
RPA 1 Transportation Enhancement Committee MINUTES: March 6, 2013

Present: Barb Schroeder, Tim Engelhardt, Rod Marlatt, Randy Uhl, Lora Friest, Elaine Govern, Robin Bostrom, Chad Bird, Larry Gibbs, Jim Janett, Laura Olson, Don Arendt, Darrell Knecht, Harold Chapman, Rachelle Howe and Karla Organist

1. Meeting was called to order at 1:00 p.m. by chair, Rod Marlatt
2. Motion to approve the agenda was made by Schroeder, second by Bostrom, all approved
3. Committee member introductions and updates followed (some items of note: new committee member for Winneshiek County appointed – Chad Bird – to replace retiring Rick Edwards; Howard County working with property owners on easements – has been challenging; Winneshiek County purchased a section of the future Dry Run Trail as it suddenly became available; Clayton County Motor Mill Gala to be held on May 4th, with a bridge dedication program at 1:00; Fayette County TRRC was funded by Iowa Great Places for connecting trails in the communities of Elgin, Clermont and Elkader)
4. Motion to approve the minutes from June 27th, 2012 was made by Engelhardt, seconded by Schroeder, all approved.
5. Appointment of Committee Chair. Bostrom nominated Marlatt. A motion was made by Engelhardt, seconded by Schroeder that nominations cease and that Marlatt be elected Chair. All approved.
6. Review of MAP-21 changes and discussion of its impacts to currently programmed projects was held. (See Attachment A for specific impacts to numbers)
7. Review of TAP application and discussion of scoring criteria for TAP eligible projects (See Attachment B for application and criteria).
8. Application deadline set for April 30th, 2013. Policy Board will review and approve application on the 12th – Organist will send out to cities, etc. after that. Committee members will review application prior to the Policy Board meeting and let Organist know if she missed anything. Organist will send out applications received to County Conservation Directors on May 1st so that they can have them scored before the May meeting.
9. Having no other items from committee members, the next meeting date was set for May 9th at 10:00 a.m. TAP Applications will be reviewed and selections for recommendation to the Board will be made.
10. Motion to adjourn was made by Bostrom, seconded by Olson, all approved, meeting adjourned at 2:45 p.m.

Attachment A

Previously Planned Targets and Programmed Projects:

	ENHANCEMENT		DESCRIPTION	STP		DESCRIPTION
FFY 2012	BALANCE:	\$205,654	Carry over	BALANCE:	\$893,171	Carry over
	Allocation:	\$173,866	Actual	Allocation:	\$2,303,912	Actual
	Projects:	(\$140,000)	Allamakee MRT	Projects:	(\$1,778,151)	SUDAS, Howard, DOT, UERPC
FFY 2013	BALANCE:	\$239,520	Carry over	BALANCE:	\$1,418,932	Carry over
	Allocation:	\$167,004	Actual	Allocation:	\$2,189,799	Target
	Projects:	(\$192,000)	Howard Wapsi	Projects:	(\$2,228,151)	SUDAS, Allamakee, Winneshiek, UERPC
FFY 2014	BALANCE:	\$214,524	Carry over	BALANCE:	\$1,380,580	Carry over
	Allocation:	\$167,000	Target	Allocation:	\$2,190,000	Target
	Projects:	(\$170,000)	TRRC (full project is \$234, using return from Postville)	Projects:	(\$3,432,151)	SUDAS, Allamakee, Clayton, UERPC
FFY 2015	BALANCE:	\$211,524	Carry over	BALANCE:	\$138,429	Carry over
	Allocation:	\$167,000	Target	Allocation:	\$2,190,000	Target
	Projects:	(\$152,000)	Howard Wapsi	Projects:	(\$2,328,151)	SUDAS, Winneshiek, UERPC
FFY 2016	BALANCE:	\$226,524	Carry over	BALANCE:	\$278	Carry over
	Allocation:	\$167,000	Target	Allocation:	\$2,190,000	Target
	Projects:	(\$191,000)	Winneshiek TRT	Projects:	(\$1,328,151)	SUDAS, Clayton, Decorah, UERPC
FFY 2017	BALANCE:	\$202,524		BALANCE:	\$862,127	

New Targets with Programmed Projects:

	ENHANCEMENT		DESCRIPTION	FLEX		STP		DESCRIPTION
FFY 2012	BALANCE:	\$205,654	Carry over	BALANCE:	NA	BALANCE:	\$893,171	Carry over
	Allocation:	\$173,866	Actual			Allocation:	\$2,303,912	Actual
	Projects:	(\$140,000)	Allamakee MRT			Projects:	(\$1,778,151)	SUDAS, Howard, DOT, UERPC
FFY 2013	BALANCE:	\$239,520	Carry over	BALANCE:	NA	BALANCE:	\$1,418,932	Carry over
	Allocation:	\$167,004	Actual			Allocation:	\$2,201,592	Actual
	Projects:	(\$192,000)	Howard Wapsi			Projects:	(\$2,228,151)	SUDAS, Allamakee, Winneshiek, UERPC
FFY 2014	BALANCE:	\$214,524	Carry over	BALANCE:	NA	BALANCE:	\$1,392,373	Carry over
	Allocation:	\$115,596	Target	Allocation:	\$88,035	Allocation:	\$1,969,853	Target
	Projects:	(\$170,000)	Fayette/Clayton TRRC	Projects:		Projects:	(\$3,427,000)	Allamakee, Clayton, UERPC
FFY 2015	BALANCE:	\$160,120	Carry over	BALANCE:	\$88,035	BALANCE:	(\$64,774)	Carry over
	Allocation:	\$117,000	Target	Allocation:	\$90,000	Allocation:	\$1,979,000	Target
	Projects:	(\$152,000)	Howard Wapsi	Projects:		Projects:	(\$2,323,000)	Winneshiek, UERPC
FFY 2016	BALANCE:	\$125,120	Carry over	BALANCE:	\$178,035	BALANCE:	(\$408,774)	Carry over
	Allocation:	\$117,000	Target	Allocation:	\$90,000	Allocation:	\$1,979,000	Target
	Projects:	(\$191,000)	Winneshiek TRT	Projects:		Projects:	(\$1,323,000)	Clayton, Decorah, UERPC
FFY 2017	BALANCE:	\$51,120	Carry over	BALANCE:	\$268,035	BALANCE:	\$247,226	Carry over
	Allocation:	\$117,000	Target	Allocation:	\$90,000	Allocation:	\$1,979,000	Target
	Projects:			Projects:		Projects:		
	BALANCE:	\$168,120		BALANCE:	\$358,035	BALANCE:	\$2,226,226	

Transportation Alternative Program (TAP) Application Instructions

RPA 1/Upper Explorerland Regional Planning Commission (UERPC) is seeking applications for Federal Funding for the Federal Fiscal Years (FFY) 2014-2017. MAP-21 establishes a new program to provide for a variety of alternative transportation projects, including many that were previously eligible activities under separately funded programs. The TAP replaces the funding from pre-MAP-21 programs including Transportation Enhancements, Recreational Trails, Safe Routes to School and several other discretionary programs, wrapping them into a single funding source. Eligible applicants include:

- local governments;
- regional transportation authorities;
- transit agencies;
- natural resource or public land agencies;
- school districts, local education agencies, or schools;
- tribal governments;
- any other local or regional governmental entity with responsibility for oversight of transportation or recreational trail

(Under TAP, nonprofits are not eligible as direct grant recipients of the funds. Nonprofits are eligible to partner with any eligible entity on an eligible TAP project)

RPA 1 expects to have at least \$50,000 (total) available for distribution in Federal Fiscal Years 2014, 2015 and 2016, and at least \$115,000 available for distribution in Federal Fiscal Year 2017. *(The 2014 Federal Fiscal Year begins October 1, 2013)*

Eligible activities and projects include:

- A. Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized 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.
- B. 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.
- C. Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users.
- D. Construction of turnouts, overlooks and viewing areas.
- E. Community improvement activities, including:
 - inventory, control, or removal of outdoor advertising;
 - historic preservation and rehabilitation of historic transportation facilities;
 - vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control;
 - archaeological activities relating to impacts from implementation of a transportation project eligible under this title

- F. Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to:
- address stormwater management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff
 - reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats
- G. The recreational trails program
- H. The safe routes to school program (SRTS) including:
- Infrastructure-related projects: planning, design and construction of infrastructure-related projects on any public road or any bicycle or pedestrian pathway or trail in the vicinity of schools that will substantially improve the ability of students to walk and bicycle to school, including sidewalk improvements, traffic calming and speed reduction improvements, pedestrian and bicycle crossing improvements, on-street bicycle facilities, off-street bicycle and pedestrian facilities, secure bicycle parking facilities and traffic diversion improvements in the vicinity of schools.
 - Non-infrastructure-related activities to encourage walking and bicycling to school, including public awareness campaigns and outreach to press and community leaders, traffic education and enforcement in the vicinity of schools, student sessions on bicycle and pedestrian safety, health, and environment, and funding for training, volunteers, and managers of safe routes to school programs
 - Safe Routes to School coordinator

Applications are due on April 30, 2013. If you have any questions, please contact Karla Organist at 563-382-6171, korganist@uerpc.org, or your respective County Conservation Director, as listed below.

Conservation Directors:	Allamakee	Jim Janett	(563) 568-2996
	Clayton	Tim Engelhardt	(563) 245-1516
	Fayette	Rod Marlatt	(563) 422-5146
	Howard	Harold Chapman	(563) 547-3634
	Winneshiek	Barb Schroeder	(563) 534-7145

REQUEST FOR TRANSPORTATION ALTERNATIVES PROGRAM (TAP) FUNDS

General Information

RPA or MPO: _____ e-mail: _____

Eligible Sponsor/Applicant Agency: _____

Contact Person (Name & Title): _____

Complete Mailing Address: _____
Street Address and/or Box No.

City _____ State _____ Zip _____ Daytime Phone _____

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

Applicant Agency: _____ e-mail: _____

Contact Person (Name & Title): _____

Complete Mailing Address: _____
Street Address and/or Box No.

City _____ State _____ Zip _____ Daytime Phone _____

Project Information

Federal Fiscal Year in which funding is requested (select one): 2014 2015 2016 2017

Project Title: _____

Project Description (including length if applicable) required: _____

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

Project Category Check all boxes that apply to indicate the categories that best describe your project.

- | | |
|---|--|
| <p>1 Trails and Bicycles</p> <ul style="list-style-type: none"><input type="checkbox"/> Facilities for pedestrians and bicycles including safe routes for non-drivers<input type="checkbox"/> Conversion and use of abandoned railway corridors | <p>3 Safe Routes to School (SRTS)</p> <ul style="list-style-type: none"><input type="checkbox"/> Infrastructure<input type="checkbox"/> Non-infrastructure |
| <p>2 Scenic and Historic</p> <ul style="list-style-type: none"><input type="checkbox"/> Construction of turnouts, overlooks and viewing areas<input type="checkbox"/> Inventory, control, or removal of outdoor advertising<input type="checkbox"/> Historic preservation and rehabilitation of historic transportation facilities<input type="checkbox"/> Archaeological activities relating to impacts from another eligible activity | <p>4 Environmental</p> <ul style="list-style-type: none"><input type="checkbox"/> Vegetation management practices in transportation rights-of-way<input type="checkbox"/> Highway related stormwater management<input type="checkbox"/> Reduction of vehicle-caused wildlife mortality or restoration of habitat connectivity |

Estimated Project Costs

Land Cost	\$ _____
Preliminary Design / Engineering	\$ _____
Utility Relocation	\$ _____
Construction Engineering	\$ _____
Construction Cost	\$ _____
In-Kind Cost	\$ _____
Indirect Cost (if applicable)	\$ _____
Non-infrastructure Cost (SRTS only)	\$ _____
Other (please specify) _____	\$ _____
Total Cost	\$ _____
TAP Fund Request	\$ _____
Applicant Match (20% Minimum)	\$ _____

	Applicant Match Source (20% Minimum)	Amount	Assured or Anticipated (Date Anticipated)
1.			
2.			
3.			

Are any state funds involved in this project? Yes No

If yes, please explain the source and conditions. _____

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

If yes, please explain the source and conditions (Please note here if you have previously acquired TAP funds for this project from the state discretionary TAP fund or another MPO or RPA)

Is this project located within a designated scenic or historic byway corridor? Yes No

If so, has the project been endorsed by the appropriate byway board? Yes No

Will this project be open to the public? Yes No

Do you intend to charge a fee to users? Yes No

If yes, how much? \$ _____

What will it be used for? _____

Estimated Project Development Schedule

Design	Start Date _____	Completion Date _____
Land Acquisition	Start Date _____	Completion Date _____
Construction	Start Date _____	Completion Date _____
Non-infrastructure	Start Date _____	Completion Date _____

Has any part of this project been started? Yes No

If yes, explain: _____

Documentation and Narrative Information

The following documents and narratives must be attached to this application as applicable. In the upper right-hand corner of each document or narrative write the corresponding letter shown below.

- A. A NARRATIVE assessing existing conditions, outlining the concept of the proposed project, and providing adequate project justification. Transportation Alternatives must have a direct relationship to the intermodal transportation system, either as it exists or as it is planned. Assess your project in regard to the transportation system relative to its functional relationship, proximity, or impact to an existing or planned transportation facility. If a regional project, assess the value of this project from a regional perspective and how it will be a functional addition to the transportation system and the region as a whole if no additional development funds are received. If a statewide or multi-regional project, assess the value of this project from a statewide or multi-regional perspective. (See Attachment B for narrative questions and scoring considerations)
- B. A DETAILED MAP identifying the location of the project.
- C. A SKETCH-PLAN of the project, including cross-section for bicycle or pedestrian facilities, infrastructure and construction projects only.
- D. An ITEMIZED BREAKDOWN of the total project costs. This documentation does not need to be a detailed, line-item type of estimate. However, it must accomplish two objectives: first, it must show the method by which the cost estimate was prepared; and second, it must enable a reviewer to determine if the cost estimate is reasonable. The manner in which these objectives are achieved may vary widely depending on the type, scope and complexity of the project.
- E. A TIME SCHEDULE for the total project development. Funding for projects which fail to make satisfactory progress may be rescheduled or removed from the program by the Iowa Department of Transportation.
- F. An OFFICIAL ENDORSEMENT of the project from the authority to be responsible for its maintenance and operation. The authority must provide written assurance that it will adequately maintain the completed project for its intended public use for a minimum of 20 years following project completion (10 years for SRTS infrastructure projects).
- G. If applicable, a LETTER OF SUPPORT of the project from the scenic or historic byway board. The board's letter should also address the project's relationship to the byway's intrinsic qualities, how the project will have a statewide or multi-regional impact, and whether the project is included in the byway's current corridor management plan.
- H. As applicable, a NARRATIVE discussing the public input process that was followed and the extent to which adjacent property owners and others have been informed of the proposed project and an assessment of their acceptance.

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

Certification

To the best of my knowledge and belief, all information included in this application is true and accurate, including the commitment of all physical and financial resources. This application has been duly authorized by the participating local authority. I understand the attached OFFICIAL ENDORSEMENT(S) binds the participating authority to assume responsibility for adequate maintenance of any new or improved facilities.

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

Representing the _____

Signature

Date

Typed Name and Title

Date

ATTACHMENT A

Itemized breakdown of total project costs guidelines.

Construction Costs – these may be based on historical averages for entire projects of similar size and scope.

Examples include:

- Typical cost / mile of trail (i.e. \$200,000 per mile for moderate terrain and limited number of structures)
- Typical cost / square foot of bridge deck
- Typical cost / square foot of new or renovated building space
- Typical cost / lineal foot of sidewalk

Design / Inspection Costs – these may be estimated based on the following typical percentages of construction costs:

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

Right-of-way Acquisition Costs – these may be estimated based on the following:

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

Utility and Railroad Costs – these may be estimated based on the following:

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

Indirect Costs -- if indirect costs are involved, e.g., wages:

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

ATTACHMENT B

Priority Criteria for Transportation Alternative Program Projects

Please provide a narrative for each of the six questions below and explain how your project relates. The weight given to each question is listed in parenthesis; with a total of 24 points possible.

1. What other funding sources have you secured or intend to pursue? Provide a timeline for your funding efforts. (5 points)

Scoring will consider whether:

- *funding sources are identified*
- *funding is secured*
- *preliminary project planning is complete*
- *engineering firm has been consulted and/or plans have been initiated*
- *one or more phases is funded and complete*

2. Has your project already gone through a local/county/regional project priority setting process? Is it in a long range plan? Describe local planning efforts. (3 points)

Scoring will consider whether the project:

- *has local, regional or state wide significance*
- *has been previously considered as part of a community, school or byway plan (e.g. Comprehensive Plan, Corridor Management Plan, Transportation Plan, Safe Routes to School Plan, Master Plan, Wellness Plan, Park and Recreation Plan, etc.)*

3. How will your project demonstrate a benefit to the community, as well as to the region and/or state? (5 points)

Scoring will consider how the project is a:

- *draw for local, regional or state wide users for recreation*
- *draw for local, regional or state wide users for commuting and commerce*

4. How is this project enhancing the existing transportation system or providing an essential element within a larger comprehensive project? (5 points)

Scoring will consider whether the project:

- *has connectivity or ties to larger project*
- *is part of trail system or activity already in place*
- *is part of related development/roadway/paved shoulder project*
- *provides an essential element of project structure*
- *provides "live, work and play" components for a comprehensive project*

5. Describe points of interest to visitors (amenities, points of interest) along the way. (3 points)

Scoring will consider whether the project:

- *positively impacts scenic areas or byways*
- *provides off road stops/direct access*
- *provides access to support services, restrooms and rest areas*

6. How does the project benefit the population segments such as children, elderly, low income or disabled persons? (3 points)

Scoring will consider whether the project:

- *has user fees or addresses obstacles for low income persons*
- *supports safe access for kids to use unsupervised/little motor vehicle cross traffic*
- *provides access to rest areas, activities, kiosks for elderly/disabled*