



METROPOLITAN
TOPEKA PLANNING
ORGANIZATION

TAC AGENDA

May 9, 2024, 2:00PM
Zoom Videoconference

TECHNICAL ADVISORY COMMITTEE

Call to Order/Opening Business

1. Roll Call
2. Approval of Minutes for April 10, 2024
3. Public Comment

Action Items

None

Discussion/Non-Action Items

1. Carbon Reduction Program Grant Information Webinar (Allison Smith, KDOT)

Adjourn



ADA Notice: For special accommodations for this event, please contact the Planning Department at 785-368-3728 at least three working days in advance.

CITY OF TOPEKA
METROPOLITAN TOPEKA PLANNING ORGANIZATION
Technical Advisory Committee (TAC)

M I N U T E S

April 10, 2024

Voting Members present: Steve Baalman (KDOT); Braxton Copley (COT PWks); Ryne Dowling (KDOT); Bob Nugent (TMTA); Carlton Scroggins (COT MTPO); Joni Thadani (SNCO Planning) (6)

Voting Members absent: Curt Niehaus (SNCO Pwks); Rhiannon Friedman (COT Planning & Development) (2)

City Staff present: Amanda Tituana-Feijoo (MTPO/Planning)

Approval of Minutes for March 14, 2024 - Motion by Ms. Friedman, second by Mr. Copley. APPROVED 5-0-0

Public Comment – NA

Action Item: 2024 UPWP Amendment #1(Budget Reapportionment) (Carlton Scroggins)

Mr. Copley motioned and Ms. Thadani seconded to approve the release of the amendment for public comment.

Discussion Items:

Pedestrian Master Plan -JEO has been chosen as the consultant.

With nothing more on the agenda, meeting adjourned at 2:09PM.



**KDOT TRANSPORTATION
EMISSIONS REDUCTION
STRATEGY**



Small MPO Transportation Emissions Reduction Program (TERP) Application

Application Deadline: __/__/2024

Applications submitted after this deadline will not be considered.

Project Sponsor Information

Type of Project Sponsor (*Indicate One*)

- | | | | |
|--------------|-------------------|--------------|------------------------|
| County | Tribal Government | State Agency | School/School District |
| Municipality | Federal Agency | Non-profit | Small MPO |

Primary Project Sponsor: _____

Mailing Address: _____

Phone Number: _____

Primary Contact Person

(Should be an elected official or an employee or representative of the primary project sponsor)

Name: _____

Title: _____

Mailing Address: _____

Direct Phone Number: _____

Email: _____

Secondary Contact Person

(Should be an elected official or an employee or representative of the primary project sponsor)

Name: _____

Title: _____

Mailing Address: _____

Direct Phone Number: _____

Email: _____

Project Information *(please be as specific as possible)*

Project Title: _____

Project Location/Address: _____

Please provide a detailed map and photos of project location and attach them to this application.

Project Scope of Work and Description:

Please describe the project’s basic design features and include an assessment of the current condition of all transportation facilities relating to the project.

What is the federal Functional Classification of the facility to be improved?

Project Timeline and Cost

What is the readiness level of the project? Please enter start dates for each phase of your project and indicate if phase has already begun.

	Not Initiated	Expected start date	Initiated	Complete
1. Design/Engineering				
2. Right of Way Acquisition				
3. Utility Relocation				
4. NEPA				
5. Final Engineering				

Is the project developed to federal aid specifications?

YES NO

If the project is a non-infrastructure project, please indicate the desired start date: _____

Detailed Total Project Cost Estimate

Please ensure that all estimates are based on prices within the last six months to ensure accurate project amounts.

Participating Costs	100% Amount	Amount of Federal Funds requested (up to 80% of participating phases)	Local Match
Preliminary Engineering/Design			
Construction			
Construction Engineering (CE)			
Total			

What is the percentage of local match committed to this project? ____%

(Extra credit points if local match provided is in excess of the minimum. The minimum required local match is 20% of the total project cost. However, project sponsors are encouraged to offer the maximum feasible match for their proposed project.)

Please include the other costs associated with this project:

(This information does not apply to the local match but helps KDOT gauge the status of the project.)

Non-participating Costs	100% Amount
Right of Way Acquisition (ROW)	
Utility Relocation (Utilities)	
Other	
Total	

Does the proposed project have community support? If yes, to what extent?

(Please attach letters of support from key stakeholders.)

Is the project scalable?

YES

NO

What is the minimum amount of federal funds required for this project to proceed? \$ _____

Explain if/how the project includes a dedicated/revenue source for operations and maintenance.

How will this project provide benefits to historically disadvantaged and underserved community members? Provide a narrative description of the benefits the project will have.

Is the project located in a USDOT Disadvantaged Community? *Please refer to:*
<https://screeningtool.geoplatform.gov/en/#3/33.47/-97.5>

YES NO

Emission Reductions and Plan Consistency

Is your project a listed, eligible Carbon Reduction Program Activity?

YES NO

If yes, which eligible category does your project fall under? *Please refer to:*
https://www.fhwa.dot.gov/environment/sustainability/energy/policy/crp_guidance.pdf

Does your proposed project reduce transportation emissions?

YES NO

In what ways does your project produce reductions?

Please describe the nature of the transportation problem at this location and the benefits that would result from the project (e.g., transportation emissions reduction, safety improvements, multimodal enhancements, etc.):

How does this proposed project support the MPO's Metropolitan Transportation Plan (MTP)?

How does this proposed project support the implementation of the KDOT TERS?

<https://www.ksdot.gov/Assets/wwwksdotorg/bureaus/burTransPlan/burovr/pdf/KDOTTransportationEmissionsReductionStrategy14Nov23.pdf>



What Primary Goals does the proposed project support and how? What Secondary Goals does it support from the TERS?

Please refer to:

<https://www.ksdot.gov/Assets/wwwksdotorg/bureaus/burTransPlan/burovr/pdf/KDOTTransportationEmissionsReductionStrategy14Nov23.pdf>



Please attach photos, maps, drawings, preliminary designs, letters of support, or any other relevant information.

Please see the KDOT Community Chargers Program Application for additional questions to complete if applying for electric vehicle charger projects.



KDOT Community Chargers Program

Call for Projects - Local Public Authority (LPA) Application Form



A. APPLICANT INFORMATION			
1. TYPE OF APPLICANT (CHECK ONE); SEE RFP FOR ELIGIBLE APPLICANTS			
<input type="checkbox"/> BUSINESS/VENDORS	<input type="checkbox"/> GOV'T AGENCY	<input type="checkbox"/> UTILITY	<input type="checkbox"/> OTHER (DESCRIBE)
2. ORGANIZATION LEGAL NAME	ORGANIZATION TELEPHONE NUMBER WITH AREA CODE		
3. ORGANIZATION MAILING ADDRESS	CITY	STATE	ZIP CODE
4. COMPANY OR ENTITY APPLYING FOR FUNDING (IF DIFFERENT FROM ABOVE)			
5. NAME OF ORGANIZATIONAL REPRESENTATIVE AUTHORIZED FOR AGREEMENT	TITLE		
TELEPHONE NUMBER WITH AREA CODE	EMAIL ADDRESS		
6. PRIMARY/PREFERRED POINT OF CONTACT NAME	TITLE		
TELEPHONE NUMBER WITH AREA CODE	EMAIL ADDRESS		
7. SECONDARY POINT OF CONTACT NAME	TITLE		
TELEPHONE NUMBER WITH AREA CODE	EMAIL ADDRESS		
B. APPLICATION SUMMARY			
8. GENERAL DESCRIPTION OF APPLICANT'S PROPOSED SITES & FUNDING REQUESTS			
C. APPLICANT AGREEMENT			
<p>I hereby certify that:</p> <ul style="list-style-type: none"> The information included in this application is true and correct to the best of my knowledge. The organization I represent has sufficient resources to conduct this project while awaiting eligible reimbursements from KDOT. I understand that KDOT may request records to verify the accuracy of the application. I agree to the Equipment & Installation Requirements outlined in the Minimum Standards Document. I understand KDOT reserves the right not to award some eligible items therefore reducing the requested amount. 			
9. TYPE AUTHORIZED REPRESENTATIVE'S FULL NAME BELOW TO CERTIFY AGREEMENT TERMS OUTLINED ABOVE			DATE

D. SITE LOCATION & AMENITIES

INCLUDE AS MANY COPIES OF SECTIONS D, E, F, AND G AS NEEDED **FOR EACH CHARGING LOCATION.**

SITE LOCATION NAME

HOST SITE NAME

HOST SITE STREET ADDRESS AND/OR GPS COORDINATES (IN DECIMAL DEGREES)

WILL THE CHARGING STATION PROVIDE FOR SECURE PAYMENT METHODS WITHOUT REQUIRING A MEMBERSHIP FOR USE?

YES NO EXPLANATION:

HOST SITE PROVIDES FREE ACCESS TO WI-FI AND/OR HAS ADEQUATE CELLULAR SERVICE(S)? (CHECK ONE; IF YES, BRIEFLY DESCRIBE WI-FI AND/OR CELL SERVICES)

YES NO DESCRIPTION:

HOST SITE PROVIDES DUSK-TO-DAWN LIGHTING? (CHECK ONE; IF YES, BRIEFLY DESCRIBE LIGHTING PROVISIONS)

YES NO DESCRIPTION:

SITE LAYOUT - ATTACH A CONCEPTUAL LAYOUT OF THE PROPOSED SITE LAYOUT

BRIEFLY DESCRIBE THE SITE LAYOUT FOR THE PROPOSED CHARGING STATIONS:

HOST SITE & PROPOSED CHARGING STATION COMPLIES WITH ADA ACCESSIBILITY STANDARDS? (CHECK ONE; IF YES, BRIEFLY DESCRIBE HOW ADA IS MET)

YES NO DESCRIPTION:

HOST SITE PROVIDES CHARGING PORTS IN EXCESS OF MINIMUM REQUIREMENTS? (IF YES, BRIEFLY DESCRIBE)

YES NO DESCRIPTION:

HOST SITE PROPOSED LAYOUT USES CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN PRINCIPLES (IF YES, BRIEFLY DESCRIBE)

YES NO DESCRIPTION:

HOST SITE PROVIDES A MIN. OF ONE PARKING STALL PER PROPOSED CHARGING PORT (MIN. 4 STALLS)? (CHECK ONE; BRIEFLY DESCRIBE # OF PROPOSED PARKING STALLS)

YES NO DESCRIPTION:

HOST SITE PROVIDES 24/7 OPERATION AND CUSTOMER ASSISTANCE? (CHECK ONE; BRIEFLY DESCRIBE HOURS OF OPERATION & CUSTOMER ASSISTANCE)

YES NO DESCRIPTION:

DESCRIBE OTHER AMENITIES THAT MAY BENEFIT CUSTOMERS AT THIS LOCATION.

DESCRIBE SAFETY PROCEDURES AND/OR SAFETY PRECAUTIONS CONSTRUCTED AT THIS LOCATION FOR CUSTOMERS. ATTACH FULL SAFETY PLAN.

E. SITE EQUIPMENT & INNOVATION

WHAT CHARGING EQUIPMENT CONFIGURATION IS BEING PROPOSED? PLEASE ALSO SPECIFY POWER LEVELS. POWER SHARING B/W PORTS IS ACCEPTABLE @ MINIMUM LEVEL PER PORT BELOW.

Must have at least four network-connected (either DCFC or AC Level 2 or a combination of DCFC and AC Level 2) charging ports and be capable of simultaneously charging at least four EVs. Level 2 chargers must be capable of charging at a minimum of 6kW per port with J1772 connectors and must be capable of providing at least 6 kW per port simultaneously across all AC ports. DC fast charging must have CCS connectors and be capable of charging at a minimum of 75 kW per port. DCFCs must be capable of providing at least 75 kW per port simultaneously across all DCFC ports at the station. At least one CHAdeMO connection to the EVSE is required. For DCFCs a NACS Connector may be inc as a covered expense, but is not required at this time.

E. SITE EQUIPMENT & INNOVATION (CONTINUED)

DESCRIBE HOW THE EQUIPMENT PAYMENT OPTIONS ARE IN COMPLIANCE WITH THE MINIMUM STANDARDS.

DESCRIBE HOW THE CHARGING EQUIPMENT NETWORK CAPABILITIES ARE IN COMPLIANCE WITH THE MINIMUM STANDARDS.

IF BEING PROPOSED, DESCRIBE HOW THE DCFC CHARGERS AND SUPPORTING EQUIPMENT WILL BE "FUTURE PROOFED" AND HAS CAPACITY FOR UPGRADES.

DESCRIBE THE DEGREE TO WHICH INNOVATIVE SOLUTIONS WILL BE IMPLEMENTED AT THE SITE. (BATTERY STORAGE, RENEWABLE ENERGY SOURCES, ETC). PLEASE NOTE INNOVATIONS ARE NOT A REQUIREMENT.

WILL A NACS CONNECTOR BE PROVIDED AT THIS TIME? EVSE MUST BE CAPABLE OF ADDING THIS EQUIPMENT IN THE FUTURE IF NOT INCLUDED NOW.

F. BUSINESS MODEL, FUNDING, & EXPERIENCE

HAS THE STATION SITE HOST COMMITTED TO YOUR 5 YEAR BUSINESS PROPOSITION? (CHECK ONE; IF NO, BRIEFLY DESCRIBE. ATTACH SIGNED LETTER.)

YES NO DESCRIBE:

HAS THE HOST SITE UTILITY COMMITTED TO THE REQUIRED SERVICE? (CHECK ONE; IF NO, BRIEFLY DESCRIBE. ATTACH UTILITY SERVICE FORM.)

YES NO DESCRIBE:

IDENTIFY KEY PARTNERS OF YOUR SITE BUSINESS MODEL, INCLUDING EDUCATIONAL INSTITUTIONS, AND THEIR RESPECTIVE ROLES (ATTACH SIGNED PARTNER LETTERS, IF AVAILABLE)

DESCRIBE HOW YOU HAVE GARNERED SUPPORT FROM LOCAL AND REGIONAL STAKEHOLDERS. (ATTACH SIGNED SUPPORT LETTERS, IF AVAILABLE)

DESCRIBE YOUR SUSTAINABLE BUSINESS MODEL WITH DETAILS ON THE PRICING STRUCTURE FOR USERS. PLEASE INCLUDE UTILITY RATES, OPERATIONAL COSTS, EXPECTED COSTS TO CHARGE AT THE STATIONS ANTICIPATED REVENUE, ETC. THE PROPOSED PRICING STRUCTURES AND RATES TO CHARGE DRIVERS SHOULD BE FAIR AND REASONABLE.

F. BUSINESS MODEL, FUNDING, & EXPERIENCE (CONTINUED)

DESCRIBE YOUR COMMITMENT TO CONTINUE OPERATION OF THE CHARGING EQUIPMENT FOR THE 5 YEAR TERM OF THE AWARD AND ABILITY TO OPERATE BEYOND THAT PERIOD. DISCUSS HOW THE WARRANTY AND OPERATION, MAINTENANCE AND FUTURE PROOFING COMMITMENTS ALIGN WITH THE OPERATIONAL GOALS.

DEMONSTRATED EXPERIENCE WITH ELECTRIC VEHICLE SERVICE EQUIPMENT INSTALLATION AND OPERATION, BUSINESS EXPERIENCE WITH FUELING OPERATIONS, UTILITY/POWER SUPPLY PROVISION, OR CONSTRUCTION PROJECTS

ENTER THE LINE ITEM AMOUNTS BELOW FOR ELIGIBLE PROJECT COSTS FROM SELECTED VENDORS AND CONTRACTORS AT THE SITE.

#	ELIGIBLE BUDGETARY LINE ITEM	TOTAL COST
1	LEVEL 2 AND/OR DC FAST CHARGING EQUIPMENT COSTS	\$
2	CHARGER INSTALLATION COSTS	\$
3	EQUIPMENT SHIPPING COSTS	\$
4	NECESSARY ELECTRICITY SERVICE UPGRADES & CONNECTIONS TO EV CHARGERS (LINES, TRANSFORMERS, ETC)	\$
5	OTHER HARD COSTS OF SITE PREPARATION (CONCRETE, CONDUIT, CABLE/WIRING)	\$
6	SIGNAGE & LIGHTING (DIRECTLY ASSOCIATED WITH EV CHARGING INFRASTRUCTURE)	\$
7	NETWORKING COSTS (UP TO 5 YEARS)	\$
8	CHARGING EQUIPMENT EXTENDED WARRANTIES AND SERVICE CONTRACTS (UP TO 5 YEARS)	\$
9	OTHER EQUIPMENT AND NON-LABOR PROJECT COSTS (DESIGN & ENGINEERING, PROJ. MGMT, ETC)	\$
10	PERMIT COSTS/FEES	\$
TOTAL OF ELIGIBLE ITEMS		\$
FEDERAL FUNDING REQUEST (UP TO 80% OF TOTAL ELIGIBLE ITEMS)		\$
LOCAL MATCH		\$

ILLUSTRATE YOUR PROPOSED SCHEDULE FOR THE EV STATION SITE CONSTRUCTION, INCLUDE SIGNIFICANT INTERIM MILESTONES AND DATES. NOTE THAT BIDDERS WILL BE EVALUATED MORE FAVORABLY FOR COMPLETING CHARGING STATION INSTALLATION WITHIN 18 MONTHS OF NOTICE TO PROCEED.

#	MILESTONE DESCRIPTION	MONTH/YEAR TO MONTH/YEAR
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

F. BUSINESS MODEL, FUNDING, & EXPERIENCE (CONTINUED)

DESCRIBE YOUR EXPERIENCE WITH ELECTRIC VEHICLE SERVICE EQUIPMENT INSTALLATION AND OPERATION. DETAIL INNOVATIVE PLANS, EQUIPMENT, OR PROCEDURES YOU HAVE IMPLEMENTED IN THE EV CHARGING INDUSTRY.

G. OPERATIONS & MAINTENANCE

ATTACH REQUIRED DOCUMENTS RELATED TO OPERATIONS & MAINTENANCE

SERVICE LEVEL AGREEMENT

OPERATIONS & MAINTENANCE PLAN

H. SUPPORTING DOCUMENTS & COMMENTS

ATTACH ALL SUPPORTING DOCUMENTS, INCLUDING COMMITMENT LETTERS FROM HOST SITE AS APPROPRIATE, BUSINESS PARTNERS, UTILITY AGENCY, STAKEHOLDERS, EDUCATIONAL INSTITUTIONS, ETC. IF DESCRIPTION SPACE WAS NOT AMPLE IN PREVIOUS SECTIONS OF THIS APPLICATION, INCLUDE ANY ADDITIONAL PERTINENT INFO/COMMENTS BELOW.

H. PROPOSED SCOPE OF WORK

DOES THE INSTALLATION REQUIRE GRADING OUTSIDE OF AN EXISTING PAVED AREA?

YES NO

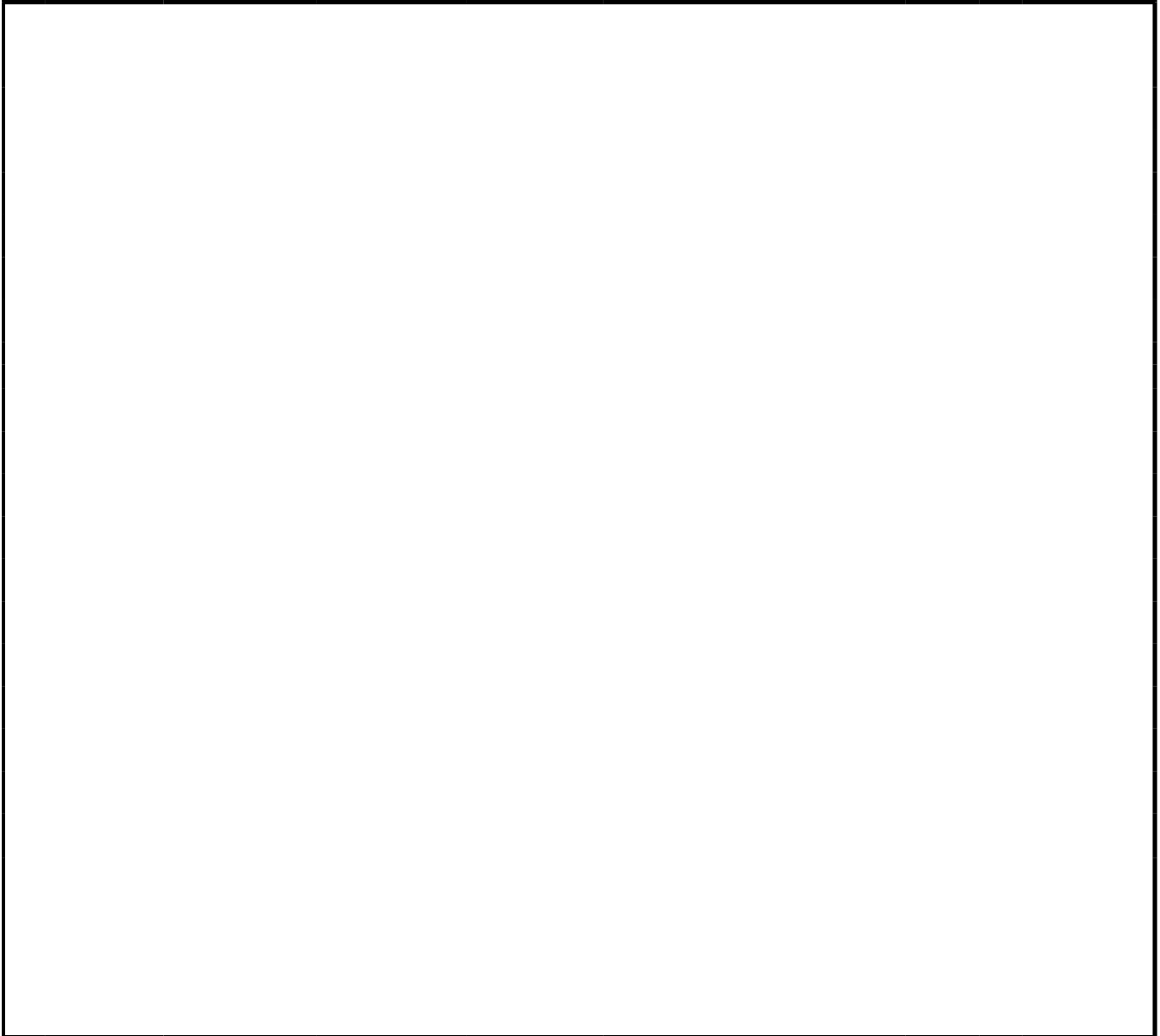
IF SO, DOES THE GRADING REQUIRE CUTTING DOWN TREES OR GRADING AN EXISTING DRAINAGE CHANNEL?

YES NO

IS THE PROPOSED INSTALLATION ON PUBLICLY OWNED PROPERTY?

YES NO

I. LOCATION MAP HERE OR PLEASE ATTACH A COPY (MAP SHOULD SHOW LAYOUT OF THE SITE INCLUDING LOCATION OF THE PROPOSED EVSE AND LAYOUT OF THE PARKING STALL LOCATIONS. PLEASE SEE ATTACHED EXAMPLE SITE LAYOUT.



UTILITY SERVICE CONFIRMATION - This section to be completed by applicant			
1. UTILITY		UTILITY CONTACT PERSON, TELEPHONE NUMBER OR EMAIL ADDRESS	
3. UTILITY MAILING ADDRESS		CITY	STATE ZIP CODE
SITE HOST - COMPANY NAME & ADDRESS			
SITE ADDRESS / LOCATION			
Will the EVSE load be added to an existing meter/account or will a new account be requested? <input type="checkbox"/> EXISTING METER/ACCOUNT <input type="checkbox"/> NEW METER/ACCOUNT <input type="checkbox"/> OTHER (DESCRIBE)			
REQUESTED SERVICE VOLTAGE			
POWER FACTOR (%) - 90-100% typical			
EXPECTED LOAD PROFILE At what hour of the day will peak load occur?		How is load expected to vary across the day?	
PROJECTED MONTHLY ENERGY USE (kWh)			
ANY ADDITIONAL FEATURES TO MANAGE PEAK ELECTRICAL DEMAND: (Solar, net metering, battery installation, etc.)			
This section to be completed by utility provider			
UTILITY REPRESENTATIVE COMPLETING THIS FORM		UTILITY	
EMAIL ADDRESS		TELEPHONE NUMBER	
IS THE UTILITY ABLE TO PROVIDE ELECTRICAL SERVICE AS DESCRIBED ABOVE? (CHECK ONE; IF NO, BRIEFLY DESCRIBE OR ATTACH LETTER) <input type="checkbox"/> YES <input type="checkbox"/> NO DESCRIBE:			
ARE ANY SERVICE EXTENSIONS OR UPGRADES REQUIRED TO SERVE SITE AS DESCRIBED? (CHECK ONE; IF YES, BRIEFLY DESCRIBE OR ATTACH LETTER) <input type="checkbox"/> YES <input type="checkbox"/> NO DESCRIBE:			
DOES THE UTILITY HAVE ANY CONCERNS ABOUT PROVIDING ELECTRICAL SERVICE? (CHECK ONE; IF YES, BRIEFLY DESCRIBE OR ATTACH LETTER.) <input type="checkbox"/> YES <input type="checkbox"/> NO DESCRIBE:			
ARE THERE ANY UTILITY REBATE PROGRAMS THAT MAY APPLY TO THIS PROJECT?			
SIGNATURE OF UTILITY REPRESENTATIVE COMPLETING THIS FORM:			

KDOT Minimum Standards for Community based EV Charging Stations

1) Program Minimums

- a. Must have at least four network-connected (either DCFC or AC Level 2 or a combination of DCFC and AC Level 2) charging ports and be capable of simultaneously charging at least four EVs.
- b. Level 2 chargers must be capable of charging at a minimum of 6kW per port with J1772 connectors and must be capable of providing at least 6 kW per port simultaneously across all AC ports. DC fast charging must have CCS connectors and be capable of charging at a minimum of 75 kW per port. DCFCs must be capable of providing at least 75 kW per port simultaneously across all DCFC ports at the station.
- c. Chargers (minimum of four ports) must be located at the same address.
- d. Must be open to the public and accessible at least as frequently as the business hours of the site host but chargers are encouraged to be open as long as they are physically accessible.
- e. Provide a contactless payment method that accepts major credit and debit cards; accepts payment through either an automated toll-free phone number or SMS. Payment methods must be accessible to persons with disabilities, not require or offer a discount through a membership, not affect power flow to vehicles, and provide access to people with limited English proficiency.
- f. All electricians installing EVSE must be EVITP certified or possess a continuing education certificate from a registered apprenticeship program.
- g. Must provide a mechanism for customers to report issues; may only collect, process, and retain personal information that is strictly necessary to provide charging service
- h. Recipients must ensure that chargers are maintained in compliance for a period of not less than 5 years from the initial date of operation at 97% uptime.
- i. Minimum reporting requirements for 5 years

2) Charging Location

- a. Provides at least one CHAdeMO connection to the EVSE. For DCFCs, a NACS Connector may be included and is a covered expense. It is not required at this time, but the equipment must be upgradable, or future proofed, to add an additional connector.
- b. Free access to WiFi and/or cellular service for customers while they charge
- c. Dusk-to-dawn area lighting at chargers location

3) Site Layout

- a. Charging ports must be ADA accessible. Please see [U.S. Access Board](#) Design Recommendations for Accessible EV Charging Stations
- b. Charging station must be located to be visible from a street or visible to any associated building interior.
- c. On-site signage directing customers to the charging ports.
- d. Application must provide a site layout (conceptual sketch) identifying location(s) of charging ports, illustrate ADA accessibility, access from public street, at a minimum scale of 1" to 20'

4) Future Proofing

- a. Provide warranty for EVSE
- b. Service contract

- c. A NACS Connector is not required at this time, but the equipment must be upgradable, or future proofed, to add an additional connector.

5) Demonstrated Experience/Business Plan

6) Partnerships

- a. Signed agreement with site host or network provider (whoever is not the applicant)
- b. Provide utility service form indicating level of service/ability to provide power at needed level within certain period of time

7) Project Readiness

- a. Able to start construction within 9 months of Notice to Proceed (NTP) – pull required permits and break ground
- b. Able to complete construction within 18 months of the NTP

Example Site Layout
Map 1



Example Site Layout
Map 2

Electrical
service

3 Dual-port
Level 2 chargers

EV Parking - 6
accessible spaces

Covered parking

Medical Clinic
Open 7am-6pm

Main
entrance

Public street

Parking lot is accessible 24 hours with security patrols throughout the entire medical campus.



APPLICANT NAME:
PROJECT TITLE:
Reviewer Name:

COMPREHENSIVE REVIEW SCORING RUBRIC- 100 points possible			Reviewer Score and Notes	
Max Points	Application Criteria	Criteria Details	Score	Notes
15	PROJECT NEED	Project need and benefit. Project addresses one or more of the following: a safety concern, transportation emissions reduction, multimodal enhancement. (0-15 pts)		
5	DETAILED MAPS & PHOTOS	Maps and photos identify the project location, boundaries, and existing conditions are provided and clear. (0-5 pts)		
15	PROJECT READINESS	Not initiated= 0 pts, Initiated=1 pt, Complete= 3 pts <ul style="list-style-type: none"> • Design/engineering • Right of way Acquisition • Utility Relocation • NEPA • Final Engineering (0-15 pts) Project must be developed to federal aid specifications		
10	COST ESTIMATES	Cost estimates are detailed and reasonable based on the estimated total project costs and the associated work phase(s). (0-10 pts)		
5	COMMUNITY SUPPORT	A broad representation of letters of support from key partners and stakeholders are included. Letters demonstrate that the public has been informed of the project through various methods with little to no known public opposition. If applicable, letters from individuals or businesses whose property may be affected are included. (0-5 pts)		
5	OPERATIONS & MAINTENANCE	The project includes a dedicated revenue source for operations and maintenance. (0-5 pts)		
15	EQUITY	Demonstrates project will provide positive impacts to historically disadvantaged community members (0-15 pts)		
5	PROJECT ELIGIBILITY	The project is a listed, eligible Carbon Reduction Program activity (0-5 pts)		
15	TRANSPORTATION EMISSIONS	Describes how the project will reduce transportation emissions (0-15pts)		
5	PLAN CONSISTENCY	Project supports the goals of the Metropolitan Transportation Plan (MTP) (0-5 pts)		
5		Project supports the primary and secondary goals of the Transportation Emissions Reduction Plan (TERS) (0-5 pts)		

	Total Score (out of 100)	Sum all scores and enter in right column	
10	EXTRA CREDIT	Local match greater than 20% <ul style="list-style-type: none"> • 5 pts if >25% • 10 pts if >30% 	
	Total Score	Total Score + Extra Credit	
Additional Reviewer Comments:			

USDOT Disadvantaged Community Indicators		
	Yes	No
Project in a diadvantaged community		



Small MPO Call for Projects Fact Sheet

Key Dates:

Call for Projects Application Opens *May 16, 2024*. Project Sponsor Informational Webinar *via Zoom, will be held on May 9, 2024(during the regularly scheduled Transportation Advisory Committee (TAC) meeting)*. Project Application Deadline will be July 11, 2024, with the MPO Funding Recommendation Approval on August 23, 2024.

Background:

As part of the Infrastructure Investment and Jobs Act (IIJA)/Bipartisan Infrastructure Law (BIL) signed into law in November 2021, the U.S. Department of Transportation established the Carbon Reduction Program (CRP). The Program is administered by the Federal Highway Administration (FHWA). This formula program provides \$6.42 billion in funding to states and Metropolitan Planning Organizations (MPOs) for projects designed to reduce transportation-related carbon emissions.

The CRP is a 5-year program spanning Federal Fiscal Years (FFY) 2022 to FFY 2026. The Kansas Department of Transportation (KDOT) is expected to receive an estimated total of \$63.3 million through this federal program over this 5-year period. Of the funds that Kansas is to receive, legislation requires that 65% be suballocated to areas within the state by population. This portion of funds is allocated to urbanized areas with populations over 200K, urbanized areas with a population of 50K-200K (small MPO areas), urban areas with a population of 5,000-49,999, and areas < 5,000 in population. The remaining 35% is provided to the state as statewide flexible funds. These funds can be obligated anywhere in the state.

In addition to providing new funding, the Carbon Reduction Program required States to develop a Carbon Reduction Strategy for the reduction of transportation emissions and submit it to FHWA by November 15, 2023. The Strategy requires states to think beyond the prioritization of funding and develop a more comprehensive approach to addressing transportation emissions. In consultation with the state’s MPOs, KDOT developed its Transportation Emissions Reduction Strategy (TERS). KDOT submitted the TERS and received approval in February 2024.

The Small MPO Call for Projects is the next step in implementing the goals and strategies of the Transportation Emissions Reduction Strategy. Projects submitted should align with the TERS and be consistent with the MPO’s Metropolitan Transportation Plan (MTP) and other local plans.

KDOT Transportation Emissions Reduction Strategy Goals:

The KDOT TERS is based on four primary goals developed collaboratively between KDOT staff, MPOs, and other stakeholders. Those primary goals are:

- 1. Safety
- 2. Equity
- 3. Innovation
- 4. Sustainability

Secondary goals were also identified in the TERS and helped to inform the identification of project types and implementation strategies. Among the secondary goals are investments in alternative fuels such as electric vehicle charging, labor and workforce development, implementing rural solutions, and advancing transit.

Project Sponsor Informational Webinar:

An informational webinar for the call for projects will take place *via Zoom, will be held on May 9, 2024*. The application process and program details will be discussed, and attendees can ask questions.

Eligible Project Sponsors:

Cities, Counties, Transit Agencies, Tribal Nations, MPOs, Non-Profits, School/School Districts Organizations must be within the federal metropolitan planning boundaries of The Metropolitan Topeka Planning Organization (MTPO). (See map on page 6).

Eligible Project Types:

- Funding under the federal Carbon Reduction Program may be used for a wide variety of project types.
- Projects must support the reduction of on road transportation related emissions.
- Projects must support the implementation of the Primary and Secondary Goals of the KDOT TERS.
- Federal CRP funds can be combined with other funding sources, such as Transportation Alternatives, on eligible projects.
- Projects specifically listed in the Federal CRP Guidance are eligible without further emissions reduction demonstration.
- Project types that are not specifically listed in the guidance must demonstrate a carbon emissions reduction and be approved by FHWA.

Example Projects:

- Energy-efficient street lighting and traffic control devices
- Infrastructure-based intelligent Transportation Systems
- Alternative fuel projects, including public EV charging, hydrogen, natural gas and propane fueling and zero-emission equipment.
- Bike, pedestrian, and non-motorized facilities and micro-mobility projects
- Traffic monitoring, management, and control facilities
- Projects to improve traffic flow that are eligible under the Congestion Mitigation and Air Quality (CMAQ) program, and do not involve the construction of new capacity.
- A public transportation project that is eligible under 23 U.S.C. 142.

For a complete list of eligible project types, please refer to Federal CRP Guidance at https://www.fhwa.dot.gov/environment/sustainability/energy/policy/crp_guidance.pdf.

Available Federal Funding:

Funding from FFY 2022 to FFY 2025 will be programmed in this call for projects. For the *MTPO* region, a total of \$1,673,721 of federal CRP funds are available. This includes an estimated amount for FFY 2025.

Carbon Reduction Program Kansas MPO Funding Table:

Small MPOs (>50,000- <200,00 pop.)	2022	2023	2024	2025 Estimate	Total
Topeka	\$415,660.00	\$423,973.00	\$417,044.00	\$417,044.00	\$1,673,721.00

The federal Carbon Reduction Program is a reimbursement based federal-aid program.

Local Match Requirement:

The federal Carbon Reduction Program requires a minimum 20% local cash match. Extra credit will be awarded to projects proposing a greater local match contribution.

Project Award Amounts:

The MTPO Policy Board will approve project award amounts based on available funding levels. Awards will be made at a set maximum amount. Maximum federal reimbursement is 80% of the total cost of eligible phases up to the federal awarded amount. The Project Sponsor will be responsible for all costs in excess of the federal maximum or those determined to be ineligible.

Eligible Project Phases:

Preliminary engineering, construction and construction engineering costs are participating phases and are eligible for reimbursement. Utility and right of way costs will be the responsibility of the Project Sponsor. If Preliminary engineering will be a participating cost, the Bureau of Local Projects Qualifications Based Selection (QBS) must be used in order to maintain eligibility.

Allowable costs for electric vehicle charging equipment differ. Please refer to the KDOT Community Chargers Program Application for further details.

Purchase type items such as street light replacement components or eligible traffic control devices are eligible.

Project Readiness:

The focus of this call for projects is on projects that are “ready to go” or can be implemented in a shorter timeframe. Selected projects must be able to be obligated by the end of FFY 2025, September 30, 2025.

Project Selection Process:

Once project applications are submitted, MPO and KDOT staff will review them for project eligibility. Then MPO staff will review and score project applications based upon established evaluation criteria. Please refer to the “TERP Scoring Rubric” (Attached with this email) to review those criteria and the points available.

For Electric Vehicle (EV) Charging Equipment, KDOT staff will review and score responses on the KDOT Community Chargers Program Application to ensure the proposed project meets the minimum requirements. These projects will need to complete both applications.

Projects scores are only one criterion to be considered for project selection. Other factors such as funding levels, project readiness, geographic distribution within the MPO Planning Boundary, and eligibility can be factored into recommendations.

TIP/STIP Inclusion:

Projects, once approved by the MPO, must be included in the Transportation Improvement Program (TIP) and subsequently approved in the Statewide Transportation Improvement Program (STIP). Awarded projects must be included in the November 2024 STIP Amendment or earlier.

Evaluation and Scoring Criteria:

For scoring criteria and the points possible for each, please refer to the Evaluation Form. (Attached)

Timetable

Call For Project Applications Opens	May, 16, 2024
Project Sponsor Informational Webinar	May 9, 2024
Project Application Deadline	July 11, 2024
Staff Scoring and Evaluation	July 11 - July 25, 2024
Project Selection Discussions	July 26, 2024
Policy Board Approves Project Recommendations	August 22, 2024
Projects Amended to the TIP/STIP	Sept. 26/Oct. 5, 2024

Project Oversight and Administration:

Awarded projects will be administered by KDOT or the Federal Transit Administration, depending on the project type. Transit projects selected for funding may be transferred to FTA for project development and administration. Project sponsors will be provided with contact information for next steps with KDOT in the project award letter. Sponsors will utilize the State’s LPA Processes for project development.

It is important to note that no work on the project may begin before a Notice to Proceed is issued by KDOT in order to receive federal reimbursement.

Obligation Deadline:

Selected Projects for FFY 2022-FFY 2025 must obligate federal CRP funds by the end of FFY 2025, September 30, 2025.

Federal CRP funds will be obligated for projects that support the reduction of transportation emissions.

Justice 40/Disadvantaged Communities:

Justice 40 is an initiative developed by the Biden-Harris Administration and is structured to ensure that at least 40% of the overall benefits of a federal program such as the CRP go to investments that benefit disadvantaged and underserved communities. While KDOT is working to ensure implementation of this initiative into the overall program, a focus for this call for projects is to program projects that have a benefit for disadvantaged communities within the region.

How to apply:

The Carbon Reduction Program Project Application is included as an attachment to this email. Please review and complete all portions of the application. Applications are to be submitted Carlton Scroggins, email (cscroggins@topeka.org). Applications received after the deadline will not receive further consideration.

Electric Vehicle Projects:

For sponsors applying for electric vehicle charges, the KDOT Community Chargers Program Application (Included as an attachment to this email) must be completed in addition to the General Project Application. KDOT staff will review this portion of the application to ensure that the proposed project meets the minimum requirements to receive federal funding.

Application Deadline:

Project Applications and all supporting documentation is due to the MPO *by 5:00pm on July 11, 2024.*

Contacts:

Carlton Scroggins, email: (cscroggins@topeka.org) phone: 785-368-3728.

Resources:

- Federal CRP Fact Sheet: https://www.fhwa.dot.gov/bipartisan-infrastructure-law/crp_fact_sheet.cfm
- Federal CRP Guidance: https://www.fhwa.dot.gov/environment/sustainability/energy/policy/crp_guidance.pdf
- KDOT Transportation Emissions Reduction Strategy (TERS): <https://www.ksdot.gov/Assets/wwwksdotorg/bureaus/burTransPlan/burovr/pdf/KDOTTransportationEmissionsReductionStrategy14Nov23.pdf>

MTPO 2020 Planning Area/Census Urbanized Area/Urban Area Boundary

