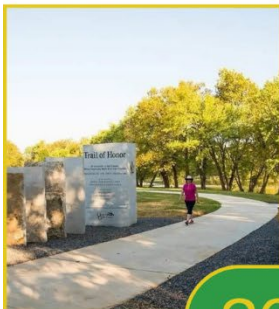
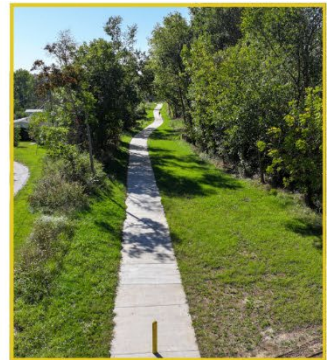
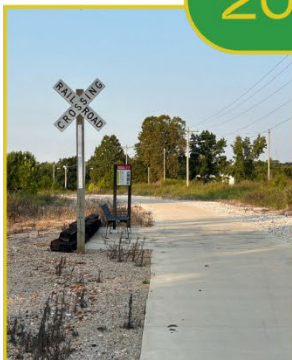


2025 OTO Sidewalk/Trail Funding Guidebook

[Link to Online Application](#)



2025





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Quick Facts

Available Funding

The estimated amount of funding available through FY 2027 is about \$3.2 million. The amount awarded through this call for projects will be dependent upon the types of applications received.

Approximate Remaining TAP/CRP	\$3,200,000
-------------------------------	--------------------

OTO will set aside at least 10% of the available TAP/CRP funding for Trail and Sidewalk Engineering projects. These projects will only include funding for preliminary engineering (PE)/design of a sidewalk or trail project and will be evaluated separately with the same scoring criteria. If Trail and Sidewalk Engineering applications total less than 10%, the remaining set aside funds will be awarded to all projects.

Eligibility Requirements

Projects: Construction, planning, and design of transportation-related bicycle and pedestrian off-road trails and sidewalks, and associated infrastructure: crosswalk enhancements, including under- and over-passes.

Project Sponsors:

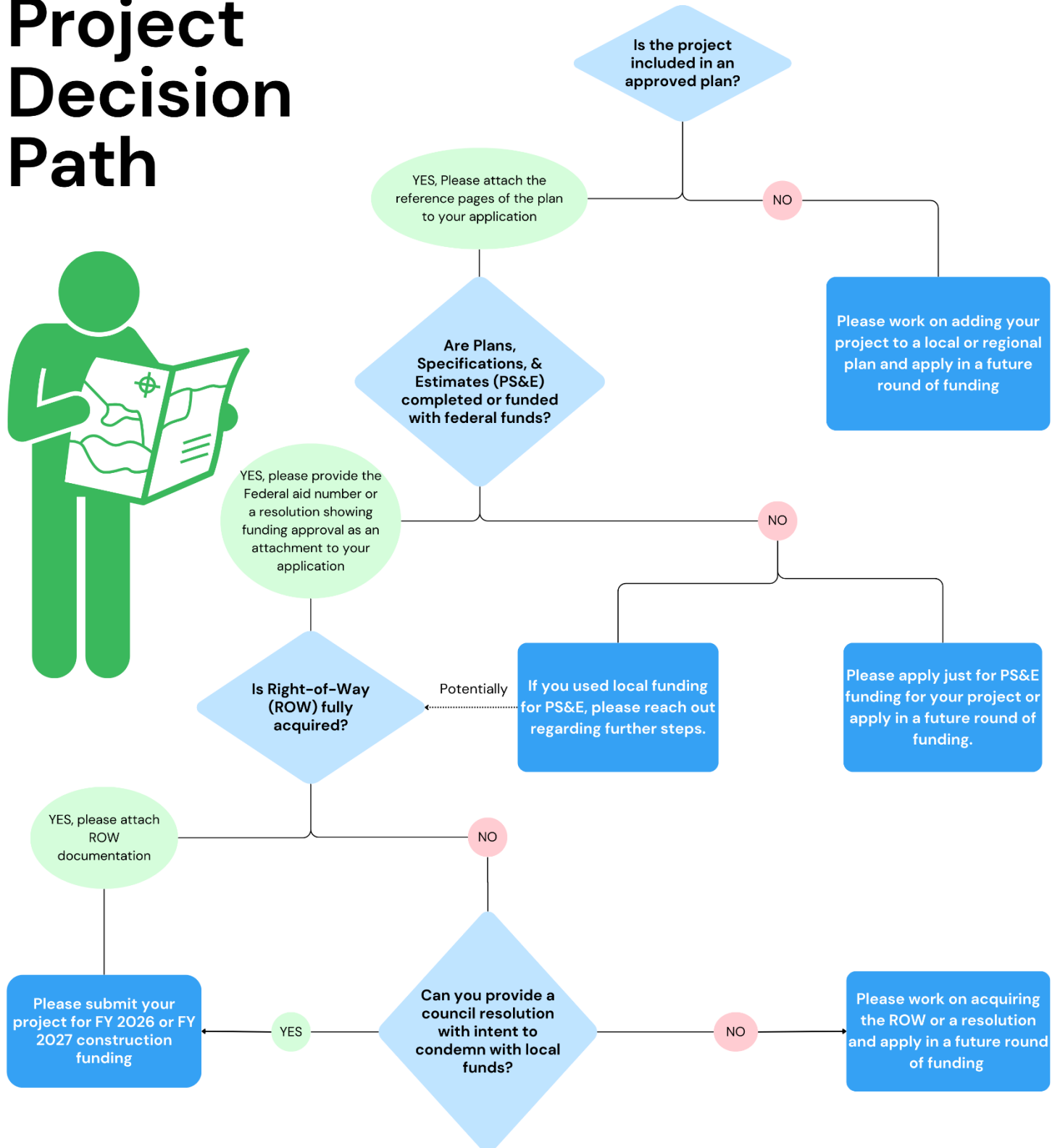
Eligible project sponsors are defined in 23 USC 133 (h) –

- i. a local government;
- ii. a regional transportation authority;
- iii. a transit agency;
- iv. a natural resource or public land agency;
- v. a school district, local education agency, or school;
- vi. a tribal government;
- vii. a metropolitan planning organization that serves an urbanized area with a population of 200,000 or fewer;
- viii. a nonprofit entity;
- ix. any other local or regional governmental entity with responsibility for or oversight of transportation or recreational trails (other than a metropolitan planning organization that serves an urbanized area with a population of over 200,000 or a State agency) that the State determines to be eligible, consistent with the goals of this subsection; and
- x. a State, at the request of an entity described in clauses (i) through (ix).

Project Readiness: The project decision path on the following page should be used by applicants to determine if the proposed project meets the project readiness criteria of this call for projects, such as being part of prior planning, having approved or funded Plans, Specifications and Estimates (PS&E) and acquired Right-Of-Way (ROW).



Project Decision Path





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Timeline

The table below represents the latest possible timeline for trail construction project completion. Projects may proceed more quickly.

Project Type	Construction	
Applications Due	May 1, 2025	
Award Notification post TIP Amendment	August 2025	
Right of Way (ROW)	Acquired	In Progress
Construction ROW Clearance		August 31, 2026
Construction Plans, Specifications, & Estimate (PS&E) Submittal		September 30, 2026
Construction Authorization to Bid	November 30, 2025	October 31, 2026
Construction Contract Award	January 31, 2026	December 31, 2026
Final Project Closeout	Variable	

Projects that used local funding for PS&E need to get plans submitted and approved within the ROW “In progress” timeline.

Project Type	Plans, Specifications & Estimates
Applications Due	May 1, 2025
Award Notification post TIP Amendment	August 2025
Programming Data Form	August 2025
Engineering Services Contract Approval	November 30, 2025
Preliminary & Right-of-Way Plans Submittal	April 30, 2026
Plans, Specifications, & Estimate (PS&E) Submittal	November 30, 2026
Plans, Specifications, & Estimate (PS&E) Approval	December 31, 2026
Final Project Closeout	December 31, 2026

Project Selection

Selection criteria are drawn from the Vision, Goals, and Policies, and the *Official Trail Map* outlined in *Destination 2045*. Criteria have also been drawn from the *Regional Bicycle and Pedestrian Trail Investment Study*, a recent effort to refine proposed trail alignments and develop cost estimates. The final selection criteria were cooperatively determined through the Bicycle Pedestrian Advisory Committee.



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Additional Information Available Through:

David Knaut
Ozarks Transportation Organization
2208 W Chesterfield Blvd., Suite 101
Springfield, MO 65807
(417) 865-3042 x 107
dknaut@ozarkstransportation.org

Joseph A. Diciolla
MoDOT Southwest District
PO Box 868
3025 E. Kearney
Springfield, MO 65801
(417) 895-7638
joseph.diciolla@modot.mo.gov

[Link to Online Application](#)

NOTE: This application handbook is for use in applying for funds allocated to the Ozarks Transportation Organization for projects located within the OTO area (see page 4).

Application Deadline: 4 pm (CST), May 1, 2025

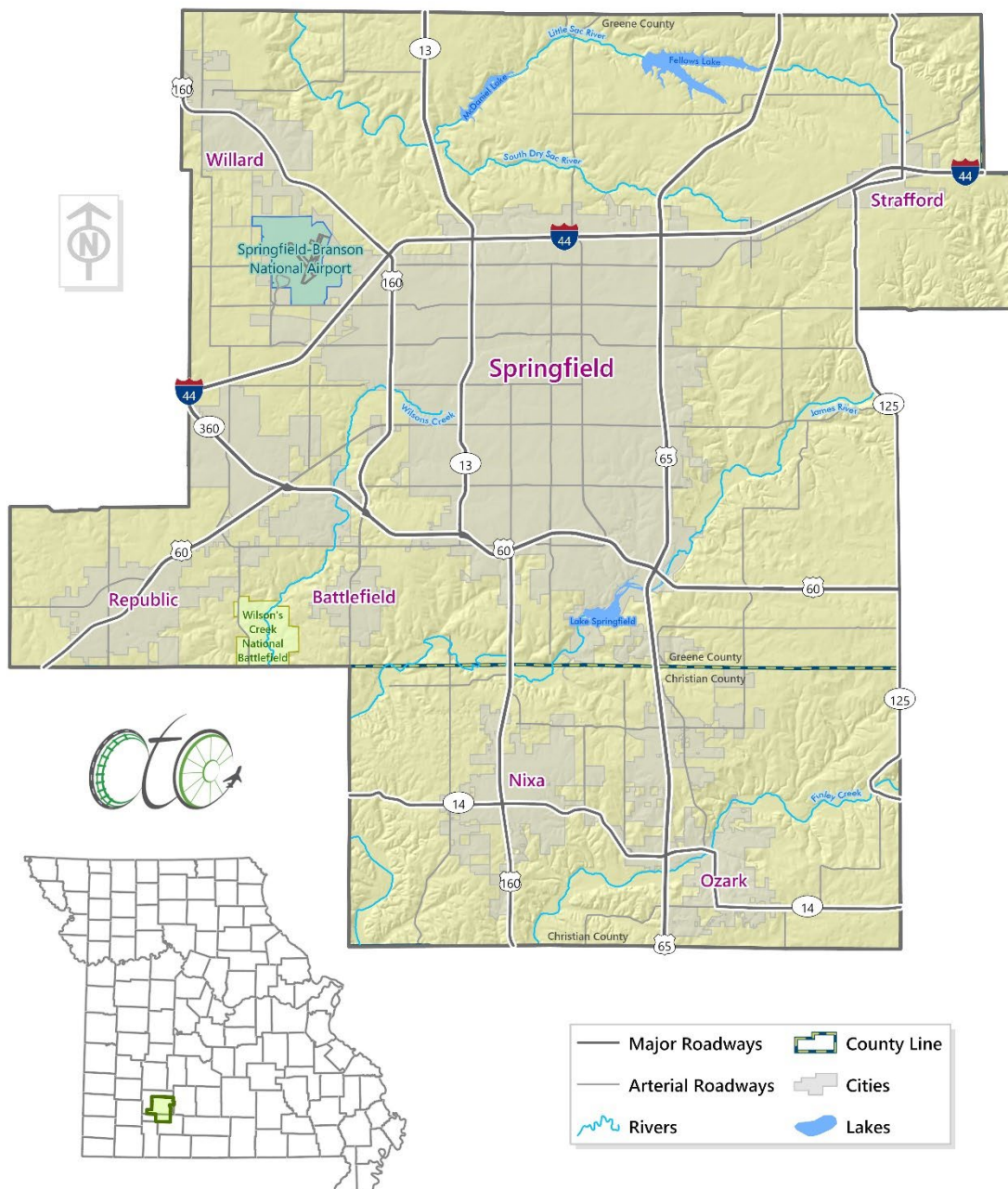


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Ozarks Transportation Organization MPO Study Area

Approved by the Governor of Missouri 2/8/2002





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Available Funding

OTO is making available funds through the STBG-U Set Aside (also known as TAP) and the Carbon Reduction Program. These funding sources will be applied to each project by OTO staff when programmed in the Transportation Improvement Program.

The estimated amount of funding available through FY 2027 is about \$3.2 million. The amount awarded through this call for projects will be dependent upon the types of applications received.

Approximate Remaining TAP/CRP	\$3,200,000
-------------------------------	--------------------

Regulations Associated with Available Funds

All aspects of projects (including right-of-way acquisition) paid for with federal funds are governed by the Local Public Agency Manual and Land Acquisition Manual for Right-of-Way published by MoDOT. These may be found at <https://www.modot.org/local-public-agency>.



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Eligibility Requirements

Eligible Projects

The following activities have been selected by OTO as eligible projects for this call-for-projects. These activities are directly related to the region's surface transportation system.

Construction, planning, and design of transportation-related bicycle and pedestrian facilities, including:

1. Trails
2. Sidewalks
3. Crosswalks, Overpasses, Underpasses, and related improvements

These funds cannot be used for (1) state or MPO administrative purposes, (2) general recreation and park facilities, playground equipment, sports fields, campgrounds, picnic areas and pavilions, etc., or (3) routine maintenance and operations. OTO has chosen not to fund right-of-way, though it is understood that ROW acquisition may be necessary to complete the proposed project.

Project Award Size Restrictions

There are no preliminary award size restrictions, however members are encouraged to be responsible with federal funds. The scoring committee will have the discretion to consider award size in recommending funding. Generally, projects over \$100,000 are preferred.

OTO will set aside at least 10% of the available TAP/CRP funding for Trail and Sidewalk Engineering projects. These projects will only include funding for preliminary engineering (PE)/design of a sidewalk or trail project and will be evaluated separately with the same scoring criteria. If Trail and Sidewalk Engineering applications total less than 10%, the remaining set aside funds will be awarded to all projects.

Eligible Project Sponsors

Eligible project sponsors are defined in 23 USC 133 (h) –

- i. a local government;
- ii. a regional transportation authority;
- iii. a transit agency;
- iv. a natural resource or public land agency;
- v. a school district, local education agency, or school;
- vi. a tribal government;
- vii. a metropolitan planning organization that serves an urbanized area with a population of 200,000 or fewer;
- viii. a nonprofit entity;
- ix. any other local or regional governmental entity with responsibility for or oversight of transportation or recreational trails (other than a metropolitan planning organization that serves an urbanized area with a population of over 200,000 or a State agency) that the State determines to be eligible, consistent with the goals of this subsection; and
- x. a State, at the request of an entity described in clauses (i) through (ix).

Project sponsors must adopt a resolution supporting the proposed project and its implementation should the project be funded. Sponsors should also have a person of responsible charge who has



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completed MoDOT's LPA Basic Training prior to any funds being obligated. Here is a link to learn more and to find the training - <https://www.modot.org/training-opportunities>.

Match Requirements

Project Sponsors must provide a minimum local match of 20% of total project costs for a project to be eligible for funding. In most cases, this match must be a cash match. In-kind contributions in the form of construction labor by local forces are not eligible. If an applicant chooses to provide a local match in excess of 20%, the OTO reserves the right to substitute federal funds for the pledged local match in excess of 20% if sufficient federal funds are available.

Project Readiness Requirements

The project decision path on page 2 should be used by applicants to determine if the proposed project meets the project readiness criteria of this call for projects, such as being part of prior planning, having approved or funded Plans, Specifications and Estimates (PS&E) and acquired Right-Of-Way (ROW).

Timelines

Projects funded through this call-for-projects must comply with the application timeline outlined below. Trail Construction applications must comply with programming, design, and construction procedures outlined in the Trail Application section below.

Application Process

March 31, 2025	Notice of Funding and Guidebook Posted
April 15, 2025	Application Portal Training and Q&A at BPAC meeting
May 1, 2025	Application Deadline
May 13, 2025	TAP Selection Committee to select projects
June 18, 2025	TPC meeting to recommend TIP amendments for selected projects
July 17, 2025	Board of Directors meeting to approve TIP amendments for selected projects
August 2025	Programmed in TIP following TIP Amendment Approval by FHWA

Reasonable Progress Requirements

This policy is to ensure the OTO is getting the maximum benefit of its federal transportation funds. Every project is required to progress according to the schedule shown on pages 9 and 10. OTO has adopted a reasonable progress policy specific to TAP projects, which can be found here - [Reasonable Progress 2025](#). A one-time extension may be requested and approved by the OTO Board of Directors, which would result in a newly established timeline.

It is not the responsibility of OTO or MoDOT to keep the entity informed as to the status of the project. The entity will keep the OTO and MoDOT informed as to any delays and/or unforeseen conditions that may hinder the project's progress. Failure to provide the required documentation will cause the project to be withdrawn and the funds redistributed at the discretion of the OTO. Federal regulations require the entity to repay any federal funds spent on a cancelled project. The project sponsor would be required to repay these funds prior to the programming of any future projects.

In addition, project sponsors failing to fulfill the obligations as stated in the contract agreement or showing reasonable progress for any project will not be allowed to request future project funds for a minimum period of one year, and then, only with the approval of MoDOT.



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In the event that a project does not meet the required deadlines, funds will be suspended and awarded to another project with a different project sponsor.

Programing, Design, Construction Process

The time frames shown represent maximum expected times for implementation approvals and concurrences; schedules will vary depending on project type. Actual progress towards implementation will be measured against the schedule submitted by the entity.

Timeline for Construction Projects with ROW already acquired			
Phase	Maximum Time Frame	Projected Schedule	Funds Obligated
1. Award Notification post TIP Amendment	0 Months	August 1, 2025	No
2. Programming Data Form ¹	0 Months	August 1, 2025	No
3. Program Agreement Approved	2 Months	September 30, 2025	No
4. Construction Authorization to Bid	4 Months	November 30, 2025	Yes
5. Construction Contract Award	6 Months	January 31, 2026	Obligation May be Modified
6. Final Project Closeout ²	Variable	Variable	Obligation May be Modified (as needed)

¹The completion of the Project Programming phase is defined by submitting the approved project's programming data form to MoDOT and the project receiving a federal project number from MoDOT.

²The time lapse between construction contract award and project closeout will depend on project type. Final certifications as discussed in [EPG 136.11 Local Public Agency Construction](#) must be submitted to the appropriate MoDOT district representative 60 days after final inspection.

Timeline for Construction Projects without ROW already acquired or Local Engineering*			
Phase	Maximum Time Frame	Projected Schedule	Funds Obligated
1. Award Notification post TIP Amendment	0 Months	August 1, 2025	No
2. Programming Data Form ¹	0 Months	August 1, 2025	No
3. Program Agreement Approved	2 Months	September 30, 2025	No
4. Right of Way Clearance	13 Months	August 31, 2026	No
5. Construction Plans, Specifications, & Estimate (PS&E) Submittal	14 Months	September 30, 2026	No
6. Construction Authorization to Bid	15 Months	October 31, 2026	Yes
7. Construction Contract Award	17 Months	December 31, 2026	Obligation May be Modified
8. Final Project Closeout ²	Variable	Variable	Obligation May be Modified (as needed)



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¹The completion of the Project Programming phase is defined by submitting the approved project's programming data form to MoDOT and the project receiving a federal project number from MoDOT.

²The time lapse between construction contract award and project closeout will depend on project type. Final certifications as discussed in [EPG 136.11 Local Public Agency Construction](#) must be submitted to the appropriate MoDOT district representative 60 days after final inspection.

Timeline for PS&E Projects			
Phase	Maximum Time Frame	Projected Schedule	Funds Obligated
1. Award Notification post TIP Amendment	0 Months	August 1, 2025	No
2. Programming Data Form ¹	0 Months	August 1, 2025	No
3. Program Agreement Approved	2 Months	September 30, 2025	No
4. Engineering RFQ/ On Call Solicitation Submitted to MoDOT	2 Months	September 30, 2025	No
5. Engineering Solicitation Completed	3 Months	October 31, 2025	No
6. Engineering Services Contract Approval ²	4 Months	November 30, 2025	Yes
7. NEPA Clearance/ Preliminary & Right-of-Way Plans Submittal	9 Months	April 30, 2026	
8. Plans, Specifications, & Estimate (PS&E) Submittal	16 Months	November 30, 2026	
9. Plans, Specifications, & Estimate (PS&E) Approval	17 Months	December 31, 2026	
10. Final Project Closeout	17 Months	December 31, 2026	

¹The completion of the Project Programming phase is defined by submitting the approved project's programming data form to MoDOT and the project receiving a federal project number from MoDOT.

²The evaluation of environmental and cultural impacts on the project must begin immediately after Preliminary Engineering (PE) authorization. The LPA must submit [Fig. 136.6.4 LPA Request for Environmental Review \(RER\)](#) to the MoDOT district contact within 60 days of preliminary engineering (PE) authorization for all federal-aid projects as discussed in [EPG 136.6 Environmental and Cultural Requirements](#).



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Project Selection

All project applications which are received by the application deadline will be considered for funding. The Ozarks Transportation Organization Bicycle and Pedestrian Advisory Committee will review and select projects in accordance with the evaluation criteria and funding guidelines for recommendation to the Technical Planning Committee and Board of Directors. The OTO Board of Directors will make the final project selection.

Evaluation Criteria

The evaluation criteria used in rating pedestrian and bicycle infrastructure applications draw from several sources, including *Destination 2045* and the *Regional Bicycle and Pedestrian Trail Investment Study*.

- **Collaboration (5 points)**
Points will be awarded to collaborative projects, meaning a project is part of an approved STIP project (Collaboration with MoDOT) or is part of a collaboration between more than one entity with financial contributions from all agencies
- **Project includes fully acquired Right-of-Way (3 points)**
- **Project previously submitted for other grant funding opportunities, including, but not limited to prior year CFP, REI, Sidewalk Cost Share or DNR funding (2 points)**
- **Project is located in low-income and or Zero-Car-household area as outlined in the [Sidewalk and Trail CFP 2025 Map](#) (3 points)**
- **Mobility Access (3 points)**
A project will earn 3 points if the project removes a major barrier for connectivity by creating a new crossing location for pedestrians or bicyclist, including, but not limited to, protected crossing of thoroughfare road or train tracks.
- **Connectivity (up to 15 points)**
 - 5 points will be awarded to a project that creates connectivity between different communities, either directly or as part of the regional trail system as shown in the official OTO trail map.
 - Projects that are designed as a multimodal facility will receive 5 points, if the majority of the project offers a 10' or wider path of travel.
 - 5 points will be awarded to projects that create a new connection between two existing trails.
- **Public Participation (5 points)**
Points will be awarded if Project is directly mentioned in an adopted plan or involved direct citizen participation through a survey, community meeting/ open house or result of meaningful input in support of the project.
- **Deduction based on Reasonable Progress of Existing Projects (Minus 10 points)**
Project applications will receive a deduction if project Sponsor has not met reasonable progress requirements on a current project through OTO.

Important Notes on Project Selection

If projects receive the same rating, the project will be awarded to the jurisdiction that has not had a project awarded in the most recent funding cycle and according to available funding. Projects will not necessarily be funded in the order of their associated scores. Due to the availability of funds and the Ozarks Transportation Organization's desire to spend all the allocated funds, projects may be selected which will best obligate the funds available. Projects which do not meet the intent this call for projects may not be funded.



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FAQs

- How will I receive the grant monies I am awarded?
This program **reimburses** the project sponsor for costs incurred. It does not provide money up front.
- What if my project goes over budget?
The funds allocated to a project are fixed. The project sponsor is responsible for and must pay all costs incurred in excess of the funding allocated to the project; therefore, it is important to develop a good estimate for the project application.
- Will my project have to go out for bid?
The majority of projects will go through a competitive bid process for construction. In some cases, volunteers may do construction.
- Are there specific rules I have to follow if I am awarded funding for my project?
All projects (including right-of-way acquisition) are governed by the Local Public Agency Manual and Land Acquisition Manual for Right-of-Way published by MoDOT. These may be found at:
<https://www.modot.org/local-public-agency>
- What happens after I find out my project is approved for funding?
Once approved by the Ozarks Transportation Organization Board of Directors and placed in the Transportation Improvement Program, the agency managing the project must fill out a Project Programming Data Form and submit it to MoDOT. The programming form may be found at
https://epg.modot.org/files/3/36/136.3.1_Sept_2017.doc
- When can I start construction on my project?
No work may begin on the project until MoDOT and FHWA/FTA approves the project and a notice to proceed is issued. Costs incurred before a notice to proceed are not eligible for reimbursement.
- Will I have to complete my project within a certain timeframe?
All projects must comply with OTO's and MoDOT's Reasonable Progress Policies (see pages 9-10). In the event a project is not progressing in accordance with the reasonable progress policy, the funds may be reallocated to the next highest rated project that has not yet received funding.
- Will I have to maintain my project after it is built?
All projects are required to have a project maintenance plan for a minimum of 25 years.



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Application Instructions

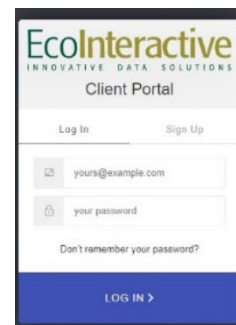
In completing the responses to each Section, please refer to how the project addresses the relevant Evaluation Criteria listed on the Funding Score Sheet found on page 24 of the Guidebook.

The application is to be [submitted online](#). Please review all required information before completing the application. The following items will need to be uploaded as part of the application process, and these are identified throughout these instructions as well as each relevant point in the application itself. Uploads may not exceed 250 MB per file. More information on how to upload files is included later in the guidebook. These items will also be **highlighted** throughout these application instructions.

- Resolution of Support – The primary sponsor and all co-sponsors each need to provide a resolution of support from their governing body, including financial contribution if applicable and a resolution for funded PS&E (if applicable).
- Project Details – Provide detailed drawings of the project, including federal aid number (if applicable), property lines, expected easement locations, landscaping details, and typical cross sections.
- Schedule – Detailed project implementation schedule that shows how the timeline in this Guidebook will be achieved.
- Map and Photos – Documentation showing the project location, existing conditions, and location of proposed improvements.
- Approved plan – Page(s) from Plan where proposed project is mentioned.
- Detailed Budget – Download/Save a Local Copy, complete the relevant Budget spreadsheet, and upload in an Excel (xls, xlsx) format only.
 - [PS&E Detailed Budget](#)
 - [Construction Detailed Budget](#)
- Budget Cost Backup Details – Provide additional sheet detailing costs outlined in the budget spreadsheet ([Example](#)).
- Right-of-Way Documentation – Include copies of recorded deed, lease, or easement documents or resolution showing willing to condemn with local funds.
- Public Outreach Documentation – Provide evidence of public outreach.

Getting Started

Applications will be submitted through [OTO's TIP tool which can be accessed through the OTO website](https://portal.oto.ecointeractive.com/) - <https://portal.oto.ecointeractive.com/>. You will need to login to the Client Portal to submit an application. If you don't already have a login, click sign-up to request access. You can also reset your password from this page.





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Signing up

The system will ask you to set up email and login credentials.

Organization

You will then be requested to select the organization you represent. If you do not see your organization listed, please email Natasha Longpine at nlongpine@ozarkstransportation.org.

Requested Plans

You will need to select an organization to see the options for Requested Plans. You will have the choices of TIP and CFP. To submit an application, you must select **CFP**. You may also request TIP access if you will need system access at the time of the annual Transportation Improvement Program update, but **CFP** should be selected at a minimum.

Requested Access Level

If you will be submitting or collaborating on an application, select Sponsor as an access level. Sponsors will be able to see all applications associated with a single Organization, as selected earlier during registration.

Requested Project Access

Select My Organization's Projects. Be sure to complete the Captcha and click Create Account. OTO staff will be notified of the request for account access and will review/approve the new account. You will then receive an email to confirm your information and then you should be able to login.

Once you have successfully logged in, you will see your organization's dashboard. From there, you can submit an application by clicking the new project button in the top right corner. For Plan Cycle, please select "CFP/CFP 2025" and for Plan Revision please select "April 2025 Bike/Ped."

The ProjectTracker sign-up form is titled "ProjectTracker" and includes the instruction "Sign up by filling in your personal details." The form contains several input fields: "Email" with a red asterisk and a red error message "Please provide a valid email"; "First Name" and "Last Name" with red asterisks; "Password" with a red asterisk and a red error message "Please create a valid password - Use 8 to 30 characters with a mix of letters, numbers & symbols"; "Confirm Password" with a red asterisk; "Phone Number" with a red asterisk; "Organization" with a dropdown menu; "Requested Plans" with a dropdown menu; "Requested Access Level" with a dropdown menu; and "Requested Project Access" with a dropdown menu.

The "Creating a New Project" dialog box is overlaid on the "Projects" dashboard. It has two steps: "1 SELECT PLAN REVISION" and "2 ENTER PROJECT DETAILS". The first step is active. It contains a "Plan Cycle" dropdown menu with "Select Plan Cycle" as the selected option. Below it, a message states "Only Plan Cycles with an open Plan Revision are displayed". There is also a "Plan Revision" dropdown menu with "Select Plan Revision" as the selected option. A note at the bottom says "Can't find the Plan Revision you are looking for? Contact your ProjectTracker administrator to let them know." There are "CANCEL" and "CONTINUE" buttons at the bottom right. A red dashed arrow points from the "NEW PROJECT" button in the top right corner of the dashboard to the "CONTINUE" button in the dialog box.



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In the next step, please provide a unique title/name for the project, select project type “Bicycle and Pedestrian,” applicant’s agency, and provide a brief description of the project. Please note that the project title and description can be edited before submittal, but it is important that applicant select the correct agency because projects are only visible to the submitting agency.

Once an applicant has created a project, they will be brought to a webpage where additional information can be provided. This information is organized by tabs across the top, described in more detail below.

Programming

The first tab is the Programming tab. In the Programming tab, the title and the description of the project can be edited under “Project Information” and applicant should select the County of the Project and the “project type subcategory (non-transit)”.

In the location information section, applicant should enter the Route/Road Name, length of the project in feet, and the start and ending point of the project. When entering the location information, please choose “Off-System” as system type (first field on the left) and “N/A” as location type (see screenshot below). The start and endpoint are text fields and applicant can enter road names or descriptions. Please enter the length of the project in feet.



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Applicants will also enter the funding amounts under Programming Information. In the upper right corner of the Programming Information section, select which project element/phase is being applied for and then click “add row” and select the fiscal year (FY) “2026” under “CFP Years – CFP 2025” and the funding type (Federal, state, or local) and enter the amounts.

Potential project elements for a sidewalk and trail project application:

- ENG – Engineering
- ROW – Right-of-Way (Please note ROW will not be funded)
- CON - Construction

Please note that applicants need to upload a **detailed budget and budget backup** as well. This will happen under the attachments tab.

Applicants will also need to provide a short narrative under Change Reason Details. This feature will allow applicants to reuse their application for future funding rounds if needed.

Obligation

Applicant may skip this tab.

Map

Under the Map tab, applicants can draw the location of their project. Applicants will zoom in to the project location(s) and select to draw a point, line, or polygon showing the extent of the project. Click once to start drawing and double-click to finish a line or polygon. Applicants will be able to draw multiple points, lines, or polygons on the same map. If the project has multiple project locations, please make sure to add all locations in the Programming tab as well. If there is a need to redraw a project, click on the cursor symbol, and then select the project location and delete it or adjust the vertices.

IDs/Contacts

Applicant may skip this tab.

Attachments

Under the attachments tab, applicants can upload required documents, including ROW proofs, detailed budget and budget back-up information, resolutions, engineering drawings, reference pages of plans and supplemental backup information, including pictures and additional maps. Please select the document type after file has been uploaded.



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PROGRAMMING OBLIGATION MAP IDS / CONTACTS **ATTACHMENTS** REVISION HISTORY PROJECT QUESTIONS 04

Uploaded Files

DOC DATE	DESCRIPTION	TYPE	FILE NAME	FILE SIZE	UPLOADED BY	UPLOADED DATE
06/27/2024	PSE Detailed Budget.xlsx	Select a Document Type Application Correspondence Cost Share Agreement Informational Map Other Picture Resolution	PSE Detailed Budget.xlsx	20.06 KB		

Upload a file (max filesize 250MB) or select files instead.

Revision History

Informational, applicant may skip this tab.

Project Questions

The Project Questions Tab will show applicant how many of the required questions are not completed. Click on the tab to enter the information for each question. Please complete all the questions and enter N/A if a question is not applicable to your project.

Section A Project Sponsor (5 Points)

It is important to accurately list the project sponsor's contact information so that they may be contacted with questions relating to the project proposal. Please include a resolution of support from the project sponsor and any co-sponsors, including the amount of financial contribution from co-sponsors (if applicable).

Project sponsor must provide funding commitment documentation such as resolutions, letters, or ordinances including funding amounts if project is awarded. Please note that funding contributions of collaborative entities need to be at least 5% of the local match amount.

Five points are available for projects that are part of an approved STIP project or part of a collaboration between different sponsor with financial contributions from all sponsors.

Eligible Project Sponsors include:

- a local government;
- a regional transportation authority;
- a transit agency;
- a natural resource or public land agency;
- a school district, local education agency, or school;
- a tribal government;
- a metropolitan planning organization that serves an urbanized area with a population of 200,000 or fewer;
- a nonprofit entity;
- any other local or regional governmental entity with responsibility for or oversight of transportation or recreational trails (other than a metropolitan planning organization that serves an urbanized area with a population of over 200,000 or a State agency) that the State determines to be eligible, consistent with the goals of this subsection; and



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- x. a State, at the request of an entity described in clauses (i) through (ix).

Sponsors should also have a person of responsible charge who has completed MoDOT's LPA Basic Training prior to any funds being obligated. Here is a link to learn more and to find the training - <https://www.modot.org/training-opportunities>.

Section B Project Description (5 Points)

Applicants are asked to provide information on project width, and surface material. Please upload detailed drawings, including **landscaping drawing**, **expected locations of easements**, **property lines**, and **typical cross-sections**, as applicable. The landscaping drawing should show the type and placement of street trees/other landscaping. Applicants will also need to upload a detailed **implementation schedule**. Documents and drawings can be uploaded under the Attachment tab.

Five points are available to projects that are designed as a multimodal facility with majority of the project offering a 10' or wider path of travel.

Section C Project Readiness (0 Points)

Applicants are asked to provide information to show the application meets the project readiness requirements set by the Ozarks Transportation Organization, including project being part of an approved plan, status of engineering and right-of-way information. Please view the project decision path on page 2 to determine if your project meets the project readiness requirements or what type of project you should be applying for. Please note the project will need to be specifically named in an approved plan. A general reference to supporting trails or sidewalk improvements is not sufficient to meet the project readiness requirement. The **page(s) from the approved plan** needs to be referenced and uploaded through the Attachments tab or a link with references to the pages can be provided.

Section C.1 Status of Engineering (0 Points)

Applicants provide information on whether they are applying for just a Plans, Specifications, and Estimates (PS&E) project or not. If project is only for construction, please reply no to Question 1 in Section C.1 and then complete the other two questions. If application is only for PS&E, please answer N/A on the two following questions.

Section C.2 Right-of-Way Information Status (3 Points)

ROW acquired within the 5 years preceding the project must also comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 USC 4601 et seq.). If ROW has been required for the project, then prior to authorization to advertise the physical construction for bids, the Sponsor will need to submit a Clearance Certification Statement, [as described in the MoDOT EPG \(136.8.10\)](#). **Formal evidence of right-of-way acquisition is required and includes copies of recorded deed, lease, or easement documents/documentation proving the right-of-way (ROW) acquisition or the willingness to condemn.** These must be uploaded through the Attachments tab.

Three points are available for projects that have fully acquired right-of-way.



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Section D Location (3 Points)

An online map is available through a separate Map tab to mark the project location. Applicants will zoom in to the project location(s) and select to draw a point, line, or polygon showing the extent of the project. Click once to start drawing and double-click to finish a line or polygon. Applicants will be able to draw multiple points, lines, or polygons on the same map. If the project has multiple project locations, the applicant should make sure to add all locations in the programming tab as well. If there is a need to redraw a project, click on the cursor symbol, and then select the project location and delete it.

Applicants will have the opportunity to **upload any additional documentation** showing existing conditions and the location of proposed improvements through the Attachments tab. Please note that the Attachments tab allows a variety of file types to be uploaded, including picture (jpg, jpeg, img, gif, png) formats. Applicants are encouraged to combine documentation into a single Adobe (pdf) document when possible.

Three points are available if the project is located in low-income and/zero-car-households area as outlined in the [Sidewalk and Trail CFP 2025 map](#).

Section E Project Budget and Match (No points)

This section requests details on project cost, amount of federal funds requested, local match provided, and the source(s) of that local match.

For the cost estimate section of the application, there are two budget spreadsheets available to download below:

- [PS&E Detailed Budget](#)
- [Construction Detailed Budget](#)

Applicants are asked to **save a local copy**, provide amounts for the categories listed, separating federal and non-federal funding, and then **upload that spreadsheet as an Excel file back to the application**. Try to break down the project costs into the specific cost categories. For example, "\$80,000 for landscaping" without stating how much is for materials, labor, or equipment is not acceptable. If information submitted in a proposal is unclear, consideration for funding may be affected. Breakdown the costs for each category in the appropriate columns according to who will pay for that portion – either the federal share (to be reimbursed), the sponsor (as non-federal match), or a third-party donation (as non-federal match).

Attach one additional sheet that details the costs. On this sheet, also explain the total cost and percentage of project total for each project element, i.e. landscaping, sidewalk, stormwater, paving, lighting. An example of what this should look like can be found [here](#).

Remember the federal transportation funding is a reimbursement program, so the applicant must have funding available for the nonfederal match and the federal share. Be sure to indicate the specific source(s) for the applicant's non-federal match. Non-federal match may come from private fund donations, city or county funds, force account, or in-kind services. Describe any additional funds available for use if the project cost exceeds those estimated in the general cost-estimate. The person who prepared the cost-estimate must be listed in the space provided.



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Section F Phasing (No Points)

Applicants are asked to describe if the project is a phase in a larger set of projects. If so, there is an opportunity to further describe the overall project and its phases.

Section G Basic Information (2 Points)

Applicants are asked to address if project was part of a prior application and how the project is open to the public, who will be responsible for maintenance, and if there are any anticipated environmental concerns.

Two points are available if the project was previously submitted through other grant funding opportunities, including, but not limited to, the prior OTO Call for Projects (CFP), Request for Expression of Interest, sidewalk cost shares or funding through the Department of Natural Resources (DNR). Please upload any prior grant applications that were not through OTO. If project has not been previously submitted for other grant funding, please just enter "N/A" for question 2 in section G.

Section H Evaluation Criteria (Up to 18 Points)

Connectivity: Please describe how this project creates connectivity between different communities, for example the project is part of the regional trail system as shown in the official OTO trail map. Include information if project fills a gap between two existing trails and how the project contributes to improving active transportation in the region. A project can earn up to ten points for Connectivity, depending on the connections made and impediments addressed.

Five points can be earned for creating a connection between two existing trails. Up to five points can be earned for how well the project creates a connection between communities.

Mobility Access: Please describe how this project addresses a need in the community and reduces key connectivity barriers for pedestrians and/or bicyclists for example, by providing a new crossing over railroad tracks or a non-local road or improving a crossing without current bicycle or pedestrian infrastructure. Include details on the location of the barrier and details on improvements. You can view road classifications in [OTO's Major Thoroughfare Plan](#) to determine if project is addressing a barrier of a non-local road.

Three points are available to projects that will remove a major barrier by creating a new crossing location for pedestrian and bicyclists.

Public Outreach: Applicants will also need to describe any methods used to involve the public and how the sponsor has solicited public input. This involvement can range from a Facebook poll to a formally adopted plan with documented public involvement related to this project. Please also provide any details on how you involved groups directly affected by the project and how this outreach influenced the development of the project, e.g. the location, scope, design, timing etc. Upload the supporting documentation of the described outreach, for example poll results or pages from plans. Please provide documentation of public outreach through the Attachment tab.

A project can earn up to five points for Public Outreach, depending on level of involvement.



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Section J Signature

All applications must be signed to be considered. Applications are considered signed by electronically acknowledging the application agreement at the end of the list of Application Questions.



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Submittal Instructions

Please submit applications through the online portal by 4 pm (CST), May 1, 2025.

Please use the **Application Checklist** on page 23 to help ensure your application is complete.

If you have questions or difficulty submitting your project, please contact David Knaut at 417-865-3042 x107.

Applicants need to save changes before exiting the website or before submitting the application. Applicants can “unsubmit” and edit their application prior to the application deadline. However, the application needs to be submitted for review prior to the deadline below:

Application Deadline: 4 pm (CST), May 1, 2025

The screenshot shows the application submission interface for project CFP24-108. The top navigation bar includes a back arrow, the project title 'CFP24-108 Project Title', and a status indicator 'DRAFT' with a note 'Project not ready to submit. See missing requirements.' and a revision history link. The main content area has tabs for 'PROGRAMMING', 'OBLIGATION', 'MAP', 'IDS / CONTACTS', 'ATTACHMENTS', 'REVISION HISTORY', and 'PROJECT QUESTIONS'. The 'SUBMIT FOR REVIEW' button is circled in red.

A quick way to access previously drafted or submitted projects is through the dashboard. Select “CFP 2025” under the Programming section of the dashboard to filter and access your project application(s).

The screenshot shows the Ozarks Transportation Organization dashboard. The 'Project Delivery' section displays five status categories: Not Started (13), Draft (0), Pending Review (0), Denied (0), and Accepted (13). The 'Programming' section displays a table of project counts for CFP 2025, TIP 2025, and TIP 2026 across different status categories.

Category	Not Started	Draft	Pending Review	Denied	Accepted
CFP 2025	13	0	0	0	13
TIP 2025	0	0	0	0	278
TIP 2026	0	0	0	0	261



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Application Checklist		
Included	Application Component	For More Information –
General Project Requirements		
<input type="checkbox"/>	Does the proposed project meet at least one category of eligible activities, as chosen by OTO?	Eligible Projects, page 7
<input type="checkbox"/>	Does the proposed project involve activities that are over and above normal transportation practice and what is considered routine construction or maintenance?	Eligible Projects, page 7
<input type="checkbox"/>	Is the project sponsor contributing at least 20% of total project costs?	Match Requirements, page 8
<input type="checkbox"/>	Is the project sponsor an eligible sponsor?	Eligible Project Sponsors, page 7
<input type="checkbox"/>	Does the sponsor have an identified Person of Responsible Charge?	Eligible Project Sponsors, page 6 and 8
<input type="checkbox"/>	Is the proposed project compatible with the Ozarks Transportation Organization's Long Range Transportation Plan?	Evaluation Criteria, page 11
Application Requirements		
<input type="checkbox"/>	Does the application include an adopted local resolution of support is required from the sponsoring agency(ies)?	Section A: Project Sponsor, page 17
<input type="checkbox"/>	Does the application include a landscaping drawing showing type and location of street trees/other landscaping?	Section B: Project Description, page 18
<input type="checkbox"/>	Does the application include a project implementation schedule? (Is schedule reasonable?)	Section B: Project Description, page 18
<input type="checkbox"/>	Does the application include photos and maps of the project site?	Section D: Location, page 19
<input type="checkbox"/>	Does the application include a clear breakdown of the project's budget?	Section E: Project Budget and Match, page 19
<input type="checkbox"/>	Does the application include documentation of Right-of-Way acquisition (deed, lease, easement, letter of intent), if applicable?	Section C.2: Right-of-Way Information, page 18
<input type="checkbox"/>	Does the application include all other required documentation? Application cannot be submitted without required questions answered.	Various
<input type="checkbox"/>	Is the application signed/ acknowledged?	Section J: Signature, page 21



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Funding Score Sheet

Relevant Section	Evaluation Criteria	Max Score	Points Received
A	Collaboration – Project is part of an approved STIP project or part of a collaboration between more than one entity with financial contributions from all agencies (please provide letter from all participating entities).	5	
C.2	Fully acquired Right-of-Way	3	
G	Project previously submitted for other grant funding opportunities (Please provide grant application if application was outside of OTO's programs).	2	
D	Project is located in low-income and/ or Zero-Car – households area as outlined in Sidewalk and Trail CFP 2025 Map	3	
C	Mobility Access - Project removes major barrier for connectivity by creating a new crossing location for pedestrian or bicyclist	3	
Connectivity - Total 15 points			
H	Project creates connectivity between different communities, for example is part of the regional trail system as shown in the official OTO trail map	5	
B	Project is designed as a multimodal facility with majority of the project offering a 10' or wider path of travel	5	
H	Project creates a new physical connection between two existing trails	5	
Public Participation			
H	Project is directly mentioned in an adopted plan or involved direct citizen participation through a survey, community meeting/ open house or result of meaningful public input	5	
Deductions			
	Application will receive a deduction if project Sponsor has not met reasonable progress requirements on a current project through OTO.	-10	
Maximum Points		36	