- Documentation
- Other

**Question 6 – Economic Opportunity**
- Site Map showing location of small businesses in relation to the project
- Letters of Support from Local Businesses
- Other
# TAP: Project Estimating Worksheet (Infrastructure)

**Project Name:** Small Street Sidewalk

**Instructions:**
- Only input information in grey shaded areas below only.
- Enter 0 in the percentages column if not seeking federal participation.
- For infrastructure projects, the maximum federal funding is $500,000.00.
- Only work performed after the execution of the State and Local agreement is eligible for federal reimbursement.

* The minimum local match amount is 7.34% of total project cost.
* Local match is limited to cash only. In-kind contributions are not eligible.
* Initial sponsor cash match payment is due prior to execution of the State and Local Agreement and counts towards the local cash match. (See amount below)

<table>
<thead>
<tr>
<th>Infrastructure Project</th>
<th>Local Portion</th>
<th>Federal Portion</th>
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</thead>
<tbody>
<tr>
<td><strong>Proposed Funding Match Rates</strong></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Phase Code</th>
<th>Description (include amounts for federal-aid items only)</th>
<th>Percentages</th>
<th>Project Totals</th>
<th>Local Portion</th>
<th>Federal Portion</th>
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</thead>
<tbody>
<tr>
<td>CN</td>
<td>Preliminary Construction Estimate (PCE) (Construction cost only)</td>
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<td>$5,000.00</td>
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<tr>
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<tr>
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<td>10.00%</td>
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<td></td>
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<tr>
<td>CE</td>
<td>if PCE is between $100k - $200k, use 5% of PCE</td>
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<td></td>
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<tr>
<td>CC</td>
<td>if PCE is more than $200k, use 3% of PCE</td>
<td></td>
<td></td>
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<tr>
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<tr>
<td>PE</td>
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<td>PC</td>
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**Total Estimate (Infrastructure):**

$85,000.00

**Total Project Estimate:**

$85,000.00

**Total Local Match:**

$8,500.00

**Total Federal Match:**

$76,500.00

Meets maximum federal limit for infrastructure.

Initial cash match payment (10% of Total Local Match, $3,500 minimum): $3,500.00

<table>
<thead>
<tr>
<th>Funding Year</th>
<th>Activity</th>
<th>Fiscal Year (Option 1)</th>
<th>Fiscal Year (Option 2)</th>
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<tbody>
<tr>
<td></td>
<td>Design</td>
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</tr>
<tr>
<td></td>
<td>Construction</td>
<td>2021</td>
<td></td>
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</tbody>
</table>

* In this section, indicate the fiscal years in which the project will be designed and constructed. Design activities should occur one year prior to construction. For scheduling flexibility, provide two options.

**Fiscal Year:** The fiscal year is the accounting period for the federal government which begins on October 1 and ends on September 30. The fiscal year is designated by the calendar year in which it ends, for example, fiscal year 2016 begins on October 1, 2015 and ends on September 30, 2016.
Big Hill Golf Club  
123 Busy Road  
Townville, ID 83702

To Whom It May Concern,

The Big Hill Golf Club has reviewed the proposed sidewalk on Small Street and the Big Hill Golf Club has voted unanimously in support of the project. Our vote took place on October 1, 2017 with a full quorum of Board Members. The project will help our members of all ages from the Big Hill neighborhood walk to/from the club safely out of the road. We thank your consideration for this grant opportunity.

Best Wishes,

Jack Palmer, President  
Big Hill Golf Club
Big Hill Elementary
120 Busy Road
Townville, ID 83702

To the Grant Selection Committee,

I am writing on behalf of the Students, Teachers and Staff of Bill Hill Elementary in support of the Small Street Sidewalk. This sidewalk will service about 45 kids that walk to/from school every day from the Big Hill Neighborhood. It is also the LAST missing link of sidewalk needed to fully connect all the students within the Big Hill Neighborhood. Our school community looks forward to the completion of this project.

Regards,

Mrs. Jane Simplot, Principal
Big Hill Elementary School
Townville School District #1
OTTER COUNTY HIGHWAY DISTRICT – BOARD MEETING Oct 2, 2017

OCHD Staff has identified $8,500 available for local cash match for a Transportation Alternatives Grant for FY2020-2021 funding,

WHEREAS, the OCHD Board has reviewed the merits of the Small Street Sidewalk Project; and

WHEREAS, the OCHD Board has reviewed the public support for the above project; and

WHEREAS, the OCHD staff has the ability to administer a federal aid, reimbursement grant,

Now let it be resolved that on October 2nd, 2017 and a full meeting of the Otter County Highway District Board, where a quorum was met, the Board supports the staff’s programming of surplus dollars for the Small Street Sidewalk Project as a local cash match for the Transportation Alternatives Grant.

Signed October, 2nd 2017 ___________________________ Jane Doe, Clerk to the Board
## Transportation Alternatives
### Small Street Sidewalk Project Schedule

<table>
<thead>
<tr>
<th>Project Function</th>
<th>Year</th>
<th>2020</th>
<th>2021</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Quarter</td>
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<td>Apr-Jun</td>
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<tr>
<td>State/Local Agreement</td>
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<tr>
<td>Obligate Design Funds</td>
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<td></td>
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<tr>
<td>Project Charter</td>
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<tr>
<td>Environmental Evaluation</td>
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<tr>
<td>Cultural Resources Evaluation</td>
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<tr>
<td>Design Project</td>
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<td>x</td>
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<tr>
<td>Approval of plans, specifications &amp; engineer's estimate</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Obligate Construction Funds</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advertise &amp; Award construction project</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract award</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construct Project</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Completion</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Although this map shows the project location in the neighborhood it makes it difficult to locate the project at the County or State level. Including an additional map zoomed to an extent that the a selection committee member can locate the project in the county or city would be beneficial to the success of the application.
Maps showing ROW lines from a County service might be hard to see when scanned. Double check the resolution or provide a high resolution electronic copy with the application.
This map does show that the Employment, School, Residential and Recreation connections are within a quarter mile of the project. The applicant could have done a better job clearly labeling these features. Do not assume the reviewers of your application will interpret the information without clear labels.
A GIS measurement verifying project length will help show the accuracy of the information if the project does not have any engineering plans at this time.
**Environmental Screening**

For Community Transportation Enhancement (CTE), Safe Routes to School (SR2S) and Scenic Byway Projects

**Background** - All project actions which involve a federal nexus (federal funds, federal permits or federal lands) must have an approved environmental document. ITD follows Federal Highway Administration guidelines for environmental documentation.

**Responsibility** - ITD will be responsible for the review and approval of the environmental document. The sponsor is responsible for the preparation of the environmental document. Pre-application coordination with the district office (environmental) is needed. In some cases the sponsor may arrange for ITD to complete all or part of the environmental documentation.

**Purpose of Form** - This form is not an environmental clearance. The questions screen for issues that could require additional analysis or work. If you answer yes to any of the following questions, the environmental requirements or impacts may be greater than expected. The impacts may not be compatible with your budget or schedule. You should seek further assistance from ITD regarding the viability of the project.

**Contacts** - For assistance with the environmental process please contact the ITD District Environmental Planner. An abbreviated environmental clearance is available for pavement marking projects.

Answer the following questions and explain in detail any response that is not clear from simply marking the box. When completed electronically, the form will expand to allow room for explanations.

<table>
<thead>
<tr>
<th>Project Type/Scope of Work (i.e., landscaping, bike/pedestrian path, etc.)</th>
<th>Project Name/Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sidewalk</td>
<td>Small Street Sidewalk, Townville, ID</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Right of Way/Property Impacts</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will the project require acquisition of temporary or permanent easements, or right of way? Is the project on, or through, federal lands or tribal lands? Will the project cause a temporary or permanent disruption to a commercial property or residential neighborhood?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Explain: There will be a small amount of disruption to the houses located in the vicinity during construction, these impacts will be limited to daylight hours.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Traffic - Does the project add traffic lanes or traffic capacity?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Explain:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ground Disturbance - Does the project disturb more than one acre of land?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Explain:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Stormwater - Where does the water (rain, snowmelt) from this project area drain?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Sheet flows to surface waters (canal, stream, lake)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Conveyed by ditch or pipe to surface waters</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Storm Sewer System (Municipal system)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Infiltrate in Place (retention pond or topography with no drainage outlet [low area])</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Other – if none of the above conditions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Explain:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Surface Waters - Does the project site contain any boggy, swampy, or wetland areas?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the project impact (fill or temporarily impact) any wetland, stream, lake or other water body?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Explain:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cultural Resources - Are there historical structures (such as buildings, bridges, canals, etc) over 45 years old within or adjacent to (in some cases within view) of the proposed project site?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Explain:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Local Public Agency's Certificate Of Completion Of Right-Of-Way Activities
Idaho Transportation Department

<table>
<thead>
<tr>
<th>Key Number</th>
<th>Project Number</th>
<th>Project Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Small Street Sidewalk</td>
</tr>
</tbody>
</table>

Local Public Agency
OCHD

Complete the applicable section below and the Certification section.

Right of Way is **Not Required**

- [x] All work will be done within the existing right of way
- [x] No utilities are involved in this project
- [ ] Utilities are impacted and agreements are in place. Number of Utilities ________

Right of Way is **Required**

Number of ownerships acquired ________ Total amount paid $_________________________

Number of parcels in condemnation or pending final settlement ________

Number of Relocations ________

- [ ] No utilities are involved in this project
- [ ] Utilities are impacted and agreements are in place. Number of Utilities ________

Certification

I hereby certify that all acquisitions and relocations, if any, were performed in accordance with our assurances to comply with state and federal laws and regulations related to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and amendments thereto.

It is further certified that in all cases where the real property rights were obtained through donation, that the property owner(s) was fully informed of the right to receive just compensation and the owner has released our agency from its obligation to appraise the property in the event that the estimated value may exceed $5,000.00.

<table>
<thead>
<tr>
<th>Agency Contacts Name (Printed)</th>
<th>Phone Number</th>
<th>E-Mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Signature]</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Attester's Signature (Clerk or Secretary)

Chairman, President, or Mayor's Signature

Date
### Section 4f - Is the project site located next to or a part of a special designated land use (i.e., designated park, wildlife refuge, historic district, etc)? Check with local land use map for information.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Explain:

### Hazardous Waste - Is there any indication of waste spill or stain on the project site? Are there any gas stations, dry cleaner, or other industrial facilities adjacent to the project?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Explain:

### Public Involvement – Based on your public involvement, has any public controversy or issue been identified? Do you anticipate any temporary or permanent disruption to a commercial property or residential neighborhood (access changes or detours, construction noise etc?)

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Explain:

### Irrigation - Does the project require irrigation? Describe whether the project will require watering and what source will be used for watering.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Explain:

### Right of Way Encroachment - Are there any signs, trees or other features you plan to locate within ITD right of way?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Explain:

### Offsite Work - Will the project require off-site grading, excavation or trenching for utilities, lighting, drainage or other work?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Explain:

Describe any other known or suspected environmental issue that has not been covered

<table>
<thead>
<tr>
<th>Preparer's Printed Name</th>
<th>Title</th>
<th>Agency or Firm</th>
</tr>
</thead>
<tbody>
<tr>
<td>James Risch</td>
<td>Project Manager</td>
<td>OCHD</td>
</tr>
</tbody>
</table>

Signature  

Date  

10/15/17

---

**ITD Use Only**

**Recommendation**

- Based on the information in the project application and on this form, the project is likely to be eligible for a Categorical Exclusion.

- Based on the information in the project application and on this form, there were environmental areas of concern that should be further discussed prior to funding this project.

- There was not enough information in the project application and on this form to assess potential environmental issues.

**Comment**

<table>
<thead>
<tr>
<th>Printed Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>District Environmental Planner</td>
</tr>
</tbody>
</table>

Signature  

Date
### SITE CHECKLIST

All questions contained in this checklist are for infrastructure projects only and are to be completed in collaboration with the District TAP Coordinator.

#### PART 1: QUESTIONS

<table>
<thead>
<tr>
<th>Applicant:</th>
<th>OCHD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Name:</td>
<td>Small Street Sidewalk</td>
</tr>
<tr>
<td>Project Manager:</td>
<td>James Risch</td>
</tr>
<tr>
<td>Contact Information for Project Manager:</td>
<td>123-456-7890</td>
</tr>
</tbody>
</table>

- [ ] Is the applicant an eligible sponsor?  
  - Yes [ ] No [ ]
- [ ] Has the applicant previously completed a federal aid project?  
  - Yes [ ] No [ ]
- [ ] Does the applicant acknowledge that receipt of funds requires compliance with several federal and state requirements, including but not limited to wage, equal opportunity, and environmental requirements?  
  - Yes [ ] No [ ]

#### BICYCLE FACILITIES (IF APPLICABLE)

<table>
<thead>
<tr>
<th>Bicycle Facility description</th>
<th>[ ] Shared use pathway</th>
<th>[ ] Sharrow</th>
<th>[ ] Striped bicycle lane</th>
<th>[ ] Widened shoulder</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>[ ] Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- [ ] Width of pathway, bicycle lane, shoulder, etc.: _______  
  - Length: _______
- [ ] Distance from curb (for pathways):
- [ ] Materials used:  
  - [ ] Asphalt  
  - [ ] Concrete  
  - [ ] Other
- [ ] Standards Used:  
  - [ ] AASHTO  
  - [ ] Idaho State Public Works Construction  
  - [ ] ITD  
  - [ ] Local
- [ ] This project is:  
  - [ ] part of road widening  
  - [ ] part of an existing road
- [ ] Are there any areas where the facility will narrow to accommodate trees, signs or other obstructions?  
  - If yes, explain:  
    - [ ] Yes [ ] No [ ]

- [ ] What is the plan for maintaining the facility after construction is complete?

- [ ] Does your community normally require sidewalks or other pedestrian/bicycle improvements as a condition of subdivision or site plan approval? Explain:  
  - [ ] Yes [ ] No [ ]

#### PEDESTRIAN FACILITIES (IF APPLICABLE)

| Pedestrian Facility description | [ ] Sidewalk  
|-------------------------------|-------------|------------------------|---------------------|
|                               | [ ] Sidewalk with curb and gutter  
|                               | [ ] Pathway  
|                               | [ ] Other

- [ ] Width of pathway, bicycle lane, shoulder, etc.: 5'  
  - Length: 136'
- [ ] Distance from curb (for pathways): 2'
- [ ] Materials used:  
  - [ ] Asphalt  
  - [ ] Concrete  
  - [ ] Other
- [ ] Number of curb ramps: 1
- [ ] Standards Used:  
  - [ ] AASHTO  
  - [ ] Idaho State Public Works Construction  
  - [ ] ITD  
  - [ ] Local
- [ ] This project is:  
  - [ ] part of road widening  
  - [ ] part of an existing road
- [ ] Are there any areas where the facility will narrow to accommodate trees, signs or other obstructions?  
  - If yes, explain:  
    - [ ] Yes [ ] No [ ]

- [ ] What is the plan for maintaining the facility after construction is complete?
The sidewalk will enter the existing sidewalk inventory and receive maintenance according to the OCHD policy.

Does your community normally require sidewalks or other pedestrian/bicycle improvements as a condition of subdivision or site plan approval? Explain:  □ Yes  □ No

The subdivision was built in the 1960's with no remaining vacant lots.

**RIGHT-OF-WAY**

Does the sponsor possess the necessary right-of-way to construct the project? If not, explain how right-of-way will be acquired:  □ Yes  □ No

Does the sponsor hold necessary easements to construct the project? If not, explain how easements will be obtained:  □ Yes  □ No

**ENVIRONMENTAL**

Is it apparent that the project will meet the environmental criteria for Categorical Exclusion?  □ Yes  □ No

Is it apparent that the proposed project will require extensive cultural clearance? □ Yes  □ No

Is it apparent that supplemental environmental documentation will be required to support a Categorical Exclusion determination?  □ Yes  □ No

For example:  □ Wetlands  □ Endangered Species  □ Other

Is it apparent that the project will cause an adverse effect to environmental resources? If yes, explain:  □ Yes  □ No

Are there any permitting requirements for the project? If yes, explain:  □ Yes  □ No

**UTILITIES**

Is it apparent that the project will have utility conflicts? If yes, explain and identify affected utilities and how conflicts will be mitigated.  □ Yes  □ No

**IRRIGATION**

Is it apparent that the project will have crossings or conflicts with irrigation facilities? If yes, explain and identify affected irrigation facilities and how conflicts will be mitigated.  □ Yes  □ No

**PART 2: FORMS**

A. Environmental Screening Form
B. Right-of-Way Certification
C. TAP: Project Estimating Worksheet (used during application process to establish initial estimate)
D. ITD-1150: Project Cost Summary Sheet (for infrastructure projects and used during development stage)

Instructions:

1. Line 16 of this form is for Mobilization, calculated as a percentage of the construction items listed on Lines 3 through 14. It is up to the Applicant to determine the appropriate percentage for the project, but 5 to 10% would be considered typical.

2. Line 17 of this form is for Construction Engineering and Contingencies, calculated as a percentage of the construction items listed on Lines 3 through 14 and the Mobilization cost listed on Line 16. Again, it is up to the Applicant to determine the appropriate percentage for the project, but 15%
would be considered typical, with 10% allocated to Construction Engineering and 5% allocated to Contingencies.

E. Cost Estimate for Non-Infrastructure Projects: Safe Routes to School (for safe routes to school non-infrastructure projects)
F. Project Schedule (for infrastructure projects)

PART 3: SUMMARY OF REQUIREMENTS FOR FEDERAL AID RECIPIENTS

Applicants should keep in mind that receipt of federal funds requires compliance with the following federal and state requirements (note: this is not an exhaustive list):

1. **Equal Opportunity** requirements (non-discrimination) for construction contracts in excess of $10,000. The non-discrimination requirements apply to a wide range of project elements, including contracting opportunities. A non-discrimination agreement must be signed as part of the award process, and records must be kept to show compliance. Disadvantaged Business Entity (DBE) requirements might apply.

2. Minimum wage requirements (**Davis-Bacon Act**) and anti-kickback requirements (**Copeland Act**) for construction contracts in excess of $2,000. Records must be kept to show compliance.

3. No use of federal funds for lobbying, for construction contracts in excess of $100,000.

4. National Environmental Policy Act (**NEPA**).
   a. The National Environmental Policy Act requires federal actions (including local transportation projects receiving federal aid) to be evaluated for potential impacts to the environment. ITD and the FHWA jointly conduct this review.
   i. For major actions that significantly affect the quality of the human environment, an Environmental Impact Statement (EIS) must be prepared. This is a lengthy (and expensive) process that requires consideration of alternatives, analysis of impacts, and compliance with a series of public notice and comment periods. Projects requiring an EIS would not be able to be completed within Community Choices time constraints.
   ii. For projects in which the significance of the environmental impact is uncertain, an Environmental Assessment (EA) must be prepared. This document is more limited in scope than an EIS, and the procedure is not as lengthy. If through the EA process it is determined that there will not be significant impacts, a Finding of No Significant Impact (FONSI) is issued. If it is determined that there will be significant impacts, an EIS must be prepared.
   iii. Most federal aid projects qualify for a “categorical exclusion,” meaning that the project will not have a significant effect on the human environment. For these projects, neither an EIS nor an EA need be prepared. Federal regulations have identified several project types that typically receive a categorical exclusion (such as installation of utilities along a road; construction of bicycle and pedestrian paths; landscaping; installation of fences, signs, pavement markings and traffic signals, where no substantial land acquisition or traffic disruption would occur; alterations to facilities to make them accessible to elderly and handicapped persons; and other types of projects). Even though a proposed project might fall within an exclusion category, applicants must obtain clearance from ITD.
   iv. Contact District Environmental Staff (listed at [http://itd.idaho.gov/enviro/District_Staff.htm](http://itd.idaho.gov/enviro/District_Staff.htm)) for assistance with navigating the environmental review process.

5. Compliance with audit requirements:
   a. An entity expending $500,000 or more in a year in combined Federal awards (including any funds received from Federal sources outside ITD: US federal contracts, subcontracts, loans grants, subgrants, and/or cooperative agreements) requires an A-133 Single Audit or program-specific audit each fiscal year.
b. An entity whose annual budget (from all sources) exceeds $250,000 and expends any amount in a year in combined Federal awards are required to have a full and complete audit of financial statements each fiscal year.

c. An entity whose annual budget (from all sources) exceeds $100,000 but does not exceed $250,000 and expends any amount in a year of combined Federal awards has a minimum requirement of financial statements audit on a biennial basis. Biennial audits shall include an audit of each fiscal year since the previous audit.

d. An entity whose annual budget (from all sources) exceeds $50,000 but does not exceed $100,000 and expends any amount in a year of combined Federal awards has a minimum requirement of financial statements review on a biennial basis. Biennial review shall include a review of each fiscal year since the previous review.

e. An entity whose annual budget (from all sources) does not exceed $50,000 and expends any amount in a year of combined Federal awards has a minimum requirement of financial statements review by ITD on a biennial basis. Biennial ITD reviews shall include a review of each fiscal year since the previous review.

6. Compliance with **Americans with Disability Act** requirements. This includes a compliance Self-Evaluation, and for agencies with 50 or more employees, an ADA Transition Plan. Transition Plans identify physical obstacles to accessibility, describe methods to make facilities accessible, specify a schedule for completion, identify a responsible official, estimate the cost of each modification, and record completion dates.

7. Compliance with U.S. Office of Management and Budget (OMB) circulars on allowable costs, as follows:

<table>
<thead>
<tr>
<th>For the costs of a:</th>
<th>Use the principles in:</th>
</tr>
</thead>
<tbody>
<tr>
<td>State, Local or Indian Tribal Government</td>
<td>2 CFR 225</td>
</tr>
<tr>
<td>Private, nonprofit organization other than an (1) institution of higher education, (2) hospital, or (3) organization named in 2 CFR 230 as not subject to that circular</td>
<td>2 CFR 230</td>
</tr>
<tr>
<td>Educational institution</td>
<td>2 CFR 220</td>
</tr>
<tr>
<td>For-profit organization other than a hospital and an organization named in 2 CFR 230 as not subject to that circular</td>
<td>48 CFR Part 31, Contract Cost Principles and Procedures, or uniform cost accounting standards that comply with cost principles acceptable to the Federal agency.</td>
</tr>
</tbody>
</table>

8. Compliance with ITD Grant Administration Team reimbursement requirements. Recipients must request reimbursement of an expense within 60 days or the expense will not be reimbursed. ITD has up to 30 days to issue the reimbursement.

9. Compliance with minimum liability insurance requirements. Contractors must have comprehensive public and general liability insurance of at least $500,000.00 per occurrence, and $1,000,000.00 aggregate.

**District TAP Coordinator Endorsement**

According to the information provided by the sponsor and in this Site Checklist, the Idaho Transportation Department district office endorses this project as a potential TAP project candidate and would offer full support if project is selected.

Endorsement: ____________________________

District TAP Coordinator  District  Date