

**KANSAS DEPARTMENT OF TRANSPORTATION**

**FEDERAL TRANSIT ADMINISTRATION**

**TITLE VI/NONDISCRIMINATION PROGRAM UPDATE**

**FOR FY 2023, 2024, and 2025**

**PREPARED BY THE**

**DIVISION OF MULTIMODAL TRANSPORTATION AND**  
**INNOVATION**

**January 31, 2023**

**KANSAS DEPARTMENT OF TRANSPORTATION  
TITLE VI/NONDISCRIMINATION PROGRAM**

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## Kansas Department of Transportation

September 23, 2022

MEMORANDUM TO: STATE TRANSPORTATION ENGINEER  
CHIEF COUNSEL  
INSPECTOR GENERAL  
DIVISION DIRECTORS  
BUREAU CHIEFS  
OFFICE HEADS  
DISTRICT ENGINEERS  
TITLE VI COORDINATORS

### ***REGARDING TITLE VI NONDISCRIMINATION POLICY***

It is the policy of the Kansas Department of Transportation to assure full compliance with Title VI Nondiscrimination of the Civil Rights Act of 1964. This policy has been incorporated into the Title VI Nondiscrimination assurances, executed by the Department of Transportation in connection with all Federal-Aid Programs including Federal Highway Administration, Federal Transit Administration, and Federal Aviation Administration.

Title VI ensures that no person shall on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity administered by the Kansas Department of Transportation.

Subsequent nondiscrimination authorities and directives also ensure that no person or group of persons shall, on the grounds of age, disability, sex, low income, or limited English proficiency be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity administered by the Kansas Department of Transportation.

To ensure that all Title VI Nondiscrimination requirements are met, all management personnel shall make every effort to identify and eliminate discrimination which may occur in any program or activity of the department; and implement policies and procedures to ensure compliance with Title VI Nondiscrimination requirements.



Julie L. Lorenz  
Secretary of Transportation  
Director of Kansas Turnpike Authority

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| Form Approved<br>By <u>HDA 09.27.2022</u><br>Legal Dept. KDOT |
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## THE LAWS AND REGULATIONS

### 1964 Civil Rights Act – Titles:

|             |   |
|-------------|---|
| Title I -   | Voting Rights   |
| Title II -  | Public Accommodations   |
| Title III - | Desegregation of Public Facilities Title IV-<br>Desegregation of Public Education Title V-<br>Commission on Civil Rights (EEOC) |
| Title VI-   | Nondiscrimination in Federal Assisted Programs and Activities Title VII-<br>Equal Employment Opportunity                        |
| Title VIII- | Registration and Voting Statistics  |
| Title IX-   | Intervention and Procedure after removal in Civil Rights Cases Title X-<br>Establishment of Community Relations Services        |
| Title XI-   | Miscellaneous   |

**Title VI of the Civil Rights Act of 1964:** “No person in the United States shall on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

Under this act contracting opportunities are considered a benefit. Denial of contract opportunities based on discrimination is prohibited.

**Uniform Relocation Assistance and Real Property Acquisition Act of 1970:** Prohibits unfair and inequitable treatment of persons displaced or whose property will be acquired because of Federal-aid programs and/or projects.

**Section 504, Rehabilitation Act of 1973:** “No qualified handicapped person shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity that receives or benefits from Federal financial assistance.”

**Federal-aid Highway Act of 1973:** “No person shall on the grounds of sex be excluded from participation in, be denied the benefits or, or be subjected to discrimination under any program or activity receiving Federal assistance under this title or carried on under this title.”

**Age Discrimination Act of 1975:** “No person shall on the basis of age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance.”

**Civil Rights Restoration Act of 1987:** This act broadens the scope of civil rights to include:

1. All programs and activities of KDOT,
2. All programs, activities, and contacts (in the same geographic area) of federal- aid contractors and consultants,
3. All programs and activities of any city or county receiving federal-aid funds,
4. All programs and activities of any agency or group receiving federal-aid funds whether such programs, activities or contracts are federally assisted or not.

## TERMINOLOGY

**Americans with Disabilities Act of 1990:** This act ensures Nondiscrimination and inclusion for any qualified individual with a disability by KDOT, all Kansas counties and local governments.

**Civil Rights Act of 1991:** The act provides coverage for contracts under Nondiscrimination laws.

**Discrimination:** Refers to any intentional or unintentional act, or any failure to act, which has the effect of excluding or denying a person from participation in benefits or has otherwise subjected a person to unequal treatment under any program or activity because of race, color or national origin.

**Executive Order 12898 of February 11, 1994:** The Order adds Title VI coverage to low-income populations and stresses environmental justice in the National Environmental Policy Act process.

**Executive Order 13166 of August 11, 2000:** Improving access to services for persons with Limited English Proficiency.

**Executive Order 13175 of November 6, 2000:** Consultation and Coordination with Indian Tribal Governments

**Environmental Justice:** Amplifies Title VI by providing that “each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations.

**Low Income Populations:** Person(s) whose household income or community/group whose average household income is at or below the United States Department of Health and Human Services (HHS) Poverty Guidelines. See 2022 Guidelines – Appendix B.

**Minority:** Black, Hispanic, Asian American, American Indian and Alaskan Indian.

**Minority Populations:** Any readily identifiable groups of minority persons living in geographical proximity and similarly affected by a proposed Federal program, policy, or activity.

**National Origin:** Means the Nation where a person was born, or where the person’s parents or ancestors were born.

**Recipient:** Any state, political subdivision, instrumentality or any public or private agency, institution, department, or other organizational unit, to whom financial assistance is directly extended by a federal agency.

**Sub-recipient:** Means any entity that receives federal financial assistance through a primary recipient.

### **Title VI Transportation Implementing Regulations**

United States Department of Transportation Regulations (49 CFR 21) requires a recipient:

- To provide for Affirmative Action
- To submit a Formal Assurance
- Provide for sanctions in the event of noncompliance

Federal Highway Administration Regulations (23 CFR 200) requires a recipient:

- To submit a Formal Assurance
- Provide a 90-day corrective action requirement
- Conduct actions and activities to assure compliance

Federal Transit Administration Circular 4702.1B:

- Follow Title VI and Title VI-Dependent Guidelines for Federal Transit Administration Recipients

### **TITLE VI RELATED ACRONYMS**

**CTD:** Coordinated Transit District

**FTA:** Federal Transit Administration

**LEP:** Limited English Proficiency

**MPO:** Metropolitan Planning Organization

**PPP:** Public Participation Plan

**STIP:** Statewide Transportation Improvement Program

**TIP:** Transportation Improvement Program

## **TITLE VI/NONDISCRIMINATION POLICY**

**POLICY:** It is the policy of the Kansas Department of Transportation:

- A. To ensure, in all programs and activities, to the maximum possible extent, compliance with Title VI of the Civil rights Act of 1964, 49 CFR Part 21; and related statutes and regulations;
- B. To assess all plans and proposals so that no person shall be excluded from participation in, be denied the benefits of, or in any manner discriminated against or treated inequitably by reason of the person's race, color, sex, national origin, or veteran's status under any department program or activity receiving federal financial assistance;
- C. To identify and eliminate discrimination where found to exist within any program or activity of the Department;
- D. To develop and implement policies and procedures or to amend existing procedures to comply with Title VI requirements; and
- E. To promptly resolve conditions of inadequacy or non-compliance.

**ASSURANCES:** Signed "assurances" are required of each state highway agency (SHA) by Title 49, Code of Federal Regulations, Part 21 (49 CFR 21) and related statutes and regulations. These are necessary to implement the foregoing policy. Title VI/Nondiscrimination assurances identify the major transportation operational areas where extensive exclusion, adverse and/or disparate impact and denial of benefits may occur. Understanding of the Title VI assurances is vital to all parties in carrying out operational responsibilities within the Department, and should distinguish the difference between EEO, Title VI, and other civil rights areas. Title VI/Nondiscrimination does not apply to employment matters except in two instances:

- A. When the primary objective of a federally assisted program is to provide employment (as in Appalachia); or,
- B. When discrimination has been found in a program and the employment posture of the administering unit is found to be a significant contributing factor in inhibiting and contrary to Title VI/Nondiscrimination policy.

The most recent Title VI Assurances were signed by Kansas Secretary of Transportation & Director of Kansas Turnpike Authority, Julie Lorenz, on September 29, 2022. See Appendix C.

The Office of Civil Rights Compliance is responsible for initiating and monitoring KDOT's Title VI/Nondiscrimination activities and preparing required reports.

Principal responsibilities are:

- A. Developing and implementing procedures for the prompt processing of discrimination complaints,
- B. Coordinating Title VI/Nondiscrimination program development with KDOT managers,
- C. Conducting Title VI/Nondiscrimination reviews of cities, counties, planning agencies, and other recipients of federal-aid highway funds,
- D. Reviewing with managers the Title VI/Nondiscrimination issues that apply to their activities,
- E. Conducting Title VI/Nondiscrimination orientation and training for managers or designated subordinates, civil rights personnel, and others,

- F. Preparing a periodic report of Title VI/Nondiscrimination accomplishments and setting of goals for the following year,
- G. Participating with KDOT managers in developing Title VI/Nondiscrimination information to disseminate to the public. See Appendix E for the Title VI Brochure which is available in Spanish.
- H. Conducting reviews of work unit activities when necessary to cover Title VI/Nondiscrimination.
- I. Assisting KDOT managers in correcting identified Title VI/Nondiscrimination problems.

**PUBLIC NOTICE:** A public notice of Title VI Rights (Appendix F) can be found on the KDOT website (<https://www.ksdot.org/bureaus/divadmin/CivilRights/default.asp>), on the official bulletin board located in the Eisenhower State Office Building, and outside the office of KDOT Public Transit. The notice contains directions on how to file a complaint. The Title VI Complaint Process and Complaint form can be found on the KDOT website at (<https://www.ksdot.org/bureaus/divadmin/CivilRights/default.asp>) or on Pages 24-25 of this document. Individual transit agencies and MPOs are responsible for posting similar public information at their facilities and websites. The Title VI Rights Brochure (Appendix E) also contain information how to file a complaint. The brochures are distributed at KDOT public meetings, Title VI reviews and through Local Public Agencies. In addition, the brochures can be downloaded from the KDOT website for public use.

#### **DATA COLLECTION**

The following is a list of the types of data KDOT may keep on each project or program:

- A. What services, benefits, or impacts will be provided by this project or program?
- B. Who or what groups of people will be impacted by the project or program?
- C. A population breakdown by race, color, sex, national origin, and income status for the affected area.
- D. Are bilingual employees needed in this area?
- E. The location of existing facilities (stores, doctor, school, public buildings, recreation, etc.) and if easy access will be limited or denied.
- F. The steps used in the relocation process.
- G. Other demographic maps, racial composition, or census data about the affected area.

#### **MONITORING AND REVIEW PROCESS**

The following are examples of specific activities, which may be undertaken to monitor Title VI/Nondiscrimination issues. The Civil Rights Administrator will prioritize activities.

- A. **Identification of Impacts:**
  - 1) Assist managers in identifying Title VI/Nondiscrimination impacts on proposed projects.
  - 2) Attend meetings of managers during the early development of environmental assessments of projects.
  - 3) Review procedures in identifying and considering impacts of projects on communities.
- B. **Public Involvement:**
  - 1) Assist in obtaining public involvement, when applicable.
  - 2) Attend meetings involving Title VI/Nondiscrimination issues.
  - 3) Assist in the development of Title VI/Nondiscrimination information for the public in languages other than English, when necessary.

**C. Benefits and Services:**

- 1) Accompany right-of-way staff to compare treatment received by all people, especially minorities and females.
- 2) Review appraisal, acquisition, and relocation procedures to assure equitable benefits and services to all property owners.

See brochures:

ACQUISITION, Real Property Acquisition for Kansas Highways, Roads, Streets and Bridges, 2019.

<https://www.ksdot.org/Assets/wwwksdotorg/bureaus/burRow/Acquisition/2019%20AcquisitionWCoverForWebsite.pdf>

RELOCATION, Your Rights and Benefits as a Displaced Person under the Federal Relocation Assistance Programs, 2019.

<https://www.ksdot.org/Assets/wwwksdotorg/bureaus/burRow/Relocation/REV%202019%20Relocation%20Brochure%20for%20WEB.pdf>

**D. Contracting:**

- 1) Review consultant selection procedures.
- 2) Review the monitoring of consultants for Title VI/Nondiscrimination compliance.
- 3) Assist in identifying minority and female appraisers.

**E. Research:**

- 1) Assist in identifying minority and female researchers.
- 2) Review the monitoring for Title VI /Nondiscrimination compliance by researchers.

**F. Management:**

KDOT managers have the following responsibilities in daily monitoring activities:

- 1) Maintain statistical data by race and sex of participants and beneficiaries of KDOT's programs.
- 2) Ensure Title VI/Nondiscrimination requirements are included in directives and that procedures used will prevent discrimination.
- 3) Advise External EEO Officer of discrimination complaints or problems.
- 4) Cooperate with Title VI/Nondiscrimination reviews and comply with report findings.

**G. Sub-recipient monitoring:**

- 1) The Title VI brochure is distributed to all the 5310/5311 public transportation providers. Each provider agency should hand the brochure out to new passengers. All new passengers are given the brochure when they make ride inquiries at the local transit services office, or when they ride the bus. If a transit services provider updates their policies, the Title VI information is included in the update and is distributed again.
- 2) The on-site review document includes questions about the Title VI brochure and the provider

must respond.

- 3) Each transit services agency has a grievance procedure/complaint process that is used if a passenger makes a complaint. The process includes complaints that are made regarding Title VI.
- 4) Demographics information for the State of Kansas is available on the KU Transportation website. There is also a question on the KDOT grant application for all 5310/5311 applicants to answer in regard to the demographics of their service area.
- 5) The Coordinated Transit Districts (CTD) across the state each have a Human Services Plan that is used for planning purposes. The number of socio- economic groups and the transportation needs of the low income or minority populations are identified in the plan. Transportation gaps and the need for expanded services are also identified.
- 6) The benefits of the public transportation investment are easily identified through the grant application process and also through the required recipient reporting.
- 7) Each demand response and rural fixed route transit provider is required (effective with FTA Circular 4702.1B) to have a written Title VI Program. Providers are required to update their Title VI Programs, inclusive of a Limited English Proficiency (LEP) Plan, every three years. An email from KDOT was sent to all transit providers in August 2022 directing providers to update their plans. The letters included guidance and samples of a Title VI Program and LEP Plan along with 2020 ACS Census data by county. Current providers are required to submit their plans with their annual applications to KDOT for 5310/5311 funding. New Public Transit providers that participate in KDOT Programs must submit their current Title VI Plan for their agency following award of program funds in order to be in compliance with Title VI requirements.
- 8) Each of the six metropolitan planning organizations (MPOs) in the state are required to have an established a Title VI Program, inclusive of a Limited English Proficiency (LEP) Plan Programs in order to demonstrate compliance with Title VI. Title VI Programs and LEP Plans have been developed by the MPOs. Every 3-5 years, MPOs are required to review their Title VI Programs and update as necessary. KDOT staff participated in the review and updates of these programs as part of the MPO planning process. They are all currently compliant with FTA Circular 4702.1B. Compliance with Title VI is one of the metrics used to validate their Self-Certifications included in their Transportation Improvement Programs.

### **Public Involvement and Traditionally Underserved Populations**

KDOT's Public Participation Plan, Sharing the Future, was updated in May 2022 and serves as the guide for all public involvement activities that take place throughout the agency. The goal for the Kansas Department of Transportation (KDOT) public involvement program is to build and sustain relationships with citizens, businesses, legislators, and other government organizations in order to enhance the agency's decisions. This includes our Transit Program's service providers and their riders.

From Sharing the Future, "it is the policy of KDOT to reach out to the citizens it serves and to actively engage the public in the agency's transportation decision-making processes." Public involvement is especially key in breaking down barriers that may exist for traditionally underserved populations in our state in having a voice and their needs and ideas being heard.

Also, from "Sharing the Future: Public Involvement in the Kansas Transportation System." May 2022, page 43.

<https://www.ksdot.org/Assets/wwwksdotorg/bureaus/burTransPlan/pdf/SharingtheFuture.pdf>

### 6.5 Process for connecting with traditionally underserved populations

Traditionally underserved populations may include minority and ethnic groups, low-income households, women, children, the elderly and other groups who, by virtue of their culture, language, physical or mental abilities and economic differences, may experience barriers to participating in transportation planning process. A number of resources and case studies are available from the FHWA that describe ways to seek and use the participation of traditionally underserved populations. There are four basic steps in KDOT's process for seeking out and considering the needs of underserved populations. The extent to which the steps are applied will vary depending on the situation.

1. Identify the population(s) using tools and activities, which may include:

- a. U.S. Census Bureau data and maps
- b. Modern Language Association website tools
- c. Local land-use maps and appraiser data
- d. Drive-through of a potentially affected area
- e. Talks with local, transit or MPO officials
- f. Interviews with neighborhood associations, education, religious, health or social service officials

2. If a traditionally underserved population is identified, seek out their needs using activities such as:

- a. Personal interviews
- b. Group or neighborhood association meetings
- c. Interviews with health, school, law enforcement or religious officials
- d. Public involvement opportunities that encourage their participation Step Two may occur concurrently with Step One. The services of a qualified interpreter or facilitator may be necessary to communicate effectively.

3. Once needs are identified, they may be considered in one or more ways, for example:

- a. Reviewing the needs for their relevance to the project or program.
- b. Comparing the potential impacts of alternatives on the identified population.
- c. Discussing ways of addressing the needs, which can include discussions with potentially affected members of the population.

4. If relevant needs are identified, recommend solutions to address the needs if feasible and practicable to do so.

### **Summary of Recent Public Involvement Activities within the Division of Multimodal Transportation and Innovation from 2019-2022**

The following list of activities represent the related public involvement activities undertaken by KDOT and within the Division of Multimodal Transportation from 2019-2022.

- Fall 2019
  - Local Consult
    - Transit partners and transportation stakeholders were invited to a series of meetings held around the state to address Kansas transportation needs.
      - D1, NE Region, Kansas City and Topeka, November 5 and 6, 2019
      - D2, NC Region, Junction City, October 30, 2019
      - D3, NW Region, Colby, November 20, 2019

- D4, SE Region, Pittsburg, October 29, 2019
    - D5, SC Region, Wichita and Great Bend, November 15 and 18, 2019
    - D6, SW Region, Liberal, November 19, 2019
  - Transit: Access, Innovation, and Collaboration (AIC) call for projects workshops
    - Transit partners and stakeholders were invited to participate in two workshop sessions regarding information about the AIC Program and its application process.
      - Topeka, September 16, 2019
      - Hays, September 18, 2019
- 2020
  - Transit Day at the Capitol
    - The public and transportation providers and stakeholders were invited to attend an event at the statehouse hosted by KDOT and KPTA.
      - Kansas Statehouse, Topeka, March 10, 2020
  - Transportation Alternatives call for projects
    - KDOT hosted a series of virtual information webinars, inviting a variety of transportation stakeholders to attend to learn more about the TA Program and its application process.
      - Live webinars, June 29, 30, and July 1-3, 2020
- 2021
  - Transit – Access, Innovation, and Collaboration (AIC) call for projects workshops
    - Transit partners and stakeholders were invited to participate in a live webinar session (recorded) regarding information about the AIC Program and its application process.
      - Live webinar, March 16, 2021
  - Local Consult
    - Transit partners and transportation stakeholders were invited to a series of virtual meetings representing regions of the state to address Kansas transportation needs.
      - D1, NE Region, September 16<sup>t</sup> 2021
      - D1, Kansas City Metro, September 30, 2021
      - D2, NC Region, September 15, 2021
      - D3, NW Region, October 6, 2021
      - D4, SE Region, September 8, 2021
      - D5, SC Region, October 4, 2021
      - D5, Wichita Metro, September 9, 2021
      - D6, SW Region, October 5, 2021
  - Kansas Active Transportation Plan (ATP)
    - KDOT held two weeks of virtual engagement opportunities which included nine online public workshops and ten online focus groups. Each of these meetings provided an overview of the planning process for the Active Transportation Plan. Participants discussed the vision and goals for the plan, improvement ideas, project types, and other issues related to improving walking, bicycling, and other active modes of transportation in Kansas, including transit services.
      - February 16, 17, 18, 23, and 25, 2021
- 2022
  - Transportation Alternatives call for projects
    - KDOT hosted a series of virtual information webinars, inviting a variety of transportation stakeholders to attend to learn more about the TA Program and its application process.

- Live webinars, February 4, 7, and 11, 2022
- BIL – Bipartisan Infrastructure Law Funding Overview Meetings
  - Transit partners and transportation stakeholders were invited to a series of meetings held around the state to introduce new or enhanced elements of federal transportation program funding (including transit).
    - D1, NE Region, Kansas City, April 13, 2022
    - D3, NW Region, Hays, April 11, 2022
    - D5, SC Region, Wichita, April 14, 2022
    - Virtual, statewide, April 27, 2022

## **TITLE VI COMPLIANCE REVIEWS**

### **TITLE VI REVIEWS OF CITIES AND COUNTIES:**

KDOT must assure that the benefits of federal-aid programs are provided to all eligible beneficiaries on a basis that is quantitatively proportionate and qualitatively equivalent. The goal of the reviewer is to point out deficiencies and assist the recipient to achieve compliance, not to find discrimination. The KDOT Office of Civil Rights Compliance performs the following activities per FHWA expectations:

- A. Develop data to identify first-class cities in Kansas by population size. 10,000 would be the smallest area reviewed.
- B. Develop data to identify counties in Kansas by population size. 20,000 would be the smallest area reviewed.
- C. Identify the recipient's use of the funds (such as right-of-way, construction, etc.)
- D. Note the total population, the minority population, and the distribution of the minority population.
- E. Note the significant social impact of projects.
- F. The review questionnaire should be directed to the type of activity being done with federal funds (research, engineering, etc.).
- G. Reviews should be scheduled with cities or counties utilizing federal-aid funds at the current time and with a significant minority population that could be impacted.
- H. During the review, the following documents should be examined:
  - 1) Copy of the agreement between the city/county and KDOT to check for Title VI/Nondiscrimination references.
  - 2) List of consultants being utilized for federal-aid projects.
  - 3) Documentation of efforts to identify and utilize minority and female consultants, if applicable.
  - 4) Copy of the city/county consultant contracts to check for Title VI/Nondiscrimination references.
  - 5) Information on city/county effort to involve minorities and females in preliminary engineering, if applicable.
  - 6) If any deficiencies are noted, KDOT should make every effort to assist the city/county in its corrective measures.
  - 7) All review activity completed by KDOT is reported in the Title VI Report to FHWA annually.

### **TITLE VI REVIEWS OF CONSULTANTS:**

Consultants that are subject to a Title VI/Nondiscrimination review have contracts with KDOT, or a city/county, or are financed with federal-aid funds. The review will not look at employment practices, but rather an examination of specific activities to ensure nondiscrimination (to the extent possible) in the

benefits and services of its contract. Priority for reviews should be given to consultants whose studies will impact high minority areas. The review should concentrate on the consultant's efforts to ensure input and/or participation by those affected by the project.

#### **TITLE VI REVIEWS OF METROPOLITAN PLANNING ORGANIZATIONS:**

Typically reviews of the six MPOs in Kansas occur once every five years and are conducted by the Office of Civil Rights Compliance in coordination with the Bureau of Transportation Planning.

- A. Reviews of the MPO's Title VI Plan documents as required in FTA Circular 4702.1B include, but are not limited to:
  - 1) Title VI Assurances
  - 2) Title VI Complaint Procedures
  - 3) Title VI Complaint Form
  - 4) Title VI Notice to the Public
  - 5) Limited English Proficiency (LEP) plan
  - 6) ADA transition plan (if applicable)
  
- B. Each MPO is sent a Title VI Review Questionnaire for them to complete and return to KDOT staff in advance of the sit-down review session. Questions on the questionnaire include:
  - 1) The methods used to inform the public of their rights under Title VI as it is related to the MPO's transportation planning process.
  - 2) How the public is notified of the identity of the Title VI Coordinator in the event questions or complaints arise.
  - 3) Information on the members of the MPO Policy Body and Technical Advisory Committee, method of selection and the jurisdiction each member represents.
  - 4) What the total dollar amount of Consolidated Planning Grant (CPG) funds received annually by the MPO from KDOT.
  - 5) Information on consultant contracts during the review period.
  - 6) Efforts made to utilize DBE firms in the MPO's federally funded contracts.
  - 7) Strategies for public involvement/participation.
  - 8) Methods used to inform low-income and minority communities of planning efforts for transportation related services and/or improvements.
  - 9) Information regarding Title VI complaints during the review period.
  - 10) Describe Title VI training that was attended by MPO staff during the review period. Describe participation in any other kind of civil rights training (e.g., title and course content), and provide a list of participants by job title (e.g., supervisor, manager, etc.)
  - 11) Review of their Title VI Plan to assure it meets all FTA Circular 4702.1B Requirements.

#### **TITLE VI REVIEWS OF DEMAND RESPONSE AND FIXED ROUTE TRANSIT PROVIDERS:**

**Note: KDOT does not provide fixed route transportation.**

KDOT Reviews the Title VI Plan of all demand and fixed route transit providers during their Triennial Review to confirm each Plan contains the following per FTA 4702.1B:

- A. Title VI Assurance
- B. Title VI Notice to Public

- C. Public Participation Plan (PPP)
- D. Limited English Proficiency Plan (LEP)
- E. Title VI Complaint Procedures
- F. Title VI Complaint Form
- G. List of transit-related Title VI investigations, complaints, and lawsuits
- H. Table of membership of non-elected boards and committees (as appropriate)
- I. Copy of minutes, resolution, or other documentation showing approval of Title VI Program
- J. Title VI equity analysis (as appropriate)
- K. Service Standards (fixed route providers)
- L. Service Policies (fixed route providers)

**AGENCIES MONITORED DURING THIS REVIEW PERIOD:**

During the period of Federal Fiscal Years 2019, 2020, 2021, and 2022, KDOT Office of Civil Rights performed the following Title VI Reviews of cities, counties, MPOs, and demand response and fixed route providers:

**Cities and Counties**

| 2019                | 2020   | 2021                  | 2022                               |
|---------------------|--|-----------------------|------------------------------------|
| City of Great Bend  | City of Hutchinson   | City of Arkansas City | City of Derby                      |
| City of Hays        | City of Lansing  | City of Leavenworth   | City of Dodge City                 |
| City of Salina      | City of McPherson  | City of Merriam       | City of Lawrence                   |
| City of Topeka      | City of Overland Park  | City of Newton        | City of Leawood                    |
| City of Wichita     | City of Prairie Village  | City of Pittsburg     | City of Lenexa                     |
| Cowley County       | City of Shawnee  | City of Winfield      | City of Liberal                    |
| Pottawatomie County | Cherokee County  | Douglas County        | City of Olathe                     |
| Reno County         | Crawford County  | Finney County         | Miami County                       |
| Seward County       | Franklin County  | Ford County           | Montgomery County                  |
|                     | Geary County   | Harvey County         | Riley County                       |
|                     | Leavenworth County   | Sumner County         | Sedgwick County                    |
|                     | McPherson County   | Washburn University   | Shawnee County                     |
|                     | Saline County  |                       | Hutchinson Community College       |
|                     | Unified Government of Wyandotte County & City of Kansas City, KS |                       | Motsinger CPA Tax & Accounting LLC |

## Metropolitan Planning Organizations

In October 2022, Title VI Reviews were held for the six Metropolitan Planning Organizations in the State. The MPOs reviewed were:

- Mid-America Regional Council (MARC)
- Lawrence-Douglas County Metropolitan Planning Organization (L-DCMPO)
- Flint Hills Metropolitan Planning Organization (FHMPO)
- Saint Joseph Area Transportation Study Organization (SJATSO)
- Metropolitan Topeka Planning Organization (MTPO)
- Wichita Area Metropolitan Planning Organization (WAMPO)

## Demand Response and Fixed Route Providers

### 2019

|                                     |                                      |   |
|-------------------------------------|--------------------------------------|---|
| Anderson County COA                 | Envision                             | Papan's Landing Senior Center                   |
| Bert Nash Community Mental Health   | Family Service and Guidance Center   | Pawnee Mental Health                            |
| Butler County DOA                   | Greenwood County COA                 | Pawnee Mental Health                            |
| CAPPER Foundation El Dorado         | Heartspring                          | Riverside Resources                             |
| Central Kansas Mental Health Center | Independence, Inc.                   | Sedgwick County DOA                             |
| Cerebral Palsy Research Foundation  | Ketch, Inc.                          | Senior Resource Center for Douglas County, Inc. |
| Chase County                        | L-CAT                                | Sheltered Living                                |
| City of Holyrood                    | Linn County Transportation           | Solomon Valley Transportation                   |
| City of Russell                     | Louisburg Area Senior Citizens, Inc. | Starkey, Inc.                                   |
| Clay County Task Force, Inc.        | Marshall County Agency on Aging      | TARC, Inc.                                      |
| Cottonwood, Inc.                    | Morris County Transportation         | Topeka LULAC Senior Center                      |
| Doniphan County Transportation      | Northeast Kansas Area AOA            | Twin Valley Developmental Services              |
| East Topeka COA                     | OCCK, Inc. 5310                      | Wabaunsee County                                |
| Elizabeth Layton Center             | OCCK, Inc. 5311                      |   |
| Elk County COA                      | Paola Senior Citizens Center, Inc.   |   |

### 2020

|                             |                           |                              |
|-----------------------------|---------------------------|------------------------------|
| Allen County Transportation | Finney County COA         | Osage County Senior Citizens |
| Arrowhead West              | Four County Mental Health | Ottawa County Transportation |
| Bethany Home                | Futures Unlimited, Inc.   | Pratt County COA             |

|   |   |   |
|---|---|---|
| City of Goodland                                    | Good Samaritan Society-Lyons                      | Project Concern                                     |
| City of Great Bend COA                              | Gove County Medical Center                        | Quest, Inc.   |
| City of Herington / Hilltop Community Center        | Harper County DOA                                 | Rawlins County                                      |
| City of Hoisington                                  | Harvey County DOA                                 | Reno County Public Transit                          |
| City of Kingman                                     | Hetlinger Developmental Services                  | Republic County Transportation                      |
| City of Liberal                                     | Jefferson County Service Organization             | Rice County COA                                     |
| City of Wakeeney                                    | Kanza Mental Health and Guidance Center           | SEK-CAP   |
| COF Training Services                               | Kingman County COA                                | Southeast Kansas Mental Health                      |
| Coffey County                                       | Lane County Transportation                        | Sunflower Diversified Services                      |
| Cowley County COA                                   | Logan County Hospital                             | Thomas County Transportation                        |
| Decatur County Transportation                       | McPherson County COA                              | Training and Evaluation Center of Hutchinson (TECH) |
| Disability Supports of the Great Plains             | Mental Health of East Central Kansas (Crosswinds) | Via Christi   |
| Disability Supports of the Great Plains (McPherson) | Mosaic  |   |
| Dodge City  | Nemaha County Transportation                      |   |

**2021**

|                                      |  |   |
|--------------------------------------|--|---|
| Bethesda Home                        | Franklin County Services for the Elderly | Presbyterian Manor (Parsons)                              |
| Big Lakes Developmental Center, Inc. | Geary County Senior Center               | Presbyterian Manor (Topeka)                               |
| City of Bonner Springs               | Great Plains Health Alliance             | Presbyterian Manor, Inc. Manor of The Plains (Dodge City) |
| City of Paola/Lakemary Center        | Johnson County Transit                   | Presbyterian Manor, Inc. Salina                           |
| City of Phillipsburg                 | Lincoln County Transportation            | Protection Valley Manor                                   |
| City of Smith Center                 | Locust Grove Village                     | Rooks County Transportation                               |
| City of Wilson                       | Logan County Senior Living               | Roots and Wings Foundation Dba. Rosewood Services         |
| Class LTD                            | Multi-Community Diversified Services     | Rush County Transportation                                |

|  |   |   |
|--|---|---|
| Community HealthCare System, Inc.            | Ness County Hospital LTCU dba Cedar Village | Sheltered Living                        |
| Community Senior Service Center, Inc.        | Northeast Kansas Area AOA                   | Sunset Home, Inc                        |
| Developmental Services of NW Kansas          | Norton County Senior Citizens               | TARC, Inc.                              |
| Doniphan County Services & Workskills (DSCW) | Paola Association for Church Action, Inc.   | Thanks Program, Inc.                    |
| Doniphan County Transportation               | Pottawatomie County Transportation          | The Guidance Center                     |
| East Topeka COA                              | Prairie Band Potawatomi Nation              | Topeka LULAC Senior Center              |
| Ellsworth County Council on Aging            | Presbyterian Manor (Arkansas City)          | Tri-Ko, Inc.                            |
| Family Service and Guidance Center           | Presbyterian Manor (Lawrence)               | Tri-Valley Developmental Services, Inc. |
| Flint Hills Area Transportation Agency, Inc  | Presbyterian Manor (Newton)                 | Twin Rivers Developmental Support       |

**2022**

|                                     |                                      |   |
|-------------------------------------|--------------------------------------|---|
| Anderson County COA                 | Envision                             | Paola Senior Citizens Center, Inc.              |
| Bert Nash Community Mental Health   | Greenwood County COA                 | Papan's Landing Senior Center                   |
| Butler County DOA                   | Heartspring Inc.                     | Pawnee Mental Health (Concordia)                |
| CAPPER Foundation El Dorado         | Independence, Inc.                   | Pawnee Mental Health (Manhattan)                |
| Central Kansas Mental Health Center | Ketch, Inc.                          | Riverside Resources                             |
| Chase County                        | L-CAT                                | Sedgwick County DOA                             |
| City of Holyrood                    | Linn County Transportation           | Senior Resource Center for Douglas County, Inc. |
| City of Russell                     | Louisburg Area Senior Citizens, Inc. | Solomon Valley Transportation                   |
| Clay County Task Force, Inc.        | Marshall County Agency on Aging      | Starkey, Inc.                                   |
| Cottonwood, Inc.                    | Morris County Transportation         | Twin Valley Developmental Services              |
| Elizabeth Layton Center             | OCCK, Inc. 5310                      | Wabaunsee County                                |
| Elk County COA                      | OCCK, Inc. 5311                      |   |

## **AGENCY DEMOGRAPHIC ANALYSIS OF BENEFICIARIES**

KDOT maintains ridership data. See Appendix D which illustrates one month of ridership information.

### **SYSTEM-WIDE SERVICE STANDARDS**

#### Vehicle Utilization:

The utilization of all transit vehicles is a requirement of the KDOT programs. Vehicles that are not being used by agencies that were awarded vehicles will be moved by KDOT through an established process of vehicle utilization to another location where the vehicle can be used. The KDOT Office of Public Transportation expects providers to use the vehicle to remain in the current transportation services program. *The minimum use of a transit vehicle is 2,500 miles per year.* The KDOT Office of Public Transportation will monitor the usage of vehicles. If the vehicle is not being used to meet the required KDOT standards, the Office will contact the agency notifying them of the need for a utilization plan. If a utilization plan cannot be established the useful life formula for the transfer of the vehicle will be completed by the Office of Public Transit and the provider will be notified the vehicle will be transferred. If the transfer of the vehicle is required, the agency that is forfeiting the vehicle must put in writing a list of all of the items on the van that are damaged or need repaired and provide that list to KDOT. All back up vehicles are also required to be utilized and must meet the annual 2,500 mileage requirement.

#### Core Service Hours:

Core hours are defined as Monday – Friday with six (6) full hours of transportation service being provided. Core hours of operation must be between the hours of 8:00 a.m. to 5:00 p.m. Agencies that use volunteers for drivers and dispatchers will be allowed to have core hours of operations of 8:00 a.m. to 3:00 p.m. or 9:00 a.m. to 4:00 p.m. Dispatching hours must be the same as the operating hours for the transit service. Transit service hours must be included in the policies and procedures and advertisements for the transportation services program.

#### Title VI Requirements:

Each Coordinated Transit District (CTD) and transportation provider must sign an assurance that they will not on the grounds of race, color, or national origin, exclude from participation in, deny the benefits of, or subject to discrimination any person within the program or any activity.

#### Disadvantaged Business Enterprise (DBE):

KDOT and sub-recipients must take necessary measures to ensure that DBEs have the maximum opportunity to compete for federal contracts. KDOT submits 3-year DBE plan to FTA and to FHWA, which sets out the agencies' DBE goals based on its contracting opportunities. The DBE Goal plan is reviewed annually.

Fair and Equitable Distribution: All cities, counties, and tribal governments are notified of fund availability and are encouraged to apply for funds. Notices are disseminated through annual letters with information containing funds available and specific procedures for applying for grants. KDOT staff is available for technical support.

### **SIGNIFICANT SERVICE CHANGES AND FARE CHANGES**

Due to COVID 19 many transit agencies suspended or reduced service in 2020 and 2021. As the pandemic waned in late 2021 agencies reopened and restored service hours. Ridership continues to rebound and demand remains strong.

### **NONELECTED TRANSIT COMMITTEES AND COUNCILS**

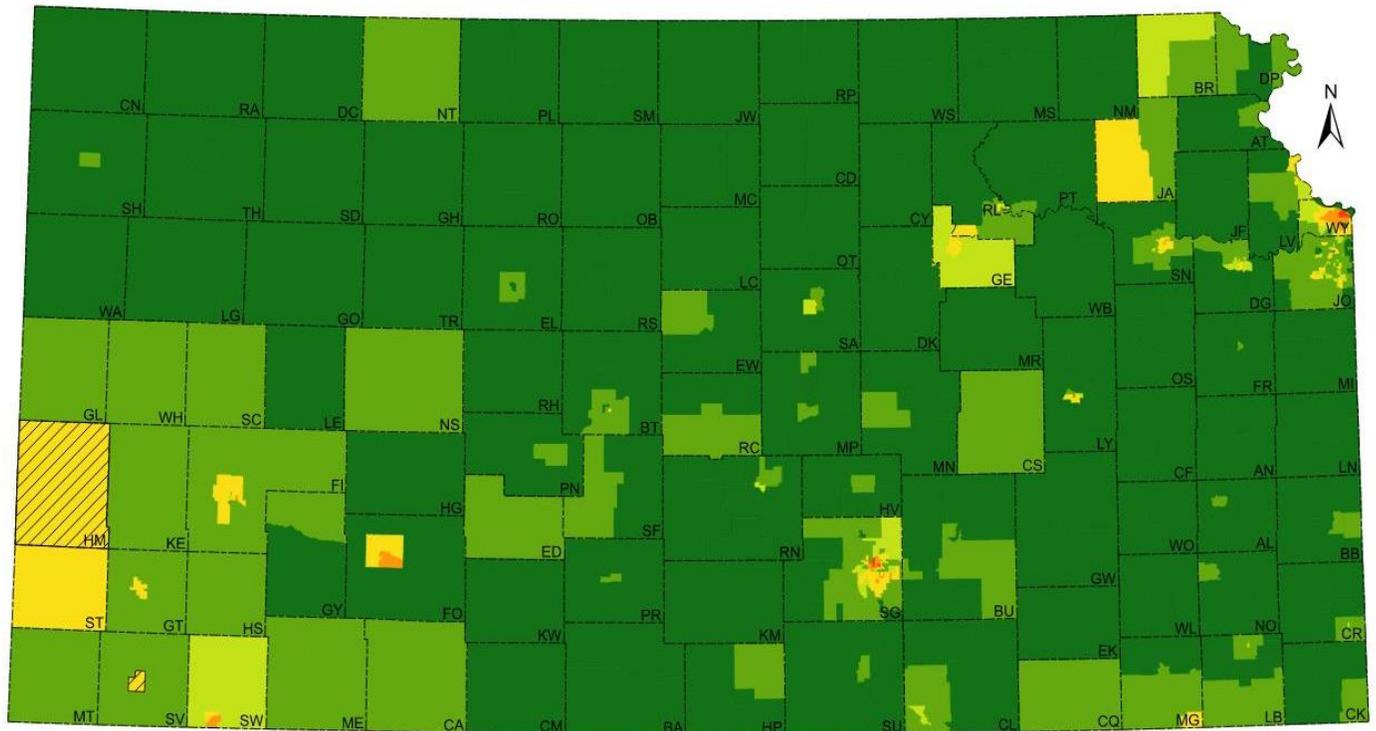
KDOT does not have any transit related nonelected committees or councils in which the members are selected by KDOT. State MPOs are responsible for selection of members for transit related committees and councils.

**DEMOGRAPHIC MAPS**

**Map 1: State map illustrating Above Average Minority Population Areas Without Public Transit Service.**

Demographics Profile for the State of Kansas may be found in Appendix A.

Above Average Minority Population Areas Without Public Transit Service



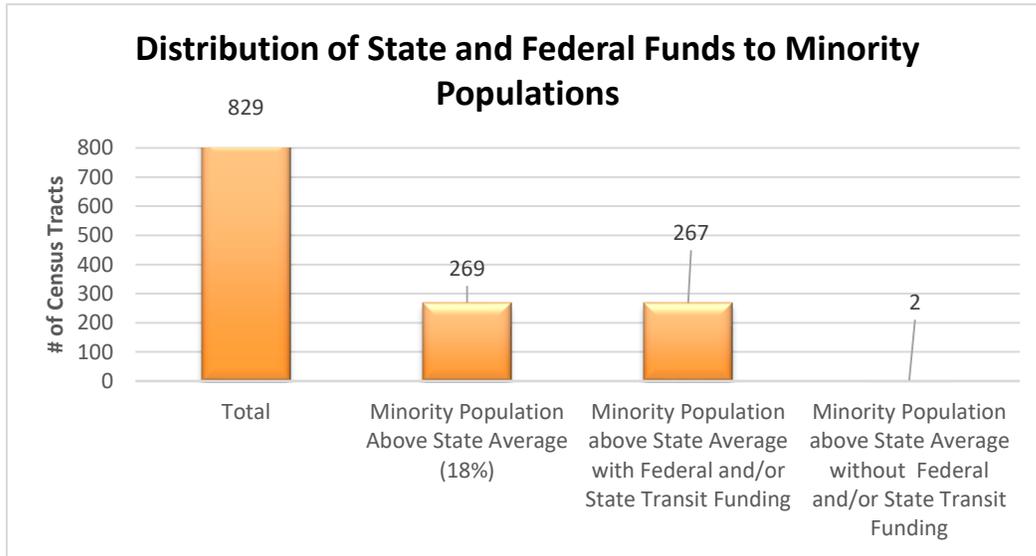
Source: U.S. Census Bureau, 2020 Census Redistricting Data (Public Law 94-171)

|  |   |   |   |
|--|---|---|---|
|  Above Average Minority Population Areas without Public Transit Service | <b>Percent Minority Population by Census Tract</b>  |   | PREPARED BY THE<br><b>KANSAS DEPARTMENT OF TRANSPORTATION<br/>         BUREAU OF TRANSPORTATION PLANNING</b><br>Map Created Wednesday, December 7, 2022<br><small>KDOT makes no warranties, guarantees, or representations for accuracy of this information and assumes no liability for errors or omissions.</small> |
|  |  0 - 5%<br> 6 - 18%<br> 19 - 25% |  26 - 50%<br> 51 - 75%<br> 76 - 100% |   |

The maps and charts being referenced in this section of the report are based off of 2020 Census Redistricting Data. The minority population is determined by aggregating all non “white alone” populations. The average percentage of minority population in all census tracts in the state is 18%. All tracts that have an above average minority population for the purposes of this report will be classified as minority tracts. The map above illustrates which of the total 829 census tracts in the State of Kansas are minority tracts. As represented in Table A on the following page, there are 269 census tracts in the state that have above average minority populations and 267, or 99.2%, are served by state and federally funded public transit. The two remaining minority tracts that aren’t served by transit are detailed in Table B on the next page. These census tracts are

also noted on the map on the previous page.

**Table A: Distribution of State and Federal Funds to Minority Populations**

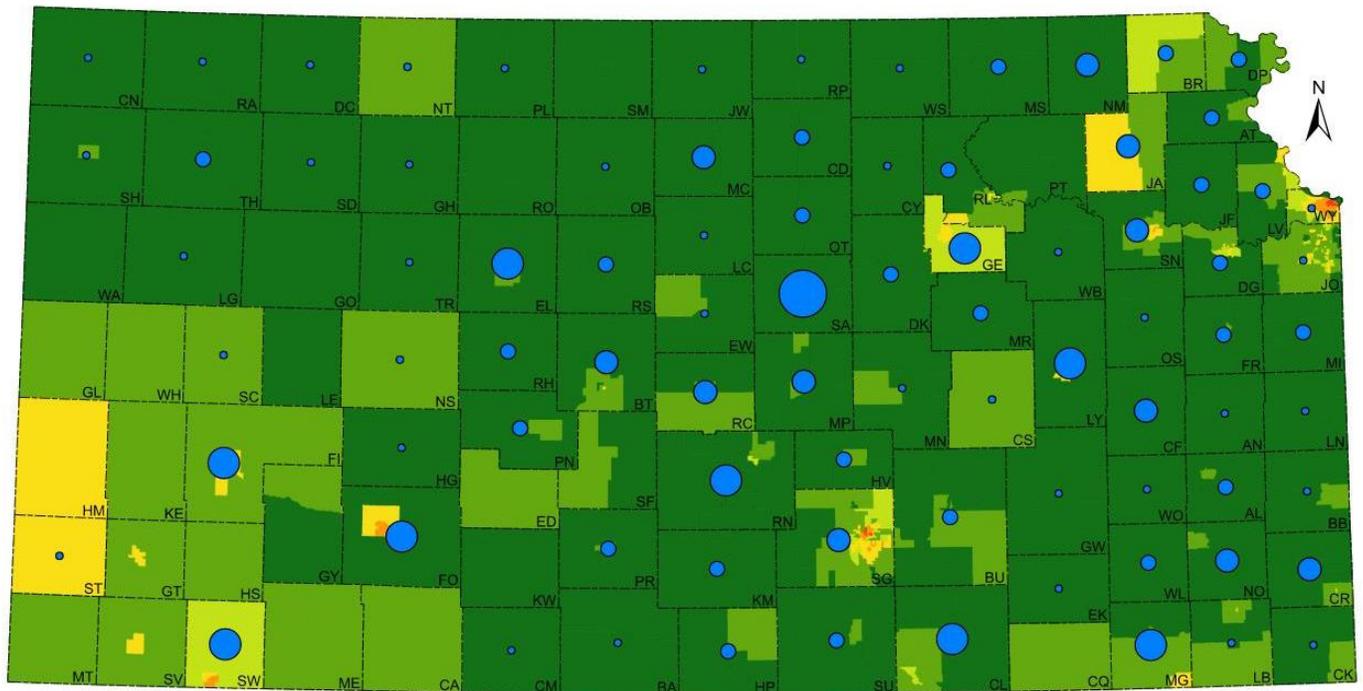


**Table B: Minority Tracts without State and/or Federally Funded Public Transit**

| Census Tract | Location        | Total Population | Total Minority | % Minority | Predominant Minority Group      |
|--------------|-----------------|------------------|----------------|------------|---------------------------------|
| 9586         | Hamilton County | 2518             | 583            | 23%        | Native Indian and Alaska Native |
| 9625         | Stevens County  | 3915             | 1008           | 26%        | Native Indian and Alaska Native |

**Map 2: Distribution of State and Federal Funds to Minority Populations**

**Total Funds Awarded By County**



**County Funds Awarded**

- < \$100,000
- \$100,001-\$300,000
- \$300,001-\$600,000
- \$600,001-\$1,500,000
- > \$1,500,001

Source: U.S. Census Bureau, 2020 Census Redistricting Data (Public Law 94-171)

**Percent Minority Population by Census Tract**

- 0 - 5%
- 6 - 18%
- 19 - 25%
- 26 - 50%
- 51 - 75%
- 76 - 100%

PREPARED BY THE

**KANSAS DEPARTMENT OF TRANSPORTATION  
BUREAU OF TRANSPORTATION PLANNING**

Map Created Wednesday, December 7, 2022

KDOT makes no warranties, guarantees, or representations for accuracy of this information and assumes no liability for errors or omissions.

**Analysis of the State’s transportation systems investments:**

In terms of public transit service in the State of Kansas and minority populations, there is minimal impact on minority populations. There are 269 census tracts that have an above average minority population. Of those 269 census tracts, there are two tracts that are without state or federally funded transit programs. This is 0.74% of minority census tracts. The Kansas Department of Transportation continues its efforts to expand transit, particularly into the minority population areas mentioned above that aren’t currently served.

**PLANNING AND TITLE VI MONITORING**

**PROCEDURES FOR PASS-THROUGH FTA FINANCIAL ASSISTANCE**

**Overview of the Application Process**

KDOT accepts Section 5310 and 5311 applications on an annual basis. Announcements of available funding are made prior to the application period. These announcements are distributed by email to an email list KDOT maintains of grantees and interested parties, through media releases which are distributed statewide, Kansas

Public Transit Association (KPTA), and RTAP newsletters. Interested parties may access the application material by contacting Office of Public Transportation staff. Potential applicants who are not eligible are notified by the CTDs or KDOT of their ineligibility and, if applicable, of alternative ways in which they can participate in Section 5310 and 5311 funding.

KDOT and the KCTDC review all applications, to ensure that all program requirements are met and an opportunity for a public hearing. Applicants must offer the opportunity for public comment as a part of their application. Assurances (included by reference) that the applicant will meet federal regulations are then submitted to KDOT. Subsequently, contractual agreements (included by reference) are executed, and funds are encumbered.

The application timeline is as follows:

- October: Announcement of available funding, applications are made available.
- Late November: Application Deadline
- Late January: Application Review February/March – KDOT notifies selected entities

Every two years, or as determined by KDOT, applications for the Access, Innovation and Collaboration (AIC) Program (former Section 5339 Bus and Bus Facilities Program) are accepted. This program provides funding for projects that enhance infrastructure to improve access to transit, promotes innovative pilot projects, and encourages innovative projects and collaboration efforts with private provides to help eliminate the gap between urban and rural systems.

The program utilizes a combination of federal 5339, 5311, 5310 state and local funds allowing agencies to apply for a range of projects under one program, including but not limited to, busses and bus facilities, equipment and support systems, and innovative transit services program. Below is the outline for the application and award process:

- Call for projects is held similar to the 5310 and 5311 call
- Project Development Workshop Webinar
- Project Concepts Due
- Individual Concept Review Meetings with Applicants
- Project Applications Due
- Application Review and selections
- Awardees are notified

This program is administered by KDOT with the assistance of consultant program management.

### **Rural Transit Assistance Program (RTAP)**

The State Rural Transit Assistance Program is managed by the University of Kansas Transportation Center. The funds are used to support KDOT nonurbanized transit activities related to training, technical assistance, research, and related support services. RTAP has both state and national support components that offer varying degrees of assistance. The state program provides funding for training and technical assistance while the national program provides for the development of resources by the local service providers and state administering agencies.

The RTAP objectives, as outlined in the Section 5311 circular, are:

- A. To promote the safe and effective delivery of public transportation in nonurbanized areas

- and to make more efficient use of public and private resources;
- B. To foster the development of state and local capacity for addressing the training and technical assistance needs of the rural/small urban transportation community;
  - C. To improve the quality of information and technical assistance available through the development of training and technical assistance resource materials;
  - D. To facilitate peer-to-peer self-help through the development of local networks of transit professionals;
  - E. To support the coordination of public, private, specialized, and human service transportation services; and
  - F. To build a national database on the nonurbanized segment of the public transportation industry.

The RTAP Advisory Committee is responsible for identifying and selecting the activities for the state RTAP program based on the current needs. Projects are selected at an annual transit advisory committee meeting held in late winter.

The RTAP Advisory Committee is comprised of KDOT staff, KU Transportation Center staff, Kansas Public Transit Association Executive Director, selected Section 5310 and Section 5311 providers, and representatives from the Kansas Department on Aging, Kansas Department of Social and Rehabilitation Services and the Kansas Department of Human Resources.

The state objectives are the same as those delineated by FTA Circular C 9040.1C which describes the RTAP program (Circular C 9040.1C by reference is made part of this SMP). The Section 5310, 5311, and 5339 providers as stated above become involved in program development by being a member of the advisory committee. In addition, providers who have outstanding transportation programs, or some transportation service expertise, are utilized to facilitate peer-to-peer self-help through local and state networking. RTAP activities should be developed in a manner which provides the maximum opportunity for the participation of nonurbanized transit operators in identifying specific areas that are most in need of training and technical assistance, and other supportive services to ensure that the communities' needs are being met.

KDOT subcontracts with the University of Kansas Transportation Center (KUTC) for provision of RTAP services which include a quarterly newsletter, training, scholarships, technical assistance, a video and publication lending service, and other special projects. From time to time, KUTC has collaborated with other RTAP programs, the KCTDC, and the Kansas Public Transit Association to enhance the delivery of services.

### **Technical Support**

KDOT provides technical support for sub-recipients for assistance in complying with Civil Rights requirements. Potential applicants are also encouraged to participate in CTD meetings for additional information and technical assistance. KDOT encourages CTDs to identify transportation needs within their districts, including the needs of minority organizations and individuals.

As the agency designated to administer the Sections 5310, 5311, and 5339 programs in Kansas, KDOT is responsible for allocating the funds to urbanized and nonurbanized areas of the state in a fair and equitable manner, as well as ensuring compliance with Federal regulations during all phases of the application and funding processes. Annually, KDOT submits to FTA a program of projects for Sections 5310, 5311, and 5339 programs which are revised as needed.

KDOT's role in administering the 5310, 5311, and 5339 programs includes notifying its providers of available funding who in turn notify their members of the program; placing program notices in an official state

newspaper and in all local newspapers. KDOT determines applicant eligibility; develops project selection criteria; selects projects for funding; and ensures adherence to federal program guidelines by all recipients. Each eligible private, nonprofit organization or public body must apply to KDOT for assistance under this program.

KDOT is required to certify eligibility of applicants and project activities to ensure compliance with federal requirements, monitor local projects, and oversee project audit and closeout. Before Federal funds are expended on individual projects, KDOT certifies to FTA that the local recipient has met all statutory and program requirements and must enter into an agreement with the local recipient. KDOT submits electronic certification within 90 days of the date that the federal allocation is published in the Federal Register. Sub-recipients certify on an annual basis as part of their annual project review, prior to KDOT certification to FTA.

KDOT is responsible for providing appropriate technical assistance, ensuring fair and equitable distribution of program funds within Kansas, ensuring a process whereby private transit providers are given ample opportunity to participate to the maximum extent possible, and providing for maximum feasible coordination of public transportation services.

Technical assistance is available to providers by contacting KDOT on an as needed basis. If staff is unable to provide the assistance by phone, or in writing, they will provide the assistance on-site. KDOT staff also provides guidance at least quarterly at CTD meetings.

In addition, services of the Rural Transit Assistance Program (RTAP) include technical assistance to all public and private transportation providers in the state. KDOT contracts with the University of Kansas Transportation Center to manage, in total, the Kansas RTAP Program. RTAP project funds which are separate from the Section 5311 program administrative funds are used in the four assistance categories of training, technical assistance, research, and related support services. All categories are geared to provide services to the nonurbanized Section 5311 transportation provider.

## **QUALITY OF SERVICE MONITORING**

### **Application Review Process:**

- A. Review will be conducted by the Kansas CTD Council (KCTDC) with guidance from the KDOT Office of Public Transportation staff and support from the KU Transportation Center.
- B. Review Committee will be made up 2 representatives from each CTD. Each CTD must select two representatives and one back-up.
- C. The Kansas CTD Council will be divided up into small review groups of 3 persons.
- D. Reviewers will not be allowed to review applications from their own CTD.
- E. Annual review meetings are held virtually, at the agency's own pace with a deadline.
- F. Review will be conducted in the following manner:
  1. KDOT Project Selection Criteria will be used.
  2. Each reviewer will independently complete the tabulation sheet provided.
  3. Each reviewer may independently complete a comment/feedback sheet for the applicant.
  4. After scoring of the applications is complete, scores will be tabulated. Final scores will be determined by averaging each committee member's scores.
  5. Score sheets and tabulations will be turned into the KCTDC Chairperson for compilation of the ranking lists for each individual CTD.
  6. Ranking results will be turned in to KDOT.
  7. KDOT staff will then do their own review of the applications and use the KCTDC rankings to make

their funding recommendations to KDOT management. KDOT management will approve final funding decisions

## **LOCALLY DEVELOPED MONITORING PROCEDURES**

KDOT monitors each 5310 and 5311 with the following on-site questionnaire which contains questions relating specifically to Title VI and ADA. All new riders get a copy of the KDOT Title VI brochure in either English or Spanish as needed.

The questionnaires for 5310 and 5311 recipients can be found at:

5310:

[https://www.ksdot.org/Assets/wwwksdotorg/bureaus/burTransPlan/pubtrans/pdf/5310%20KDOT%20Interviewer%20Guide\\_2021\\_Final.pdf](https://www.ksdot.org/Assets/wwwksdotorg/bureaus/burTransPlan/pubtrans/pdf/5310%20KDOT%20Interviewer%20Guide_2021_Final.pdf)

5311:

[https://www.ksdot.org/Assets/wwwksdotorg/bureaus/burTransPlan/pubtrans/pdf/5311%20KDOT%20Interviewer%20Guide\\_2021\\_Final.pdf](https://www.ksdot.org/Assets/wwwksdotorg/bureaus/burTransPlan/pubtrans/pdf/5311%20KDOT%20Interviewer%20Guide_2021_Final.pdf)

## **CONSTRUCTION PROJECTS & ENVIRONMENTAL JUSTICE**

An environmental justice analysis is an integral part of our National Environmental Policy Act (NEPA) documentation on construction projects. This information can be viewed in the environmental assessment (EA) or environmental impact statement (EIS) documents.

Construction projects funded with FTA dollars that meet NEPA requirements will have an environmental justice analysis completed and submitted to FTA for review and approval. All documents will be attached to the appropriate grant in TEAM. Copies of such analyses may be found in Appendix I of this document.

## **TITLE VI COMPLAINT PROCESS**

Any external complaints alleging discrimination, violation of civil rights or noncompliance with civil rights requirements shall receive prompt and thorough attention from KDOT. The Civil Rights Administrator should be involved at the earliest stages of any external civil rights complaints.

- A. KDOT will notify the public of its Title VI/Nondiscrimination policy, the right to file complaints of discrimination, the 180-day time limit for filing, and the avenues of appeal.
- B. KDOT will notify the FHWA, or FTA of Title VI/Nondiscrimination complaints received.
- C. KDOT will process, investigate and resolve all complaints in a timely manner.

The Civil Rights Administrator has the responsibility for surveillance and review of all Title VI/Nondiscrimination, equal employment opportunity and civil rights related complaints and shall be advised of all formal complaints relating to civil rights matters and be furnished copies of all correspondence related thereto. Title VI/Nondiscrimination complaints may originate from a variety of sources but, generally, will fall within one of two categories:

- A. Complaints originated by individuals or firms alleging that they were unable to bid upon or obtain a contract with the Department for furnishing of goods and/or services with KDOT or any local

government.

- B. Complaints from individuals or groups alleging discriminatory treatment resulting in loss of property, unfair compensation, inequitable benefits or other forms of hardship caused by department activities.

The Civil Rights Administrator will:

- A. Advise upon, if necessary, and maintain surveillance over the progress, handling and disposition of any formal complaint being processed by any Office, Bureau or District, or;
- B. Process and handle the case in its entirety, including investigation of facts and make recommendations of corrective action or other disposition to the Secretary as deemed appropriate.
- C. Notify the complainant in writing of the finding and proposed action.
- D. Notify the complainant of the right to bring the matter to the attention of the FHWA, FTA, DOT, Department of Justice or other appropriate federal authority.
- E. Initiate prompt action to amend any KDOT procedure that caused a complaint and to preclude further complaints arising from the same cause.
- F. Ensure that the investigation and resolution of discrimination complaints will take place within the time frame established by the appropriate federal agency.
- G. Forward the department's report of investigation to the FHWA or FTA division office within 60 days from the date the complaint was received.

The Title VI Complaint Form can be found on the KDOT website at:

<https://www.ksdot.org/Assets/wwwksdotorg/bureaus/offChiefCoun/CivilRights/pdf/TitleVIComplaintForm.pdf>

|                   |                |
|-------------------|----------------|
| Date Rec'd: _____ | Case No. _____ |
|-------------------|----------------|

**KANSAS DEPARTMENT OF TRANSPORTATION COMPLAINT FORM**

|  |  |
|--|--|
| Name: _____<br>Address: _____<br>City & Zip: _____<br>Telephone: _____ | Cause of Discrimination (check one):<br><input type="radio"/> Race <input type="radio"/> Religion<br><input type="radio"/> Color <input type="radio"/> Age<br><input type="radio"/> National Origin <input type="radio"/> Sex<br><input type="radio"/> Disability <input type="radio"/> Income |
|--|--|

|  |  |
|--|--|
| Who discriminated against you:<br>Name: _____<br>Title: _____<br>Employer: _____ |  |
|--|--|

|  |
|--|
| Explain the problem:<br>Project: _____<br>Date(s) of Discrimination: _____ |
|--|

|   |
|---|
| What would be a reasonable settlement of your charge: |
|---|

|  |                  |
|--|------------------|
| I swear that the charge as listed is true to the best of my knowledge, information and belief. |                  |
| _____<br>(Signature)   | _____<br>(Date)  |
| _____<br>(County)  | _____<br>(State) |
| SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20____.                             |                  |

## TITLE VI COMPLAINTS

There were no Title VI complaints submitted to KDOT during FFY 2019, 2020, 2021, or 2022.

## KDOT TITLE VI COORDINATORS

The following table includes the name, position, and contact information for KDOT staff members who serve as their Division/District/Bureau's Title VI Coordinator:

| Program Area                                       | Name              | Phone          | Email                    |
|--|-------------------|----------------|--------------------------|
| KDOT Title VI Specialist<br>Office of Civil Rights | Deb Dillner       | (785) 296-6677 | deb.dillner@ks.gov       |
| Division of Administration                         | Kerry Hauser      | (785) 296-1825 | kerry.c.hauser@ks.gov    |
| Division of Aviation                               | Brian Kassin      | (785) 296-2553 | brian.kassin1@ks.gov     |
| Division of Communications &<br>Public Relations   | Vanessa Lamoreaux | (785) 296-7499 | vanessa.lamoreaux@ks.gov |
| Division of Field Operations                       | Clay Adams        | (785) 296-3233 | clay.adams@ks.gov        |
| Division of Fiscal & Asset<br>Management           | Jennifer Ayres    | (785) 296-3545 | jennifer.ayres@ks.gov    |
| Division of Multi-Modal<br>Transportation Programs | Matt Stormer      | (785) 296-0937 | matt.stormer@ks.gov      |
| Division of Planning &<br>Development              | Allison Smith     | (785) 296-0341 | allison.smith@ks.gov     |
| Division of Policy & Legislative<br>Affairs        | Lizeth Ortega     | (785) 296-8597 | lizeth.ortega@ks.gov     |
| Division of Program & Project<br>Management        | Kris Norton       | (785) 368-6429 | kris.norton@ks.gov       |
| Division of Safety                                 | Tammi Clark       | (785) 296-8164 | tammi.clark@ks.gov       |
| Bureau of Construction &<br>Materials              | Blair Heptig      | (785) 296-1196 | blair.heptig@ks.gov      |
| Bureau of Local Projects                           | Tod Salfrank      | (785) 368-7396 | tod.salfrank@ks.gov      |
| Bureau of Research                                 | Sally Mayer       | (785) 291-3843 | sally.mayer@ks.gov       |
| Bureau of Right of Way                             | Polly Jones       | (785) 296-6941 | polly.jones@ks.gov       |
| Bureau of Road Design                              | Thomas Husa       | (785) 296-1393 | thomas.hussa@ks.gov      |
| Bureau of Structures &<br>Geotechnical Services    | Dominique Shannon | (785) 296-3347 | dominique.shannon@ks.gov |
| District 1   | Michelle Anschutz | (785) 296-0311 | michelle.anschutz@ks.gov |
| District 2   | Jaci Novak        | (785) 823-3754 | jaci.novak@ks.gov        |

|            |                                 |                                  |   |
|------------|---------------------------------|----------------------------------|---|
| District 3 | Jim Riener                      | (785) 302-6204                   | jim.riener@ks.gov                             |
| District 4 | Mitchel Hoag<br>Wayne Gudmonson | (620) 902-6434<br>(620) 902-6415 | mitchel.hoag@ks.gov<br>wayne.gudmonson@ks.gov |
| District 5 | Susan Turner                    | (316) 744-1271                   | susan.turner@ks.gov                           |
| District 6 | Yazmin Moreno                   | (620) 765-7080                   | yazmin.moreno@ks.gov                          |

Revised October 11, 2022

## TITLE VI COORDINATOR TRAINING AND RESPONSIBILITIES

### Training:

The Office of Civil Rights Compliance will present, in conjunction with FHWA, periodic training on Title VI and Environmental Justice issues. This training course will:

- Define Environmental Justice and Title VI of the Civil Rights Act of 1964.
- Explain the relationship between Environmental Justice and Title VI.
- List and explain the fundamental principles of Environmental Justice.
- Learn how to apply the principles of Environmental Justice.
- Explain why the accomplishment of Environmental Justice applies to every stage of transportation decision making and how it improves decision making.
- Describe the benefits of Environmental Justice in transportation decision making and the opportunities for partnership among all stakeholders.
- Develop proactive strategies, methods, and technique to integrate Environmental Justice in transportation decision making.

### Reports:

Each year, the Office of Civil Rights Compliance prepares a Title VI report for FHWA. Every three years, an updated Title VI Plan will be prepared for FTA. These reports serve as an assurance to FHWA, FTA and other governmental bodies that KDOT is taking measures to assure that KDOT is not discriminating in the products or services that we provide. It includes such information as:

- KDOT's Title VI Policy
- Summarized Title VI Reviews performed on Cities, Counties, Subrecipients and MPOs and findings, if any, during the reporting period.
- Title VI Accomplishments by various areas of KDOT during the reporting period.
- Title VI Goals for various areas of KDOT for the next reporting period.
- Details of Title VI Complaints received during the reporting period and findings for each.
- ADA Coordinator report
- Limited English Proficiency (LEP) report

## **EQUITY ANALYSIS TO DETERMINE SITE OR LOCATION OF FACILITIES**

The equity analyses that took place between 2019 and 2022 can be found in Appendix H. During the reporting period, KDOT had seven projects which met the requirement to conduct an equity analysis to determine site or location of facilities.

## LIMITED ENGLISH PROFICIENCY (LEP) PLAN

### Purpose:

The Kansas Department of Transportation and those receiving assistance from the federal government must take reasonable steps to ensure that Limited English Proficiency (LEP) persons have meaningful access to the programs, services, and information those entities provide. This will require recipients to create solutions to address the needs of this ever-growing population of individuals, for whom English is not their primary language.

Who is a Limited English Proficient Person?

Persons who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English can be limited English proficient, or "LEP". These individuals may be entitled to language assistance with respect to a particular type of service, benefit, or encounter. These services are provided free of charge to the public and this notice is provided on all public meeting notices, is posted on KDOT's website, and on the official bulletin board located in the Eisenhower State Office Building.

Examples of populations likely to include LEP persons who are served or encountered by the Kansas Department of Transportation recipients and should be considered when planning language services include, but are not limited to:

- Public transportation passengers
- Persons who apply for a driver's license at the department of motor vehicles
- Persons subject to the control of Kansas or local transportation enforcement authorities
- Persons served by emergency transportation response programs
- Persons living in areas affected or potentially affect by transportation projects
- Business owners who apply to participate in the Kansas Disadvantaged Business Enterprise program

### Authorities:

#### Title VI of the 1964 Civil Rights Act

*"No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." (42 U.S.C 2000d)*

#### Executive Order 13166

On August 11, 2000, President Clinton signed Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." The Executive Order requires Federal agencies to examine the services they provide, identify any need for services to those with limited English proficiency (LEP), and develop and implement a system to provide those services so LEP persons can have meaningful access to them. It is expected that agency plans will provide for such meaningful access consistent with, and without unduly burdening, the fundamental mission of the agency. The Executive Order also requires that the Federal agencies work to ensure that recipients of Federal financial assistance provide meaningful access to their LEP applicants and beneficiaries.

## Who must comply?

All programs and operations of entities that receive assistance from the federal government (i.e., recipients), including:

- State agencies (i.e., Kansas Dept of Transportation)
- Local agencies
- Private and nonprofit entities
- Sub recipients (entities that receive federal funding from one of the recipients listed above) also must comply.
- All programs and operations of the federal government also must comply.

## Other Legal Authorities:

FHWA: Title VI Regulation, 23 CFR 200

USDOT: Title VI Regulations, 49 CFR 21

USDOT: LEP Guidelines, 70 FR 74087 (Dec. 14, 2005)

## Four-Factor Analysis

KDOT has an obligation to reduce language barriers that can preclude meaningful access by LEP persons to important transportation services. KDOT has assessed the following four factors:

### **Factor One: The number or proportion of LEP persons served or likely to be encountered in the eligible KDOT service population**

In an effort to determine LEP persons in Kansas, KDOT collected data from several sources. Available data illustrated:

The Total Population in Kansas is 2,934,582 according to the 2021 U.S. Census Bureau American Community Survey. (2,757,015 are over the age of 5 years old). The 2021 Census estimates that 321,077 people, or 11.6% of our total population, speak a language other than English at home (population 5 years and over).

In 2021, the U.S. Census indicated there were 2,757,015 people over the age of 5 living in Kansas. Of those, the Census identified 127,137 persons (or 4.6%) who speak English less than “very well”. The languages spoken were identified as:

|                                  |               |
|----------------------------------|---------------|
| Spanish or Spanish Creole        | 217,721       |
| Other Indo-European language     | 37,002        |
| Asian or Pacific Island language | 49,552        |
| Other language                   | <u>16,802</u> |
| Total                            | 321,077       |

Initially, we identified the seven counties with the largest percentage of individuals who speak English less than “very well” in Kansas to be: Finney, Ford, Grant, Hamilton, Haskell, Seward, and Wyandotte.

Because of previous court rulings, we wanted to also consider the fact that the following six counties in Kansas have been designated as Covered Areas for Voting Rights Bilingual Election Materials – Under the Voting Rights Act Amendments of 1992, Determinations Under Section 203 of the Federal Register/Vol. 86, No. 233/Notices, December 8, 2021.

*Section 203 mandates that a state or political subdivision must provide language assistance to voters if more than 5 percent of the voting age citizens are members of a single-language minority group who do not “speak or understand English adequately enough to participate in the electoral process” and if the rate of those citizens who have not completed the fifth grade is higher than the national rate of voting age citizens who have not completed the fifth grade. When a state is covered for a particular language minority group, an exception is made for any political subdivision in which less than 5 percent of the voting age citizens are members of the minority group and are limited in English proficiency, unless the political subdivision is covered independently. A political subdivision also is covered if more than 10,000 of the voting age citizens are members of a single-language minority group, do not “speak or understand English adequately enough to participate in the electoral process,” and the rate of those citizens who have not completed the fifth grade is higher than the national rate of voting age citizens who have not completed the fifth grade.*

The political subdivisions obligated to comply with the language assistance provisions of Section 203 are listed below:

| <u>County</u> | <u>Group</u> |
|---------------|--------------|
| Finney        | Hispanic     |
| Ford          | Hispanic     |
| Grant         | Hispanic     |
| Haskell       | Hispanic     |
| Seward        | Hispanic     |
| Stevens       | Hispanic     |

Because of the Court’s determination of language assistance eligibility in the above counties, we have determined that it is reasonable to include these counties for transportation language assistance consideration as well. It is reasonable to conclude that those individuals who are 18 years and over and are registered to vote are also likely to be involved in the public input process of transportation planning. Therefore, combining these two groups of counties, the counties LEP individuals are most likely to be encountered based on residence are:

Finney, Ford, Grant, Hamilton, Haskell, Seward, Stevens, and Wyandotte

Language Spoken at Home for the Citizen Population 18 years and over who Speak English Less Than “Very Well”

| County    | Total   | Spanish/Spanish Creole | Indo European | Asian Pacific Island | Other |
|-----------|---------|------------------------|---------------|----------------------|-------|
| Wyandotte | 103,543 | 15,422                 | 478           | 2,059                | 201   |
| Finney    | 21,225  | 4,578                  | 347           | 829                  | 277   |
| Ford      | 17,921  | 5,817                  | 6             | 285                  | 194   |
| Seward    | 11,019  | 4,562                  | 84            | 259                  | 145   |
| Grant     | 4,221   | 686                    | 3             | 8                    | 0     |
| Stevens   | 3,539   | 340                    | 60            | 0                    | 0     |
| Haskell   | 2,385   | 438                    | 110           | 5                    | 0     |
| Hamilton  | 1,411   | 438                    | 0             | 0                    | 0     |

A comparison of the languages spoken at home (18-64 years old) and speak English less than very well) to the county population:

| County    | Total Pop. (2020 ACS) | Spanish or Spanish Creole | % of County Pop. |
|-----------|-----------------------|---------------------------|------------------|
| Wyandotte | 103,543               | 15,422                    | 14.9%            |
| Finney    | 21,225                | 4,578                     | 21.6%            |
| Ford      | 17,921                | 5,817                     | 32.5%            |
| Seward    | 11,019                | 4,562                     | 41.4%            |
| Grant     | 4,221                 | 686                       | 16.3%            |
| Stevens   | 3,539                 | 340                       | 9.6%             |
| Haskell   | 2,385                 | 438                       | 18.4%            |
| Hamilton  | 1,411                 | 438                       | 31.0%            |

| County    | Total Pop. (2020 ACS) | Indo European | % of County Pop. |
|-----------|-----------------------|---------------|------------------|
| Wyandotte | 103,543               | 478           | 0.5%             |
| Finney    | 21,225                | 347           | 1.6%             |
| Ford      | 17,921                | 6             | 0.03%            |
| Seward    | 11,019                | 84            | 0.8%             |
| Grant     | 4,221                 | 3             | 0.07%            |
| Stevens   | 3,539                 | 60            | 1.7%             |
| Haskell   | 2,385                 | 110           | 4.6%             |
| Hamilton  | 1,411                 | 0             | 0.0%             |

| County    | Total Pop. (2020 ACS) | Asian Pacific Island | % of County Pop. |
|-----------|-----------------------|----------------------|------------------|
| Wyandotte | 103,543               | 2,059                | 2.0%             |
| Finney    | 21,225                | 829                  | 3.9%             |
| Ford      | 17,921                | 285                  | 1.6%             |
| Seward    | 11,019                | 259                  | 2.4%             |
| Grant     | 4,221                 | 8                    | 0.2%             |
| Stevens   | 3,539                 | 0                    | 0.0%             |
| Haskell   | 2,385                 | 5                    | 0.2%             |
| Hamilton  | 1,411                 | 0                    | 0.0%             |

| County    | Total Pop. (2020 ACS) | Other | % of County Pop. |
|-----------|-----------------------|-------|------------------|
| Wyandotte | 103,543               | 201   | 0.2%             |
| Finney    | 21,225                | 277   | 1.3%             |
| Ford      | 17,921                | 194   | 1.1%             |
| Seward    | 11,019                | 145   | 1.3%             |
| Grant     | 4,221                 | 0     | 0.0%             |
| Stevens   | 3,539                 | 0     | 0.0%             |
| Haskell   | 2,385                 | 0     | 0.0%             |
| Hamilton  | 1,411                 | 0     | 0.0%             |

Based on these calculations by county and broken down by language spoken, the following counties reveal that 5 or more percent of the county does not speak English “very well” and speak a common language other than English:

Finney, Ford, Grant, Hamilton, Haskell, Seward, Stevens, and Wyandotte

The common language spoken is Spanish or Spanish Creole.

**Factor Two: The frequency with which LEP individuals come in contact with KDOT programs, activities, or services**

KDOT has and will continue to provide whatever services were needed to enable communications with the traveling public free of charge. Estimated future LEP Contact: approximately five contacts per year.

**Factor Three: The nature and importance of program, activity, or services provided by KDOT.**

**Safe Harbor Provision:**

KDOT has identified several counties with an eligible LEP language group. The eligible LEP language group is Spanish/Spanish Creole. To provide a Safe Harbor for the affected population, KDOT has the following translated vital public documents in Spanish:

For the traveling population:

- Driver safety information – DUI, texting
- Motorcycle driving & safety awareness
- Passenger safety information - car seats
- Notice of person’s rights under Title VI
- Complaint information
- Transit route information
- Public Notice Announcements for Construction Projects

For the construction workers on federal and state funded projects:

- EEO Jobsite posters
- Wage rate interview questionnaire
- EEO worker interview

The above referenced documents are available statewide.

KDOT has also identified the following as core documents: the STIP (Statewide Transportation Improvement Program) and our PPP (Public Participation Program). Because these documents are accessible online, translation applications such as Google Translate provide a viable option to those interested in viewing these documents in languages other than English.

KDOT employees provide timely language assistance by utilizing contracted “on-demand” telephonic interpreter services.

Transit Providers:

All transit providers are required to provide specific documents for their transit users. These documents include items such as application forms, route information, notices of route changes, etc. The providers identify their LEP population in their Title VI Plan and provide language assistance as needed for their riders free of charge.

Bureau of Transportation Safety:

KDOT Bureau of Transportation Safety (BTS) has determined that the minority population including the LEP drivers, in Kansas, is a High-Risk segment of the driving population. To reach out to the LEP drivers and as a response to requests, BTS has taken the initiative to translate their safety messages into Spanish as they are developed and/or updated. In addition, the TSS has translated their Mission Statement, on their internet website, into Spanish.

BTS opened their Traffic Safety Resource Office in October 2007. At least one staff member is bilingual in Spanish and English. This dedicated staff reaches out to Kansas residents, including the Latino community, to further increase awareness of traffic safety issues, education on impaired driving, motorcycle safety & awareness, and novice drivers.

Internal EEO Officer:

A telephonic interpreter service is available for use when conversing with our customers who are non-English speakers. Each program area of the KDOT have been instructed to contract with a translation service that best fits their needs from the list of services available through the State of Kansas Department of Administration. Each of the translation services provide a variety of written, oral, and/or video translation services.

If a Sign language interpreter is requested, the agency contacts the Kansas Commission for the Deaf and Hard of Hearing for assistance in locating an interpreter.

Braille transcription services and production of brochures in Braille is available to KDOT through the State Library of Kansas for those visually impaired.

#### Office of Civil Rights Compliance:

The Office of Civil Rights Compliance monitors the job-site posters on KDOT construction projects. These posters, in English and Spanish, are provided to contractors during pre-construction meetings and on an “as-needed” basis. Posters are available electronically.

#### Bureau of Right of Way:

KDOT takes the measures necessary to work with the public the staff in Right of Way (ROW) encounters in administering the Relocation Assistance Program. Typically, it has not been necessary to hire an outside translator because ROW has always been able to utilize a KDOT staff member that is bilingual, or the constituent has had a family member or friend who was able to assist in translation.

The KDOT ROW utilizes an informational brochure that describes the rights and benefits of a person being displaced. The brochure: *“RELOCATION, Your Rights and Benefits as a Displaced Person Under the Federal Relocation Assistance Program”* is available in English and Spanish.

KDOT ROW staff is trained to communicate in the simplest level to those they are working with, especially with persons who may be relocated or otherwise displaced. If information is needed in Spanish or other language, ROW will consult with FHWA, HUD and other state ROW departments to find the tool or service to fill the need.

#### Bureau of Construction and Materials:

KDOT takes the necessary actions to address communication problems as they are encountered. Increasingly, contractors working on KDOT projects have crews that consist of persons who speak a language other than English. Most often, they speak Spanish. KDOT relies on that contractor’s foreman or supervisor to assist with translation. Telephonic interpreter services can also be utilized as needed.

KDOT recognizes the higher likelihood of encountering Spanish speaking individuals in District 6, southwest Kansas (see Finney, Ford, Grant, Hamilton, Haskell, Seward, and Stevens County) and provides a Safe Harbor by making Public Announcements for Projects in both English and Spanish. Spanish interpreters are available to assist as needed or requested.

The Flagger Handbook is available and provided to contractor’s personnel in both English and Spanish.

#### **Factor Four: The resources available to recipient and costs.**

##### Notification of Language Assistance Availability

KDOT utilizes the following tools to notify the public of the availability of language assistance with the inclusion of accessibility statements on the bottom of the KDOT website ([www.ksdot.org](http://www.ksdot.org)) website and by including the following statement on all press releases issued by KDOT notifying the public of how to request alternative formats of the

material: *This information can be made available in alternative accessible formats upon request. For information about obtaining an alternative format, contact the KDOT Division of Communications, 700 SW Harrison St., 2nd Fl West, Topeka, KS 66603-3745 or phone 785-296-3585 (Voice)/Hearing Impaired – 711.*

#### Utilization of State contract for telephonic/written/video interpreter services

Effective February 1, 2020, the State of Kansas bid a contract for Translation and Interpretation Services that is a Mandatory Statewide Optional Use Contract. This means that the contract is mandatory; however, each agency has the choice as to which vendor to use.

The new contract covers the following services:

- Document Translation
- Braille Document Conversion
- Onsite Spoken Interpretation
- Video Remote Interpretation
- Sign Language Interpretation Services
- CART (Realtime) Services
- Document Conversion

There are five contracted vendors who offer telephone conferencing/over-the-phone interpreting. The Office of Chief Counsel and Office of Civil Rights Compliance selected Contract No. 48068 Language Line Services, Inc. as they had a cheaper rate and provided coverage for the Capital Region.

The translation service contract option information was forwarded to all program areas of KDOT. The Division of Multimodal Transportation and Innovation has also selected a vendor to utilize for translation and interpretation services should the need for services arise. Contact information is available to KDOT Program Administration staff.

#### Utilization of in-house print shop to print brochures in languages other than English

The KDOT in-house print shop prints the KDOT Title VI “Your Rights” brochures printed in English and Spanish for distribution at public meetings, public hearings, and informational kiosks. The brochure is available to city and county municipalities.

Cost: Little or no additional cost other than the standard cost of printing of the brochure.

#### Public Transportation Safety Messages translated into languages other than English

There is an initial cost when a new document is translated into a language other than English. Generally, a contractor is selected for this service and that cost is considered when the work RFQ is proposed.

Printing cost: there is little or no additional cost other than the standard cost of printing of the safety message.

#### Public Announcements translated into languages other than English

Whenever public meetings or hearings are planned for community with an increased likelihood that individuals who speak a language other than English are encouraged to attend, public announcements will be published in English and in the language deemed most likely to be encountered for that community. For example, Notices published in English and Spanish.

Cost: The advertising cost is generally doubled because most advertising is sold by the linear inch and the Notice is essentially being repeated.

#### KDOT Learning Center Courses

KDOT has an on-line course to teach Construction Spanish. The course contains 17 different modules and is available agency wide.

Cost: Available at no cost to KDOT employees.

#### Construction Spanish Dictionary

Small pocket-sized dictionary with construction words and phrases in both English and Spanish. SPANISH ENGLISH CONSTRUCTION DICTIONARY 2<sup>ND</sup> EDITION.

Cost: Available through the Associated General Contractors of America (AGC) Item #5099 \$23.95 to members; \$53.85 to non-members; and Kansas Contractors Association (KCA) \$17.96 to members.

#### Sign Language Interpreter

Contact the Kansas Commission for the Deaf and Hard of Hearing.

Cost: Hourly rate plus mileage

#### Braille Services

The State Library of Kansas provides Braille transcription and production services for state agencies that need their brochures or other shorter documents printed in Braille.

If the State Library of Kansas is not able to do the transcription, a list of referrals to other organizations can be provided.

Cost: No cost to agency for basic brochures or shorter documents. There may be material costs for larger documents. KDOT will contact the State Library of Kansas for details when needed.

#### Hearing and/or Speech Disabilities

The Kansas Relay Center facilitates communication with Kansans that have hearing and/or speech disabilities. These persons communicate with a telecommunications device for the deaf (TDD), a combination telephone/typewriter that enables the individual to type out his or her portion of the conversation. Other forms of TDDs include teletypewriters and compatible personal computers with modems.

Cost: Both speech/hearing disabled and hearing Kansans can access the Kansas Relay Center by calling a toll-free number.

## **Monitoring**

### 1. Data collection at KDOT:

- A. The Title VI Coordinators will report occurrences of contact with LEP individuals in their respective district or bureau.
- B. The Title VI Coordinators will monitor usage of telephonic interpreter services utilized for interpretation or translation. Information to be tracked can include Office or department requesting the service, what service was requested, time involved and cost.

This data will be included in annual LEP Plan updates.

### 2. Periodically assessing changes in:

- A. Current LEP populations in Kansas affected or encountered
- B. Frequency of encounters with LEP language groups
- C. Nature and importance of activities to LEP persons
- D. Availability of resources, including technological advances and sources of additional resources, and the costs imposed
- E. Whether existing assistance is meeting the needs of LEP persons
- F. Whether KDOT staff knows and understands the LEP plan and how to implement it
- G. Whether identified sources for assistance are still available and viable.

## **Complaint Procedure**

- A. Individuals wishing to file an LEP complaint may use KDOT Form Number 1001 “Kansas Department of Transportation Complaint Form”. (See page 29 or visit the following website: <https://www.ksdot.org/Assets/wwwksdotorg/bureaus/offChiefCoun/CivilRights/pdf/TitleVIComplaintForm.pdf>)
- B. LEP complaints will be processed following the complaint procedure established for discrimination complaints.

## **LEP Training**

1. Periodically, approximately every three years, the Office of Civil Rights Compliance provides civil rights training for field construction staff. This training includes a segment on Title VI and LEP.
2. Annually, KDOT Office of Civil Rights Compliance personnel attend construction and maintenance district meetings. They briefly present Title VI topics. The KDOT OCR staff are available to answer any civil rights or contract compliance questions from KDOT and contractor personnel.
3. Title VI Coordinators throughout the agency receive periodic in-depth Title VI training.

## APPENDICES

### APPENDIX A: Demographic Profile of the State of Kansas

| Kansas 2021 Demographic Profile   |           |           |
|-----------------------------------|-----------|-----------|
|                                   | Estimate  | Percent   |
| SEX AND AGE                       |           |           |
| Total population                  | 2,934,582 | 2,934,582 |
| Male                              | 1,474,610 | 50.2%     |
| Female                            | 1,459,972 | 49.8%     |
| Sex ratio (males per 100 females) | 101.0     | (X)       |
| Under 5 years                     | 177,567   | 6.1%      |
| 5 to 9 years                      | 192,659   | 6.6%      |
| 10 to 14 years                    | 209,418   | 7.1%      |
| 15 to 19 years                    | 209,868   | 7.2%      |
| 20 to 24 years                    | 202,937   | 6.9%      |
| 25 to 34 years                    | 376,531   | 12.8%     |
| 35 to 44 years                    | 378,985   | 12.9%     |
| 45 to 54 years                    | 326,873   | 11.1%     |
| 55 to 59 years                    | 175,846   | 6.0%      |
| 60 to 64 years                    | 194,222   | 6.6%      |
| 65 to 74 years                    | 294,549   | 10.0%     |
| 75 to 84 years                    | 139,386   | 4.7%      |
| 85 years and over                 | 55,741    | 1.9%      |
| Median age (years)                | 37.3      | (X)       |
| Under 18 years                    | 702,206   | 23.9%     |
| 16 years and over                 | 2,315,379 | 78.9%     |
| 18 years and over                 | 2,232,376 | 76.1%     |
| 21 years and over                 | 2,104,009 | 71.7%     |
| 62 years and over                 | 605,126   | 20.6%     |
| 65 years and over                 | 489,676   | 16.7%     |
| 18 years and over                 | 2,232,376 | 2,232,376 |
| Male                              | 1,109,897 | 49.7%     |
| Female                            | 1,122,479 | 50.3%     |
| Sex ratio (males per 100 females) | 98.9      | (X)       |
| 65 years and over                 | 489,676   | 489,676   |
| Male                              | 221,867   | 45.3%     |
| Female                            | 267,809   | 54.7%     |

|   |           |           |
|---|-----------|-----------|
| Sex ratio (males per 100 females)                               | 82.8      | (X)       |
|   |           |           |
| RACE  |           |           |
| Total population  | 2,934,582 | 2,934,582 |
| One race  | 2,623,678 | 89.4%     |
| Two or more races   | 310,904   | 10.6%     |
| One race  | 2,623,678 | 89.4%     |
| White   | 2,230,826 | 76.0%     |
| Black or African American                                       | 154,732   | 5.3%      |
| American Indian and Alaska Native                               | 21,670    | 0.7%      |
| Cherokee tribal grouping  | 3,512     | 0.1%      |
| Chippewa tribal grouping  | 132       | 0.0%      |
| Navajo tribal grouping  | 258       | 0.0%      |
| Sioux tribal grouping   | 672       | 0.0%      |
| Asian   | 85,422    | 2.9%      |
| Asian Indian  | 21,924    | 0.7%      |
| Chinese   | 13,775    | 0.5%      |
| Filipino  | 6,240     | 0.2%      |
| Japanese  | 1,497     | 0.1%      |
| Korean  | 4,966     | 0.2%      |
| Vietnamese  | 15,037    | 0.5%      |
| Other Asian   | 21,983    | 0.7%      |
| Native Hawaiian and Other Pacific Islander                      | 1,767     | 0.1%      |
| Native Hawaiian   | N         | N         |
| Chamorro  | N         | N         |
| Samoan  | N         | N         |
| Other Pacific Islander  | N         | N         |
| Some other race   | 129,261   | 4.4%      |
| Two or more races   | 310,904   | 10.6%     |
| White and Black or African American                             | 44,758    | 1.5%      |
| White and American Indian and Alaska Native                     | 48,555    | 1.7%      |
| White and Asian   | 18,369    | 0.6%      |
| Black or African American and American Indian and Alaska Native | 5,896     | 0.2%      |
| Race alone or in combination with one or more other races       |           |           |
| Total population  | 2,934,582 | 2,934,582 |
| White   | 2,526,216 | 86.1%     |

|  |           |           |
|--|-----------|-----------|
| Black or African American                                    | 221,163   | 7.5%      |
| American Indian and Alaska Native                            | 92,417    | 3.1%      |
| Asian  | 110,497   | 3.8%      |
| Native Hawaiian and Other Pacific Islander                   | 6,222     | 0.2%      |
| Some other race  | 309,313   | 10.5%     |
| HISPANIC OR LATINO AND RACE                                  |           |           |
| Total population   | 2,934,582 | 2,934,582 |
| Hispanic or Latino (of any race)                             | 373,723   | 12.7%     |
| Mexican  | 286,245   | 9.8%      |
| Puerto Rican   | 19,621    | 0.7%      |
| Cuban  | 3,566     | 0.1%      |
| Other Hispanic or Latino                                     | 64,291    | 2.2%      |
| Not Hispanic or Latino                                       | 2,560,859 | 87.3%     |
| White alone  | 2,152,951 | 73.4%     |
| Black or African American alone                              | 151,031   | 5.1%      |
| American Indian and Alaska Native alone                      | 10,692    | 0.4%      |
| Asian alone  | 83,866    | 2.9%      |
| Native Hawaiian and Other Pacific Islander alone             | 1,767     | 0.1%      |
| Some other race alone  | 12,435    | 0.4%      |
| Two or more races  | 148,117   | 5.0%      |
| Two races including Some other race                          | 29,193    | 1.0%      |
| Two races excluding Some other race, and Three or more races | 118,924   | 4.1%      |
|  |           |           |
| Total housing units  | 1,284,353 | (X)       |
|  |           |           |
| CITIZEN, VOTING AGE POPULATION                               |           |           |
| Citizen, 18 and over population                              | 2,128,111 | 2,128,111 |
| Male   | 1,053,177 | 49.5%     |
| Female   | 1,074,934 | 50.5%     |
|  |           |           |
| <i>Source: American Community Survey, 2021</i>               |           |           |

**APPENDIX B: Health & Human Service Poverty Guidelines**

**2022 HHS POVERTY GUIDELINES**

| <b>Persons in family/household</b>   | <b>48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA</b> | <b>ALASKA</b> | <b>HAWAII</b> |
|--|--|---------------|---------------|
| 1  | \$13,590   | \$16,990      | \$15,630      |
| 2  | \$18,310   | \$22,890      | \$21,060      |
| 3  | \$23,030   | \$28,790      | \$26,490      |
| 4  | \$27,750   | \$34,690      | \$31,920      |
| 5  | \$32,470   | \$40,590      | \$37,350      |
| 6  | \$37,190   | \$46,490      | \$42,780      |
| 7  | \$41,910   | \$52,390      | \$48,210      |
| 8  | \$46,630   | \$58,290      | \$53,640      |
| For each additional person in the family/household   | \$4,720  | \$5,900       | \$5,430       |
| <i>Source: <a href="https://aspe.hhs.gov/topics/poverty-economic-mobility/poverty-guidelines">https://aspe.hhs.gov/topics/poverty-economic-mobility/poverty-guidelines</a></i> |  |               |               |

## APPENDIX C: Title VI Assurance

### APPENDIX B

## Standard U.S. Department of Transportation Title VI Assurances

The State of Kansas (hereinafter referred to as the "Recipient") HEREBY AGREES THAT as a condition to receiving any Federal financial assistance from the Department of Transportation and the Federal programs including the Federal Highway Administration, Federal Transit Administration and Federal Aviation Administration, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-42 U.S.C. 2000d-4 (hereinafter referred to as the Act), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations (C.F.R.), Department of Transportation Subtitle A, Office of the Secretary, Part 21, nondiscrimination in Federally-Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes – Implementation and Review Procedures (hereinafter referred to as the Regulations) and other pertinent nondiscrimination authorities and directives, to the end that in accordance with the Act, Regulations, and other pertinent nondiscrimination authorities and directives, no person in the United States shall, on the grounds of race, color, or national origin, sex (23 U.S.C. § 324), age (42 U.S.C. § 6101), disability/handicap (29 U.S.C. § 790), and/or low income status (Executive Order 12898) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the Department of Transportation, including the Federal Highway Administration, Federal Transit Administration, and Federal Aviation Administration, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by Title 49 Code of Federal Regulations, subsection 21.7(a)(1) and Title 23 Code of Federal Regulations, Section 200.9(a)(1) of the Regulations, copies of which are attached.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurances with respect to its Federal-Aid Highway, Transit, and Aviation Programs:

1. That the Recipient agrees that each "program" and each "facility as defined in 49 C.F.R. §§ 21.23(e) and 21.23(b) and 23 C.F.R. § 200.5(k) and (g) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with the Federal-Aid Highway and, in *Programs* adapted form in all proposals for negotiated agreements:

The State of Kansas in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4, and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation and Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes, issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contact entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability/handicap, and/or low income status in consideration for an award.

3. That the Recipient shall insert the clauses of Appendix A of this assurance in every contract subject to the Act and the Regulations.
4. That the Recipient shall insert the clauses of Appendix B of this assurance, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to right to space on, over or under such property.

7. That the Recipient shall include the appropriate clauses set forth in Appendix C of this assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under Federal-Aid Highway, Transit or Aviation Programs; and (b) for the construction or use of or access to space on over or under real property acquired, or improved under Federal-Aid Highway, Transit, or Aviation Programs.
8. That this assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.
9. The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he delegates specific authority to give reasonable guarantee that it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations, and this assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts, or other Federal financial assistance extended after the date hereof to the Recipient Department of Transportation under the Federal-Aid Highway, Transit, and Aviation Programs and is binding on it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest and other participants in the Federal-Aid Highway, Transit, and Aviation Programs. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Recipient.

Dated 9-29-22



  
Julie L. Lorenz  
Secretary of Department of Transportation  
State of Kansas

Attachments: Appendices A, B, C, D, E

#### APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

- (1) **Compliance with Regulations:** The contractor shall comply with the Regulations relative to the nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, and the Federal Highway Administration (hereinafter "FHWA") Title 23, Code of Federal Regulations, Part 200 as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
- (2) **Nondiscrimination:** The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, national origin, sex, age, disability/handicap, and/or low income status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by 49 C.F.R. § 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

- (3) **Solicitations for Subcontractors, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, sex, age, disability/handicap, and/or low income status.
- (4) **Information and Reports:** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources or information, and its facilities as may be determined by the State of Kansas or the FHWA, FTA, or FAA to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to the Kansas Department of Transportation, or the FHWA, FTA, or FAA as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5) **Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the Kansas Department of Transportation shall impose such contract sanctions as it or the FHWA, FTA, or FAA may determine to be appropriate, including, but not limited to:
- (a) Withholding of payments to the contractor under the contract until the contractor complies, and/or
  - (b) Cancellation, termination, or suspension of the contractor, in whole or in part.
- (6) **Incorporation of Provisions:** The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto.

The contractor shall take such action with respect to any subcontractor procurement as the Kansas Department of Transportation or the FHWA, FTA, or FAA may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the State of Kansas to enter into such litigation to protect the interests of the State of Kansas, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

## APPENDIX B

- A. The following clauses shall be included in any and all deeds effecting or recording the transfer of real property, structures, or improvements thereon, or interest therein from the United States.

### (GRANTING CLAUSE)

NOW, THEREFORE, the Department of Transportation, as authorized by law, and upon the condition that the State of Kansas will accept Title to the lands and maintain the project constructed thereon, in accordance with K.S.A. § 68-401, *et seq.*, the Regulations for the Administration of the Department of Transportation, and also in accordance with and in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in federally assisted programs of the Department of Transportation and Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes (hereinafter referred to as the Regulations) pertaining to and effectuating the provision of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. §§ 2000d to 2000d-4), does hereby remise, release, quitclaim, and convey unto the State of Kansas all the right, title, and interest of the Department of Transportation in and to said lands described in Exhibit "A" attached hereto and made a part hereof.

### (HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto State of Kansas and its successors forever, subject, however, to the covenants, conditions, restrictions, and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is

extended or for another purpose involving the provisions of similar services or benefits and shall be binding on the State of Kansas, its successors and assigns.

The State of Kansas, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person shall on the grounds of race, color, national origin, sex, age, disability/handicap, and/or low income status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on over or under such lands hereby conveyed [,] [and]\*(2) that the State of Kansas shall use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of Secretary, Part 21, Nondiscrimination in federally assisted programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes – Implementation and Review Procedures, and as said Regulations may be amended [,] and (3) that in the event of breach of any of the above-mentioned nondiscrimination conditions, the Department shall have a right to reenter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this instruction.\*

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\*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purposes of Title VI of the Civil Rights Act of 1964.

#### APPENDIX C

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by the State of Kansas pursuant to the provisions of Assurance 7(a).

The (grantee, licensee, lessee, permittee, etc., as appropriate) for himself, his heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add “as a covenant running with the land”] that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, Title 23 Code of Federal Regulations, Part 200, Title VI Program and Related Statutes – Implementation and Review Procedures, and as said Regulations may be amended.

[Include in licenses, leases, permits, etc.]\*

That in the event of breach of any of the above nondiscrimination covenants, State of Kansas shall have the right to terminate the [license, lease, permit, etc.] and to re-enter and repossess said land and the facilities thereon, and hold the same as if said [licenses, lease, permit, etc.] had never been made or issued.

[Include in deed.]\*

That in the event of breach of any of the above nondiscrimination covenants, State of Kansas shall have the right to reenter said lands and facilities thereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of State of Kansas and its assigns.

The following shall be included in all deeds, licenses, leases, permits, or similar agreements entered into by State of Kansas pursuant to the provisions of Assurance 7(b).

The (grantee, licensee, lessee, permittee, etc., as appropriate) for himself, his personal representatives, successors, in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds, and leases add “as a covenant running with the land”) that (1) no person on the ground of race, color or national origin, sex, age, disability/handicap and low income status shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over or under such land and the furnishing of services thereon, no person on the ground of race, color, national origin, sex, age, disability/handicap, and/or low income status, shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) shall use the premises in compliance with all other requirements imposed by or pursuant to Title 49, Code of Federal

Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, Title 23 Code of Federal Regulations, part 200, Title VI Program and Related Statutes – Implementation and Review Procedures, and as said Regulations may be amended.  
[Include in licenses, leases, permits, etc.]\*

\*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purposes of Title VI of the Civil Rights Act of 1964.

That in the event of breach of any of the above nondiscrimination covenants, State of Kansas shall have the right to terminate the [license, lease, permit, etc.] and to reenter and repossess said land and the facilities thereon, and hold the same as if said [license, lease, permit, etc.] had never been made or issued.  
[Include in deeds]\*

That in the event of breach of any of the above nondiscrimination covenants, State of Kansas shall have the right to reenter said land and facilities there-on, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of Kansas Department of Transportation and its assigns.

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\* Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purposes of Title VI of the Civil Rights Act of 1964.

#### APPENDIX D

##### CLAUSES FOR CONSTRUCTION/USE ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by Secretary pursuant to the provisions of Assurance 7(b):

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, “as a covenant running with the land”) that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits or, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above of the above Non-discrimination covenants, Secretary will have the right to terminate the (license, permits, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.\*
- C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, Secretary will there upon revert to and vest in and become the absolute property of Secretary and its assigns.\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

#### APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees to comply with the following nondiscrimination statutes and authorities, including, but not limited to:

**Pertinent Non-Discrimination Authorities:**

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d, *et seq.*, 78 Stat. 252), prohibits discrimination on the basis of race, color, national origin; and 49 C.F.R. Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324, *et seq.*), prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794, *et seq.*), as amended, prohibits discrimination on the basis of disability; and 49 C.F.R. Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101, *et seq.*), prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 U.S.C. § 471, Section 47123, as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not;
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations 49 C.F.R. parts 37 and 38.
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681, *et seq.*).

## APPENDIX D: Ridership Summary

### Ridership Summary

The table below illustrates the ridership of all public transportation programs from SFY2019 through SFY2022 that utilize FTA funding administered by KDOT. This includes 5310 Elderly and Disabled and 5311 General Public Transportation. These numbers do not include urban area ridership figures. Over the past three years, ridership numbers have been trending downward just as national trends are doing the same. Covid-19 played a major role in ridership levels through a large portion of this reporting period.

| <b>KDOT Public Transportation Ridership Summary SFY 2019-2022</b> |             |             |             |             |
|---|-------------|-------------|-------------|-------------|
| <b>Ridership</b>  | <b>2019</b> | <b>2020</b> | <b>2021</b> | <b>2022</b> |
| Annual Rural Ridership  | 2,516,503   | 2,194,746   | 1,111,907   | 1,804,527   |
| Annual Urban Ridership  | 7,278,444   | 6,115,467   | 3,386,886   | 4,807,272   |
| Total Ridership   | 9,794,947   | 8,310,213   | 4,498,793   | 6,611,799   |
| % Change  |             | -15%        | -46%        | 47%         |

The Office of Public Transportation collects monthly ridership data for each federally funded vehicle in the program. This data is organized in a database containing a breakdown of trip type, vehicle mileage, and cost. An example of one month's data for a single agency is listed below. For more detailed information regarding public transportation ridership for programs administered by KDOT, contact the Office of Public Transportation.

Example:

| <b>Organization</b>                 | <b>CTD</b>          | <b>Month</b>        | <b>SFY</b> | <b>Mode Type</b> |
|-------------------------------------|---------------------|---------------------|------------|------------------|
| Solomon Valley Transportation, Inc. | 7                   | October             | 2022       | Demand Response  |
| <b>Total Ridership</b>              | 614                 |                     |            |                  |
| <b>Trip Type</b>                    |                     | <b>Trip Purpose</b> |            |                  |
| Elderly                             | 409                 | Work                | 144        |                  |
| Disabled                            | 77                  | Education           | 0          |                  |
| General Public                      | 128                 | Medical             | 251        |                  |
|                                     |                     | Other               | 219        |                  |
| # of Ambulatory Trips               | 8                   |                     |            |                  |
| On-Time Performance %               | 1                   |                     |            |                  |
| <b>Total Revenue Miles</b>          | <b>13,524</b>       |                     |            |                  |
| <b>Total Revenue Hours</b>          | <b>413</b>          |                     |            |                  |
| Volunteer Drivers                   | 4                   |                     |            |                  |
| # of Drivers                        | 20                  |                     |            |                  |
| Project Income                      | \$ 1,046.00         |                     |            |                  |
| Total Monthly Operating Expense     | <b>\$ 20,962.53</b> |                     |            |                  |



**Kansas**  
Department of Transportation

**Kansas Department of Transportation  
Office of Civil Rights Compliance**  
700 SW Harrison, 3rd Floor West  
Topeka, Kansas 66603-3754

 Phone: 785-296-7940  
Fax: 785-296-0723

 [KDOT.CivilRights@ks.gov](mailto:KDOT.CivilRights@ks.gov)  
Or visit us on the web at:  
[www.ksdot.org](http://www.ksdot.org)

**WHAT CAN I DO ABOUT DISCRIMINATION?**  
A person may file a complaint with the Kansas Department of Transportation. All complaints will be referred to the Civil Rights Officer, who will evaluate and refer the complaint to the appropriate program area. Every effort will be made to resolve the complaint as quickly as possible.

**WHO MAY FILE A COMPLAINT?**  
Any person who feels he or she has been subject to discrimination because of race, color, age, national origin, sex, disability, veteran or low income status.

**WHEN SHOULD I FILE A COMPLAINT?**  
You should file a complaint within 180 days following the discriminatory action.

**HOW TO FILE A COMPLAINT?**  
Contact the Office of Civil Rights Compliance in writing or by phone to request assistance in filing your complaint.

This information is available in alternative accessible formats. To obtain an alternative format, contact the KDOT Communications/Public Affairs Division, Eisenhower Building, 700 SW Harrison, 2nd Floor West, Topeka, KS, 66603-3754, 785) 296-3585 (Voice) /Hearing Impaired - 711.

**EQUAL OPPORTUNITY AND CIVIL RIGHTS INFORMATION (INCLUDING TITLE VI)**

Kansas Department of Transportation  
Rights Compliance  
June 2022

## EXTERNAL CIVIL RIGHTS COMPLAINT PROCESS

### THE ASSURANCE:

The Kansas Department of Transportation, as a recipient of federal funds for programs, has given the assurance that within daily operations, KDOT will not discriminate against any person on the basis of race, color, national origin, sex, age, disability, veteran or low income status.

### THE LAWS:

Title VI of the Civil Rights Act of 1964 as amended and 49 CFR Part 21 prohibit discrimination based on race, color and national origin in all federal-aid programs.

Sex discrimination is also prohibited by Section 162 (a) of the Federal-Aid Highway Act of 1973. Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (see 49 CFR 27) prohibit discrimination based on disability and The Age Discrimination Act of 1975 (42 USC 6101) prohibits discrimination based on age.

The basic philosophy of the laws is that people affected by transportation programs should receive the services, benefits and opportunities to which they are entitled with no differences because of race, color, national origin, age, sex, disability, veteran or low income status.

### WHAT IS DISCRIMINATION?

An intentional or unintentional act which subjects a person or a group to unequal treatment under a transportation program. Everyone, no matter what their race, sex, color or national origin, age, disability, veteran or low income status should be treated fairly and equally in all matters relating to transportation.

### EXAMPLES OF PROHIBITED DISCRIMINATORY ACTS:

1. Public meetings that are held at hard-to-reach or inaccessible sites or at times when most affected people are working.
2. Zoning changes that would lower the quality of life in a neighborhood.
3. Unequal payments that are either offered or paid for similar properties.

4. Unequal relocation assistance or housing payments.
5. New housing that is not equal to the property replaced.
6. No effort made to locate minority or women contractors, consultants or researchers for transportation projects.
7. Minority and women contractors not notified about highway projects to be let for bid.
8. A neighborhood loses access to stores, services, medical offices, churches, recreation or transportation due to highway construction.
9. Property value decreases or increases in unequal ways due to highway construction.
10. Minority neighborhood roads that are not as well-maintained as those in non-minority areas.
11. Environmental impact is more severe on a minority or low income neighborhood as compared to a higher valuation area.

## APPENDIX F: Title VI Notice to Public

### Notifying the Public of Rights Under Title VI

# **Kansas Department of Transportation**

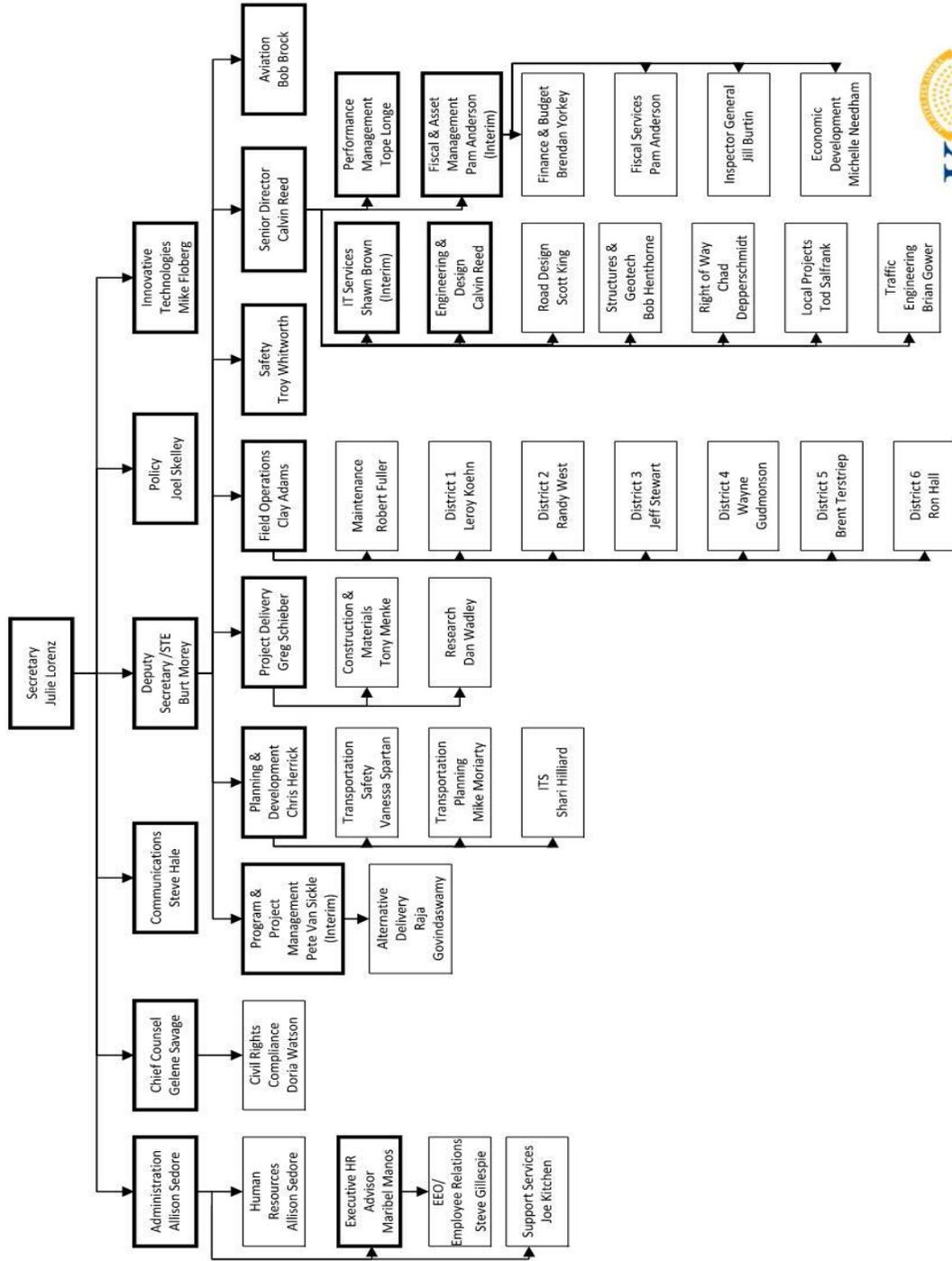
- The Kansas Department of Transportation (KDOT) operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with KDOT.
  - For more information on KDOT's civil rights program, and the procedures to file a complaint, contact 800-854-3613; (Hearing Impaired 711); email [KDOT.CivilRights@ks.gov](mailto:KDOT.CivilRights@ks.gov); or visit our administrative office at 700 SW Harrison Street, 3<sup>rd</sup> Floor West, Topeka, Kansas 66603. For more information, visit [www.ksdot.org](http://www.ksdot.org)
- A complainant may file a complaint directly with the U.S. Department of Transportation by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5<sup>th</sup> Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590
- If information is needed in another language, contact 800-854-3613.

A public notice of Title VI Rights can be found on the KDOT website (<https://www.ksdot.org/bureaus/divadmin/CivilRights/default.asp>), on the official bulletin board located in the Eisenhower State Office Building, and outside the office of KDOT Public Transit.

APPENDIX G: KDOT Organizational Chart

# Kansas Department of Transportation

July 6, 2022



Appendix H: 2022 5311 5310 Grant Application Requests

| Program | CTD | Organization                                 | Total Oper (100%) Requested | Operating Fed_State (70%)Request | Total Admin Requested (100%) | Operating & Admin Fed & State Requested | Vehicle Type Requested                  | Capital Fed Share Request (80%) | Total OP/Admin/Cap Fed_State Request |
|---------|-----|--|-----------------------------|----------------------------------|------------------------------|---|---|---------------------------------|--------------------------------------|
| 5310    | 10  | Allen County                                 | \$14,286.00                 |                                  |                              | \$0.00                                  |   |                                 | \$0.00                               |
| 5311    | 10  | Allen County                                 | \$70,626.00                 | \$49,438.20                      | \$25,969.00                  | \$70,213.40                             | 1 Cutaway                               | \$ 53,628                       | \$123,841.40                         |
| 5310    | 2   | Arrowhead West, Inc. (CTD 2)                 | \$14,286.00                 |                                  |                              | \$0.00                                  | 2 RMVs                                  | \$ 67,240                       | \$67,240.00                          |
| 5310    | 6   | Arrowhead West, Inc. (CTD 6)                 | \$14,286.00                 | \$10,000.20                      |                              | \$10,000.20                             | 1 RMV; 1 FSV                            | \$ 94,310                       | \$104,309.80                         |
| 5310    | 10  | Ascension Via Christi Hospital               | \$14,286.00                 |                                  |                              | \$0.00                                  |   |                                 | \$0.00                               |
| 5310    | 2   | Bethany Home Association of Lindsborg Kansas | \$20,001.00                 |                                  |                              | \$0.00                                  |   |                                 | \$0.00                               |
| 5310    | 4   | Big Lakes Developmental Center, Inc.         | \$14,286.00                 | \$10,000.20                      |                              | \$10,000.20                             | 2- 14 Pass Cutaway                      | \$ 106,764                      | \$116,764.20                         |
| 5311    | 9   | Butler County                                | \$176,675.00                | \$123,672.50                     | \$11,000.00                  | \$132,472.50                            | 3 Full Size Vans                        | \$ 156,210                      | \$288,682.90                         |
| 5310    | 9   | Capper Foundation (El Dorado)                | \$14,286.00                 | \$10,000.20                      |                              | \$10,000.20                             | 1 14 Passenger Cutaway                  | \$ 41,656                       | \$51,656.20                          |
| 5310    | 9   | Capper Foundation (Winfield)                 | \$14,286.00                 | \$10,000.20                      |                              | \$10,000.20                             | 1 14 Passenger Cutaway                  | \$ 41,754                       | \$51,754.60                          |
| 5310    | 1   | Cedar Lake Village, Inc.                     |                             | \$0.00                           |                              | \$0.00                                  | RMV- Not Eligible                       | \$ -                            | \$0.00                               |
| 5310    | 7   | Central Kansas Mental Health Center          | \$7,143.00                  | \$5,000.10                       |                              | \$5,000.10                              |   |                                 | \$5,000.10                           |
| 5311    | 5   | Chase County                                 | \$53,555.00                 | \$37,488.50                      | \$6,675.00                   | \$42,828.50                             | None Requested                          | \$ -                            | \$42,828.50                          |
| 5311    | 8   | Cheyenne County                              | \$50,454.00                 | \$35,317.80                      | \$10,410.00                  | \$43,645.80                             | None Requested                          | \$ -                            | \$43,645.80                          |
| 5311    | 1   | City of Bonner Springs                       | \$109,606.00                | \$76,724.20                      | \$27,831.00                  | \$98,989.00                             | None Requested                          | \$ -                            | \$98,989.00                          |
| 5311    | 6   | City of Dodge City                           | \$553,296.00                | \$387,307.20                     | \$127,884.00                 | \$489,614.40                            | 3 Cutaways                              | \$ 158,670                      | \$648,284.40                         |
| 5311    | 8   | City of Goodland                             | \$27,800.00                 | \$19,460.00                      | \$2,150.00                   | \$21,180.00                             | None Requested                          | \$ -                            | \$21,180.00                          |
| 5311    | 2   | City of Great Bend/Commission on             | \$127,040.00                | \$88,928.00                      | \$4,694.00                   | \$92,683.20                             | None Requested                          | \$ -                            | \$92,683.20                          |
| 5311    | 4   | City of Herington/Hilltop Community          | \$24,000.00                 | \$16,800.00                      | \$800.00                     | \$17,440.00                             | None Requested                          | \$ -                            | \$17,440.00                          |
| 5311    | 2   | City of Hoisington                           | \$45,500.00                 | \$31,850.00                      | \$700.00                     | \$32,410.00                             | None Requested                          | \$ -                            | \$32,410.00                          |
| 5310    | 7   | City of Holyrood                             | \$14,286.00                 | \$10,000.20                      |                              | \$10,000.20                             |   |                                 | \$10,000.20                          |
| 5311    | 9   | City of Kingman                              | \$103,654.00                | \$72,557.80                      | \$7,280.00                   | \$78,381.80                             | None Requested                          | \$ -                            | \$78,381.80                          |
| 5311    | 6   | City of Liberal                              | \$546,340.00                | \$382,438.00                     | \$77,721.00                  | \$444,614.80                            | 1 Cutaway                               | \$ 50,800                       | \$495,414.80                         |
| 5311    | 8   | City of Phillipsburg                         | \$79,270.00                 | \$55,489.00                      | \$5,625.00                   | \$59,989.00                             | None Requested                          | \$ -                            | \$59,989.00                          |
| 5311    | 8   | City of Russell                              | \$90,502.00                 | \$63,351.40                      | \$15,601.00                  | \$75,832.20                             | None Requested                          | \$ -                            | \$75,832.20                          |
| 5311    | 8   | City of Smith Center                         | \$98,260.00                 | \$68,782.00                      | \$12,425.00                  | \$78,722.00                             | 1 Ramp Accessible Minivan               | \$ 33,620                       | \$112,342.00                         |
| 5311    | 8   | City of Wakeeney                             | \$71,670.00                 | \$50,169.00                      | \$5,750.00                   | \$54,769.00                             | None Requested                          | \$ -                            | \$54,769.00                          |
| 5311    | 7   | City of Wilson                               | \$10,500.00                 | \$7,350.00                       | \$2,500.00                   | \$9,350.00                              | None Requested                          | \$ -                            | \$9,350.00                           |
| 5310    | 10  | Class LTD                                    | \$28,572.00                 |                                  |                              | \$0.00                                  |   |                                 | \$0.00                               |
| 5311    | 10  | Class LTD                                    | \$190,883.00                | \$133,618.10                     | \$9,100.00                   | \$140,898.10                            | None Requested                          | \$ -                            | \$140,898.10                         |
| 5311    | 4   | Clay County Task Force, Inc.                 | \$78,225.00                 | \$54,757.50                      | \$3,100.00                   | \$57,237.50                             | None Requested                          | \$ -                            | \$57,237.50                          |
| 5310    | 5   | COF Training Services, Inc.                  | \$28,571.00                 | \$19,999.70                      |                              | \$19,999.70                             | 1 RMV                                   | \$ 100,000                      | \$119,999.70                         |
| 5311    | 5   | Coffey County Transportation                 | \$440,000.00                | \$308,000.00                     | \$100,000.00                 | \$388,000.00                            | 1 Cutaway                               | \$ 57,400                       | \$445,400.00                         |
| 5310    | 10  | Community Health Center of Southeast Kansas  | \$14,286.00                 |                                  |                              | \$0.00                                  | 2 14 Passenger Cutaway                  | \$ 106,600                      | \$106,600.00                         |
| 5311    | 5   | Community Senior Service Center,             | \$71,770.00                 | \$50,239.00                      | \$11,550.00                  | \$59,479.00                             | None Requested                          | \$ -                            | \$59,479.00                          |
| 5311    | 7   | Concordia                                    | \$81,201.00                 | \$56,840.70                      | \$18,151.00                  | \$71,361.50                             | None Requested                          | \$ -                            | \$71,361.50                          |
| 5311    | 9   | Cowley County Council on Aging               | \$229,830.00                | \$160,881.00                     | \$67,932.00                  | \$215,226.60                            | 1 Cutaway                               | \$ 52,808                       | \$268,034.60                         |
| 5311    | 8   | Decatur County Transportation                | \$41,600.00                 | \$29,120.00                      | \$1,000.00                   | \$29,920.00                             | None Requested                          | \$ -                            | \$29,920.00                          |
| 5310    | 8   | Developmental Services of NW                 | \$28,572.00                 | \$20,000.40                      |                              | \$20,000.40                             | 1 FSV                                   | \$ 116,440                      | \$136,440.40                         |
| 5311    | 8   | Developmental Services of NW                 | \$612,545.00                | \$428,781.50                     | \$136,082.00                 | \$537,647.10                            | 1 Cutaway                               | \$ 52,398                       | \$590,045.50                         |
| 5310    | 2   | Disability Supports of the Great             | \$7,143.00                  |                                  |                              | \$0.00                                  |   |                                 | \$0.00                               |
| 5310    | 2   | Disability Supports of the Great             | \$21,429.00                 |                                  |                              | \$0.00                                  |   |                                 | \$0.00                               |
| 5310    | 3   | Doniphan County Services & Workskills (DCSW) | \$14,286.00                 | \$10,000.20                      |                              | \$10,000.20                             |   |                                 | \$10,000.20                          |
| 5311    | 3   | Doniphan County Transportation               | \$78,150.00                 | \$54,705.00                      | \$6,000.00                   | \$59,505.00                             | 1 Ramp Accessible Minivan               | \$ 32,800                       | \$92,305.00                          |
| 5310    | 1   | East Topeka Council on Aging                 | \$14,286.00                 | \$10,000.20                      |                              | \$10,000.20                             |   |                                 | \$10,000.20                          |
| 5310    | 5   | Elizabeth Layton Center                      | \$14,286.00                 | \$10,000.20                      |                              | \$10,000.20                             | 1 RMV                                   | \$ 32,800                       | \$42,800.20                          |
| 5311    | 10  | Elk County Council on Aging                  | \$83,954.00                 | \$58,767.80                      | \$11,350.00                  | \$67,847.80                             | None Requested                          | \$ -                            | \$67,847.80                          |
| 5311    | 7   | Ellsworth County Council on Aging,           | \$33,500.00                 | \$23,450.00                      | \$6,300.00                   | \$28,490.00                             | None Requested                          | \$ -                            | \$28,490.00                          |
| 5310    | 1   | Family Service and Guidance Center           | \$14,286.00                 | \$10,000.20                      |                              | \$10,000.20                             | FSV                                     | \$ 49,200                       | \$59,200.20                          |
| 5311    | 6   | Finney County Committee on Aging,            | \$1,284,702.00              | \$899,291.40                     | \$177,907.00                 | \$1,041,617.00                          | 3 Cutaways                              | \$ 202,458                      | \$1,244,075.00                       |
| 5311    | 4   | Flint Hills Area Transportation              | \$943,000.00                | \$660,100.00                     | \$287,800.00                 | \$890,340.00                            | None Requested                          | \$ -                            | \$890,340.00                         |
| 5311    | 10  | Four County Mental Health                    | \$962,931.00                | \$674,051.70                     | \$120,272.00                 | \$770,269.30                            | 2 Ramp Accessible Minivans & 4 Cutaways | \$ 275,520                      | \$1,045,789.30                       |
| 5311    | 5   | Franklin County Services for the             | \$135,733.00                | \$95,013.10                      | \$19,300.00                  | \$110,453.10                            | None Requested                          | \$ -                            | \$110,453.10                         |
| 5310    | 9   | Futures Unlimited, Inc.                      | \$13,770.00                 | \$9,639.00                       |                              | \$9,639.00                              |   |                                 | \$9,639.00                           |
| 5311    | 9   | Futures Unlimited, Inc.                      | \$177,351.00                | \$124,145.70                     | \$50,224.00                  | \$164,324.90                            | None Requested                          | \$ -                            | \$164,324.90                         |
| 5310    | 2   | Good Samaritan Society - Lyons               | \$14,078.00                 |                                  |                              | \$0.00                                  |   |                                 | \$0.00                               |
| 5311    | 8   | Gove County Medical Center                   | \$43,317.00                 | \$30,321.90                      | \$9,950.00                   | \$38,281.90                             | None Requested                          | \$ -                            | \$38,281.90                          |
| 5310    | 8   | Great Plains Health Alliance                 | \$7,150.00                  |                                  |                              | \$0.00                                  |   |                                 | \$0.00                               |
| 5311    | 5   | Greenwood County Council on Aging            | \$76,367.00                 | \$53,456.90                      | \$22,282.00                  | \$71,282.50                             | None Requested                          | \$ -                            | \$71,282.50                          |
| 5311    | 9   | Harper County Department on Aging            | \$123,880.00                | \$86,716.00                      | \$16,850.00                  | \$100,196.00                            | None Requested                          | \$ -                            | \$100,196.00                         |
| 5311    | 9   | Harvey County Transportation                 | \$175,488.00                | \$122,841.60                     | \$36,776.00                  | \$152,262.40                            | 1 Ramp Accessible Minivan & 1 Full Size | \$ 91,020                       | \$243,282.40                         |
| 5310    | 5   | Hettinger Developmental Services,            | \$14,286.00                 | \$10,000.20                      |                              | \$10,000.20                             |   |                                 | \$10,000.20                          |

2022 5311 5310 Grant Application Requests

| Program | CTD | Organization  | Total Oper (100%) Requested | Operating Fed_State (70%)Request | Total Admin Requested (100%) | Operating & Admin Fed & State Requested | Vehicle Type Requested                  | Capital Fed Share Request (80%) | Total OP/Admin/Cap Fed_State Request |
|---------|-----|---|-----------------------------|----------------------------------|------------------------------|---|---|---------------------------------|--------------------------------------|
| 5310    | 1   | Independence Inc  | \$14,286.00                 |                                  |                              | \$0.00                                  |   |                                 | \$0.00                               |
| 5311    | 1   | Independence, Inc.  | \$146,005.00                | \$102,203.50                     | \$60,330.00                  | \$150,467.50                            | None Requested                          | \$ -                            | \$150,467.50                         |
| 5311    | 3   | Jefferson County Service Organization                     | \$113,370.00                | \$79,359.00                      | \$44,603.00                  | \$115,041.40                            | Ramp Accessible Minivan                 | \$ 33,620                       | \$148,661.40                         |
| 5310    | 3   | Kanza Mental Health                                       | \$10,860.00                 | \$7,602.00                       |                              | \$7,602.00                              |   |                                 | \$7,602.00                           |
| 5311    | 9   | Kingman County Council on Aging                           | \$72,160.00                 | \$50,512.00                      | \$10,985.00                  | \$59,300.00                             | 1 Ramp Accessible Minivan               | \$ 32,800                       | \$92,100.00                          |
| 5310    | 5   | Lakemary Center, Inc                                      | \$14,286.00                 | \$10,000.20                      |                              | \$10,000.20                             |   |                                 | \$10,000.20                          |
| 5311    | 5   | Lakemary Center, Inc                                      | \$95,700.00                 | \$66,990.00                      | \$4,000.00                   | \$70,190.00                             | None Requested                          | \$ -                            | \$70,190.00                          |
| 5311    | 6   | Lane County Transportation                                | \$23,780.00                 | \$16,646.00                      | \$3,120.00                   | \$19,142.00                             | None Requested                          | \$ -                            | \$19,142.00                          |
| 5311    | 7   | Lincoln   | \$66,650.00                 | \$46,655.00                      | \$4,160.00                   | \$49,983.00                             | 1 Ramp Accessible                       | \$ 32,800                       | \$82,783.00                          |
| 5311    | 5   | Linn County Transportation                                | \$60,540.00                 | \$42,378.00                      | \$33,000.00                  | \$68,778.00                             | 1-14 Passenger                          | \$ 51,408                       | \$120,186.00                         |
| 5310    | 8   | Locust Grove Village                                      | \$14,286.00                 |                                  |                              | \$0.00                                  |   |                                 | \$0.00                               |
| 5311    | 8   | Logan County Hospital                                     | \$55,365.00                 | \$38,755.50                      | \$10,260.00                  | \$46,963.50                             | None Requested                          | \$ -                            | \$46,963.50                          |
| 5311    | 5   | Louisburg Area Senior Citizens, Inc.                      | \$57,283.00                 | \$40,098.10                      | \$10,534.00                  | \$48,525.30                             | 1 14 Passenger                          | \$ 50,800                       | \$99,325.30                          |
| 5311    | 5   | Lyon County Area Transportation                           | \$569,800.00                | \$398,860.00                     | \$170,800.00                 | \$535,500.00                            | 2 20 Passenger Cutaways                 | \$ 108,076                      | \$643,576.00                         |
| 5311    | 4   | Marshall County Agency on Aging                           | \$174,950.00                | \$122,465.00                     | \$59,000.00                  | \$169,665.00                            | None Requested                          | \$ -                            | \$169,665.00                         |
| 5311    | 2   | McPherson County Council on Aging                         | \$130,000.00                | \$91,000.00                      | \$10,000.00                  | \$99,000.00                             | 2 Full Size Vans                        | \$ 98,400                       | \$197,400.00                         |
| 5310    | 2   | Mennonite Bethesda Society, Inc.                          | \$14,286.00                 |                                  |                              | \$0.00                                  |   |                                 | \$0.00                               |
| 5310    | 5   | Mental Health of East Central Kansas                      | \$14,286.00                 | \$10,000.20                      |                              | \$10,000.20                             | 3 FSVs                                  | \$ 146,880                      | \$156,880.20                         |
| 5311    | 5   | Morris County General Public Transportation               | \$120,740.00                | \$84,518.00                      | \$13,683.00                  | \$95,464.40                             | 1 Ramp Accessible Minivan               | \$ 34,000                       | \$129,464.40                         |
| 5310    | 9   | Mosaic  | \$11,367.00                 | \$7,956.90                       |                              | \$7,956.90                              |   |                                 | \$7,956.90                           |
| 5310    | 2   | Multi-Community Diversified Services, Inc.                | \$14,286.00                 |                                  |                              | \$0.00                                  | 1 RMV                                   | \$ 32,800                       | \$32,800.00                          |
| 5311    | 2   | Multi-Community Diversified Services, Inc.                | \$220,100.00                | \$154,070.00                     | \$3,000.00                   | \$156,470.00                            | None Requested                          | \$ -                            | \$156,470.00                         |
| 5311    | 3   | Nemaha County   | \$286,850.00                | \$200,795.00                     | \$91,100.00                  | \$273,675.00                            | 2 Ramp Accesible Minivans               | \$ 67,240                       | \$340,915.00                         |
| 5311    | 3   | Northeast Kansas Area Agency on Aging                     | \$424,725.00                | \$297,307.50                     | \$131,000.00                 | \$402,107.50                            | 3 Ramp Accesible Minivans               | \$ 100,860                      | \$502,967.50                         |
| 5311    | 8   | Norton County Senior Citizens                             | \$62,693.00                 | \$43,885.10                      | \$23,420.00                  | \$62,621.10                             | None Requested                          | \$ -                            | \$62,621.10                          |
| 5310    | 7   | OCCK, Inc.  | \$28,572.00                 | \$20,000.40                      |                              | \$20,000.40                             | 2 RMVs                                  | \$ 65,600                       | \$85,600.40                          |
| 5311    | 7   | OCCK, Inc.  | \$3,493,315.00              | \$2,445,320.50                   | \$238,920.00                 | \$2,636,456.50                          | 4 Ramp Accessible Minivans & 6 Cutaways | \$ 433,600                      | \$3,070,056.50                       |
| 5311    | 5   | Osage County General Public                               | \$277,948.00                | \$194,563.60                     | \$55,132.00                  | \$238,669.20                            | None Requested                          | \$ -                            | \$238,669.20                         |
| 5311    | 7   | Ottawa County Transportation                              | \$90,293.00                 | \$63,205.10                      | \$13,875.00                  | \$74,305.10                             | None Requested                          | \$ -                            | \$74,305.10                          |
| 5310    | 5   | Paola Church for Action                                   | \$10,725.00                 | \$7,507.50                       |                              | \$7,507.50                              |   |                                 | \$7,507.50                           |
| 5311    | 5   | Paola Senior Citizens Center, Inc.                        | \$37,005.00                 | \$25,903.50                      | \$13,900.00                  | \$37,023.50                             | 1 Ramp Accessible Minivan               | \$ 35,424                       | \$72,447.50                          |
| 5310    | 1   | Papan's Landing Senior Center                             | \$14,286.00                 |                                  |                              | \$0.00                                  |   |                                 | \$0.00                               |
| 5310    | 7   | Pawnee Mental Health Services, Inc.                       | \$14,286.00                 | \$10,000.20                      |                              | \$10,000.20                             |   |                                 | \$10,000.20                          |
| 5311    | 4   | Pottawatomie County Transportation                        | \$166,700.00                | \$116,690.00                     | \$15,700.00                  | \$129,250.00                            | 1 Cutaway                               | \$ 50,400                       | \$179,650.00                         |
| 5311    | 3   | Prairie Band Potawatomi Nation                            | \$175,454.00                | \$122,817.80                     | \$79,582.00                  | \$186,483.40                            | None Requested                          | \$ -                            | \$186,483.40                         |
| 5311    | 2   | Pratt County Council on Aging                             | \$95,432.00                 | \$66,802.40                      | \$10,128.00                  | \$74,904.80                             | None Requested                          | \$ -                            | \$74,904.80                          |
| 5310    | 9   | Presbyterian Manor, Inc. dba:                             | \$14,286.00                 | \$10,000.20                      |                              | \$10,000.20                             |   |                                 | \$10,000.20                          |
| 5310    | 5   | Presbyterian Manors, Inc. dba: Emporia Presbyterian Manor | \$14,286.00                 | \$10,000.20                      |                              | \$10,000.20                             |   |                                 | \$10,000.20                          |
| 5310    | 9   | Presbyterian Manors, Inc. dba:                            | \$14,286.00                 | \$10,000.20                      |                              | \$10,000.20                             | FSV w/Lift                              | \$ 57,120                       | \$67,120.20                          |
| 5310    | 7   | Presbyterian Manors, Inc. dba: Salina                     | \$21,429.00                 | \$15,000.30                      |                              | \$15,000.30                             | FSV w/Lift                              | \$ 57,400                       | \$72,400.30                          |
| 5310    | 1   | Presbyterian Manors, Inc. dba: Topeka Presbyterian Manor  | \$14,286.00                 |                                  |                              | \$0.00                                  | Cutaway-14 pass                         | \$ 51,816                       | \$51,816.00                          |
| 5311    | 3   | Project Concern   | \$119,000.00                | \$83,300.00                      | \$20,000.00                  | \$99,300.00                             | None Requested                          | \$ -                            | \$99,300.00                          |
| 5310    | 5   | Quest, Inc.   | \$18,260.00                 | \$12,782.00                      |                              | \$12,782.00                             | 1 RMV; 1 FSV w/Lift                     | \$ 88,800                       | \$101,582.00                         |
| 5310    | 5   | Quest, Inc.   | \$18,260.00                 | \$12,782.00                      |                              | \$12,782.00                             |   |                                 | \$12,782.00                          |
| 5311    | 8   | Rawlins County  | \$44,700.00                 | \$31,290.00                      | \$3,000.00                   | \$33,690.00                             | None Requested                          | \$ -                            | \$33,690.00                          |
| 5311    | 2   | Reno County Public Transportation                         | \$1,211,030.00              | \$847,721.00                     | \$164,779.00                 | \$979,544.20                            | 3 Cutaways                              | \$ 178,104                      | \$1,157,648.20                       |
| 5311    | 7   | Republic County Transportation                            | \$53,760.00                 | \$37,632.00                      | \$16,940.00                  | \$51,184.00                             | None Requested                          | \$ -                            | \$51,184.00                          |
| 5311    | 2   | Rice County Council on Aging                              | \$212,795.00                | \$148,956.50                     | \$31,420.00                  | \$174,092.50                            | None Requested                          | \$ -                            | \$174,092.50                         |
| 5310    | 3   | Riverside Resources, Inc.                                 | \$14,286.00                 | \$10,000.20                      |                              | \$10,000.20                             |   |                                 | \$10,000.20                          |
| 5311    | 8   | Rooks County Transportation                               | \$102,910.00                | \$72,037.00                      | \$10,000.00                  | \$80,037.00                             | None Requested                          | \$ -                            | \$80,037.00                          |
| 5311    | 8   | Rush County Transportation                                | \$42,700.00                 | \$29,890.00                      | \$2,000.00                   | \$31,490.00                             | 1 Cutaway                               | \$ 54,766                       | \$86,256.40                          |
| 5311    | 9   | Sedgwick County Dept. on Aging                            | \$274,516.00                | \$192,161.20                     | \$60,055.00                  | \$240,205.20                            | None Requested                          | \$ -                            | \$240,205.20                         |
| 5310    | 1   | Senior Resource Center for Douglas                        | \$14,286.00                 |                                  |                              | \$0.00                                  | RMV                                     | \$ 33,764                       | \$33,764.00                          |
| 5310    | 1   | Shelter Living  | \$21,429.00                 |                                  |                              | \$0.00                                  | FSV                                     | \$ 57,400                       | \$57,400.00                          |
| 5311    | 7   | Solomon Valley Transportation, Inc.                       | \$320,157.00                | \$224,109.90                     | \$64,798.00                  | \$275,948.30                            | 1 Ramp Accessible                       | \$ 33,620                       | \$309,568.30                         |
| 5311    | 10  | Southeast Kansas Community Action                         | \$639,355.00                | \$447,548.50                     | \$32,992.00                  | \$473,942.10                            | 2 Cutaways                              | \$ 104,140                      | \$578,082.10                         |
| 5310    | 10  | Southeast Kansas Mental Health                            | \$14,286.00                 |                                  |                              | \$0.00                                  | 1 RMV                                   | \$ 32,800                       | \$32,800.00                          |
| 5310    | 6   | Southwest Health Transport Inc                            | \$13,095.00                 | \$9,166.50                       |                              | \$9,166.50                              | 1 14 Passenger Cutaway                  | \$ 55,238                       | \$64,404.50                          |
| 5310    | 2   | Sunflower Diversified Services                            | \$14,286.00                 | \$10,000.20                      |                              | \$10,000.20                             |   |                                 | \$10,000.20                          |
| 5311    | 2   | Sunflower Diversified Services                            | \$508,400.00                | \$355,880.00                     | \$58,267.00                  | \$402,493.60                            | 1 Cutaway                               | \$ 51,660                       | \$454,153.60                         |
| 5310    | 7   | Sunset Home, Inc  | \$6,753.00                  | \$4,727.10                       |                              | \$4,727.10                              |   |                                 | \$4,727.10                           |
| 5310    | 1   | TARC  | \$9,330.00                  |                                  |                              | \$0.00                                  |   |                                 | \$0.00                               |
| 5310    | 10  | Thanks Program  | \$13,100.00                 |                                  |                              | \$0.00                                  |   |                                 | \$0.00                               |
| 5310    | 8   | The Evangelical Lutheran Good Samaritan Society-Ellis     |                             |                                  |                              | \$0.00                                  | 1 RMV                                   | \$ 33,620                       | \$33,620.00                          |
| 5310    | 1   | The Evangelical Lutheran Good Samaritan Society-Olathe    |                             |                                  |                              | \$0.00                                  | Not Eligible                            | \$ -                            | \$0.00                               |
| 5310    | 3   | The Guidance Center                                       | \$14,286.00                 | \$10,000.20                      |                              | \$10,000.20                             |   |                                 | \$10,000.20                          |

2022 5311 5310 Grant Application Requests

| Program | CTD | Organization                             | Total Oper (100%) Requested | Operating Fed_State (70%)Request | Total Admin Requested (100%) | Operating & Admin Fed & State Requested | Vehicle Type Requested   | Capital Fed Share Request (80%) | Total OP/Admin/Cap Fed_State Request |
|---------|-----|--|-----------------------------|----------------------------------|------------------------------|---|--------------------------|---------------------------------|--------------------------------------|
| 5311    | 3   | The Guidance Center                      | \$220,855.00                | \$154,598.50                     | 0                            | \$154,598.50                            | 3 Full Size Vans         | \$ 175,636                      | \$330,234.50                         |
| 5311    | 8   | Thomas County                            | \$99,334.00                 | \$69,533.80                      | \$10,187.00                  | \$77,683.40                             | None Requested           | \$ -                            | \$77,683.40                          |
| 5310    | 1   | Topeka LULAC Senior Center               | \$7,143.00                  |                                  |                              | \$0.00                                  |                          |                                 | \$0.00                               |
| 5310    | 2   | Training and Evaluation Center of        | \$28,571.00                 | \$19,999.70                      |                              | \$19,999.70                             |                          |                                 | \$19,999.70                          |
| 5310    | 5   | Tri-Ko, Inc.                             | \$28,572.00                 | \$20,000.40                      |                              | \$20,000.40                             |                          |                                 | \$20,000.40                          |
| 5310    | 10  | Tri-Valley Developmental Services,       | \$14,286.00                 | \$10,000.20                      |                              | \$10,000.20                             |                          |                                 | \$10,000.20                          |
| 5311    | 10  | Tri-Valley Developmental Services, Inc.  | \$85,890.00                 | \$60,123.00                      | \$6,000.00                   | \$64,923.00                             | None Requested           |                                 | \$64,923.00                          |
| 5311    | 9   | Twin Rivers Developmental Supports, Inc. | \$102,390.00                | \$71,673.00                      | \$11,250.00                  | \$80,673.00                             | None Requested           | \$ -                            | \$80,673.00                          |
| 5310    | 4   | Twin Valley Developmental Services, Inc. | \$28,571.00                 | \$19,999.70                      |                              | \$19,999.70                             | 1 FSV; 1 14 Pass Cutaway | \$ 99,552                       | \$119,551.70                         |
| 5311    | 5   | Wabaunsee County                         | \$82,500.00                 | \$57,750.00                      | \$10,000.00                  | \$65,750.00                             | None Requested           | \$ -                            | \$65,750.00                          |

**FTA Region VII**  
**Facility Planning Basis Information Sheet**

Purpose of the Form: According to FTA Circular 9300.1B, there must be a planning basis for every proposed transit construction project. This basis needs to be documented and generally includes a purpose and need statement, determination of existing and future use, identification of alternatives, development of an evaluation criteria matrix, evaluation of alternatives, and selection of the preferred alternative. This form provides a general outline to assist grantees in completing a proposed transit facility planning basis study.

**General Information**

|  |  |           |         |              |           |        |
|--|--|-----------|---------|--------------|-----------|--------|
| Agency/Sponsor Name:                             | Flint Hills Area Transportation Agency Inc.                                  |           |         |              |           |        |
| Project Name:                                    | 5815 Marlatt Building Upgrade/Addition                                       |           |         |              |           |        |
| Project Contact (name, phone number, and email): | Anne Smith, 785-537-6346, asmith@rileycountyks.gov                           |           |         | Date:        | 6/17/2020 |        |
| Project Location                                 | City:  | Manhattan | County: | Riley        | State:    | Kansas |
| Project Type:                                    | New Construction   |           |         | Area served: | Urban     |        |
| Facility Type and Uses:                          | The existing facility will be expanded to make two additional office spaces. |           |         |              |           |        |

**Purpose and Need**

Explain why the project is necessary (the need and what the transportation problem is). Explain how implementing the proposed project will address the need and how the problem is resolved (purpose). Include current transit utilization, ridership information, and estimated future need, as applicable. Explain how implementing the proposed project will affect current and future transit operations. Be sure to include quantity and sizes of current fleet (minivans, cutaway vans, 30 foot buses, etc.), anticipated future fleet, and how the new facility will accommodate both the current and future fleet. Include whether or not any refueling or charging operations will be included on site now or in the future. Will any portion of the facility be open to the public, such as ticket sales or customer service, or will the site be employee access only? Also, remember that when determining how much space will be needed in a new facility, it is important to keep in mind some commonly overlooked space needs such as adequate room for electric charging ports, the bicycle racks on the front of vehicles, or extra room to safely perform certain maintenance tasks.

The project would consist of the expansion of the existing Flint Hills Area Transportation Agency (FHATA). The existing building has 521 square feet of available space that could be enclosed to provide additional square footage for the facility. The additional space would be used for two additional private offices to support the Human Resources Department and Finance and Maintenance Departments. The additional office space would be necessary to accommodate an expanded staff due to ridership growth in the area served by FHATA. The ridership in Manhattan has increased by 154% and in Junction City it has increased by 174%. In order to keep operations running smoothly FHATA will have added four full-time equivalent employees as well as additional part-time support staff.

**Alternatives Analysis**

|   |                                  |   |
|---|----------------------------------|---|
| Number of Alternatives Considered:  | 1                                |   |
| <p align="center"><b><u>Site Selection Criteria</u></b></p> <p>List and describe the criteria used to evaluate the alternatives. These criteria should be what was used in the evaluation matrix. Descriptions need to include why the criteria’s relation to the project, why it was selected, and an explanation of the scoring and weighting of that criteria. Example criteria have been provided in <b>Appendix A: Alternatives Analysis Example</b>. Please refer to this example for sample criteria and to see how the evaluation matrix should relate to these criteria.</p> | <b>Criteria</b>                  | <b>Description of Criteria</b>  |
|   | 1) General Geographic Area       | Site proximity to important routes or refueling locations to minimize deadhead time and costs.  |
|   | 2) Site Area Needs               | Potential sites should have at least 1.5 usable acres. Consider that irregular property shape, topography, easements, and other factors may render portions of the site unusable.   |
|   | 3) Anticipated Acquisition Costs | Anticipated acquisition cost should be evaluated in relation to the potential benefits from the site’s other characteristics. Sites already owned by the city/county would lessen the financial impact on the tax base. The NEPA process must be completed prior to any appraisal, negotiation, or acquisition estimates. |

|   |
|---|
| <p><b><u>Alternatives Map:</u></b> Provide a basic map showing the location of the different alternatives and the selected site along with any other information you feel is important for our understanding of the proposal. Be sure to include the parcel outline with acreage amount labeled for each alternative.</p> |
| <p>N/A</p>  |

|   |
|---|
| <p><b><u>Alternative Selection:</u></b> Identify below which alternative is the preferred alternative and explain why this is the agency’s preferred site.</p>  |
| <p>The front of the FHATA building located in Manhattan, KS has an over-hang, comprised of approximately 521 square feet. FHATA is proposing to close in the front of the building in order to add 2 additional private office spaces. Additionally, adding moveable glass partitions in the dispatch and scheduling offices to create additional private office space. The additional 2 offices will be used to support our Human Resources department as well as our Finance and Maintenance Departments.</p> |

**Preferred Alternative**

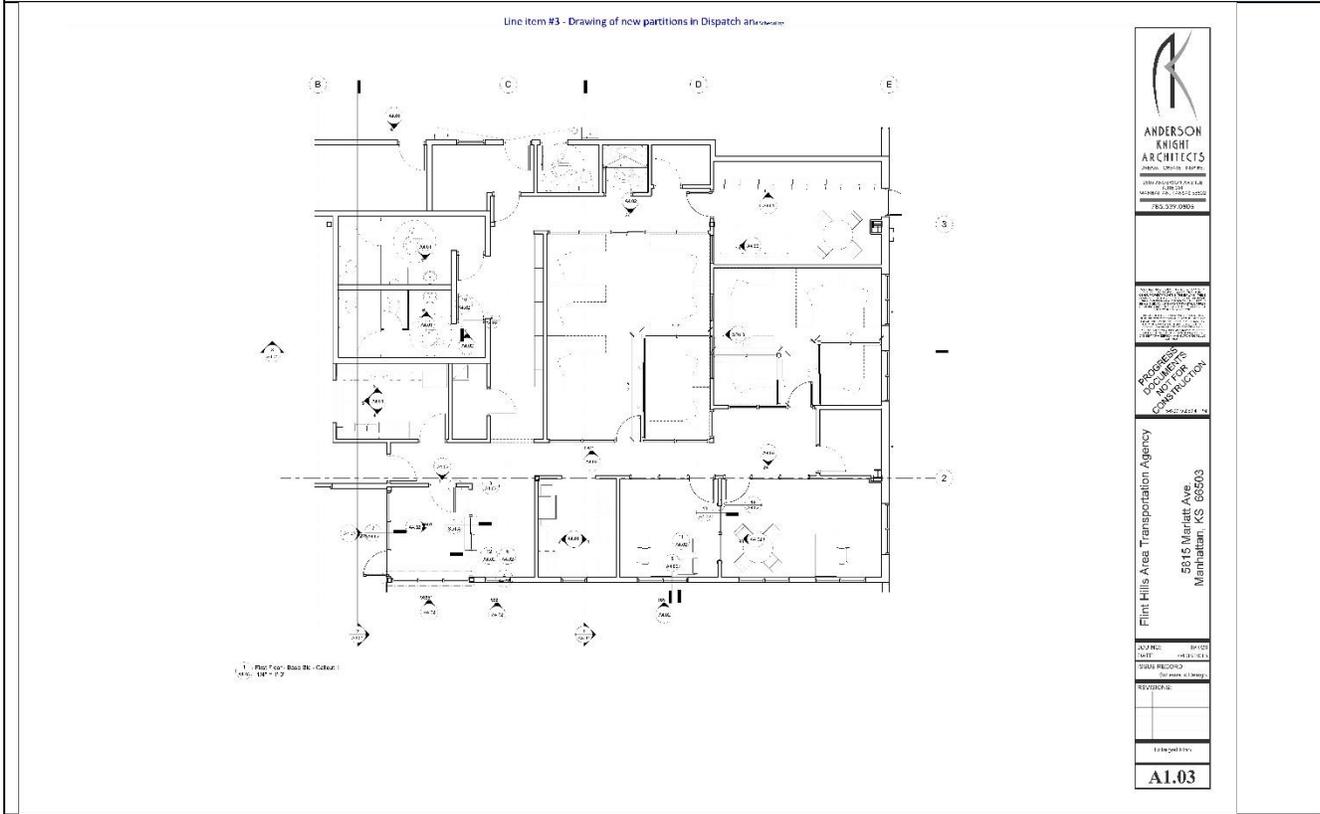
|  |  |  |  |
|--|--|--|--|
| Project Description and Scope of Work. Include all general functions and uses in description. Be advised that non-transit components are not eligible for FTA funding but do need to be included in the description. | N/A  |  |  |
| Project Site Address   | 5815 Marlatt Avenue Manhattan, Kansas (Riley County) |  |  |
| Source of federal funds:   | 5339 Bus and Bus Facilities                          | Federal Funding Amount:  | \$246,7000   |
| Source of local match:   | Flint Hills Area Transportation Agency               | Local Match Amount:  | \$24,670   |
| STIP/TIP Number:   | N/A  | Who will do the design for this project?   | Consultant Firm  |
| Is the proposed facility permitted under current zoning regulations? *   | Yes  | Land use of site and surrounding area:   | Agriculture District – Special Zone: ATA Bus Facility/County Buildings |
| <b><i>*Be sure to include in the project’s budget any elements or measures needed for permitting compliance.</i></b>   |  |  |  |
| Estimated Useful Life*   | 40 Years   | <b><i>*Refer to Circular 9300.1B Chapter III subsection 8 (b) “Useful Life of Facilities” for more information. (link provided below)</i></b><br><a href="http://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Final_C_9300_1_Bpub.pdf">http://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Final_C_9300_1_Bpub.pdf</a> |  |
| Is future facility expansion included in the proposed scope?   | No   | Estimated square footage of new or expansion facility structure:   | 435 square feet  |
| Estimated square footage of site plan including structure, parking, access roads, and any other site elements:   |  |  | Click here to enter text   |
| Will parking for the facility be shared with any other uses? If yes, what percent will be transit?   | No   | Total number of parking spots needed for transit facility (employee parking plus visitor spots):   |  |
|  | N/A  |  |  |
| Will the facility be used solely for transit? If no, list all shared use/joint development components with square footage of each use.   | Yes  |  |  |

|   |    |   |
|---|----|---|
| <p><b>*Refer to Circular 9300.1B Chapter III subsection 8 (c) "Mixed-Use Projects" for more information.</b><br/> <a href="http://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Final_C_9300_1_Bpub.pdf">http://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Final_C_9300_1_Bpub.pdf</a><br/> <b>-or-</b><br/> <b>Circular 7050.1A Federal Transit Administration Guidance on Joint Development</b><br/> <a href="https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FTA-161221-001%20Joint%20Development%20Circular.pdf">https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FTA-161221-001%20Joint%20Development%20Circular.pdf</a></p> |    |   |
| Have any shared use or joint development agreement for the facility been executed? If yes, please attach.   |    | N/A   |
| Describe how utilities and maintenance of the facility will be split between uses. Enter N/A if facility is transit only.   |    | N/A   |
| Has a Title VI equity analysis been completed for this project?   | No | <b><i>If an equity analysis has been completed for the project, please attach it to this document in <u>Exhibit E: Relevant Studies</u>. If not, or if you have any questions, contact the regional office for further direction.</i></b> |
| Has a traffic study been conducted for the proposed project's impacts on city or state roadways?  | No | <b><i>Please provide letter or email of approval from the appropriate entities with traffic jurisdiction for the affected roadways as a supplemental attachment to this document.</i></b>   |
| What safety and security measures will be included in this project, such as fencing, cameras, surveillance, security guards, etc.?  |    | This project is an extension of an existing building and will incorporate current safety and security measures that are in place such as fencing and security cameras.  |
| Describe any sustainability/green components of the proposed project:   |    | N/A   |
| Will LEED certification be pursued for this project?  | No |   |

**Site Plan:** Provide a site plan including the building footprint, adjacent streets, parking and vehicle aprons, on-site vehicle circulation, access roads to and from the site, and significant utilities. Include a north arrow for reference purposes.



**Floor Plan:** Provide a draft floor plan of the proposed facility that includes the rooms inside the building for each floor, room use, and approximate dimensions in square footage for each space. Be sure to clearly distinguish separation of uses and shared areas if facility will be mixed use. If this project is expansion of a current facility, be sure to clearly delineate between the existing and proposed features.



**Real Estate**

|   |     |   |     |
|---|-----|---|-----|
| Will current facility, if any, be replaced?                                   | No  |   |     |
| If yes, what are the plans for the old facility?                              | N/A |   |     |
| Will disposition of current facility occur?                                   | N/A | Describe the plan to satisfy the federal interest of the disposition if federal funds were used in the construction. If grant number and dollar amounts from previous federal involvement is known, please include: |     |
|   |     | N/A   |     |
| Is there any land acquisition (including easements and donations) required? * | No  | Will land value be used as local match? *   | No  |
| <b><i>*Include these items in your budget if applicable*</i></b>              |     |   |     |
| Will there be any relocations?  | No  | If yes, identify quantity and type (residential or commercial) of relocation:   | N/A |
| Will the project require demolition of any structures?                        | No  | If yes, please describe including number of structures to be demolished   | N/A |

**\*\*Important note: Please notify FTA Region VII staff prior to any real estate acquisition/leasing actions, including property appraisals. Note that failure to comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act and appraisal requirements may jeopardize the use of Federal funds for the project. No action should be taken which might limit location choice prior to FTA making a NEPA finding. \*\***

*For further information, refer to Uniform Relocation Act, 49 CFR Part 24  
<https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/49cfr24fr.pdf>*

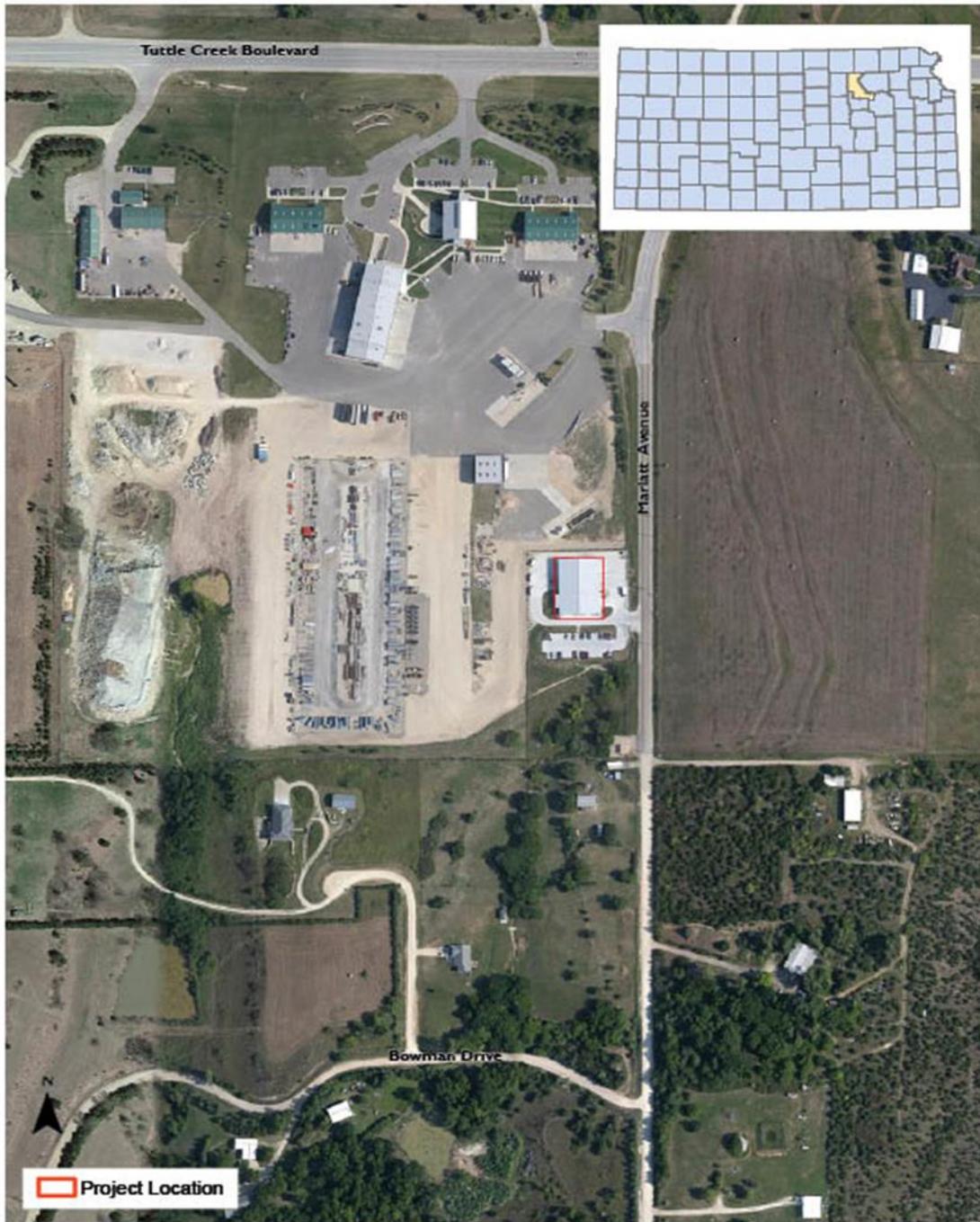
***The completion of this document does not constitute environmental review for the project. Full NEPA classification and environmental review will be completed as part of the separate FTA Region VII NEPA worksheet.***

\*\*\*

**The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.**

## Exhibit A: Project Location Map

Provide aerial map of the project's precise location including the surrounding area and existing conditions. Be sure to include street/roadway names.



## Exhibit B: Project Schedule

*Include the timeframe for feasibility study, environmental documentation, design, real estate review and acquisition, FTA grant submittal, construction, and estimated opening date. Provided below is a sample milestone schedule that indicates some of the activities and milestones associated with facility projects. All projects are different so not all activities would apply to every project and estimated time to complete each of these activities vary significantly depending upon the local politics and funding availability.*

| <u>Activity</u>   | <u>Date</u>          |
|---|----------------------|
| Project Initiation  | January 1, 2020      |
| Hire consultant, if needed, for NEPA and/or feasibility efforts. NEPA and Planning work may be done in house if transit agency chooses.<br><i>(*Consultants for this effort can't be contracted for post-NEPA efforts under the same procurement)</i> | January 15, 2020     |
| Feasibility/Planning Basis Study and Site Selection<br>(Conceptual Design)  | March 31, 2020       |
| Environmental Analysis- NEPA  | August/Sept/Oct 2020 |
| FTA Environmental Finding Issued  | March 31, 2021       |
| FTA Grant approved<br><i>(*Typically FTA won't issue grants for design and construction of facilities until an Environmental Finding is issued)</i>   | March 31, 2021       |
| Real Estate Appraisal and Review Appraisal  | N/A                  |
| FTA concurrence of Real Estate Appraisal<br><i>(*Allow approximately 1 month for approvals)</i>   | N/A                  |
| Acquire real estate for project<br><i>(Real estate negotiations can take several months so this should be properly accounted for)</i>   | N/A                  |
| Hire A/E for Design Efforts   | April 31, 2021       |
| Project Management Plan Completed   | May 15, 2021         |
| Topographic Surveys Completed   | May 28, 2021         |
| Utility and Third Party Agreements completed  | May 28, 2021         |
| Geotechnical Reports Completed<br><i>(Soil Borings on site required for structural design of facility)</i>  | June 15, 2021        |
| Preliminary Design Complete (30%)<br><i>(Information from feasibility/planning basis study should already be at approximately the 20% design complete stage)</i>  | July 15, 2021        |

|  |                   |
|--|-------------------|
| 30% Design review and Stakeholder review complete  | July 20, 2021     |
| 30% Review Meeting   | July 25, 2021     |
| 60% Design Completed   | September 1, 2021 |
| 60% Peer Review and Stakeholder Review   | September 1, 2021 |
| 60% Cost Estimate Update   | September 1, 2021 |
| 90% Design completed (drawings and specifications)   | October 15, 2021  |
| 90% Design Review and Stakeholder review complete  | October 15, 2021  |
| 90% Cost Estimate Update   | October 15, 2021  |
| 90% Review Meeting   | October 15, 2021  |
| 100% Contract Documents Approved by Agency<br><i>(All legal, FTA clauses, etc completed)</i>                                       | November 1, 2021  |
| Final Independent Cost Estimate Completed  | November 1, 2021  |
| Contract Advised for IFB or Request for Proposal   | November 15, 2021 |
| Pre-Bid Meeting or Pre-Proposal Meeting  | November 31, 2021 |
| Bid Opening (For an IFB)- Proposal due for RFP   | December 15, 2021 |
| Cost and Price Analysis Completed (for IFB)  | December 20, 2021 |
| Contract Award<br><i>(*Note- A best value award requires evaluations therefore it can take longer to get the contract awarded)</i> | December 30, 2021 |
| Notice to Proceed (NTP)<br><i>(All insurance and bonds completed)<br/>3-10 days after contract award</i>                           | January 5, 2022   |
| Pre-construction Meeting   | January 15, 2022  |
| Third Party Utilities Relocated<br><i>(ie a major fiber optic cable runs through site)</i>   | February 1, 2022  |
| Contractor Submittals Due  | February 15, 2022 |
| Ground Breaking  | March 1, 2022     |
| Earthwork Completed  | April 15, 2022    |

|   |                    |
|---|--------------------|
| Site Utility Work Complete ( <i>new utilities</i> )       | April 15, 2022     |
| Foundations Completed                                     | June 1, 2022       |
| Building Frame Completed (Closed in)                      | August 15, 2022    |
| Interior utility (Electrical, mechanical) Completed       | October 1, 2022    |
| Interior Finishing (drywall, fixtures, cabinet, flooring) | October 15, 2022   |
| Exterior Finishing  | October 15, 2022   |
| Exterior Pavement and Site Work                           | September 15, 2022 |
| Landscaping   | September 15, 2022 |
| Equipment Installation                                    | October 1, 2022    |
| Equipment Testing   | October 30, 2022   |
| Punch List Meeting (Also called Red Zone Meeting)         | November 15, 2022  |
| Substantial Completion                                    | November 31, 2022  |
| Building Turned Over to Owner                             | December 15, 2022  |
| Ribbon Cutting  | December 15, 2022  |
| Building Occupied and Operational                         | December 15, 2022  |
| Operational Plan and Warranty Agreements Completed        | January 1, 2023    |
| As-Builts Completed and Turned over to Owner              | January 30, 2023   |
| Contract Closeout   | January 30, 2023   |

## Exhibit C: Project Budget and Financial Plan

*Describe the funding sources to be used for the project. Provide estimates for each component including the cost for land acquisition of the proposed project using the attached template examples. Two templates are provided below, please choose the appropriate one and clear the non-applicable template.*

| <b>FTA Region VII - Facility Project Budget</b> |                              |
|---|------------------------------|
| <b>Grantee</b>                                  | Starkey, Inc.                |
| <b>Project Title</b>                            | Vehicle Maintenance Facility |
| <b>Project Description</b>                      | Vehicle Maintenance Facility |
| <b>Date Prepared</b>                            | 9.20.2020                    |

| <b>Total Project Cost Estimate</b>              |                   |
|---|-------------------|
| <b>Construction</b>                             | <b>Cost</b>       |
| Facility  | 391,377           |
| Site Demolition of Existing buildings           | N/A               |
| Site Work- Earthwork                            | 55,935            |
| Utility Work                                    | 84,761            |
| Exterior Pavements                              | 133,650           |
| Environmental Mitigation                        | N/A               |
| Relocation of Utilities - Third Party Agreement | N/A               |
| <b>Total construction Cost</b>                  | <b>665,723.00</b> |
| Construction Management cost                    | 69,900.92         |
| Contingency                                     | 33,286.15         |
| <b>Total Construction Costs</b>                 | <b>768,910.07</b> |
| Land Acquisition and Relocation Assistance      | N/A               |
| Engineering and Design (approx 6%)              | 61,000            |
| Equipment and Furnishing                        | 50,500            |
| Contract Administration                         | N/A               |
| <b>Total Project Cost Estimate</b>              | <b>880,410.07</b> |

|  |                   |
|--|-------------------|
| What is the Federal/local match requirement? | 68.2/31.8         |
| _____  |                   |
| What is the Federal Amount Required          | 660,000.00        |
| What is the Local Amount                     | 280,410.07        |
| <b>Total Funds required</b>                  | <b>880,410.07</b> |

|   |                   |
|---|-------------------|
| Will the Local Match be Cash Only? (yes/no) _____ | No                |
| Other Sources of Local Match                      | 0                 |
| State Grant                                       | 0                 |
| Land Value approved eligible for In-kind          | 0                 |
| Cash  | 0                 |
| <b>Total Local Funds</b>                          | <b>280,410.07</b> |

| <b>Financial Plan</b>                           |             |             |             |             |
|---|-------------|-------------|-------------|-------------|
|   | <b>FY20</b> | <b>FY21</b> | <b>FY22</b> | <b>FY23</b> |
| <b>FEDERAL</b>                                  |             |             |             |             |
| Section 5311 Grant IA-XX                        |             |             |             |             |
| Section 5339 Bus and Bus Facilities             | 660,000     |             |             |             |
| Flex Funds (STP, TAP, or CMAQ)                  |             |             |             |             |
| BUILD Grant                                     |             |             |             |             |
| Total Fed                                       |             |             |             |             |
| Cum Total Fed                                   |             |             |             |             |
| <b>LOCAL</b>                                    |             |             |             |             |
| State Grant No XXX                              |             |             |             |             |
| Real Estate Purchase Credit in Federal Grant    |             |             |             |             |
| Cash  | 280,410.07  |             |             |             |
| Total Local                                     | 280,410.07  |             |             |             |
| Cum Total Local                                 | 280,410.07  |             |             |             |
| <b>Annual Total Federal and Local Funds</b>     | 880,410.07  |             |             |             |
| <b>Cumulative Total Federal and Local Funds</b> | 880,410.07  |             |             |             |

\*List the year the money is available - not planned to expend

**The Financial Plan should cover the Total Project Cost Estimate**

## **Exhibit D: Letters of Support**

*Include letters of support and any applicable approvals. This should include approval from the entities with roadway jurisdiction (public works and/or state DOTs) for the routes impacted by the proposed transit project.*

### **Exhibit E: Relevant Studies**

*Please attach, or send as separate attachments, any relevant studies to the proposed project. This can include alternative analysis, PELs, any current design plans even if conceptual level, past feasibility studies, local area plans, Title VI equity analysis, summary of any public involvement for this project, or applicable sections from long range transportation plans.*

## FTA Region VII

### Facility Planning Basis Information Sheet

Purpose of the form: According to FTA Circular 9300.1B, there must be a planning basis for every proposed transit construction project. This basis needs to be documented and generally includes a purpose and need statement, determination of existing and future use, identification of alternatives, development of an evaluation criteria matrix, evaluation of alternatives, and selection of the preferred alternative. This form provides a general outline to assist grantees in completing a proposed transit facility planning basis study.

#### General Information

|  |   |          |         |              |           |        |
|--|---|----------|---------|--------------|-----------|--------|
| Agency/Sponsor Name:                             | NEKAAA General Public Transportation  |          |         |              |           |        |
| Project Name:                                    | Northeast Kansas Area Agency on Aging (NEKAAA) Building Project                           |          |         |              |           |        |
| Project Contact (name, phone number, and email): | Karen Wilson, 785-742-7152,<br>Karen.wilson@nekaaa.org                                    |          |         | Date:        | 2/23/2022 |        |
| Project Location                                 | City:   | Hiawatha | County: | Brown        | State:    | Kansas |
| Project Type:                                    | New Construction  |          |         | Area served: | Rural     |        |
| Facility Type and Uses:                          | The building project will serve the purpose for transit vehicle storage and office space. |          |         |              |           |        |

#### Purpose and Need

Explain why the project is necessary (the need and what the transportation problem is). Explain how implementing the proposed project will address the need and how the problem is resolved (purpose). Include current transit utilization, ridership information, and estimated future need, as applicable. Explain how implementing the proposed project will affect current and future transit operations. Be sure to include quantity and sizes of current fleet (minivans, cutaway vans, 30 ft buses, etc), anticipated future fleet, and how the new facility will accommodate both the current and future fleet. Include whether or not any refueling or charging operations will be included on site now or in the future. Will any portion of the facility be open to the public, such as ticket sales or customer service, or will the site be employee access only? Also, remember that when determining how much space will be needed in a new facility, it is important to keep in mind some commonly overlooked space needs such as adequate room for electric charging ports, the bicycle racks on the front of vehicles, or extra room to safely perform certain maintenance tasks.

Currently, Northeast Kansas Area Agency on Aging (NEKAAA) operates in a rented facility that they will soon have to vacate because the owner is not renewing their lease. Due to this, they will need construct a new building to house their transit operations. NEKAAA is also in need of a larger space to accommodate their transit needs than the current facility allows. The transit staff has outgrown the current facility with multiple staff sharing small offices as NEKAAA is the only general public transportation provider in Brown County. The NEKAAA service area includes Atchison, Brown, Doniphan, Jackson, Nemaha, and Washington counties with regional trips to larger cities such as Topeka. The facility would serve the dual purpose for vehicle storage and office space for transit staff. The new facility plans include a waiting room and public restrooms. Spaces serving NEKAA staff not open to the public include a manager’s office, several other offices, a meeting room, a driver area, and a storage/utility room with no refueling or recharging stations located at the site. The passenger waiting area will accommodate riders who are transferring from one part of the service area to another based on vehicle routes. Enclosed parking space would benefit the transit agency by reducing costs and overall maintenance associated with storing vehicles outside in the winter and costs associated with vandalism. KDOT Vehicles that are purchased with KDOT funding are currently stored outdoors, and this facility would provide a protective enclosed area. The facility would have the capacity to store up to five cutaway buses, providing room for fleet expansion as they currently have only four buses located in their Hiawatha location. They also have two vehicles that are stored in Holton and one in Washington. Those vehicles will continue being stored in those cities. Due to the operational logistics in such a large geographic area, it is more efficient for those vehicles to remain in their respective locations rather than deadhead back

to Hiawatha for storage. There is also the potential for a new NEKAAA facility in Holton in the future which could be used to store the vehicle in that location. Overall, space would be large enough to accommodate current staff levels which includes two full-time and two part-time operators, two dispatchers, an executive director, program manager, Information specialist, community services coordinator, nutrition coordinator and facilities/maintenance staff. The space will also accommodate growth that is anticipated over the next ten years which could include additional transit staff as well as nutrition staff. Five vehicle bays are being incorporated into the facility design which will allow for the anticipated growth of an additional vehicle over the next five to ten years. This growth is based on staff's understanding of ridership patterns over the past several years. There is adequate space on the parcel to expand the facility to accommodate long-term growth. Additionally, NEKAAA also provides meals that are delivered and also served at their facility in Hiawatha. The larger kitchen in the new proposed space would create additional capacity for food preparation. Ultimately, the need to locate both the transit and nutrition center in one building provides efficiencies since both services are provided by NEKAAA.

## Alternatives Analysis

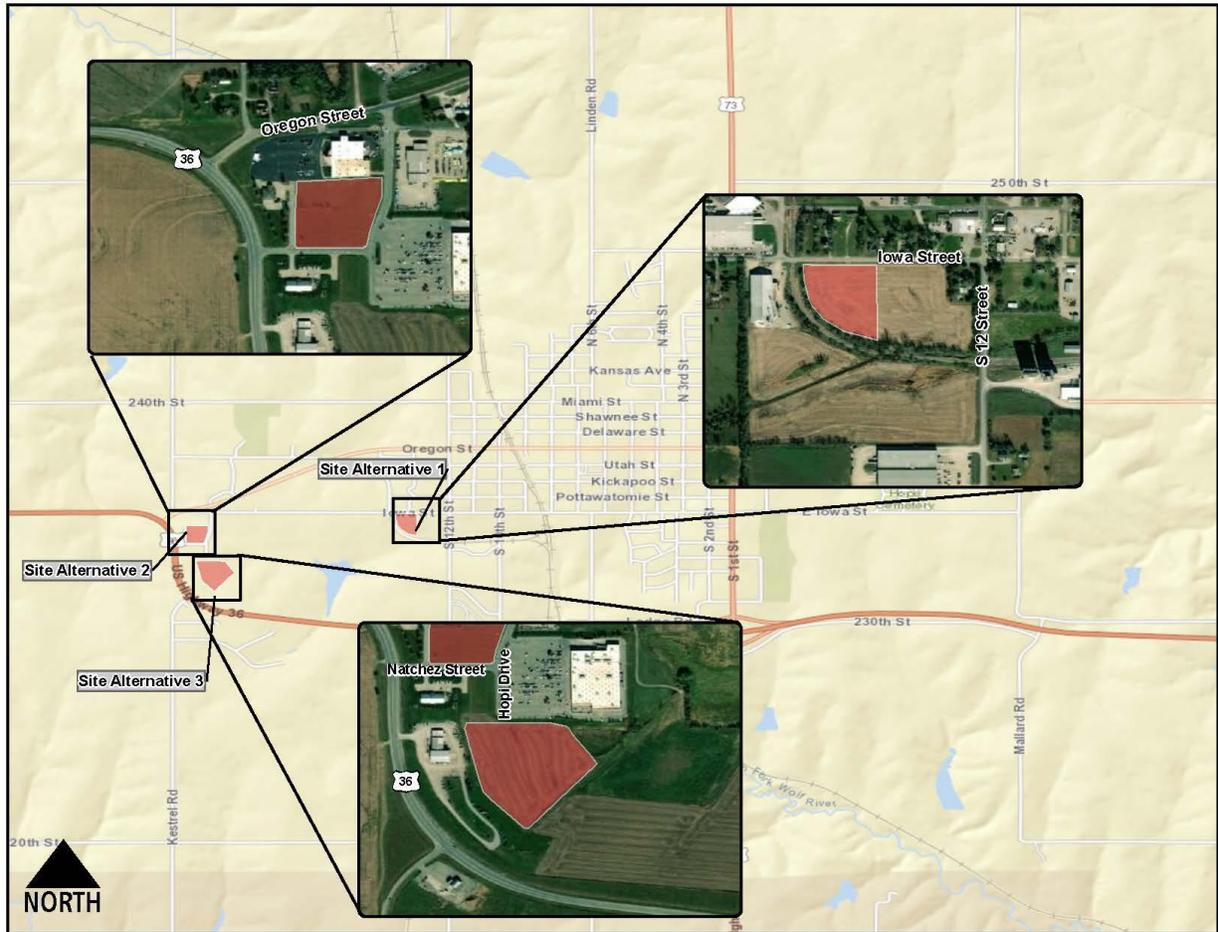
|  |                                  |   |
|--|----------------------------------|---|
| Number of Alternatives considered:   | 3                                |   |
| <p><b><u>Site Selection Criteria</u></b></p> <p>List and describe the criteria used to evaluate the alternatives. These criteria should be what was used in the evaluation matrix. Descriptions need to include why the criteria's relation to the project, why it was selected, and an explanation of the scoring and weighting of that criteria. Example criteria have been provided in <b>Appendix A: Alternatives Analysis Example</b>. Please refer to this example for sample criteria and to see how the evaluation matrix should relate to these criteria.</p> | <b>Criteria</b>                  | <b>Description of Criteria</b>  |
|  | 1) Site Area Needs               | Potential sites should have at least three usable acres. Note that irregular shapes, topography, easements, and other factors may render portions of the site unusable.   |
|  | 2) Anticipated Acquisition Costs | Anticipated acquisition cost should be evaluated in relation to the potential benefits from the site's other characteristics. Sites already owned by the city/county would lessen the financial impact on the tax base. The NEPA process must be completed prior to any appraisal, negotiation, or acquisition estimates.   |
|  | 3) General Geographic Area       | Site proximity to important routes or refueling locations to minimize deadhead time and costs.  |
|  | 4) Access                        | Access streets should be in good condition and capable of withstanding high density traffic without reconstruction or repair. Traffic should be capable of absorbing the additional vehicles from the facility at peak times when the buses will leave and return from the site. Median openings that restrict vehicle movements in certain directions should be avoided. Street width and turning radii should be able to accommodate transit vehicle movements. Proximity to active railroads or large traffic generators should be considered to assess possible access blockages. One-way streets may be less desirable as they restrict the directional options for entering and exiting the facility.         |
|  | 5) Zoning                        | The site should be within a zone permitting this type of usage to avoid rezoning or variance procedures. Also note that transit operations generate considerable traffic and noise in the early morning hours during pull-out and at night during servicing cycles. The adjacent land uses should be compatible with the intended use of the site. Sites zoned commercial or public use will receive the higher rankings as this land use classification best matches the project. Sites zoned industrial will receive a medium rank as a rezoning or variance may be needed. Residential zoning will receive the lowest rank as the agency wants to avoid condemning homes or relocating citizens for the project. |

Evaluation Matrix\*

*\*Below is an **example** matrix that is provided as a template for your use. Please add to, edit, or expand as needed. You may also replace with your own matrix, here or as an attachment. The evaluation criteria used in your evaluation matrix needs to match the site selection criteria that were identified in the previous table. A full example evaluation matrix can be found in Appendix A: Alternatives Analysis Example.*

| <b>Key</b>                      | <b>Evaluation Criteria</b>    | <b>Weight</b> | <b>Site 1</b>    |              | <b>Site 2</b>         |              | <b>Site 3</b>           |              |
|---------------------------------|-------------------------------|---------------|------------------|--------------|-----------------------|--------------|-------------------------|--------------|
|                                 |                               |               | <b>East Iowa</b> |              | <b>Natchez Street</b> |              | <b>Walmart Adjacent</b> |              |
|                                 |                               |               | <b>Rating</b>    | <b>Score</b> | <b>Rating</b>         | <b>Score</b> | <b>Rating</b>           | <b>Score</b> |
| <b>Weight</b>                   | 1) Site Area Needs            | 3             | 3                | 9            | 3                     | 9            | 3                       | 9            |
| 1 = Least Important             | 2) Acquisition Costs          | 3             | 2                | 6            | 2                     | 6            | 3                       | 3            |
| 2 = Partially Important         | 3) General Geographic Area    | 2             | 2                | 4            | 3                     | 6            | 3                       | 6            |
| 3 = Most Important              | 4) Access                     | 3             | 2                | 6            | 3                     | 9            | 1                       | 3            |
| <b>Rating</b>                   | 5) Zoning                     | 1             | 3                | 3            | 3                     | 3            | 3                       | 3            |
| 1 = Does not address measure    | <i>Maximum possible score</i> | 36            |                  |              |                       |              |                         |              |
| 2 = Partially addresses measure | Total Score                   |               |                  | 28           |                       | 33           |                         | 24           |
| 3 = Fully addresses the measure | Site Ranking                  |               |                  | 2            |                       | 1            |                         | 3            |

**Alternatives Map:** Provide a basic map showing the location of the different alternatives and the selected site along with any other information you feel is important for our understanding of the proposal. Be sure to include the parcel outline with acreage amount labeled for each alternative.



**Alternative Selection:** Identify below which alternative is the preferred alternative and explain why this is the agency's preferred site.

NEKAAA identified three potential sites for relocation of their transit operations facility. This analysis compares three sites in the city of Hiawatha. The sites were selected in part due to their proximity and access to US 36 and Iowa Street (a major east/west corridor in Hiawatha) as well as within proximity to their existing facility. The proximity to the existing location was considered so there would be less of an impact to existing operations and routes. The Figure on Page 5 illustrates the three potential locations for the transit operations facility. The first is located on Iowa Street at the southwest quadrant of the intersection of Iowa and 12th Streets and is called the "East Iowa" site. It is privately owned. The second site is located on the west side of Walmart on the southwest quadrant of Natchez Street and Hopi Drive and is called the "Natchez Street" site. It is partially owned by NEKAAA (1.7 acres) and privately owned on the north side. The Figure on page 12 illustrates how that parcel is divided. The third is located southwest of Walmart running north-south and is called the "Walmart Adjacent" site. It is owned by the city of Hiawatha. Each of the sites range in size of approximately five acres and could accommodate the NEKAAA facility.

**Site Area Needs** – All sites are at least five acres in size and equally address this measure. Although a utility line runs through the middle of the Natchez Site, there is still ample room to build the building on the north portion of the parcel with room for growth of the facility to the north and allow for growth of the parking lot to the south.

**Anticipated Acquisition Costs –**

East Iowa Street: \$40,000

Natchez Street: \$50,000

Walmart Adjacent: Owned by City of Hiawatha

**General Geographic Area and Access** - The East Iowa site has access to US 36 via Iowa Street which is paved and handles large vehicular traffic. The Natchez Street site has direct access to Natchez Street and Hopi Drive which are both currently paved and available to support development and higher traffic volumes. There is currently no direct access to the Walmart Adjacent site. Construction of a street that would share a drive would be required in order to access this site. It would most likely not be possible to construct a drive connecting directly to US 36 Highway. Based on previous experience, the city and KDOT would be reluctant to allow a public street to be constructed in this location. If a new street were to be constructed, right-of-way from the adjacent businesses would likely be required. An existing private drive runs to the north side of the proposed site and could provide direct access. Negotiations with the surrounding businesses for shared use of this roadway to access the proposed site could be required.

Sites with more direct access to US 36 and Iowa Streets are considered most preferred. The East Iowa and Natchez Streets Sites fared somewhat equally in this category based on their locations and proximity to both US 36 and Iowa Streets with the Natchez Site located slightly closer to US 36 and therefore, preferred. Each of these two sites has direct access from two directions therefore if one access point closes off for any reason the site could be accessed via another drive or entrance. The Walmart Adjacent site could only be accessed by private drive likely shared by the surrounding businesses and therefore if the entrance would get closed off, access to the site would be eliminated.

**Zoning** - Each site is located within Commercial or Industrial Zoned areas and corridors. Each site is compatible with surrounding land uses and agencies.

**Recommended Preferred Alternative**

Based on the scoring and evaluation, this study recommends that the Natchez Street site be considered as the preferred alternative for locating NEKAAA transit operations facility.

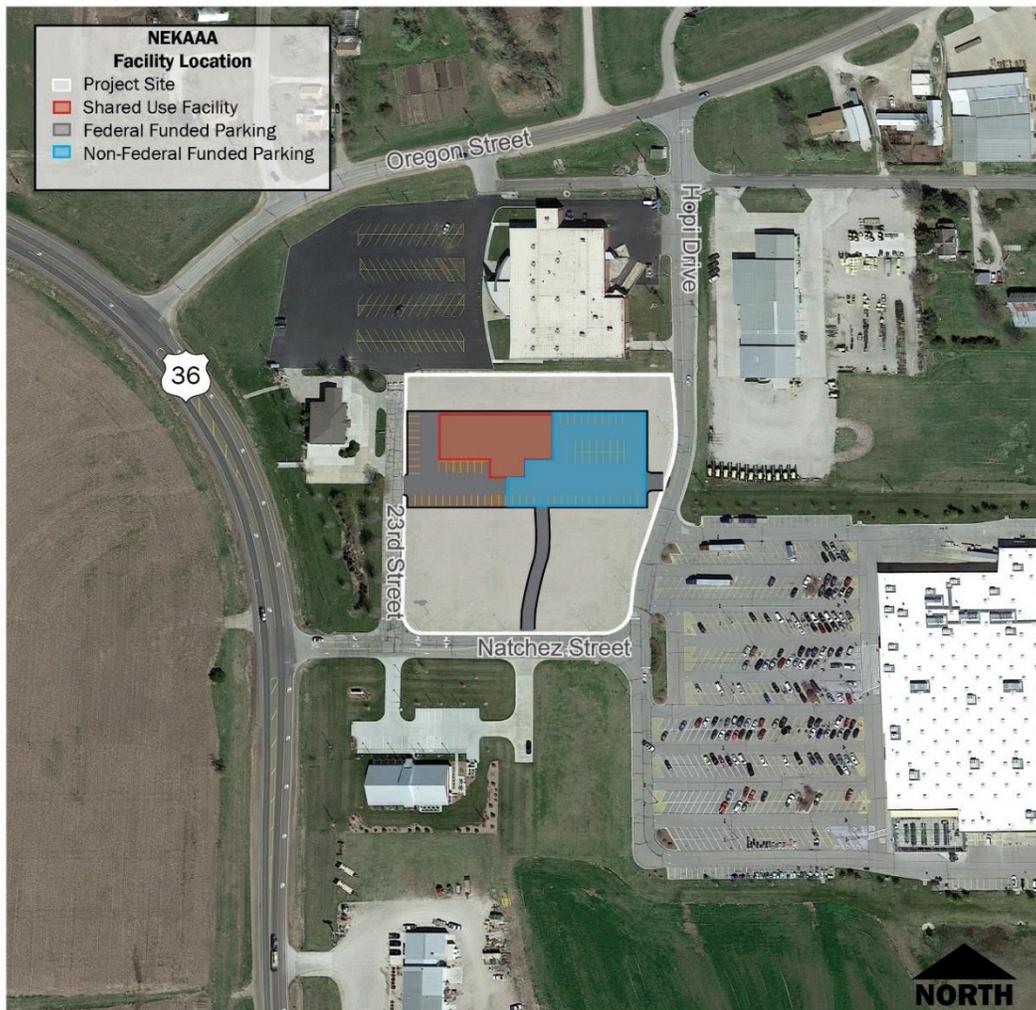
## **Preferred Alternative**

|   |  |
|---|--|
| <p>Project Description and Scope of Work. Include all general functions and uses in description. Be advised that non-transit components are not eligible for FTA funding but do need to be included in the description.</p> | <p>To expand their current transportation service offerings, NEKAA has identified a parcel on which to construct a new bus facility. The Natchez Street site (Alternative 2) consists of two parcels: The south parcel for construction (1.7 acres) is already owned by NEKAA. The north part of the site (approximately 2-3 acres) is currently privately owned and negotiations for purchase would be required. The south parcel is not adequate in size therefore the parcel to the north would be acquired to add additional acreage where the facility would be located. Parking and access would be located on the south parcel. The new facility would be approximately 10,750 square feet which would accommodate 5 buses, ADA compliant restrooms, a driver training/meeting room, management offices, as well as a waiting area for transit users. In addition to transportation services provided by NEKAAA, the site will also provide public spaces such as a Senior Center including a large dining space and a meal preparation area. Of the 10,750 square foot facility, approximately 5,163 square feet (48%) would be dedicated to transit while the remaining approximately 5,587 square feet (52%) would be dedicated to the other uses. There are currently six office staff dedicated to transit in addition to two full-time and two part-time operators who would also occupy the facility. The floor plan as illustrated on page 11 is preliminary in design. Once a design firm is hired, it will be determined which staff members occupy specific offices while also accommodating for growth. At final design, space for file storage will also be determined once an architect is able to work with NEKAAA on programming the facility. The computer room will be used for training as well as providing an area for operators to execute their paperwork. The conference room would be used for board meetings and training as it relates to transit operations. The large activity room will also provide a space for staff training such as CPR and First Aid training, driver training, wheel chair securement training, RTAP training and serve as a space for hosting public meetings that relate to transit service in the region. These activities would require more space than the smaller conference room. Storage as related to the activity room would be a shared cost due to both transit and nutrition utilizing the tables and chairs for training. The main part of the facility would be located on the north portion of the parcels with parking and access primarily to the south. This large lot would provide sufficient space for the new facility and bus operations and allow for future growth for the building and parking including to the north of the building as well as the south part of the parcel currently owned by NEKAAA. Access to the new facility would be provided by a paved drive extending from Natchez Street north to the facility with access curb cuts along Hopi Drive and 23rd Streets. Sixty-one (61) new parking spaces would be provided for staff, visitors, and transit users. Twenty five spaces including six ADA spaces would be dedicated to transit which will accommodate the ten dedicated transit staff and visitors accessing the building for transit needs. There would be 36 spaces dedicated for the nutrition center of which seven ADA spaces will be designed. New public and private spaces within the facility will assist operations and improve the transit user's experience The facility would be secured with fencing. There will be no refueling or recharging operations on site and no vehicle maintenance will be performed on the site.</p> |
|---|--|

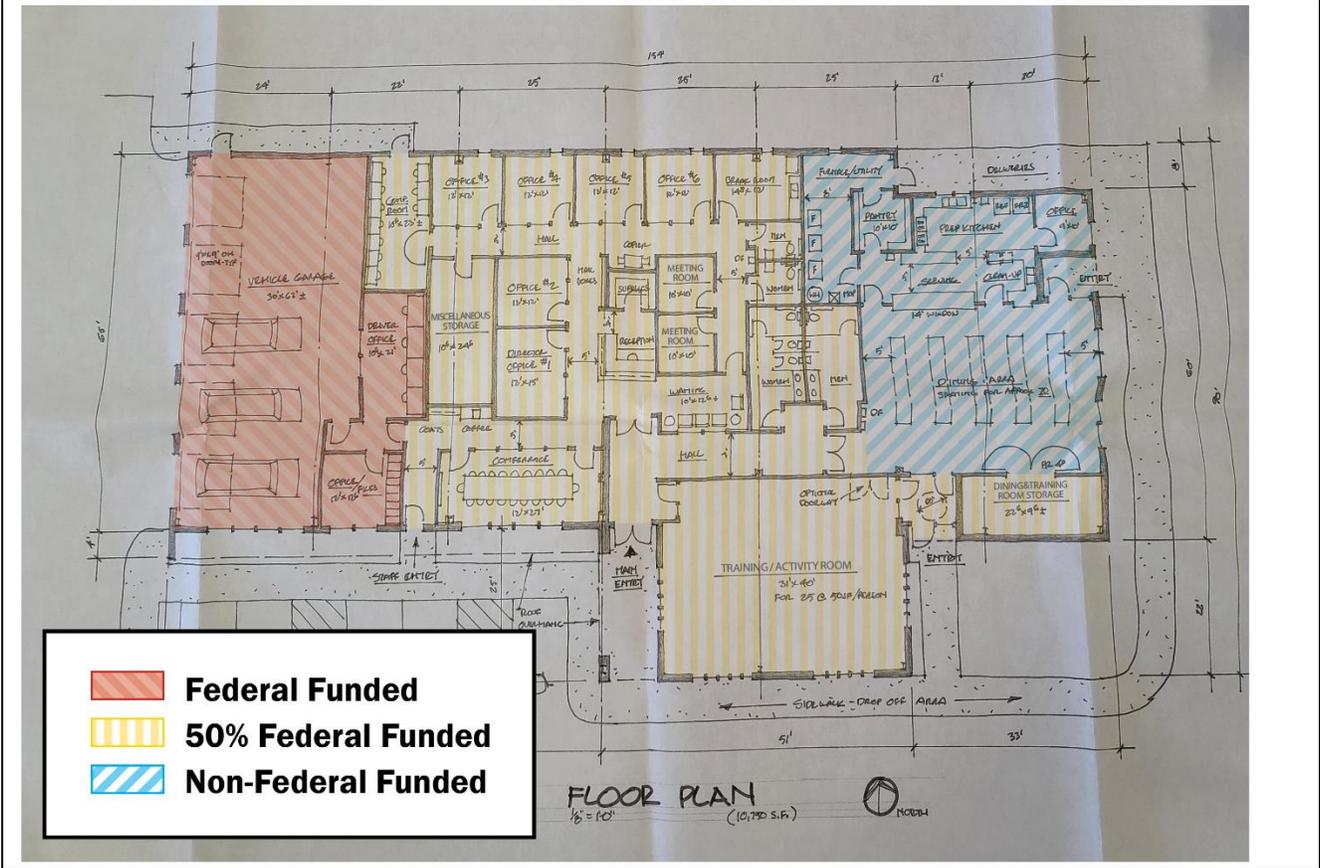
|  |   |   |                   |
|--|---|---|-------------------|
| Project Site Address   | Natchez Street on the Northwest corner of Hopi Drive and Natchez Street, Hiawatha, KS 66434   |   |                   |
| Source of federal funds:   | 5339 Funding  | Federal Funding Amount:   | \$1,095,053       |
| Source of local match:   | NEKAAA General Funds  | Local Match Amount:   | 121,673           |
| STIP/TIP Number:   | FY 2022, Page 107   | Who will do the design for this project?  | Consultant Firm   |
| Is the proposed facility permitted under current zoning regulations? *   | Yes   | Land use of site and surrounding area:  | Retail/Commercial |
| <b>*Be sure to include in the project's budget any elements or measures needed for permitting compliance.</b>  |   |   |                   |
| Estimated Useful Life*   | 40 years  | <b>*Refer to Circular 9300.1B Chapter III subsection 8 (b) "Useful Life of Facilities" for more information.</b> (link provided below)<br><a href="http://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Final_C_9300_1_Bpub.pdf">http://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Final_C_9300_1_Bpub.pdf</a> |                   |
| Is future facility expansion included in the proposed scope?   | Yes   | Estimated square footage of new or expansion facility structure:  | 10,750            |
| Estimated square footage of site plan including structure, parking, access roads, and any other site elements:   |   |   | 205,000           |
| Will parking for the facility be shared with any other uses? If yes, what percent will be transit?   | Yes   | Total number of parking spots needed for transit facility (employee parking plus visitor spots):  | 25                |
|  | 48 %  |   |                   |
| Will the facility be used solely for transit? If no, list all shared use/joint development components with square footage of each use.   | No, the facility would serve other functions provided by NEKAAA including the Senior Center/Meal Preparation program. Of the 10,750 square foot facility, approximately 5,163 square feet (48%) would be dedicated to transit while the remaining approximately 5,587 square feet (52%) would be dedicated to the other uses. |   |                   |
| <b>*Refer to Circular 9300.1B Chapter III subsection 8 (c) "Mixed-Use Projects" for more information.</b><br><a href="http://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Final_C_9300_1_Bpub.pdf">http://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Final_C_9300_1_Bpub.pdf</a><br><b>-or-</b><br><b>Circular 7050.1A Federal Transit Administration Guidance on Joint Development</b><br><a href="https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FTA-161221-001%20Joint%20Development%20Circular.pdf">https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FTA-161221-001%20Joint%20Development%20Circular.pdf</a> |   |   |                   |
| Have any shared use or joint development agreement for the facility been executed? If yes, please attach.  |   |   | No                |

|   |   |   |
|---|---|---|
| Describe how utilities and maintenance of the facility will be split between uses. Enter N/A if facility is transit only.         | Utilities would be split with the Senior Center/Meal Preparation function of this site. |   |
| Has a Title VI equity analysis been completed for this project?   | No  | <b><i>If an equity analysis has been completed for the project, please attach it to this document in <u>Exhibit E: Relevant Studies</u>. If not, or if you have any questions, contact the regional office for further direction.</i></b> |
| Has a traffic study been conducted for the proposed project's impacts on city or state roadways?                                  | No  | <b><i>Please provide letter or email of approval from the appropriate entities with traffic jurisdiction for the affected roadways as a supplemental attachment to this document.</i></b>   |
| What safety and security measures will be included in this project, such as fencing, cameras, surveillance, security guards, etc? | Security measures such as lighting and on-site cameras would be utilized for security.  |   |
| Describe any sustainability/green components of the proposed project:   | N/A   |   |
| Will LEED certification be pursued for this project?  | No  |   |

**Site Plan:** Provide a site plan including the building footprint, adjacent streets, parking and vehicle aprons, on-site vehicle circulation, access roads to and from the site, and significant utilities. Include a north arrow for reference purposes.



**Floor Plan:** Provide a draft floor plan of the proposed facility that includes the rooms inside the building for each floor, room use, and approximate dimensions in square footage for each space. Be sure to clearly distinguish separation of uses and shared areas if facility will be mixed use. If this project is expansion of a current facility, be sure to clearly delineate between the existing and proposed features.



**Real Estate**

|   |  |   |     |
|---|--|---|-----|
| Will current facility, if any, be replaced?                                   | No, the current facility is being rented and the agency will vacate that location. |   |     |
| If yes, what are the plans for the old facility?                              | N/A  |   |     |
| Will disposition of current facility occur?                                   | N/A  | Describe the plan to satisfy the federal interest of the disposition if federal funds were used in the construction. If grant number and dollar amounts from previous federal involvement is known, please include: |     |
|   |  | N/A   |     |
| Is there any land acquisition (including easements and donations) required? * | Yes  | Will land value be used as local match? *   | No  |
| <b>*Include these items in your budget if applicable*</b>                     |  |   |     |
| Will there be any relocations?  | No   | If yes, identify quantity and type (residential or commercial) of relocation:   | N/A |
| Will the project require demolition of any structures?                        | No   | If yes, please describe including number of structures to be demolished   | N/A |

**\*\*Important note: Please notify FTA Region VII staff prior to any real estate acquisition/leasing actions, including property appraisals. Note that failure to comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act and appraisal requirements may jeopardize the use of Federal funds for the project. No action should be taken which might limit location choice prior to FTA making a NEPA finding. \*\***

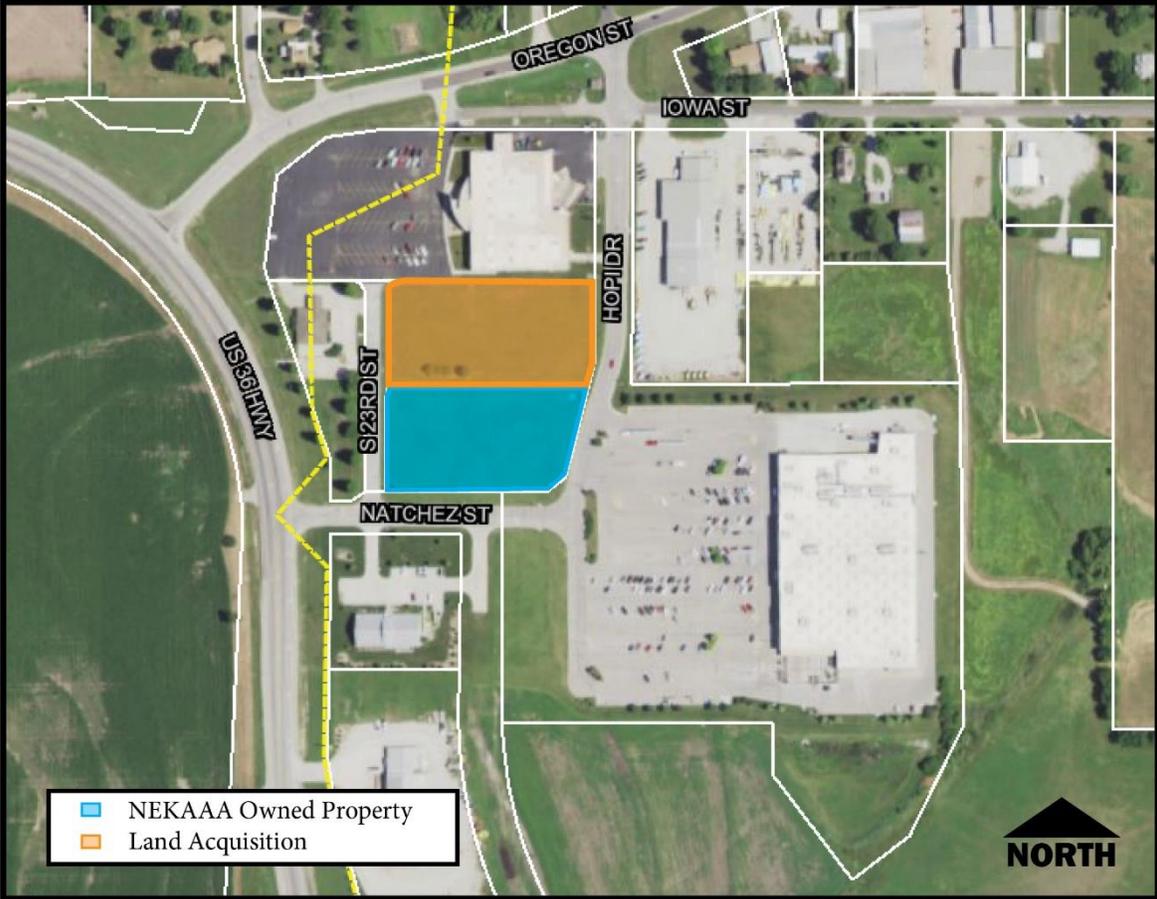
*For further information, refer to Uniform Relocation Act, 49 CFR Part 24  
<https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/49cfr24fr.pdf>*

***The completion of this document does not constitute environmental review for the project. Full NEPA classification and environmental review will be completed as part of the separate FTA Region VII NEPA worksheet.***

**\*\*\***

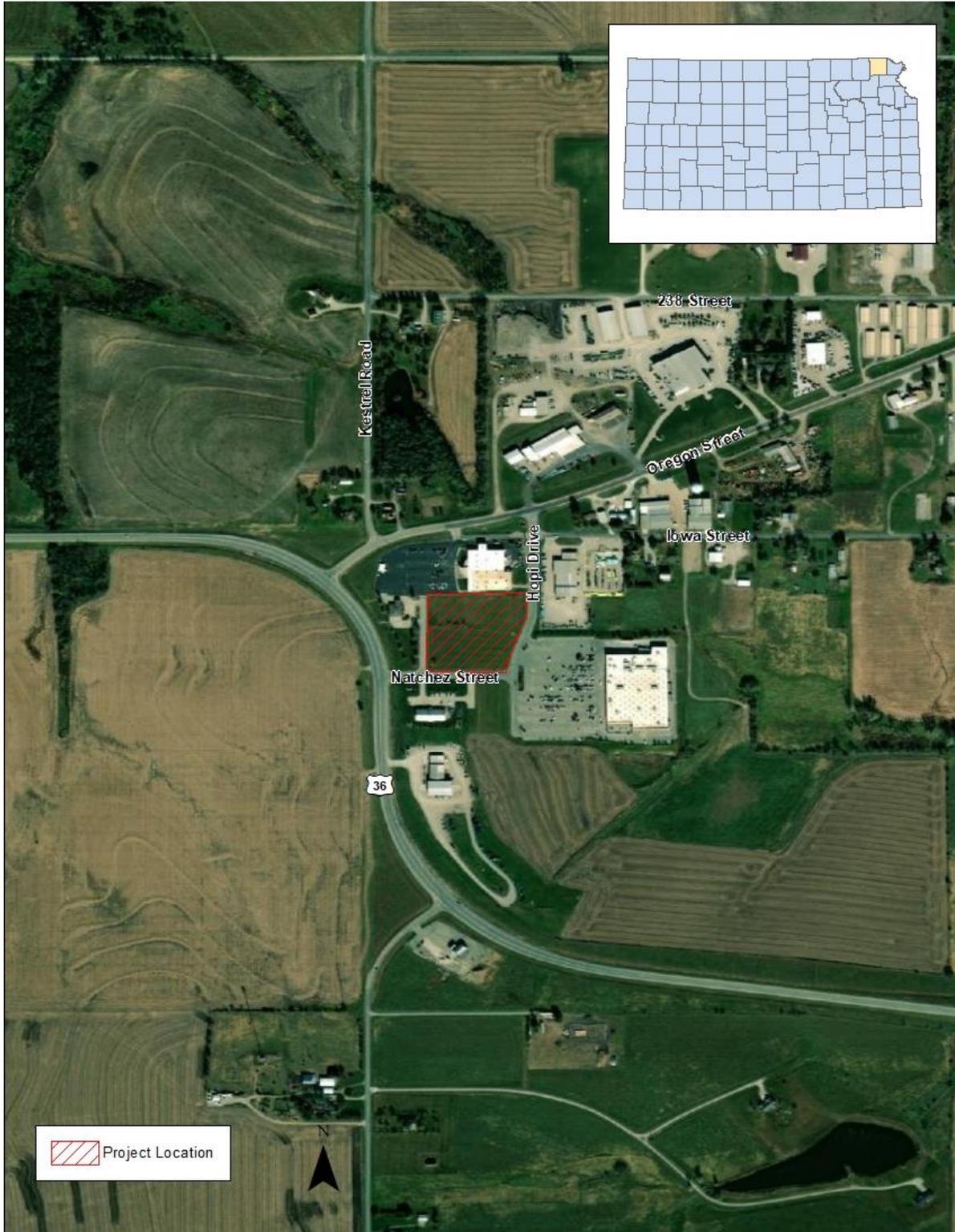
**The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.**

**Real Estate Map**



## Exhibit A: Project Location Map

*Provide aerial map of the project's precise location including the surrounding area and existing conditions. Be sure to include street/roadway names.*



## **Exhibit B: Project Schedule**

*Include the timeframe for feasibility study, environmental documentation, design, real estate review and acquisition, FTA grant submittal, construction, and estimated opening date. Provided below is a sample milestone schedule that indicates some of the activities and milestones associated with facility projects. All projects are different so not all activities would apply to every project and estimated time to complete each of these activities vary significantly depending upon the local politics and funding availability.*

| <b>Activity</b>                      | <b>Date</b>              |
|--------------------------------------|--------------------------|
| Feasibility and Site Selection       | December 2021            |
| Environmental Analysis – NEPA        | December 2021            |
| FTA Environmental Finding Issued     | December 2021            |
| Real Estate Appraisal                | January 2022             |
| Acquire Real Estate                  | January 2022             |
| Hire A/E for Design                  | January-February 2022    |
| Preliminary Design – 30%             | March 2022               |
| 60% Design and Cost Estimate Updated | May 2022                 |
| Contract Documents Completed         | July 2022                |
| Invitation to Bid                    | August 2022              |
| Bid Opening                          | September 2022           |
| Ground Breaking                      | October 2022             |
| Construction                         | October 2022 – July 2023 |
| Contract Close Out                   | August 2023              |

## Exhibit C: Project Budget and Financial Plan

### Project Description

The 10,750 sf facility will be shared between transit and nutrition. It was approved by FTA that the transit portion is 5,160 sf (48%) and the non-transit use would be 52%. All costs associated with the facility are to be split 48/52.

| <b>FTA Region VII – Shared Use Facility Project Budget</b> |                                      |
|--|--------------------------------------|
| <b>Grantee</b>   | NEKAA                                |
| <b>Project Title</b>                                       | Bus Maintenance and Storage Facility |
| <b>Project Description</b>                                 | Construction of a Bus Storage Barn   |
| <b>Date Prepared</b>                                       | Jun-19                               |

| <b>Total Project Cost Estimate</b>              |                  |
|---|------------------|
|   | <b>Cost</b>      |
| <b>Construction</b>                             |                  |
| Facility  | 1,246,786        |
| Site Demolition of Existing buildings           | N/A              |
| Site Work- Earthwork                            | 250,000          |
| Utility Work                                    | 45,346           |
| Exterior Pavements                              | 292,588          |
| Equipment and Furnishing                        | 162,023          |
| Environmental Mitigation                        | 0                |
| Relocation of Utilities - Third Party Agreement | 0                |
| <b>Total construction Cost</b>                  | <b>1,996,743</b> |
| Construction Management cost                    | 80,000           |
| Contingency                                     | 50,000           |
| <b>Total Construction Costs</b>                 | <b>2,126,743</b> |
| Land Acquisition and Relocation Assistance      | 50,000           |
| Engineering and Design (approx 6%)              | 146,706          |
| Engineering During construction                 | 20,000           |
| Owner Furnish Cost for Equipment                | 45,000           |
| Contract Administration                         | 45,000           |
| <b>Total Project Cost Estimate</b>              | <b>2,433,449</b> |

48% of the Project is FTA Funded – Total Transit Project Cost is \$1,168,055. \$934,444 is FTA funds, local and state funds (\$116,805 each) will cover the 20%. Non-transit Cost is (52%) \$1,265,394.

|  |                  |
|--|------------------|
| What is the Federal/local match requirement? _____ | 80/20            |
| What is the Federal Amount Required                | 934,444          |
| What is the Local Amount                           | 233,611          |
| <b>Total Funds required</b>                        | <b>1,168,055</b> |
|  |                  |
| Will the Local Match be Cash Only? (yes/no) _____  | Yes              |
| Other Sources of Local Match –                     | 0                |
| State Grant  | 116,805          |
| Land Value approved eligible for In-kind           | 0                |
| Cash   | 116,805          |
| <b>Total Local Funds</b>                           | <b>233,611</b>   |

| <b>Financial Plan for Shared Use Facility</b>     |             |             |             |             |
|---|-------------|-------------|-------------|-------------|
|   | <b>FY21</b> | <b>FY22</b> | <b>FY23</b> | <b>FY24</b> |
| <b>FEDERAL FUNDING FOR TRANSIT USE</b>            |             |             |             |             |
| Section 5311 Grant IA-XX                          |             |             |             |             |
| Section 5339 Bus and Bus Facilities               |             | 934,444     |             |             |
| Flex Funds (STP, TAP, or CMAQ)                    |             |             |             |             |
| BUILD Grant                                       |             |             |             |             |
| Total Fed   |             | 934,444     |             |             |
| Cum Total Fed                                     |             | 934,444     |             |             |
| <b>LOCAL FOR TRANSIT USE</b>                      |             |             |             |             |
| State Grant - AIC                                 |             | 116,805     |             |             |
| Real Estate Purchase Credit in Federal Grant      |             |             |             |             |
| Cash  |             | 116,805     |             |             |
|   |             |             |             |             |
| Total Local                                       |             | 233,611     |             |             |
| Cum Total Local                                   |             | 233,611     |             |             |
|   |             |             |             |             |
| <b>Annual Total Federal and Local Funds</b>       |             | 1,168,055   |             |             |
| <b>Cumulative Total Federal and Local Funds</b>   |             | 1,168,055   |             |             |
| <b>NON TRANSIT FUNDING BY NEKAAA GENERAL FUND</b> |             |             |             |             |
| Cash  |             | 1,265,394   |             |             |
| Total Non-Transit                                 |             | 1,265,394   |             |             |
| Annual Total Federal, Local Funds Non-Transit     |             | 1,265,394   |             |             |

### **Exhibit D: Letters of Support**

*Include letters of support and any applicable approvals. This should include approval from the entities with roadway jurisdiction (public works and/or state DOTs) for the routes impacted by the proposed transit project.*

## **Exhibit E: Relevant Studies**

*Please attach, or send as separate attachments, any relevant studies to the proposed project. This can include alternative analysis, PELs, any current design plans even if conceptual level, past feasibility studies, local area plans, Title VI equity analysis, summary of any public involvement for this project, or applicable sections from long range transportation plans.*

**FTA Region VII**  
**Facility Planning Basis Information Sheet**

Purpose of the form: According to FTA Circular 9300.1B, there must be a planning basis for every proposed transit construction project. This basis needs to be documented and generally includes a purpose and need statement, determination of existing and future use, identification of alternatives, development of an evaluation criteria matrix, evaluation of alternatives, and selection of the preferred alternative. This form provides a general outline to assist grantees in completing a proposed transit facility planning basis study.

**General Information**

|  |  |       |         |              |           |        |
|--|--|-------|---------|--------------|-----------|--------|
| Agency/Sponsor Name:                             | Rice County Council on Aging                                       |       |         |              |           |        |
| Project Name:                                    | Transit Vehicle Storage Facility                                   |       |         |              |           |        |
| Project Contact (name, phone number, and email): | Alice Prester, 620-257-5153<br>alicercca@gmail.com                 |       |         | Date:        | 3/18/2022 |        |
| Project Location                                 | City:  | Lyons | County: | Rice         | State:    | Kansas |
| Project Type:                                    | New Construction   |       |         | Area served: | Rural     |        |
| Facility Type and Uses:                          | Transit Vehicle Storage Facility with Conference Room and Wash Bay |       |         |              |           |        |

**Purpose and Need**

Explain why the project is necessary (the need and what the transportation problem is). Explain how implementing the proposed project will address the need and how the problem is resolved (purpose). Include current transit utilization, ridership information, and estimated future need, as applicable. Explain how implementing the proposed project will affect current and future transit operations. Be sure to include quantity and sizes of current fleet (minivans, cutaway vans, 30 ft buses, etc), anticipated future fleet, and how the new facility will accommodate both the current and future fleet. Include whether or not any refueling or charging operations will be included on site now or in the future. Will any portion of the facility be open to the public, such as ticket sales or customer service, or will the site be employee access only? Also, remember that when determining how much space will be needed in a new facility, it is important to keep in mind some commonly overlooked space needs such as adequate room for electric charging ports, the bicycle racks on the front of vehicles, or extra room to safely perform certain maintenance tasks.

The Rice County Council on Aging has four transit vans: two Dodge Caravans, one Ford 350 Transit Van and one Ford 350HD Transit Van. When the agency received its second Ford Transit van, its fleet could no longer be stored in one garage location. Additionally, RCCA began transporting Medicaid clients through LogistiCare, and their transportation needs have greatly increased. The agency has been sharing a garage facility with the Rice County EMS which has allowed them to use one of their stalls in their garage to store their Ford Transit van out of the weather. Rice County EMS currently has a need to occupy its garage space with its own vehicles and therefore, RCCA would need to move its vehicle out of that location. Being located in central Kansas, the weather can be harsh and exposing vehicles to the elements shortens their useful life. Therefore storing vehicles in a secure facility prolongs the life of the vehicles and allows RCCA operators to access and prepare their vehicles for service in a safe and secure location. The facility would also include a covered wash bay which will allow the operators and staff to safely maintain their vehicles adjacent to where they are stored. There would also be a small conference room and ADA restroom that would serve the need of Board Member meetings and staff straining.

The agency has inquired about rental space to store its vehicles but the options in Lyons are extremely limited, and the solution to best meet RCCA's need is to construct a new building on land they already own. The Rice County Council on Aging received two lots of land from the City Land Bank to build a garage for their transit vans.

Overall the facility would provide adequate space to store RCCA's current fleet of four vehicles in one location with room to add two additional vehicles as the agency continues to grow its services. The site would also allow for growth to the east part of the parcel should RCAA need to expand their storage capacity for additional vehicles. The building would be utilized exclusively by RCCA Staff and Board members. There would be no refueling or charging functions at this facility.

**Alternatives Analysis**

|   |                                  |   |
|---|----------------------------------|---|
| Number of Alternatives considered:  | 1                                |   |
| <p align="center"><b><u>Site Selection Criteria</u></b></p> <p>List and describe the criteria used to evaluate the alternatives. These criteria should be what was used in the evaluation matrix. Descriptions need to include why the criteria’s relation to the project, why it was selected, and an explanation of the scoring and weighting of that criteria. Example criteria have been provided in <b>Appendix A: Alternatives Analysis Example</b>. Please refer to this example for sample criteria and to see how the evaluation matrix should relate to these criteria.</p> | <b>Criteria</b>                  | <b>Description of Criteria</b>  |
|   | 1) General Geographic Area       | Site proximity to important routes or refueling locations to minimize deadhead time and costs.  |
|   | 2) Site Area Needs               | Potential sites should have approximately one half to one acre of usable land. Consider that irregular property shape, topography, easements, and other factors may render portions of the site unusable.   |
|   | 3) Anticipated Acquisition Costs | Anticipated acquisition cost should be evaluated in relation to the potential benefits from the site’s other characteristics. Sites already owned by the city/county would lessen the financial impact on the tax base. The NEPA process must be completed prior to any appraisal, negotiation, or acquisition estimates. |

|  |
|--|
| <p><b>Alternatives Map:</b> Provide a basic map showing the location of the different alternatives and the selected site along with any other information you feel is important for our understanding of the proposal. Be sure to include the parcel outline with acreage amount labeled for each alternative.</p> |
| N/A  |

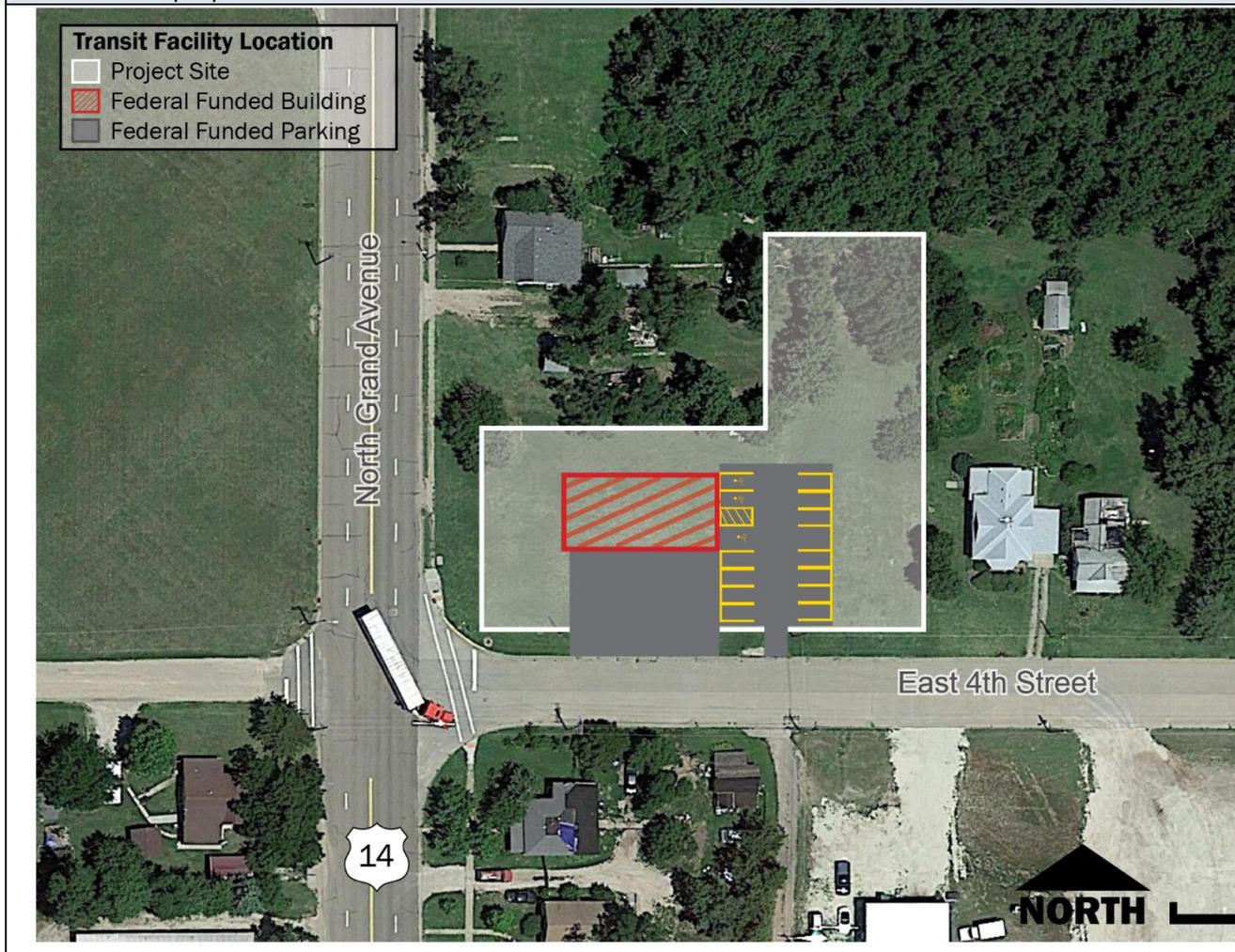
|  |
|--|
| <p><b>Alternative Selection:</b> Identify below which alternative is the preferred alternative and explain why this is the agency’s preferred site.</p>  |
| <p>The preferred location for the new Transit Vehicle Storage Facility would be located at 215 East 4th Street. There is only one alternative because the new facility would be located on an approximate one acre site currently owned by Rice County Council on Aging. The entrance to the facility would be off 4th Street which will provide access to both the facility and parking and is in an ideal location to serve the agency’s clients. The site to be developed is the most suitable parcel on which to build this facility as it would require minimal site development due to its flat nature, has direct access to 4th Street, and has adequate acreage to accommodate the facility. The site is currently vacant and owned by Rice County Council on Aging and there would be no anticipated demolition or acquisition costs. No additional property would be acquired.</p> |

**Preferred Alternative**

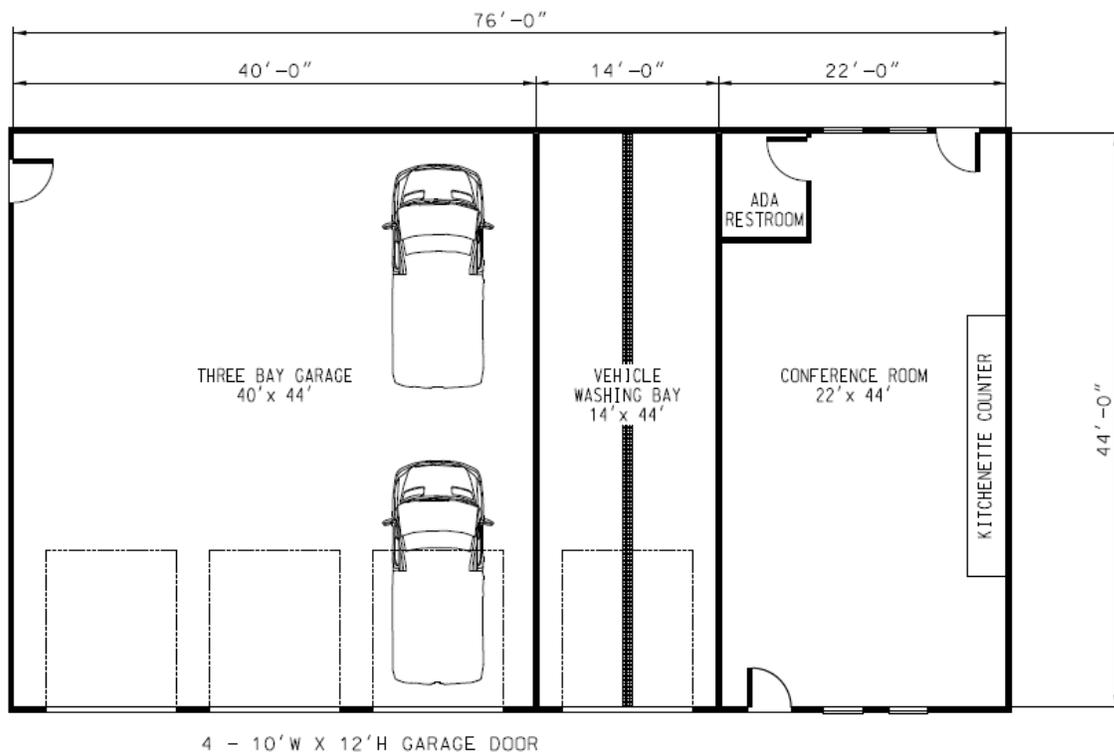
|  |   |   |   |
|--|---|---|---|
| Project Description and Scope of Work. Include all general functions and uses in description. Be advised that non-transit components are not eligible for FTA funding but do need to be included in the description. | This Transit Vehicle Storage Facility project would provide a 3,344 square feet storage building to house the operations transit fleet which currently includes two Dodge Caravans, one Ford 350 Transit Van and one Ford 350HD Transit Van. The building would be located on the northeast corner of the intersection of North Grand Avenue and East 4th Street (215 East 4th Street) as illustrated on the Site Plan on page 6. The four bay structure (three storage bays and one wash bay) would be a pre-engineered metal building which features an overhead door in each bay to allow vehicles to be stacked in rows providing a maximum capacity of 6 buses as shown on the Floor Plan on page 7. This accommodates the existing fleet plus provides extra capacity if the RCCA adds additional service and vehicles in the future. Radiant heating would be provided to maintain minimum heat in the building. The building’s function would be to provide sheltered storage for KDOT funded transit vehicles and a space to wash the KDOT vehicles. Additionally, there would be a space for a conference room for RCCA Board meeting, staff training and operator breakroom space, and this room would include an ADA Accessible Restroom. Employee and additional parking would be located adjacent to the structure. There would be approximately 15 parking spaces with a minimum of three ADA spaces. The site design as shown on page 7 is very preliminary and could be modified once a design firm is hired to work with RCCA on final programming needs. |   |   |
| Project Site Address   | 215 East 4th Street   |   |   |
| Source of federal funds:   | 5339 Funding  | Federal Funding Amount:   | \$171,079   |
| Source of local match:   | Rice County Council on Aging  | Local Match Amount:   | \$42,770  |
| STIP/TIP Number:   | FY 2022, page 105   | Who will do the design for this project?  | Consultant Firm   |
| Is the proposed facility permitted under current zoning regulations? *   | Yes   | Land use of site and surrounding area:  | Commercial/Industrial and Residential   |
| <b>*Be sure to include in the project’s budget any elements or measures needed for permitting compliance.</b>  |   |   |   |
| Estimated Useful Life*   | 40 Years  | <b>*Refer to Circular 9300.1B Chapter III subsection 8 (b) “Useful Life of Facilities” for more information.</b> (link provided below)<br><a href="http://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Final_C_9300_1_Bpub.pdf">http://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Final_C_9300_1_Bpub.pdf</a> |   |
| Is future facility expansion included in the proposed scope?   | No  | Estimated square footage of new or expansion facility structure:  | 3,344 square feet   |
| Estimated square footage of site plan including structure, parking, access roads, and any other site elements:   |   |   | 30,200 square feet  |
| Will parking for the facility be shared with any other uses? If yes, what percent will be transit?   | No  | Total number of parking spots needed for transit facility (employee parking plus visitor spots):  | Fifteen (15) parking spaces would be located adjacent to the structure and within the site owned by Rice County Council on Aging. |

|  |   |  |
|--|---|--|
| Will the facility be used solely for transit? If no, list all shared use/joint development components with square footage of each use.   | Yes   |  |
| <p><b>*Refer to Circular 9300.1B Chapter III subsection 8 (c) "Mixed-Use Projects" for more information.</b><br/> <a href="http://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Final_C_9300_1_Bpub.pdf">http://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Final_C_9300_1_Bpub.pdf</a></p> <p align="center"><b>-or-</b></p> <p><b>Circular 7050.1A Federal Transit Administration Guidance on Joint Development</b><br/> <a href="https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FTA-161221-001%20Joint%20Development%20Circular.pdf">https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FTA-161221-001%20Joint%20Development%20Circular.pdf</a></p> |   |  |
| Have any shared use or joint development agreement for the facility been executed? If yes, please attach.  | N/A   |  |
| Describe how utilities and maintenance of the facility will be split between uses. Enter N/A if facility is transit only.  | N/A   |  |
| Has a Title VI equity analysis been completed for this project?  | No  | <b><i>If an equity analysis has been completed for the project, please attach it to this document in Exhibit E: Relevant Studies. If not, or if you have any questions, contact the regional office for further direction.</i></b> |
| Has a traffic study been conducted for the proposed project's impacts on city or state roadways?   | No  | <b><i>Please provide letter or email of approval from the appropriate entities with traffic jurisdiction for the affected roadways as a supplemental attachment to this document.</i></b>  |
| What safety and security measures will be included in this project, such as fencing, cameras, surveillance, security guards, etc?  | The site would be located on existing Rice County Council on Aging Property, and security measures such as lighting, fencing, and on-site cameras would be utilized for security. |  |
| Describe any sustainability/green components of the proposed project:  | N/A   |  |
| Will LEED certification be pursued for this project?   | No  |  |

**Site Plan:** Provide a site plan including the building footprint, adjacent streets, parking and vehicle aprons, on-site vehicle circulation, access roads to and from the site, and significant utilities. Include a north arrow for reference purposes.



**Floor Plan:** Provide a draft floor plan of the proposed facility that includes the rooms inside the building for each floor, room use, and approximate dimensions in square footage for each space. Be sure to clearly distinguish separation of uses and shared areas if facility will be mixed use. If this project is expansion of a current facility, be sure to clearly delineate between the existing and proposed features.



**Real Estate**

|   |     |   |     |
|---|-----|---|-----|
| Will current facility, if any, be replaced?                                   | No  |   |     |
| If yes, what are the plans for the old facility?                              | N/A |   |     |
| Will disposition of current facility occur?                                   | N/A | Describe the plan to satisfy the federal interest of the disposition if federal funds were used in the construction. If grant number and dollar amounts from previous federal involvement is known, please include: |     |
|   |     | N/A   |     |
| Is there any land acquisition (including easements and donations) required? * | No  | Will land value be used as local match? *   | No  |
|   |     | <i>*Include these items in your budget if applicable*</i>   |     |
| Will there be any relocations?  | No  | If yes, identify quantity and type (residential or commercial) of relocation:   | N/A |
| Will the project require demolition of any structures?                        | No  | If yes, please describe including number of structures to be demolished   | N/A |

**\*\*Important note: Please notify FTA Region VII staff prior to any real estate acquisition/leasing actions, including property appraisals. Note that failure to comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act and appraisal requirements may jeopardize the use of Federal funds for the project. No action should be taken which might limit location choice prior to FTA making a NEPA finding. \*\***

*For further information, refer to Uniform Relocation Act, 49 CFR Part 24  
<https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/49cfr24fr.pdf>*

***The completion of this document does not constitute environmental review for the project. Full NEPA classification and environmental review will be completed as part of the separate FTA Region VII NEPA worksheet.***

**\*\*\***

**The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.**

## Exhibit A: Project Location Map

*Provide aerial map of the project's precise location including the surrounding area and existing conditions. Be sure to include street/roadway names.*



## **Exhibit B: Project Schedule**

*Include the timeframe for feasibility study, environmental documentation, design, real estate review and acquisition, FTA grant submittal, construction, and estimated opening date. Provided below is a sample milestone schedule that indicates some of the activities and milestones associated with facility projects. All projects are different so not all activities would apply to every project and estimated time to complete each of these activities vary significantly depending upon the local politics and funding availability.*

| <b>Activity</b>                      | <b>Date</b>              |
|--------------------------------------|--------------------------|
| Facility Planning                    | March 2022               |
| Environmental Analysis – NEPA        | May 2022                 |
| FTA Environmental Finding Issued     | June 2022                |
| Hire A/E for Design                  | July 2022                |
| Preliminary Design – 30%             | October 2022             |
| 60% Design and Cost Estimate Updated | November 2022            |
| Contract Documents Completed         | November 2022            |
| Invitation to Bid                    | December 2022            |
| Bid Opening                          | January 2023             |
| Ground Breaking                      | February 2023            |
| Construction                         | February – November 2023 |
| Contract Close Out                   | December 2023            |

## Exhibit C: Project Budget and Financial Plan

*Describe the funding sources to be used for the project. Provide estimates for each component including the cost for land acquisition of the proposed project using the attached template examples. Two templates are provided below, please choose the appropriate one and clear the non-applicable template.*

| <b>FTA Region VII – Facility Project Budget</b> |                                    |
|---|------------------------------------|
| <b>Grantee</b>                                  | Rice County Council on Aging       |
| <b>Project Title</b>                            | Transit Vehicle Storage Facility   |
| <b>Project Description</b>                      | Construction of a Bus Storage Barn |
| <b>Date Prepared</b>                            | 12.31.2021                         |

| <b>Total Project Cost Estimate</b>              |                  |
|---|------------------|
|   | <b>Cost</b>      |
| <b>Construction</b>                             |                  |
| Facility  | \$85,943         |
| Site Demolition of Existing buildings           | N/A              |
| Site Work- Earthwork                            | \$11,500         |
| Utility Work                                    | \$22,872         |
| Exterior Pavements                              | \$52,344         |
| Equipment and Furnishing/Interior Finishes      | \$36,000         |
| Environmental Mitigation                        | N/A              |
| Relocation of Utilities - Third Party Agreement | N/A              |
| <b>Total construction Cost</b>                  | <b>\$208,659</b> |
| Construction Management cost                    |                  |
| Contingency                                     | N/A              |
| <b>Total Construction Costs</b>                 |                  |
| Land Acquisition and Relocation Assistance      | N/A              |
| Engineering and Design (approx 6%)              | 23,280           |
| Owner Furnish Cost for Equipment                | \$5,190          |
| Contract Administration                         | N/A              |
| <b>Total Project Cost Estimate</b>              | <b>\$213,849</b> |

|  |                  |
|--|------------------|
| What is the Federal/local match requirement? | 80/20            |
| What is the Federal Amount Required          | \$171,079        |
| What is the Local Amount                     | \$42,770         |
| <b>Total Funds required</b>                  | <b>\$213,849</b> |

|   |                 |
|---|-----------------|
| Will the Local Match be Cash Only? (yes/no) _____ | Yes             |
| Other Sources of Local Match                      | 0               |
| State Grant                                       | 0               |
| Land Value approved eligible for In-kind          | 0               |
| Cash  | \$42,770        |
| <b>Total Local Funds</b>                          | <b>\$42,770</b> |

| <b>Financial Plan</b>                           |             |             |             |             |
|---|-------------|-------------|-------------|-------------|
|   | <b>FY22</b> | <b>FY23</b> | <b>FY24</b> | <b>FY25</b> |
| <b>FEDERAL</b>                                  |             |             |             |             |
| Section 5311 Grant IA-XX                        |             |             |             |             |
| Section 5339 Bus and Bus Facilities             | \$171,079   |             |             |             |
| Flex Funds (STP, TAP, or CMAQ)                  |             |             |             |             |
| BUILD Grant                                     |             |             |             |             |
| Total Fed                                       | \$171,079   |             |             |             |
| Cum Total Fed                                   | \$171,079   |             |             |             |
| <b>LOCAL</b>                                    |             |             |             |             |
| State Grant No XXX                              |             |             |             |             |
| Real Estate Purchase Credit in Federal Grant    |             |             |             |             |
| Cash  | \$42,770    |             |             |             |
| Total Local                                     | \$42,770    |             |             |             |
| Cum Total Local                                 | \$42,770    |             |             |             |
|   |             |             |             |             |
| <b>Annual Total Federal and Local Funds</b>     | \$213,849   |             |             |             |
| <b>Cumulative Total Federal and Local Funds</b> | \$213,849   |             |             |             |

\*List the year the money is available - not planned to expend

**The Financial Plan should cover the Total Project cost Estimate**

**Exhibit D: Letters of Support**

*Include letters of support and any applicable approvals. This should include approval from the entities with roadway jurisdiction (public works and/or state DOTs) for the routes impacted by the proposed transit project.*

## **Exhibit E: Relevant Studies**

*Please attach, or send as separate attachments, any relevant studies to the proposed project. This can include alternative analysis, PELs, any current design plans even if conceptual level, past feasibility studies, local area plans, Title VI equity analysis, summary of any public involvement for this project, or applicable sections from long range transportation plans.*

## FTA Region VII

### Facility Planning Basis Information Sheet

Purpose of the form: According to FTA Circular 9300.1B, there must be a planning basis for every proposed transit construction project. This basis needs to be documented and generally includes a purpose and need statement, determination of existing and future use, identification of alternatives, development of an evaluation criteria matrix, evaluation of alternatives, and selection of the preferred alternative. This form provides a general outline to assist grantees in completing a proposed transit facility planning basis study.

#### General Information

|  |  |            |  |         |        |              |        |
|--|--|------------|--|---------|--------|--------------|--------|
| Agency/Sponsor Name:                             | Sunflower Diversified Service, Inc.  |            |  |         |        |              |        |
| Project Name:                                    | General Public Transportation Bus Facility and Transfer Station                  |            |  |         |        |              |        |
| Project Contact (name, phone number, and email): | Jon Prescott, Executive Director/CEO<br>620-793-0311, jprescott@sunflowerdiv.com |            |  |         | Date:  | 5/27/2021    |        |
| Project Location                                 | City:  | Great Bend |  | County: | Barton | State:       | Kansas |
| Project Type:                                    | New Construction   |            |  |         |        | Area served: | Rural  |
| Facility Type and Uses:                          | Bus Storage Facility and Transfer Station  |            |  |         |        |              |        |

#### Purpose and Need

Explain why the project is necessary (the need and what the transportation problem is). Explain how implementing the proposed project will address the need and how the problem is resolved (purpose). Include current transit utilization, ridership information, and estimated future need, as applicable. Explain how implementing the proposed project will affect current and future transit operations. Be sure to include quantity and sizes of current fleet (minivans, cutaway vans, 30 ft buses, etc), anticipated future fleet, and how the new facility will accommodate both the current and future fleet. Include whether or not any refueling or charging operations will be included on site now or in the future. Will any portion of the facility be open to the public, such as ticket sales or customer service, or will the site be employee access only? Also, remember that when determining how much space will be needed in a new facility, it is important to keep in mind some commonly overlooked space needs such as adequate room for electric charging ports, the bicycle racks on the front of vehicles, or extra room to safely perform certain maintenance tasks.

Sunflower Diversified Service, Inc. (SDS) is an inter-county public transportation solution for five Kansas counties: Barton, Pawnee, Rush, Rice, and Stafford. Currently, SDS operates eight buses for providing demand response services. The goal is to expand the fleet to fourteen buses and add regional services providing connecting services in partnership with other service regions (Ellis County, Reno County, Saline County, and Pratt County). There are more than 8,000 adults with disabilities living in the 5 counties currently being served (*2017 Kansas demographic study report – KS RTAP*) and the medical needs of this disabled population are not readily available within the area. Frequently, specialists in larger cities are needed which creates demand for a more regional service. In addition to persons with disabilities, there are 13,200 older adults (over 65) that also need access to service providers located outside of the five counties. Therefore, in order to accommodate the growing need of the individuals and counties served, SDS will be expanding their fleet over the next 5-10 years. Along with staff, their existing fleet is stored uncovered at their location at 8823 4th Street in Great Bend.

In order to accommodate SDS's expansion to store its fleet in a covered facility and its anticipated growth of services, a new facility is needed. The facility would have the capacity to store up to sixteen cutaway buses, providing room for the desired fleet expansion as well as additional space for future growth. In addition to bus storage, the facility would serve as a transfer station for its ridership. The transfer area would allow for Sunflower Diversified to provide greater regional transit service by allowing riders to ride in to the main facility and transfer to a vehicle serving another county in the region or the greater Great Bend area. This would strengthen their regional approach to service. In addition to the fleet vehicles, staff would also

relocate to the new facility. The new facility plans include a waiting room and public restrooms. Spaces serving SDS staff not open to the public include a manager's office, an assistant manager's office, a driver meeting room, a driver locker room, and a storage/utility room.

**Alternatives Analysis**

|  |                                  |   |
|--|----------------------------------|---|
| Number of Alternatives considered:   | 1                                |   |
| <p><b><u>Site Selection Criteria</u></b></p> <p>List and describe the criteria used to evaluate the alternatives. These criteria should be what was used in the evaluation matrix. Descriptions need to include why the criteria’s relation to the project, why it was selected, and an explanation of the scoring and weighting of that criteria. Example criteria have been provided in <b>Appendix A: Alternatives Analysis Example</b>. Please refer to this example for sample criteria and to see how the evaluation matrix should relate to these criteria.</p> | <b>Criteria</b>                  | <b>Description of Criteria</b>  |
|  | 1) General Geographic Area       | Site proximity to important routes or refueling locations to minimize deadhead time and costs.  |
|  | 2) Site Area Needs               | Potential sites should have at least 1.5 usable acres. Consider that irregular property shape, topography, easements, and other factors may render portions of the site unusable.   |
|  | 3) Anticipated Acquisition Costs | Anticipated acquisition cost should be evaluated in relation to the potential benefits from the site’s other characteristics. Sites already owned by the city/county would lessen the financial impact on the tax base. The NEPA process must be completed prior to any appraisal, negotiation, or acquisition estimates. |

|  |
|--|
| <p><b>Alternatives Map:</b> Provide a basic map showing the location of the different alternatives and the selected site along with any other information you feel is important for our understanding of the proposal. Be sure to include the parcel outline with acreage amount labeled for each alternative.</p> |
| N/A  |

**Alternative Selection:** Identify below which alternative is the preferred alternative and explain why this is the agency's preferred site.

There is only one alternative because the site is already owned by SDS and therefore no acquisition would be required. The location of the preferred site is within SDS's right-of-way and therefore, adjacent to its current services and routes. The site to be developed is the most suitable parcel on SDS's to build this facility. It has adequate acreage (2 acres) to accommodate the facility and associated vehicle parking and storage. The main entrance to the facility would be off of 10th Street with a secondary, gated entrance off of 9th Street. The site is currently owned by SDS, and there would be no anticipated acquisition costs.

**Preferred Alternative**

|   |   |   |                        |
|---|---|---|------------------------|
| <p>Project Description and Scope of Work. Include all general functions and uses in description. Be advised that non-transit components are not eligible for FTA funding but do need to be included in the description.</p> | <p>To expand their current transportation service offerings, SDS has identified a lot on which to construct a new bus facility. The new facility would be approximately 17,600 square feet which would accommodate 14 to 16 buses, two ADA compliant restrooms, a driver training/meeting room, a driver locker room, management offices, as well as a waiting area for transfer riders. The lot for construction is already owned by SDS. The existing site includes an existing recycling center on the north parcel of the property owned and operated by SDS. The new storage facility would be located on the south end of the parcel behind the recycling center. The driveway to access the new facility measures approximately 235 feet deep by 130 feet wide (30,550 sq. ft.) and the parking and facility location area measures approximately 240 feet deep by 250 feet wide (60,000 sq. ft.) totaling 90,550 square feet or approximately 2 acres. This large lot would provide sufficient space for the new facility and bus operations. Access to the new facility would be provided by pavement extending approximately 60 feet west of the new building and north to 10th Street. Fourteen (14) new parking spaces would be provided for visitors and transit users while staff will park off-site (on the adjacent property owned by Sunflower Diversified Services, Inc.). This new facility would accommodate Sunflower Diversified Service's vision for expanding the fleet of 8 buses to 14 although the new facility would be able to accommodate 14 to 16 buses. New public and private spaces within the facility will assist operations and improve the transit user's experience as regional services expand. The facility would be secured with fencing and a gated entrance on 9th Street in order to allow for dual access to the site on the north and south end with the gate to discourage cut through traffic. There will be no refueling or recharging operations on site and no vehicle maintenance will performed on the site. In addition to transportation services provided by SDS the future intent is to build out adjacent lots to the west to be able to provide their youth and adult education services, disability support services and social work services in one location.</p> |   |                        |
| <p>Project Site Address</p>   | <p>5523 West 10th Street, Great Bend, Kansas</p>  |   |                        |
| <p>Source of federal funds:</p>   | <p>5339 Funding</p>   | <p>Federal Funding Amount:</p>                  | <p>\$832,000</p>       |
| <p>Source of local match:</p>   | <p>Sunflower Diversified Services, Inc.</p>   | <p>Local Match Amount:</p>                      | <p>\$208,000</p>       |
| <p>STIP/TIP Number:</p>   | <p>To be Approved June 8, 2021</p>  | <p>Who will do the design for this project?</p> | <p>Consultant Firm</p> |

|   |  |   |  |
|---|--|---|--|
| Is the proposed facility permitted under current zoning regulations? *  | Yes  | Land use of site and surrounding area:  | Light industrial and general commercial district |
| <b>*Be sure to include in the project's budget any elements or measures needed for permitting compliance.</b>   |  |   |  |
| Estimated Useful Life*  | 40 Years   | <b>*Refer to Circular 9300.1B Chapter III subsection 8 (b) "Useful Life of Facilities" for more information. (link provided below)</b><br><a href="http://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Final_C_9300_1_Bpub.pdf">http://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Final_C_9300_1_Bpub.pdf</a> |  |
| Is future facility expansion included in the proposed scope?  | No   | Estimated square footage of new or expansion facility structure:  | 17,600 square feet                               |
| Estimated square footage of site plan including structure, parking, access roads, and any other site elements:  |  |   | 90,550 square feet                               |
| Will parking for the facility be shared with any other uses? If yes, what percent will be transit?  | No   | Total number of parking spots needed for transit facility (employee parking plus visitor spots):  | 14   |
|   | N/A  |   |  |
| Will the facility be used solely for transit? If no, list all shared use/joint development components with square footage of each use.  | Yes  |   |  |
| <b>*Refer to Circular 9300.1B Chapter III subsection 8 (c) "Mixed-Use Projects" for more information.</b><br><a href="http://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Final_C_9300_1_Bpub.pdf">http://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Final_C_9300_1_Bpub.pdf</a>                                      |  |   |  |
| -or-  |  |   |  |
| <b>Circular 7050.1A Federal Transit Administration Guidance on Joint Development</b><br><a href="https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FTA-161221-001%20Joint%20Development%20Circular.pdf">https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FTA-161221-001%20Joint%20Development%20Circular.pdf</a> |  |   |  |
| Have any shared use or joint development agreement for the facility been executed? If yes, please attach.   |  |   | N/A  |
| Describe how utilities and maintenance of the facility will be split between uses. Enter N/A if facility is transit only.   |  | N/A   |  |
| Has a Title VI equity analysis been completed for this project?   | No   | <b>If an equity analysis has been completed for the project, please attach it to this document in <u>Exhibit E: Relevant Studies</u>. If not, or if you have any questions, contact the regional office for further direction.</b>  |  |
| Has a traffic study been conducted for the proposed project's impacts on city or state roadways?  | No   | <b>Please provide letter or email of approval from the appropriate entities with traffic jurisdiction for the affected roadways as a supplemental attachment to this document.</b>  |  |
| What safety and security measures will be included in this project, such as fencing, cameras, surveillance, security guards, etc?   | The site would be located on existing Sunflower Diversified property; existing security measures such as lighting and on-site cameras would be utilized for security. Additional directional LEDs and cameras with a system to store 30 days of footage would be installed in the new facility. Fencing would also be provided around the perimeter. |   |  |

|   |     |  |
|---|-----|--|
| Describe any sustainability/green components of the proposed project: | N/A |  |
| Will LEED certification be pursued for this project?                  | No  |  |

**Site Plan:** Provide a site plan including the building footprint, adjacent streets, parking and vehicle aprons, on-site vehicle circulation, access roads to and from the site, and significant utilities. Include a north arrow for reference purposes.





**Real Estate**

|   |     |   |     |
|---|-----|---|-----|
| Will current facility, if any, be replaced?                                   | No  |   |     |
| If yes, what are the plans for the old facility?                              | N/A |   |     |
| Will disposition of current facility occur?                                   | N/A | Describe the plan to satisfy the federal interest of the disposition if federal funds were used in the construction. If grant number and dollar amounts from previous federal involvement is known, please include: |     |
|   |     | N/A   |     |
| Is there any land acquisition (including easements and donations) required? * | No  | Will land value be used as local match? *   | Yes |
|   |     | <i>*Include these items in your budget if applicable*</i>   |     |
| Will there be any relocations?  | No  | If yes, identify quantity and type (residential or commercial) of relocation:   | N/A |
| Will the project require demolition of any structures?                        | No  | If yes, please describe including number of structures to be demolished   | N/A |

**\*\*Important note: Please notify FTA Region VII staff prior to any real estate acquisition/leasing actions, including property appraisals. Note that failure to comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act and appraisal requirements may jeopardize the use of Federal funds for the project. No action should be taken which might limit location choice prior to FTA making a NEPA finding. \*\***

*For further information, refer to Uniform Relocation Act, 49 CFR Part 24  
<https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/49cfr24fr.pdf>*

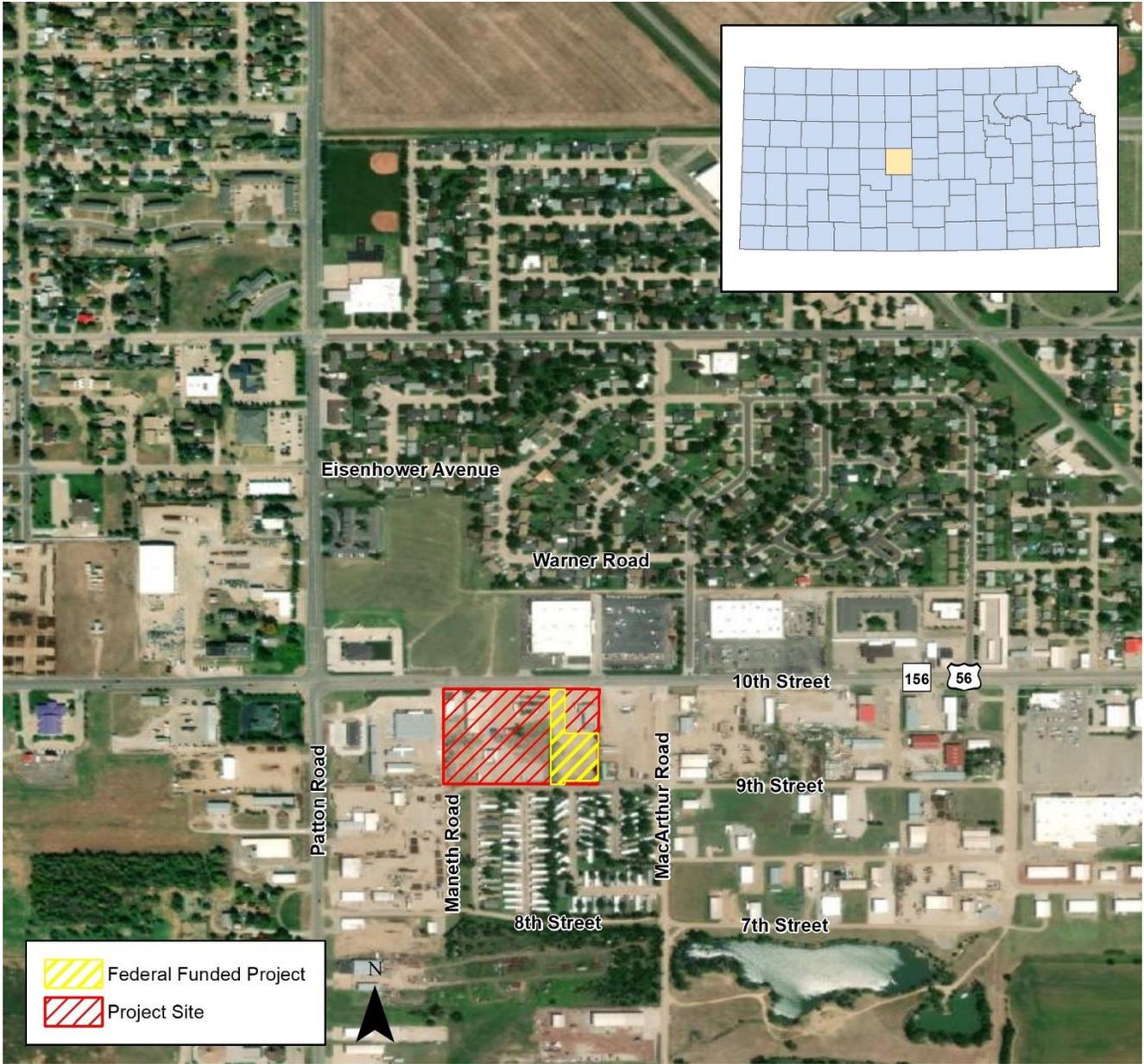
***The completion of this document does not constitute environmental review for the project. Full NEPA classification and environmental review will be completed as part of the separate FTA Region VII NEPA worksheet.***

**\*\*\***

**The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.**

## Exhibit A: Project Location Map

*Provide aerial map of the project's precise location including the surrounding area and existing conditions. Be sure to include street/roadway names.*



## Exhibit B: Project Schedule

*Include the timeframe for feasibility study, environmental documentation, design, real estate review and acquisition, FTA grant submittal, construction, and estimated opening date. Provided below is a sample milestone schedule that indicates some of the activities and milestones associated with facility projects. All projects are different so not all activities would apply to every project and estimated time to complete each of these activities vary significantly depending upon the local politics and funding availability.*

| <u>Activity</u>   | <u>Date</u>        |
|---|--------------------|
| Project Initiation  | January 1, 2020    |
| Hire consultant, if needed, for NEPA and/or feasibility efforts. NEPA and Planning work may be done in house if transit agency chooses.<br><i>(*Consultants for this effort can't be contracted for post-NEPA efforts under the same procurement)</i> | January 15, 2020   |
| Feasibility/Planning Basis Study and Site Selection<br>(Conceptual Design)  | April 1, 2021      |
| Environmental Analysis- NEPA  | June 30, 2021      |
| FTA Environmental Finding Issued  | June 30, 2021      |
| FTA Grant approved<br><i>(*Typically FTA won't issue grants for design and construction of facilities until an Environmental Finding is issued)</i>   | June 30, 2021      |
| Real Estate Appraisal and Review Appraisal  | N/A                |
| FTA concurrence of Real Estate Appraisal<br><i>(*Allow approximately 1 month for approvals)</i>   | N/A                |
| Acquire real estate for project<br><i>(Real estate negotiations can take several months so this should be properly accounted for)</i>   | N/A                |
| Hire A/E for Design Efforts   | July 15, 2021      |
| Project Management Plan Completed   | July 15, 2021      |
| Topographic Surveys Completed   | July 28, 2021      |
| Utility and Third Party Agreements completed  | July 28, 2021      |
| Geotechnical Reports Completed<br><i>(Soil Borings on site required for structural design of facility)</i>  | August 15, 2021    |
| Preliminary Design Complete (30%)   | September 30, 2021 |

|  |                    |
|--|--------------------|
| <i>(Information from feasibility/planning basis study should already be at approximately the 20% design complete stage)</i>        |                    |
| 30% Design review and Stakeholder review complete  | September 30, 2021 |
| 30% Review Meeting   | September 30, 2021 |
| 60% Design Completed   | December 1, 2021   |
| 60% Peer Review and Stakeholder Review   | December 1, 2021   |
| 60% Cost Estimate Update   | December 1, 2021   |
| 90% Design completed (drawings and specifications)   | January 31, 2022   |
| 90% Design Review and Stakeholder review complete  | January 31, 2022   |
| 90% Cost Estimate Update   | January 31, 2022   |
| 90% Review Meeting   | January 31, 2022   |
| 100% Contract Documents Approved by Agency<br><i>(All legal, FTA clauses, etc completed)</i>                                       | Feb 28, 2022       |
| Final Independent Cost Estimate Completed  | Feb 28, 2022       |
| Contract Advised for IFB or Request for Proposal   | March 31, 2022     |
| Pre-Bid Meeting or Pre-Proposal Meeting  | April 15, 2022     |
| Bid Opening (For an IFB)- Proposal due for RFP   | April 30, 2022     |
| Cost and Price Analysis Completed (for IFB)  | May 15, 2022       |
| Contract Award<br><i>(*Note- A best value award requires evaluations therefore it can take longer to get the contract awarded)</i> | May 30, 2022       |
| Notice to Proceed (NTP)<br><i>(All insurance and bonds completed)</i><br><i>3-10 days after contract award</i>                     | June 5, 2022       |
| Pre-construction Meeting   | June 15, 2022      |
| Third Party Utilities Relocated<br><i>(ie a major fiber optic cable runs through site)</i>   | July 1, 2022       |
| Contractor Submittals Due  | July 1, 2022       |

|   |                    |
|---|--------------------|
| Ground Breaking   | July 15, 2022      |
| Earthwork Completed                                       | August 15, 2022    |
| Site Utility Work Complete ( <i>new utilities</i> )       | September 15, 2022 |
| Foundations Completed                                     | October 15, 2022   |
| Building Frame Completed (Closed in)                      | January 15, 2022   |
| Interior utility (Electrical, mechanical) Completed       | February 28, 2022  |
| Interior Finishing (drywall, fixtures, cabinet, flooring) | March 31, 2022     |
| Exterior Finishing  | April 15, 2022     |
| Exterior Pavement and Site Work                           | May 15, 2022       |
| Landscaping   | May 30, 2022       |
| Equipment Installation                                    | May 30, 2022       |
| Equipment Testing   | June 15, 2022      |
| Punch List Meeting (Also called Red Zone Meeting)         | June 15, 2022      |
| Substantial Completion                                    | June 30, 2023      |
| Building Turned Over to Owner                             | July 15, 2022      |
| Ribbon Cutting  | July 31, 2022      |
| Building Occupied and Operational                         | July 31, 2022      |
| Operational Plan and Warranty Agreements Completed        | August 31, 2022    |
| As-Builts Completed and Turned over to Owner              | September 30, 2022 |
| Contract Closeout   | October 15, 2022   |

## Exhibit C: Project Budget and Financial Plan

*Describe the funding sources to be used for the project. Provide estimates for each component including the cost for land acquisition of the proposed project using the attached template examples. Two templates are provided below, please choose the appropriate one and clear the non-applicable template.*

| <b>FTA Region VII – Facility Project Budget</b> |                                    |
|---|------------------------------------|
| <b>Grantee</b>                                  | Sunflower Diversified Services     |
| <b>Project Title</b>                            | Transit Vehicle Storage Facility   |
| <b>Project Description</b>                      | Construction of a Bus Storage Barn |
| <b>Date Prepared</b>                            | 9.29.2020                          |

| <b>Total Project Cost Estimate</b>              |                    |
|---|--------------------|
|   | <b>Cost</b>        |
| <b>Construction</b>                             |                    |
| Facility  | 880,000            |
| Site Demolition of Existing buildings           | N/A                |
| Site Work- Earthwork                            | 0                  |
| Utility Work                                    | N/A                |
| Exterior Pavements                              | 90,000             |
| Equipment and Furnishing                        | N/A                |
| Environmental Mitigation                        | N/A                |
| Relocation of Utilities - Third Party Agreement | N/A                |
| <b>Total construction Cost</b>                  | <b>970,000</b>     |
| Construction Management cost                    | N/A                |
| Contingency                                     | N/A                |
| <b>Total Construction Costs</b>                 | <b>970,000</b>     |
| Land Acquisition and Relocation Assistance      |                    |
| Engineering and Design (approx 6%)              | 70,000             |
| Owner Furnish Cost for Equipment                | N/A                |
| Contract Administration                         | N/A                |
| <b>Total Project Cost Estimate</b>              | <b>\$1,040,000</b> |

|  |                    |
|--|--------------------|
| What is the Federal/local match requirement? | 80/20              |
| _____  |                    |
| What is the Federal Amount Required          | 832,000            |
| What is the Local Amount                     | 208,000            |
| <b>Total Funds required</b>                  | <b>\$1,040,000</b> |

|   |                  |
|---|------------------|
| Will the Local Match be Cash Only? (yes/no) _____ | No               |
| Other Sources of Local Match                      | 0                |
| State Grant                                       | 104,000          |
| Land Value approved eligible for In-kind          | 95,000           |
| Cash  | 9,000            |
| <b>Total Local Funds</b>                          | <b>\$208,000</b> |

| <b>Financial Plan</b>                           |             |             |             |             |
|---|-------------|-------------|-------------|-------------|
|   | <b>FY20</b> | <b>FY21</b> | <b>FY22</b> | <b>FY23</b> |
| <b>FEDERAL</b>                                  |             |             |             |             |
| Section 5311 Grant IA-XX                        |             |             |             |             |
| Section 5339 Bus and Bus Facilities             |             | 832,000     |             |             |
| Flex Funds (STP, TAP, or CMAQ)                  |             |             |             |             |
| BUILD Grant                                     |             |             |             |             |
| Total Fed                                       | ,           | 832,000     |             |             |
| Cum Total Fed                                   | ,           | 832,000     |             |             |
| <b>LOCAL</b>                                    |             |             |             |             |
| State Funds                                     |             | 104,000     |             |             |
| In Kind Real Estate                             |             | 95,000      |             |             |
| Cash  |             | 9,000       |             |             |
|   |             |             |             |             |
| Total Local                                     |             | 208,000     |             |             |
| Cum Total Local                                 |             | 208,000     |             |             |
|   |             |             |             |             |
| <b>Annual Total Federal and Local Funds</b>     |             | 1,040,000   |             |             |
| <b>Cumulative Total Federal and Local Funds</b> |             | 1,040,000   |             |             |

\*List the year the money is available - not planned to expend

**The Financial Plan should cover the Total Project cost Estimate**

## **Exhibit D: Letters of Support**

*Include letters of support and any applicable approvals. This should include approval from the entities with roadway jurisdiction (public works and/or state DOTs) for the routes impacted by the proposed transit project.*

## **Exhibit E: Relevant Studies**

*Please attach, or send as separate attachments, any relevant studies to the proposed project. This can include alternative analysis, PELs, any current design plans even if conceptual level, past feasibility studies, local area plans, Title VI equity analysis, summary of any public involvement for this project, or applicable sections from long range transportation plans.*

**FTA Region VII**  
**Facility Planning Basis Information Sheet**

Purpose of the Form: According to FTA Circular 9300.1B, there must be a planning basis for every proposed transit construction project. This basis needs to be documented and generally includes a purpose and need statement, determination of existing and future use, identification of alternatives, development of an evaluation criteria matrix, evaluation of alternatives, and selection of the preferred alternative. This form provides a general outline to assist grantees in completing a proposed transit facility planning basis study.

**General Information**

|  |  |         |         |              |           |        |
|--|--|---------|---------|--------------|-----------|--------|
| Agency/Sponsor Name:                             | Starkey Inc.   |         |         |              |           |        |
| Project Name:                                    | Starkey Transportation Upgrades - Vehicle Maintenance Facility |         |         |              |           |        |
| Project Contact (name, phone number, and email): | Colin McKenney, 316-512-4105, cmkenney@starkey.org             |         |         | Date:        | 10/1/2020 |        |
| Project Location                                 | City:  | Wichita | County: | Sedgwick     | State:    | Kansas |
| Project Type:                                    | New Construction   |         |         | Area served: | Urban     |        |
| Facility Type and Uses:                          | Vehicle Maintenance Facility                                   |         |         |              |           |        |

**Purpose and Need**

Explain why the project is necessary (the need and what the transportation problem is). Explain how implementing the proposed project will address the need and how the problem is resolved (purpose). Include current transit utilization, ridership information, and estimated future need, as applicable. Explain how implementing the proposed project will affect current and future transit operations. Be sure to include quantity and sizes of current fleet (minivans, cutaway vans, 30 foot buses, etc.), anticipated future fleet, and how the new facility will accommodate both the current and future fleet. Include whether or not any refueling or charging operations will be included on site now or in the future. Will any portion of the facility be open to the public, such as ticket sales or customer service, or will the site be employee access only? Also, remember that when determining how much space will be needed in a new facility, it is important to keep in mind some commonly overlooked space needs such as adequate room for electric charging ports, the bicycle racks on the front of vehicles, or extra room to safely perform certain maintenance tasks.

Starkey's recently completed Saving Lives Capital Campaign updates the critical space needs of Starkey's Day Programs. The current vehicle maintenance facility is housed in a gymnasium that was built in 1962 and repurposed in the late 1990s. The building maintenance features were originally designed to repair sedans and minivans, but as wheelchair accessible vans and paratransit buses were added to the fleet, the facilities are no longer adequate. As the Starkey program expands by adding new Day Programs, the site plan for Starkey facilities will require the demolition of the existing gymnasium currently serving as the vehicle maintenance area. Therefore, a new maintenance facility is needed to maintain Starkey's vehicle fleet on site. The demolition of the gymnasium is not part of this project and will be occurring under the purview of the entire campus redesign. A new building and location would accomplish priorities Starkey has identified as important for continued growth and expansion: (1) the transportation department would be located on campus to allow for efficient transportation and allocation of funds; (2) the new location would increase the safety of the people served by Starkey by moving traffic to the perimeter of the campus, away from the main walking areas and gathering spots; and (3) moving the location to a main street vs a side street simplifies traffic routes and provides a dedicated transportation access route for staff. The transportation department is currently operating in an off-site location, which is incurring unnecessary costs and decreased transportation efficiencies. A new building would bring the transportation offices of managers, drivers, and mechanics under one roof for clear, quick, and coordinated transportation services to be provided. Starkey has a fleet of 110 vehicles which include 16 paratransit vehicles and 10 sedans for public transportation. These vehicles serve residents of Sedgwick County who typically would not be able to acquire a driver's license but still have need of transportation to work, medical appointments, activities, and volunteer opportunities. The new campus plan includes space for a 7,350 square foot facility to serve the existing fleet as well as any new vehicle acquisitions which could potentially expand their fleet by up to two vehicles over the next five years. Recent vandalism and theft have also prompted the immediate move of Starkey's fleet to a more secure rented location but this is not a long-term solution. Parking Starkey's fleet in an open parking lot on its campus had been adequate for security in years past but recent fuel and catalytic converter thefts as well as vandalism have further added to an already complex problem. Moving the transportation vehicles to a localized area would also allow for secured parking, protecting the assets from vandalism. A new Vehicle Maintenance facility built as part of Starkey's new campus plan would enhance the safety of those being served by Starkey and ensure more efficient operations by providing dedicated access for vehicle maintenance. In addition to the Vehicle Maintenance Facility, other buildings that will be built on the Starkey campus with non-Federal funding that are not part of this project would include two buildings serving Starkey's gateways programs. The Morrison Building, accessed via Young Street, and the South building along Maple street would both be utilized for teaching clients employment and life skills.

**Alternatives Analysis**

|   |                                  |   |
|---|----------------------------------|---|
| Number of Alternatives Considered:  | 1                                |   |
| <p><b>Site Selection Criteria</b></p> <p>List and describe the criteria used to evaluate the alternatives. These criteria should be what was used in the evaluation matrix. Descriptions need to include why the criteria’s relation to the project, why it was selected, and an explanation of the scoring and weighting of that criteria. Example criteria have been provided in <b>Appendix A: Alternatives Analysis Example</b>. Please refer to this example for sample criteria and to see how the evaluation matrix should relate to these criteria.</p> | <b>Criteria</b>                  | <b>Description of Criteria</b>  |
|   | 1) General Geographic Area       | Site proximity to important routes or refueling locations to minimize deadhead time and costs.  |
|   | 2) Site Area Needs               | Potential sites should have at least 1.5 usable acres. Consider that irregular property shape, topography, easements, and other factors may render portions of the site unusable.   |
|   | 3) Anticipated Acquisition Costs | Anticipated acquisition cost should be evaluated in relation to the potential benefits from the site’s other characteristics. Sites already owned by the city/county would lessen the financial impact on the tax base. The NEPA process must be completed prior to any appraisal, negotiation, or acquisition estimates. |

|  |
|--|
| <p><b>Alternatives Map:</b> Provide a basic map showing the location of the different alternatives and the selected site along with any other information you feel is important for our understanding of the proposal. Be sure to include the parcel outline with acreage amount labeled for each alternative.</p> |
| N/A  |

|  |
|--|
| <p><b>Alternative Selection:</b> Identify below which alternative is the preferred alternative and explain why this is the agency’s preferred site.</p>  |
| <p>There is only one alternative because the relocated facility is limited to the space available within the overall campus plan for Saving Lives Capital Campaign and no additional property would be acquired. The preferred location of the new Vehicle Maintenance Facility would be on West Douglas which is connected to the main Starkey campus between Young Street and Tracy Street. The location of the preferred site is within Starkey’s right-of-way and therefore, adjacent to its current services and routes. The site to be developed is the most suitable parcel on Starkey’s property to build this facility. It has adequate acreage (1.5 acres) to accommodate the facility and associated vehicle parking and storage. The entrance to the facility would be off of Douglas Street which will allow for vehicles to access the site from the perimeter rather than intermingling vehicular and pedestrian traffic. The site is currently owned by Starkey, Inc. and there would be no anticipated acquisition costs.</p> |

**Preferred Alternative**

|   |  |   |  |
|---|--|---|--|
| <p>Project Description and Scope of Work. Include all general functions and uses in description. Be advised that non-transit components are not eligible for FTA funding but do need to be included in the description.</p> | <p>The new Vehicle Maintenance Facility would feature components that would enable Starkey to maintain buses and paratransit vehicles on site. The proposed site plan for Starkey’s main campus is part of a larger development plan for the non-profit organization and is illustrated in the site plan provided below. The current vehicle maintenance facility would be demolished to construct buildings for expansion of Starkey’s Day Programs. The building currently on the site where the New Maintenance Facility would be located was built in the 1920’s and has served as a dining hall, church and part of the Starkey’s Gateway program. The building is past its useful life and will be demolished as part of the project using private funding to do so. The new Vehicle Maintenance Facility would measure 7,350 square feet on a 1.5 acre parcel and would extend current repair capabilities by adding a third lift to their maintenance facilities. The additional space would allow an increase from three to five vehicles that could be repaired inside at one time. The building would also be taller than the current maintenance facility, which would accommodate paratransit vehicles that are much taller than most other vehicles. The additional space would also allow an increase from three to five vehicles that could be repaired inside at one time. The new Vehicle Maintenance Facility would bring the transportation offices of managers, drivers, and mechanics under one roof for clear, quick, and coordinated transportation services to be provided. The Vehicle Maintenance Facility would be comprised of two maintenance bays, six offices, a driver’s lounge, a key storage room and restrooms.</p> <p>Starkey has an overall vehicle fleet of 110 vehicles which includes 16 paratransit vehicles and 10 sedans that would be maintained in the facility and stored on site in secured, fenced parking.</p> |   |  |
| <p>Project Site Address</p>   | <p>4490 West Douglas Avenue, Wichita, KS 67212 (Sedgwick County)</p>   |   |  |
| <p>Source of federal funds:</p>   | <p>5339 Funding</p>  | <p>Federal Funding Amount:</p>  | <p>\$600,000.00</p>                          |
| <p>Source of local match:</p>   | <p>Starkey, Inc.</p>   | <p>Local Match Amount:</p>  | <p>\$280,410.07</p>                          |
| <p>STIP/TIP Number:</p>   | <p>To Be Approved June 8, 2021</p>   | <p>Who will do the design for this project?</p>   | <p>Consultant Firm</p>                       |
| <p>Is the proposed facility permitted under current zoning regulations? *</p>   | <p>Yes</p>   | <p>Land use of site and surrounding area:</p>   | <p>Commercial/Industrial and Residential</p> |
| <p><b><i>*Be sure to include in the project’s budget any elements or measures needed for permitting compliance.</i></b></p>   |  |   |  |
| <p>Estimated Useful Life*</p>   | <p>40 Years</p>  | <p><b><i>*Refer to Circular 9300.1B Chapter III subsection 8 (b) “Useful Life of Facilities” for more information. (link provided below)</i></b><br/> <a href="http://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Final_C_9300_1_Bpub.pdf">http://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Final_C_9300_1_Bpub.pdf</a></p> |  |
| <p>Is future facility expansion included in the proposed scope?</p>   | <p>Yes</p>   | <p>Estimated square footage of new or expansion facility structure:</p>   | <p>7,350 square feet</p>                     |

|   |   |   |       |
|---|---|---|-------|
| Estimated square footage of site plan including structure, parking, access roads, and any other site elements:  |   | 66,000 square feet  |       |
| Will parking for the facility be shared with any other uses? If yes, what percent will be transit?  | No  | Total number of parking spots needed for transit facility (employee parking plus visitor spots):  | 30-35 |
|   | N/A   |   |       |
| Will the facility be used solely for transit? If no, list all shared use/joint development components with square footage of each use.  | Yes   |   |       |
| <p><b>*Refer to Circular 9300.1B Chapter III subsection 8 (c) "Mixed-Use Projects" for more information.</b><br/> <a href="http://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Final_C_9300_1_Bpub.pdf">http://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Final_C_9300_1_Bpub.pdf</a></p> <p><b>-or-</b></p> <p><b>Circular 7050.1A Federal Transit Administration Guidance on Joint Development</b><br/> <a href="https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FTA-161221-001%20Joint%20Development%20Circular.pdf">https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FTA-161221-001%20Joint%20Development%20Circular.pdf</a></p> |   |   |       |
| Have any shared use or joint development agreement for the facility been executed? If yes, please attach.   |   | N/A   |       |
| Describe how utilities and maintenance of the facility will be split between uses. Enter N/A if facility is transit only.   |   | N/A   |       |
| Has a Title VI equity analysis been completed for this project?   | No  | <b><i>If an equity analysis has been completed for the project, please attach it to this document in <u>Exhibit E: Relevant Studies</u>. If not, or if you have any questions, contact the regional office for further direction.</i></b> |       |
| Has a traffic study been conducted for the proposed project's impacts on city or state roadways?  | No  | <b><i>Please provide letter or email of approval from the appropriate entities with traffic jurisdiction for the affected roadways as a supplemental attachment to this document.</i></b>   |       |
| What safety and security measures will be included in this project, such as fencing, cameras, surveillance, security guards, etc.?  | The site would be located on existing Starkey, Inc. property. Existing security measures such as lighting and on-site cameras would be utilized for security. |   |       |
| Describe any sustainability/green components of the proposed project:   | N/A   |   |       |
| Will LEED certification be pursued for this project?  | No  |   |       |

**Site Plan:** Provide a site plan including the building footprint, adjacent streets, parking and vehicle aprons, on-site vehicle circulation, access roads to and from the site, and significant utilities. Include a north arrow for reference purposes.





**Real Estate**

|  |  |   |  |
|--|--|---|--|
| Will current facility, if any, be replaced?  | Yes  |   |  |
| If yes, what are the plans for the old facility?   | Starkey’s recently completed Saving Lives Capital Campaign updates the critical space needs of Starkey’s Day Programs. The new site plan requires the current vehicle maintenance facility (gymnasium) be demolished as well as the small building located off Douglas that was constructed in the 1920’s and is past its useful life. |   |  |
| Will disposition of current facility occur?  | No   | Describe the plan to satisfy the federal interest of the disposition if federal funds were used in the construction. If grant number and dollar amounts from previous federal involvement is known, please include: |  |
|  |  | Federal funds were not used in construction of existing facility.   |  |
| Is there any land acquisition (including easements and donations) required? *  | No   | Will land value be used as local match? *   | No   |
| <b><i>*Include these items in your budget if applicable*</i></b>   |  |   |  |
| Will there be any relocations?   | No   | If yes, identify quantity and type (residential or commercial) of relocation:   | N/A  |
| Will the project require demolition of any structures?   | Yes  | If yes, please describe including number of structures to be demolished   | The new site plan requires the current vehicle maintenance facility (gymnasium) be demolished as well as the small building located off Douglas that was constructed in the 1920’s and is past its useful life. Federal funds will not be used to demolish these structures. |
| <p><b>**Important note: Please notify FTA Region VII staff prior to any real estate acquisition/leasing actions, including property appraisals. Note that failure to comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act and appraisal requirements may jeopardize the use of Federal funds for the project. No action should be taken which might limit location choice prior to FTA making a NEPA finding. **</b></p> <p><i>For further information, refer to Uniform Relocation Act, 49 CFR Part 24</i><br/> <a href="https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/49cfr24fr.pdf">https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/49cfr24fr.pdf</a></p> <p><b><i>The completion of this document does not constitute environmental review for the project. Full NEPA classification and environmental review will be completed as part of the separate FTA Region VII NEPA worksheet.</i></b></p> |  |   |  |

\*\*\*

**The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.**

### **Exhibit A: Project Location Map**

*Provide aerial map of the project's precise location including the surrounding area and existing conditions. Be sure to include street/roadway names.*



### **Exhibit B: Project Schedule**

*Include the timeframe for feasibility study, environmental documentation, design, real estate review and acquisition, FTA grant submittal, construction, and estimated opening date. Provided below is a sample milestone schedule that indicates some of the activities and milestones associated with facility projects. All*

projects are different so not all activities would apply to every project and estimated time to complete each of these activities vary significantly depending upon the local politics and funding availability.

| <b><u>Activity</u></b>  | <b><u>Date</u></b> |
|---|--------------------|
| Project Initiation  | January 1, 2020    |
| Hire consultant, if needed, for NEPA and/or feasibility efforts. NEPA and Planning work may be done in house if transit agency chooses.<br><i>(*Consultants for this effort can't be contracted for post-NEPA efforts under the same procurement)</i> | January 15, 2020   |
| Feasibility/Planning Basis Study and Site Selection<br>(Conceptual Design)  | February 2021      |
| Environmental Analysis- NEPA  | March 2021         |
| FTA Environmental Finding Issued  | March 31, 2021     |
| FTA Grant approved<br><i>(*Typically FTA won't issue grants for design and construction of facilities until an Environmental Finding is issued)</i>   | March 31, 2021     |
| Real Estate Appraisal and Review Appraisal  | N/A                |
| FTA concurrence of Real Estate Appraisal<br><i>(*Allow approximately 1 month for approvals)</i>   | N/A                |
| Acquire real estate for project<br><i>(Real estate negotiations can take several months so this should be properly accounted for)</i>   | N/A                |
| Hire A/E for Design Efforts   | May 31, 2021       |
| Project Management Plan Completed   | June 15, 2021      |
| Topographic Surveys Completed   | June 28, 2021      |
| Utility and Third Party Agreements completed  | June 28, 2021      |
| Geotechnical Reports Completed<br><i>(Soil Borings on site required for structural design of facility)</i>  | July 15, 2021      |
| Preliminary Design Complete (30%)<br><i>(Information from feasibility/planning basis study should already be at approximately the 20% design complete stage)</i>  | August 15, 2021    |
| 30% Design review and Stakeholder review complete   | August 20, 2021    |
| 30% Review Meeting  | August 25, 2021    |

|  |                   |
|--|-------------------|
| 60% Design Completed   | October 1, 2021   |
| 60% Peer Review and Stakeholder Review   | October 1, 2021   |
| 60% Cost Estimate Update   | November 1, 2021  |
| 90% Design completed (drawings and specifications)   | November 15, 2021 |
| 90% Design Review and Stakeholder review complete  | November 15, 2021 |
| 90% Cost Estimate Update   | November 15, 2021 |
| 90% Review Meeting   | November 15, 2021 |
| 100% Contract Documents Approved by Agency<br><i>(All legal, FTA clauses, etc completed)</i>                                       | December 1, 2021  |
| Final Independent Cost Estimate Completed  | December 1, 2021  |
| Contract Advised for IFB or Request for Proposal   | December 15, 2021 |
| Pre-Bid Meeting or Pre-Proposal Meeting  | December 31, 2021 |
| Bid Opening (For an IFB)- Proposal due for RFP   | January 15, 2022  |
| Cost and Price Analysis Completed (for IFB)  | January 20, 2022  |
| Contract Award<br><i>(*Note- A best value award requires evaluations therefore it can take longer to get the contract awarded)</i> | January 30, 2022  |
| Notice to Proceed (NTP)<br><i>(All insurance and bonds completed)</i><br><i>3-10 days after contract award</i>                     | February 5, 2022  |
| Pre-construction Meeting   | February 15, 2022 |
| Third Party Utilities Relocated<br><i>(ie a major fiber optic cable runs through site)</i>   | March 1, 2022     |
| Contractor Submittals Due  | March 15, 2022    |
| Ground Breaking  | April 1, 2022     |
| Earthwork Completed  | May 15, 2022      |
| Site Utility Work Complete <i>(new utilities)</i>  | May 15, 2022      |
| Foundations Completed  | July 1, 2022      |

|   |                    |
|---|--------------------|
| Building Frame Completed (Closed in)                      | September 15, 2022 |
| Interior utility (Electrical, mechanical) Completed       | November 1, 2022   |
| Interior Finishing (drywall, fixtures, cabinet, flooring) | November 15, 2022  |
| Exterior Finishing  | November 15, 2022  |
| Exterior Pavement and Site Work                           | October 15, 2022   |
| Landscaping   | October 15, 2022   |
| Equipment Installation                                    | November 1, 2022   |
| Equipment Testing   | November 30, 2022  |
| Punch List Meeting (Also called Red Zone Meeting)         | December 15, 2022  |
| Substantial Completion                                    | December 31, 2022  |
| Building Turned Over to Owner                             | January 15, 2023   |
| Ribbon Cutting  | January 15, 2023   |
| Building Occupied and Operational                         | January 15, 2023   |
| Operational Plan and Warranty Agreements Completed        | February 1, 2023   |
| As-Builts Completed and Turned over to Owner              | February 30, 2023  |
| Contract Closeout   | February 30, 2023  |

## Exhibit C: Project Budget and Financial Plan

*Describe the funding sources to be used for the project. Provide estimates for each component including the cost for land acquisition of the proposed project using the attached template examples. Two templates are provided below, please choose the appropriate one and clear the non-applicable template.*

| <b>FTA Region VII - Facility Project Budget</b> |                              |
|---|------------------------------|
| <b>Grantee</b>                                  | Starkey, Inc.                |
| <b>Project Title</b>                            | Vehicle Maintenance Facility |
| <b>Project Description</b>                      | Vehicle Maintenance Facility |
| <b>Date Prepared</b>                            | 9.20.2020                    |

| <b>Total Project Cost Estimate</b>              |                   |
|---|-------------------|
| <b>Construction</b>                             | <b>Cost</b>       |
| Facility  | 391,377           |
| Site Demolition of Existing buildings           | N/A               |
| Site Work- Earthwork                            | 55,935            |
| Utility Work                                    | 84,761            |
| Exterior Pavements                              | 133,650           |
| Environmental Mitigation                        | N/A               |
| Relocation of Utilities - Third Party Agreement | N/A               |
| <b>Total construction Cost</b>                  | <b>665,723.00</b> |
| Construction Management cost                    | 69,900.92         |
| Contingency                                     | 33,286.15         |
| <b>Total Construction Costs</b>                 | <b>768,910.07</b> |
| Land Acquisition and Relocation Assistance      | N/A               |
| Engineering and Design (approx 6%)              | 61,000            |
| Equipment and Furnishing                        | 50,500            |
| Contract Administration                         | N/A               |
| <b>Total Project Cost Estimate</b>              | <b>880,410.07</b> |

|  |                   |
|--|-------------------|
| What is the Federal/local match requirement? | 68.2/31.8         |
| _____  |                   |
| What is the Federal Amount Required          | 660,000.00        |
| What is the Local Amount                     | 280,410.07        |
| <b>Total Funds required</b>                  | <b>880,410.07</b> |

|   |                   |
|---|-------------------|
| Will the Local Match be Cash Only? (yes/no) _____ | No                |
| Other Sources of Local Match                      | 0                 |
| State Grant                                       | 0                 |
| Land Value approved eligible for In-kind          | 0                 |
| Cash  | 0                 |
| <b>Total Local Funds</b>                          | <b>280,410.07</b> |

| <b>Financial Plan</b>                           |             |             |             |             |
|---|-------------|-------------|-------------|-------------|
|   | <b>FY20</b> | <b>FY21</b> | <b>FY22</b> | <b>FY23</b> |
| <b>FEDERAL</b>                                  |             |             |             |             |
| Section 5311 Grant IA-XX                        |             |             |             |             |
| Section 5339 Bus and Bus Facilities             | 660,000     |             |             |             |
| Flex Funds (STP, TAP, or CMAQ)                  |             |             |             |             |
| BUILD Grant                                     |             |             |             |             |
| Total Fed                                       |             |             |             |             |
| Cum Total Fed                                   |             |             |             |             |
| <b>LOCAL</b>                                    |             |             |             |             |
| State Grant No XXX                              |             |             |             |             |
| Real Estate Purchase Credit in Federal Grant    |             |             |             |             |
| Cash  | 280,410.07  |             |             |             |
|   |             |             |             |             |
| Total Local                                     | 280,410.07  |             |             |             |
| Cum Total Local                                 | 280,410.07  |             |             |             |
|   |             |             |             |             |
| <b>Annual Total Federal and Local Funds</b>     | 880,410.07  |             |             |             |
| <b>Cumulative Total Federal and Local Funds</b> | 880,410.07  |             |             |             |

\*List the year the money is available - not planned to expend

**The Financial Plan should cover the Total Project Cost Estimate**

## **Exhibit D: Letters of Support**

*Include letters of support and any applicable approvals. This should include approval from the entities with roadway jurisdiction (public works and/or state DOTs) for the routes impacted by the proposed transit project.*

### **Exhibit E: Relevant Studies**

*Please attach, or send as separate attachments, any relevant studies to the proposed project. This can include alternative analysis, PELs, any current design plans even if conceptual level, past feasibility studies, local area plans, Title VI equity analysis, summary of any public involvement for this project, or applicable sections from long range transportation plans.*

# Coffey County Transportation Facilities Expansion

## Environmental Analysis for Probable Categorical Exclusion

*Prepared for*

**Coffey County Transportation**

And



*Prepared by*



2400 Pershing Road, Suite 400  
Kansas City, Missouri 64108  
Phone: (816) 329-8600

*June 2019*

# Categorical Exclusion

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## ENVIRONMENTAL ANALYSIS FOR PROBABLE CATEGORICAL EXCLUSION

**Job Name:** Coffey County Facility  
**Date:** June 2019

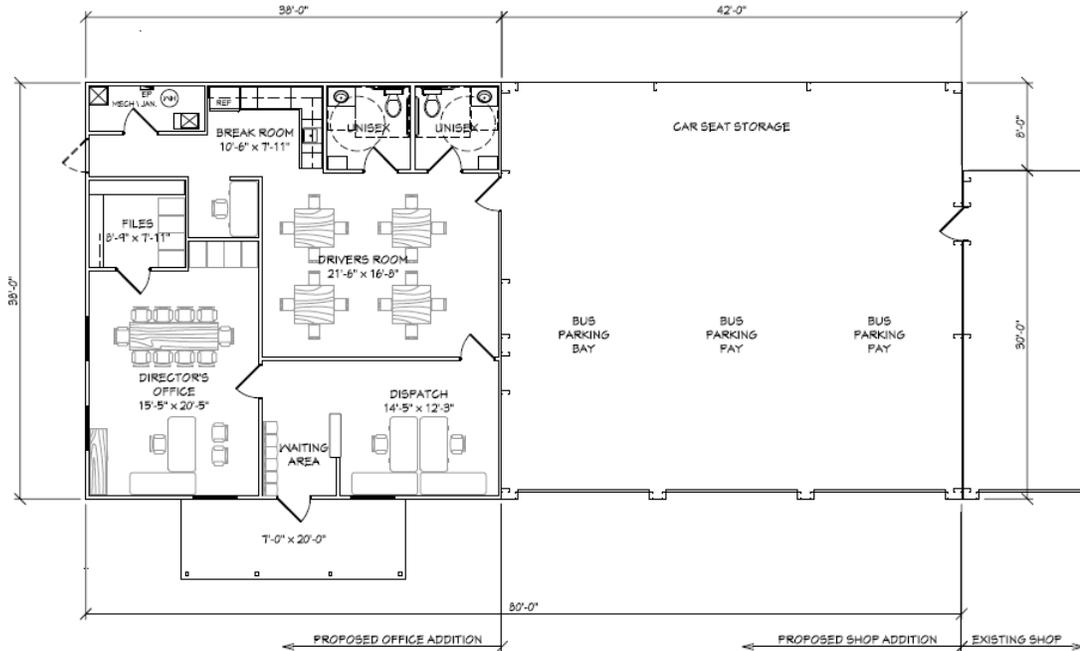
Coffey County Transportation Incorporated provides public transportation services for all residents of Coffey County with accessible formats for persons with different types of disabilities. Services provided include transportation for personal and business purposes to destinations including but not limited to:

- Doctor appointments and other medical support
- Airport
- Bus terminal
- Shopping
- Train station
- Senior centers
- Professional services

### **Project Description:**

The proposed project would expand the current Coffey County Transportation Facility by adding 3,040 square feet of office and vehicle storage bay space adjacent to the existing facility located at 520 Cross Street. The expansion would accommodate a locked and secure director's office, a dedicated waiting and dispatch area, a driver break area, meeting space, and two toilet rooms. Figure 1 illustrates the layout of the proposed expansion would more than double the size of the current building which would bring the total square feet of the facility to 6,040. To allow for future expansion, three bays would be added onto the existing facility. All eight of the current buses could be housed inside with this expansion and allow for the addition of one more vehicle to their fleet. Additionally, the current office space area as shown on Figure 2, could be repurposed to an additional bay allowing vehicle parking for one more vehicle. The existing office was previously converted from a garage space to form offices. If deemed the most economical approach for expansion, the existing office could be converted back to a vehicle storage bay. The new office in the proposed facility will erase the need for the existing offices which will serve as indoor supply storage as currently planned. This conversion would create a total of ten vehicle storage bays and will allow for future expansion of Coffey County's fleet. Figure 2 also shows the location of the proposed facility directly adjacent to the west of the current facility. It also illustrates future expansion opportunity on the site to the west of the proposed facility.

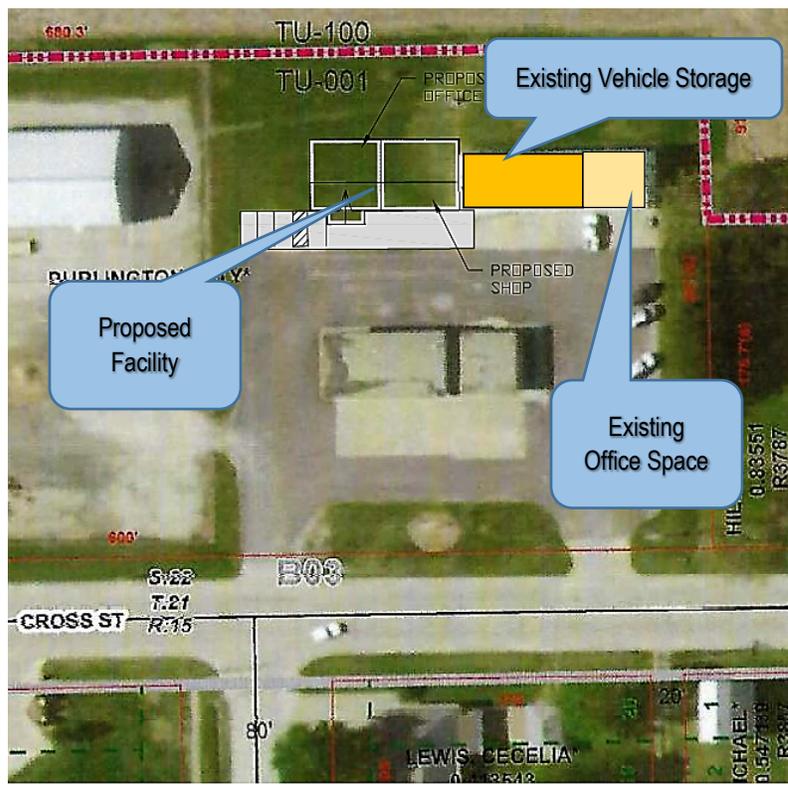
Figure 1. Layout of Proposed Facility



1 FLOOR PLAN  
Scale: 3/16" = 1'-0"

|                |                 |
|----------------|-----------------|
| FLOOR AREA     |                 |
| EXISTING       |                 |
| SHOP/OFFICE    | = 3,000 SQ. FT. |
| PROPOSED       |                 |
| OFFICE         | = 1,444 SQ. FT. |
| SHOP           | = 1,596 SQ. FT. |
| PROPOSED TOTAL | = 3,040 SQ. FT. |
| TOTAL          | = 6,040 SQ. FT. |

Figure 2. Site Plan



**Purpose and Need for the Proposed Action:**

The purpose of the project would be to accommodate Coffey County Transportation's current administrative and vehicle storage activities. Additionally, the project allows for the expansion of the vehicle fleet. Improvements are needed because Coffey County's current storage facility is capable of housing only six of the eight buses in its fleet and has inadequate office space. Coffey County Transportation expanded its fleet by two buses in 2015. Two vehicles are parked outside, not in a covered, locked or fenced area. The expansion will allow for the two additional vehicles to be stored in indoor secure space and allow for the growth of the fleet by two vehicles.

The current administrative office space totals 466 square feet. This is the total area for the director's office, dispatch office, drivers' work area/ breakroom, kitchenette, and bathroom. There are no walls separating the dispatch area, director's area, and drivers' area/breakroom. This provides a challenging and difficult environment for conducting business. There is currently no space for employee personnel matters to be conducted privately. The same situation occurs if a member of the public visits the facility with private business matters. Additionally, the current facility could benefit from enhanced ADA accessibility, for example, the entrance into the office is 34 inches in width.

Monthly employee meetings are currently being held in the bus storage area in order to accommodate all fourteen employees in one space. Buses are moved out and tables and chairs set up in their spots. There is also currently not enough space for drivers to complete needed paperwork following each shift. The director does not have an office that can be locked to protect employee files and company business. There is also inadequate private space to conduct private personnel or client business. If a client visits the agency, they are within close proximity to the director's work space as well as the dispatching area where there could potentially be private paperwork nearby. The dispatcher operates in the same common space as the breakroom creating general noise and/or direct interruptions when taking reservations. Because the current space does not provide drivers with an area large enough for everyone to be able to complete paperwork inside the facility, drivers have to sit outside, in the bus storage area or in their buses to do so. Likewise, the bus barn is not ideal for conducting monthly safety meetings due to lack of space for all to participate in a seated environment suited for gatherings of the entire staff. These activities often take place under adverse conditions if the weather is cold or hot. Conducting monthly meetings in a suitable environment would be more productive.

In an effort to accommodate all trip requests within the region in the most efficient manner, there have been many occasions where there is a need to have a client transfer buses to complete their trips. Currently, the bus storage area is utilized for such transfers due to its central location in the region; however, it is the most congested and does not provide good flow for the vehicles nor the clients attempting to transfer. There is not waiting area for clients. The agency has resorted to meeting at other locations throughout Burlington to meet this need.

**Table 1: Project Cost Estimate**

Itemized Cost Estimate

Office Addition 30'-0" x 38'-0" Light Frame Construction

| Item                            | Unit of Measure | Area  | Materials   | Labor       | Supplies, Tools | Total               |
|---------------------------------|-----------------|-------|-------------|-------------|-----------------|---------------------|
| Site Work                       | Lump Sum        | 1     | \$2,524.00  | \$126.00    | \$454.32        | \$3,104.32          |
| Slab on Grade                   | Sq. Ft.         | 1,444 | \$2,788.00  | \$8,323.00  | \$484.00        | \$11,595.00         |
| Concrete Parking                | Sq. Ft.         | 1,500 | \$3,267.00  | \$10,344.00 | \$494.00        | \$14,105.00         |
| Rough Carpentry                 | Lump Sum        | 1     | \$9,501.00  | \$5,322.00  | \$1,710.18      | \$16,533.18         |
| Metal Roofing                   | Sq. Ft.         | 1,311 | \$13,548.00 | \$7,997.00  | \$773.00        | \$22,318.00         |
| Insulation                      | Sq. Ft.         | 1,311 | \$5,333.00  | \$1,345.00  | \$130.00        | \$6,808.00          |
| Metal Siding                    | Sq. Ft.         | 1,628 | \$9,602.00  | \$9,371.00  | \$1,096.00      | \$20,069.00         |
| Insulation                      | Sq. Ft.         | 1,628 | \$683.00    | \$1,631.00  | \$65.00         | \$2,379.00          |
| Exterior Doors                  | Lump Sum        | 1     | \$2,264.00  | \$530.00    | \$248.00        | \$3,042.00          |
| Windows                         | Ea.             | 4     | \$455.00    | \$237.60    | \$30.20         | \$2,891.20          |
| Finish Carpentry                | Lump Sum        | 1     | \$1,009.00  | \$853.00    | \$1,009.00      | \$2,871.00          |
| Interior Finish                 | Lump Sum        | 1     | \$10,192.00 | \$10,516.00 | \$1,834.56      | \$22,542.56         |
| Suspended Ceiling               | Sq. Ft.         | 1,444 | \$1,886.00  | \$4,779.00  | \$2,605.00      | \$9,270.00          |
| Interior Doors                  | Ea.             | 6     | \$311.00    | \$287.00    | \$113.00        | \$4,266.00          |
| Kitchen                         | Lump Sum        | 1     | \$6,446.00  | \$1,723.00  | \$311.00        | \$8,480.00          |
| Restrooms                       | Ea.             | 2     | \$2,622.00  | \$1,690.00  | \$271.00        | \$9,166.00          |
| Lighting                        | Ea.             | 16    | \$274.00    | \$243.00    | \$62.00         | \$9,727.20          |
| Electrical                      | Ea.             | 34    | \$501.00    | \$243.00    | \$62.00         | \$28,774.20         |
| HVAC                            | Ea.             | 1     | \$7,395.00  | \$9,565.00  | \$527.00        | \$17,487.00         |
| Plumbing                        | Lump Sum        | 1     | \$2,347.00  | \$2,924.00  | \$422.46        | \$5,693.46          |
| Sewer, Water, Gas               | Lump Sum        | 1     | \$1,951.00  | \$495.00    | \$351.18        | \$2,797.18          |
| Subtotal Direct Office Addition |                 |       |             |             |                 | <u>\$223,919.30</u> |

Itemized Cost Estimate

Shop Addition 42'-0" x 38'-0" Metal Building

| Item               | Unit of Measure | Area  | Materials   | Labor      | Supplies, Tools                         | Total               |
|--------------------|-----------------|-------|-------------|------------|---|---------------------|
| Excavation         | Lump Sum        |       | \$2,689.00  | \$139.00   |   | \$2,828.00          |
| Slab on Grade      | Sq. Ft.         | 1,596 | \$3,056.00  | \$9,148.00 | \$655.00                                | \$12,859.00         |
| Concrete Parking   | Sq. Ft.         | 1,000 | \$2,178.00  | \$6,907.00 | \$375.00                                | \$9,460.00          |
| Frame              | Lump Sum        | 1     | \$11,172.00 |            |   | \$11,172.00         |
| Roofing            | Sq. Ft.         | 1,617 | \$9,983.00  | \$5,901.00 | \$593.00                                | \$16,477.00         |
| Siding             | Sq. Ft.         | 931   | \$5,528.00  | \$5,410.00 | \$665.00                                | \$11,603.00         |
| Over Head Doors    | Ea.             | 3     | \$6,924.00  | \$1,071.00 | \$283.00                                | \$8,278.00          |
| Insulation         | Sq. Ft.         | 931   | \$491.00    | \$895.00   | \$37.00                                 | \$1,423.00          |
| Lighting           | Ea.             | 20    | \$137.00    | \$135.00   | \$57.00                                 | \$6,580.00          |
| Electrical         | Ea.             | 12    | \$40.00     | \$243.00   | \$62.00                                 | \$4,140.00          |
| HVAC               | Ea.             | 2     | \$289.00    | \$312.00   | \$61.00                                 | \$662.00            |
| Sewer, Water, Gas  | Lump Sum        |       | \$2,689.00  | \$495.00   |   | \$3,184.00          |
|                    |                 |       |             |            |   | \$0.00              |
|                    |                 |       |             |            | Subtotal Direct Shop Addition           | <u>\$88,666.00</u>  |
|                    |                 |       |             |            | Total Direct Office and Shop Addition   | <u>\$312,585.30</u> |
| Indirect Cost      |                 |       |             |            |   |                     |
| Final Cleanup      | Lump Sum        |       |             | \$572.00   |   | \$572.00            |
| Building Permit    | Lump Sum        |       | \$4,108.00  |            |   | \$4,108.00          |
| Construction Plans | Lump Sum        |       | \$14,000.00 |            |   | \$14,000.00         |
|                    |                 |       |             |            | Total Indirect Office and Shop Addition | <u>\$18,680.00</u>  |
|                    |                 |       |             |            | Total Office and Shop Addition          | <b>\$331,265.30</b> |

Note: This cost estimate was prepared using a web site estimator based on the project Zip Code.

| Summary                               |               |      |
|---------------------------------------|---------------|------|
| Total Project Cost                    | \$ 331,265.30 | 100% |
| 5339 Funds Requested<br>(80% Maximum) | \$ 265,012.24 | 80%  |
| Applicant Cash Match<br>(20% Minimum) | \$ 66,253.06  | 20%  |

**Project Schedule:**

| <b>Table 2: Project Schedule</b>     |                |
|--------------------------------------|----------------|
| Prepare RFP Documents (Design)       | Jul 2019       |
| Advertise RFP                        | Aug 2019       |
| Receive Proposals                    | Aug 2019       |
| Review and Accept Proposals          | Sep 2019       |
| Design Period                        | Sep - Oct 2019 |
| Prepare RFP Documents (Construction) | Oct 2019       |
| Advertise RFP                        | Nov - Dec 2019 |
| Review and Accept Proposal           | Dec 2019       |
| Construction                         | Jan - May 2020 |

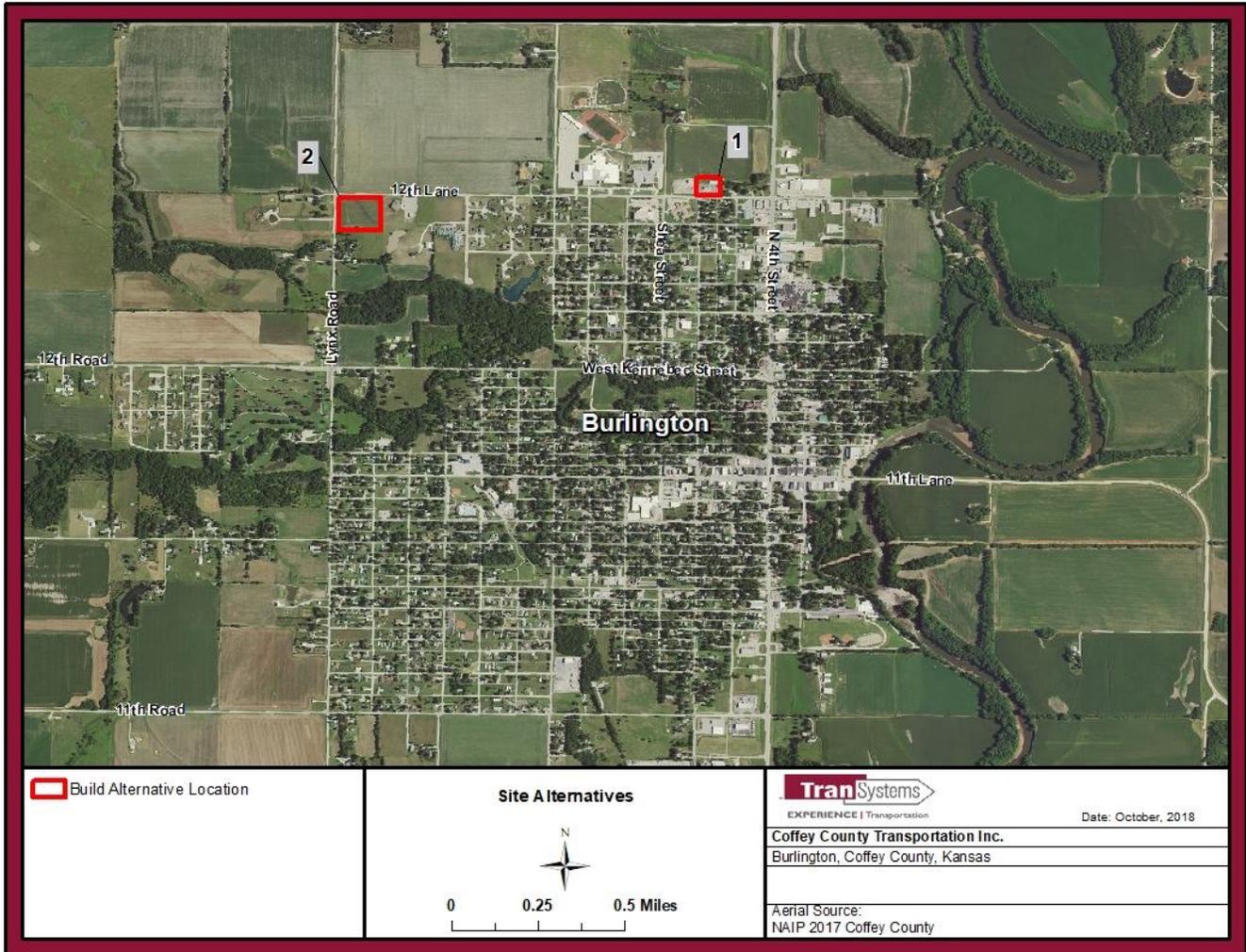
**Additional Notes:**

The useful life of the proposed expansion is 40 years. The project was added to the STIP on September 25, 2018. This project does not include mixed used or joint development components. Site selection methodology is not included as part of the analysis as it is an expansion of Coffey County's existing facility on property currently owned by the agency.

**Alternatives to Proposed Action:** Two potential sites were identified to locate the new transit facility. Figure 2 illustrates the location of the two sites. Site 1 was chosen based on its proximity to the existing facility and is located adjacent to the existing facility at 520 Cross Street. With limited commercial property available in Burlington, the second was chosen on its available and size. It is located on the southeast corner of Cross Street and Lynx Road. Table 3 provides a summary of the two sites.

| <b>Table 3: Site Information</b>                        |                                   |                        |                         |
|---|-----------------------------------|------------------------|-------------------------|
| <b>Site Name</b>  | <b>Land Use</b>                   | <b>Number of Acres</b> | <b>Acquisition Cost</b> |
| 1. Cross Street Location – Adjacent to 520 Cross Street | Unimproved Commercial/ Civic Site | Approx. 0.3            | No                      |
| 2. 1243 Lynx Road Location                              | Unimproved Commercial Site        | Approx. 5              | Yes                     |

Figure 2: Site Alternatives



Three criteria were reviewed to identify the recommended site for the propose project:

- Accommodation for Fleet Expansion – this determines if the parcel will allow for fleet expansion.
- No Land Acquisition Costs – this criteria determines if there is an acquisition cost for a parcel or if it is currently held by the owner.
- Close Access/Proximity to Area (s) Served – this criteria determines if the parcel would adversely impact the current fleet operations based on its adjacency to (or distance from) the existing facility.

| Table 4: Scoring of Alternatives |                              |                           |   |         |
|----------------------------------|------------------------------|---------------------------|---|---------|
| Location                         | Criteria                     |                           |   | Summary |
|                                  | Accommodates Fleet Expansion | No Land Acquisition Costs | Close Access and Proximity to Area Served |         |
| 1. Cross Street Location         | ●                            | ●                         | ●   | ●       |
| 2. Lynx Road Location            | ●                            | ○                         | ◐   | ◐       |

- This symbol indicates an alternative fully addresses the criteria. (3 points)
- ◐ This symbol indicates an alternative that partially addresses the measure. (2 points)
- This symbol indicates an alternative that fails to address the measure. (1 point)

A No-Build Alternative would not meet the Purpose and Need of the proposed project. Site 2 would require land acquisition costs. Site 2 is not adjacent to the existing site which would be disruptive to current fleet operations. Based on the criteria outlined above, the recommended site (proposed project) is site 1, the Cross Street location which is directly west of the existing transit facility. Based on the parcel size, this site would accommodate fleet expansion. It is already owned by the County, so there would be no acquisition costs for Coffey County Transportation, and it is directly adjacent to the existing facility and would not disrupt current fleet operations or introduce inefficiencies or any adverse impacts to operations.

**Additional Discussion on Selected Site:**

**Traffic and Parking Impacts:** As the proposed facility will not change the vehicle capacity of the existing operation, the project will have no adverse impacts on the traffic or parking near the project site and will have no or limited impact on area residents. The proposed facility will be designed in accordance with city and national best practice traffic and access management standards and will not impact the Level of Service on adjacent roadways. The proposed facility is situated to promote safe operation of traffic and safe interaction with bicycle and pedestrian movements. As an expansion of the existing facility, no new type of use will be introduced to the area. Site access will be from Cross Street, consistent with current usage.

**Impacts on Energy:** Although a detailed energy study was not performed, the site is in close proximity to both U.S. Highway 135 and U.S. Highway 70 allowing for efficient movement throughout the service region. The improved fleet options may translate into lowered fuel consumption. No negative impacts are anticipated.

**Impacts on Safety and Security:** The proposed Coffey County Transportation facility will not negatively impact safety and security in the area. Although the fleet vehicles will be stored at the facility at night, the project purpose includes secured covered vehicle storage in an effort to increase safety and security.

**Impacts on Secondary Development:** The proposed Coffey County Transportation facility will not likely result in secondary development.

**Consistency with Local Plans:** The construction of the transportation facility at the proposed location is in accordance with City plans. The proposed uses are consistent with the city zoning and land use plans for the area.

**Public Notification:** At the current feasibility stage of the proposed project, no public meetings have taken place. A statement of support has been signed by 23 Coffey County residents.

**Prime Farmland** – The project is located within city limits. Therefore, it meets the Farmland Protection Policy Act (FPPA) definition of “land committed to other uses.” There will be no farmland impacts associated with the project.

## Environmental Impact Information Regarding the Proposed Action

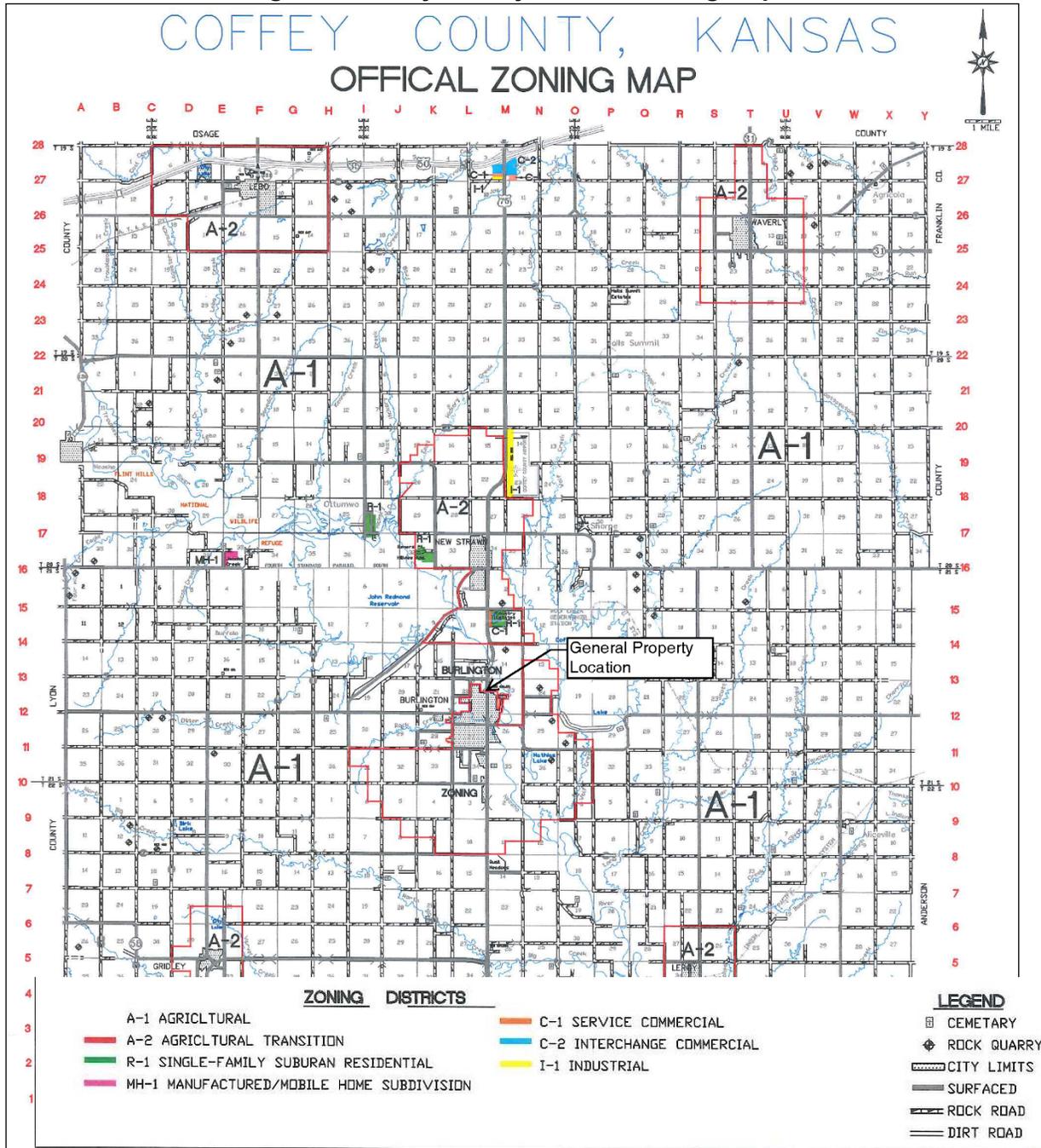
### ENVIRONMENTAL IMPACT INFORMATION

#### REQUIRED FOR PROBABLE CE'S (SECTION 771.117(d))

**A. LAND ACQUISITIONS & RELOCATIONS REQUIRED:** No land acquisitions and no relocations are required for this proposed project. The proposed project site located on the north side of Cross Street in Burlington, Kansas, immediately east of the intersection of Shea Street and Cross Street. The total property being developed is approximately 0.3 acres, currently supporting office space and vehicle storage.

**B. LAND USE AND ZONING:** The Coffey County, Kansas, Zoning Map (Figure 3) illustrates the county zoning surrounding the project area. The proposed site is located at the northern city limits, abutting agricultural transition zone. A city zoning map was not available. The proposed Coffey County Transportation facility site is located on existing Coffey County Transportation property, and would be an expansion of existing property uses. As facility upgrades would remain consistent with existing land use, there would be no conflict with City of Burlington or Coffey County zoning ordinances.

Figure 3: Coffey County, Kansas Zoning Map



Source: Coffey County, Kansas

**C. NOISE/WATER/AIR QUALITY:** A GIS desktop review for noise-sensitive receptors near the proposed project site indicates there is a mix of commercial and residential development near the proposed project site. The project, as proposed, would not involve a change in use of the subject property and would not add to the vehicle capacity or use of Coffey County Transportation. The proposed project would therefore be compatible with existing vehicle traffic and will not add to the current noise level in the area. Based on FTA's Noise and Vibration Manual, it was determined that none of the noise sensitive listed land uses are within the distances noted in Table 4-1 of the manual for bus facility projects, therefore no further noise analysis is needed on the construction of a 3,040 square-foot addition to the existing transportation facility.

If more than one acre of ground is disturbed during construction, the project will require compliance with the provisions of the Kansas Surface Water Quality Standards found in Kansas Administrative Regulation (KAR) 28-16-28, administered by the Kansas Department of Health and Environment (KDHE). This includes applying for coverage under the Kansas Water Pollution Control General Permit and Authorization to Discharge, also referred to as a stormwater discharge or land disturbance permit. This permit is authorized under the National Pollutant Discharge Elimination System (NPDES). The regulations and permit procedures require utilization of erosion controls that limit the amount of pollutants that leave a job site. Implementation of temporary erosion controls, best management practices, and compliance with permit limits will help prevent adverse impacts to water quality and decrease the amount of sediment leaving the project site. Water quality is not anticipated to be negatively impacted by the proposed project.

The project is not anticipated to have an adverse impact on air quality and will comply with all Federal, State and local guidelines, including the Clean Air Act.

**D. IMPACTS ON JURISDICTIONAL WATERS:** As illustrated in Figure 4, there are no anticipated impacts to Federally jurisdictional waters, including wetlands or other waterways, associated with the proposed project. Wetland location data was obtained from the U.S. Fish and Wildlife Service (USFWS) National Wetlands Inventory (NWI) and used to evaluate the potential presence of wetlands on or near the project site. No wetlands were found in the NWI database on or near the project site.

The project will not cause impacts to any jurisdictional waters, including wetlands, and therefore, will not require authorization under Section 404 of the Clean Water Act. Likewise, water quality certification under Section 401 of the Clean Water Act will not be required.

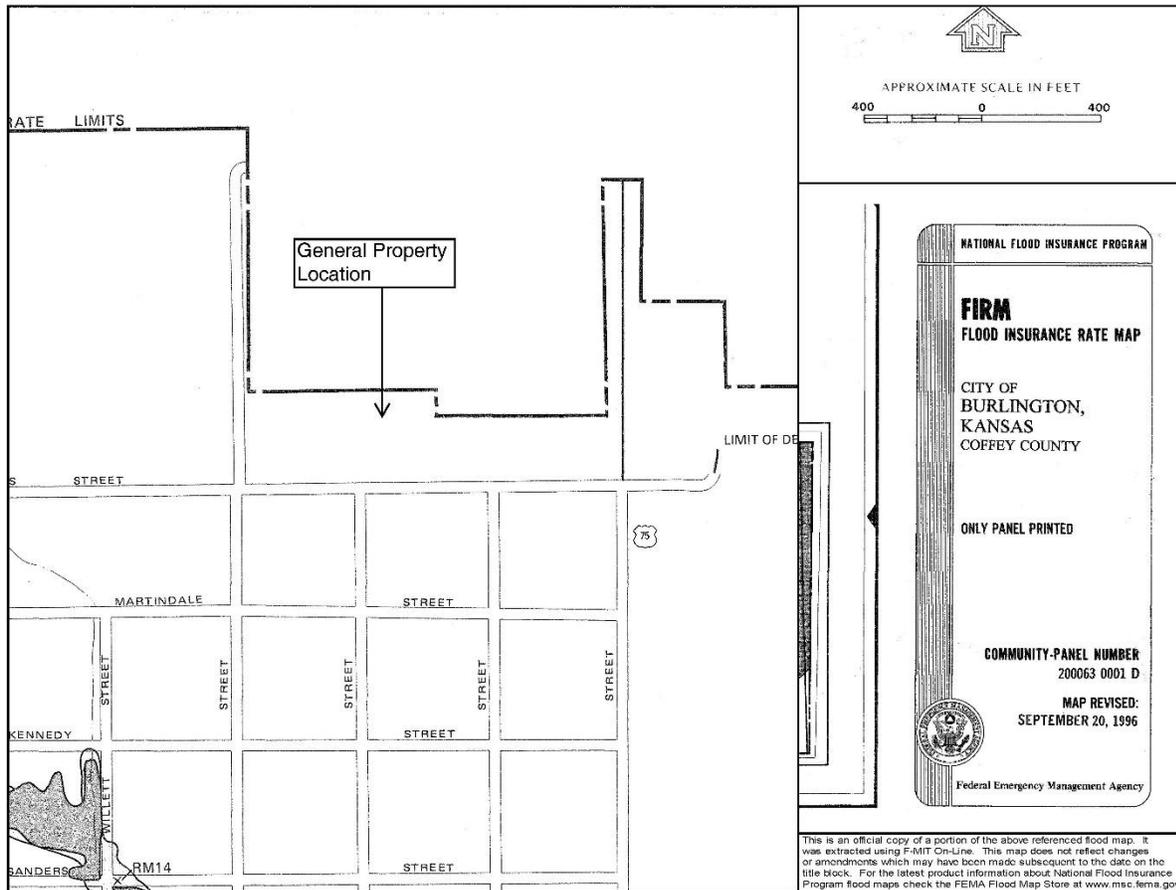
**Figure 4: National Wetland Inventory Map**



Source: U.S. Fish and Wildlife Service

**E. FLOODING IMPACTS:** No floodplain impacts are associated with this proposed project. According to the FEMA Flood Insurance Rate Map panel 2000630001D, effective 09/20/1996, the property is located in a Zone X, outside of the special flood hazard area as shown on Figure 5.

**Figure 5: Floodplain Map**



Source: FEMA

**F. IMPACTS ON ECOLOGICALLY-SENSITIVE AREAS:** The proposed project site is located in an urban setting on the edge of active agriculture. There are no ecologically sensitive areas located on the proposed project site. As stated in Section C, water quality will be protected during construction in accordance with the requirements of the KDHE General Permit through implementation of approved methods to minimize erosion and sedimentation/runoff entering storm drains. The site is located in an urban area lacking woodlands, prairies, marshes, bogs, lakes, streams, scenic areas, landforms, geological formations, and pristine natural areas, which may be affected by the proposed project.

**G. IMPACTS ON ENDANGERED SPECIES:** The Information for Planning and Consultation (IPaC) system was consulted on October 17, 2018 to assess the potential for impact to Federally listed threatened and endangered species. The system identified northern long-eared bat (*Myotis septentrionalis*), Neosho madtom (*Noturus placidus*), Neosho mucket (*Lamslilis rafinesqueana*), and rabbitsfoot (*Quadrula cylindrical cylindrical*) as species of concern in the project area. Due to the absence of appropriate species habitat, the project would have a “no effect” determination for these listed species. No further coordination is required. The IPaC system generated information is provided in Appendix A.

The Kansas Department of Wildlife, Parks, and Tourism (KDWPT) was referenced for a list of species found in Coffey County on October 17, 2018. The county list of species is provided in Appendix A. No habitat appropriate to the species listed is located on or adjacent to the project site. The project would have “no effect” to these listed species. No KDWPT Species Action Permit would be required, and therefore no further coordination is needed.

**H. HISTORIC PROPERTIES AND PARKLANDS:** A search of the National Register of Historic Places online database returned no historic properties near the proposed site. Section 106 coordination with the Kansas Historical Society (KHS) State Historic Preservation Office (SHPO) resulted in a finding of “no historic properties affected” by the current project. The signed Cultural Resource Assessment from SHPO dated May 20, 2019 is provided in Appendix A.

No historic properties, parks, or recreational facilities are currently located on or adjacent to the proposed site.

**I. IMPACTS CAUSED BY CONSTRUCTION:** Typical construction impacts for a project of this size are anticipated, and all impacts environmental or otherwise will be temporary. Every effort will be made to minimize the impacts to the surrounding area during construction. It has been determined that there are no sensitive land uses in the project area that would be disrupted before, during or after the construction phase of the project.

Any air quality impacts associated with construction activities would be temporary and would be in the form of emissions from diesel-powered construction equipment and wind-blown dust. Air pollution associated with the creation of wind-blown particles would be effectively controlled through the use of Best Management Practices, including watering of the site during construction to prevent fugitive dust emissions. Air pollution associated with gasoline or diesel-powered construction equipment would be controlled through effective tuning and maintenance of diesel and gasoline-powered construction equipment.

Noise and vibration impacts could result from heavy equipment movement and construction activities such as earth compaction or pile driving. Potential noise and vibration impacts would be controlled through the use of Best Management Practices and observation of City or County noise ordinances. Potential water quality impacts from soil erosion would be controlled through the implementation of approved methods and Best Management Practices and compliance with City Code.

Some elements of the construction equipment and materials stored for the project may be visually displeasing to local residents and businesses. This would be a temporary situation and would result in no long-term impacts. Maintenance of traffic and the sequence of construction would be planned and scheduled so as to minimize traffic delays and inconvenience to the surrounding street facilities and businesses. The streets in the project area will be kept clean and clear of construction debris. Access to all businesses would be maintained throughout the construction period.

All proposed construction debris will be properly disposed of in approved construction/demolition landfills.

**J. ENVIRONMENTAL JUSTICE:** Executive Order 12898 requires that actions be taken to address environmental justice in minority and low-income populations, by identifying and addressing disproportionately high and adverse human health or environmental effects from potential actions of the project.

No land acquisitions and no relocations are required for the proposed project. The site is located in Census Tract 9663 Block Group 1. The block group has a slightly lower percentage of people living below the poverty level as well a lower percentage of minorities than the census tract, which covers the entirety of the City of Burlington. The proposed project development would positively impact the community by increasing the quality of service provided by Coffey County Transportation. The development will not displace any residential or commercial land uses. Its location will also enhance transit services provided to customers within the community and surrounding region. No negative impacts are anticipated.

## Additional Environmental Impact Information

### Hazardous Materials

The methodology used to identify the presence of sites within the project footprint which have the potential to impact the project included the following steps: Review of readily available local, state, and federal environmental agency databases to identify sources including EPA's Enviromapper and KDHE's Storage Tank lists. Six sites were identified for review and are listed in Table 5 and illustrated on Figures 6 and 7.

| Table 5: Hazardous Materials Locations |                            |  |                           |
|--|----------------------------|--|---------------------------|
| Facility                               | Address                    | Distance from Site Relative to Project | Type                      |
| Burlington High School                 | 830 Cross Street           | 0.25 miles                             | Hazardous Waste           |
| Coffey Bowl                            | 1107 Wilson Street         | 0.14 miles                             | Hazardous Waste           |
| Morris Service                         | 1010 North 4th Street      | 0.24 miles                             | Hazardous Waste           |
| KDOT                                   | 522 Cross Street           | Adjacent                               | Above Ground Storage Tank |
| Road Runner Delivery Service           | Cross Street and Lynx Road | 0.34 miles                             | Spill Incident            |
| Pump N Pete's                          | 1124 North 4th Street      | 0.17 miles                             | Underground Storage Tank  |

Burlington High School, Coffey Bowl and Morris Service are listed as Conditionally Exempt Small Quantity Generators which is defined as releasing less than 100 kilograms of Hazardous Waste per month. Storage Tanks at KDOT appear to have been removed in 1986. On August 16, 1990 there was an eight gallon spill of ethylene dichloride at the Corner of Cross Street and Lynx Road by Road Runner Delivery Service. The spill was properly handled, and KDHE recommended that no further corrective action is needed at that site. The Pump N Pete's site has three active underground storage tanks. Two underground tanks were previously removed. There was a leak detected in 1997 at that site which underwent corrective actions, and the site is currently being monitored. Site documents are locate in Appendix A.

Based on the distance of the sources from the project site, the database review, visual reconnaissance, and the proposed scope of work; it is considered low potential for contamination in soil and/or to be encountered during construction. There are no identified sites that would impact construction of the project or cause a materials management and/or worker health and safety concerns related to project construction.

**Figure 6: Hazardous Materials Sites**

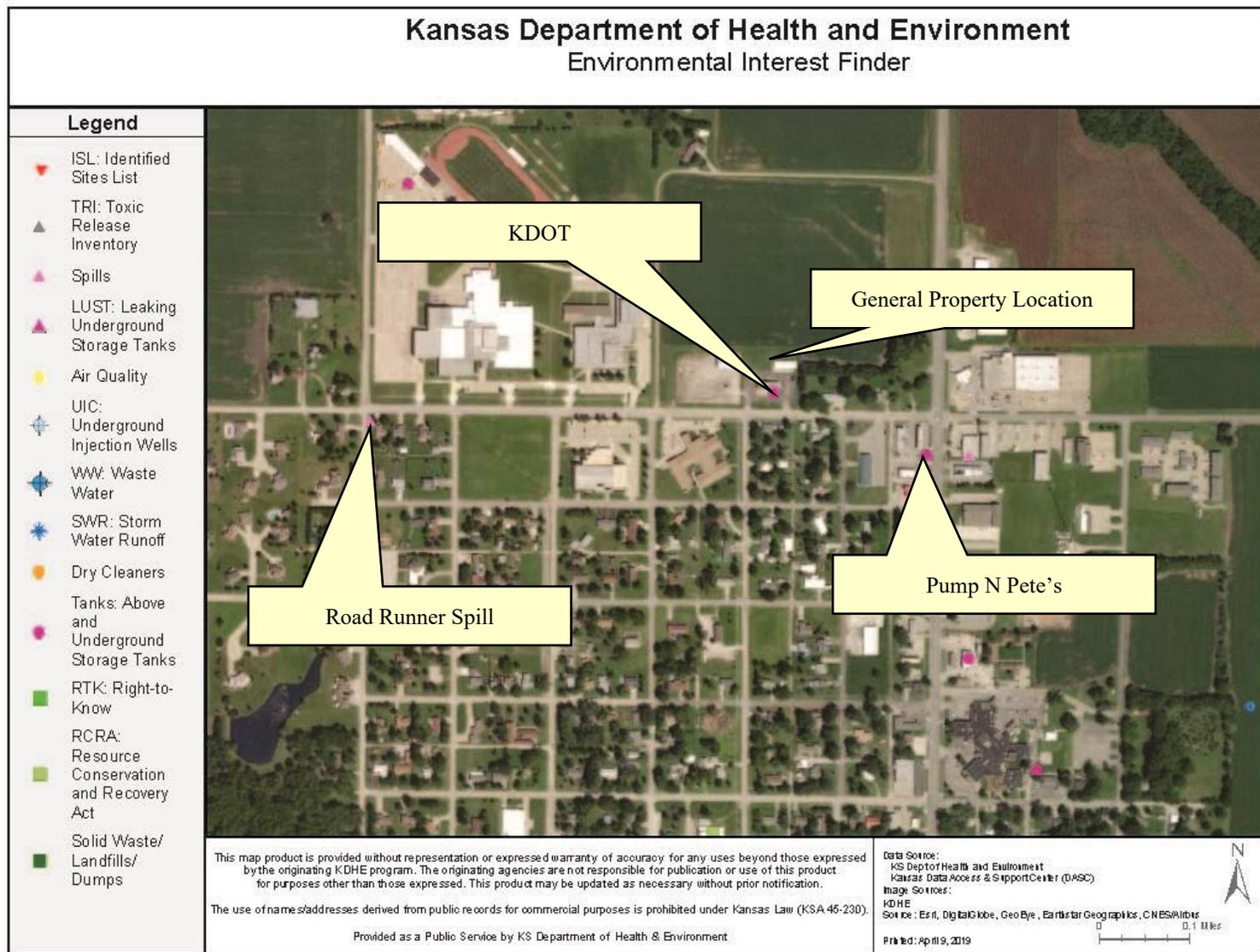


April 9, 2019

Single Facility

1:4,514  
0 0.0375 0.075 0.15 mi  
0 0.05 0.1 0.2 km  
© 2019 Microsoft Corporation © 2019 DigitalGlobe © CNES (2019)  
Distribution Airbus DS © 2019 HERE

**Figure 7: Storage Tank Sites**



**Vibration** – As project activities will not add increased capacity, no increase in vibration is anticipated after project construction. No negative impacts are anticipated.

## Conclusion

The Environmental Analysis for Probable Categorical Exclusion for the proposed Coffey County Transportation Facility improvements has determined that the proposed project will have no adverse environmental impact.

| <b>Environmental Impact</b>                | <b>Analysis Finding</b>   |
|--|---|
| Land Acquisitions and Relocations Required | No acquisition with no relocation impacts.                            |
| Land Use and Zoning                        | No negative impact.   |
| Noise Quality                              | No negative impact.   |
| Water Quality                              | No negative impact.   |
| Air Quality                                | Regulate during construction.   |
| Wetlands                                   | No wetlands, therefore no negative impact.                            |
| Flooding                                   | No negative impact.   |
| Ecologically Sensitive Areas               | No sensitive areas; therefore no impact.                              |
| Endangered Species                         | No negative impact.   |
| Traffic and Parking                        | No negative impact.   |
| Energy                                     | No negative impact.   |
| Historic Properties and Parklands          | No such properties therefore, no negative impact.                     |
| Construction                               | Regulate during construction.   |
| Environmental Justice                      | No negative impact.   |
| Hazardous Materials                        | No negative impact.   |
| Vibration                                  | Vibration may increase slightly; no negative impacts are anticipated. |

**Appendix A**  
**Agency Coordination Letters and Documents**



# OCCK Transportation Facility Study

## Environmental Analysis for Probable Categorical Exclusion

*Prepared for*



And



*Prepared by*



2400 Pershing Road, Suite 400  
Kansas City, Missouri 64108  
Phone: (816) 329-8600

*June 2019*

# Categorical Exclusion

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## ENVIRONMENTAL ANALYSIS FOR PROBABLE CATEGORICAL EXCLUSION

OCCK, Inc. is a private 501(c)(3) organization dedicated to helping North Central Kansans with short or long-term disabilities remove barriers to employment, live independently, and fully participate in their communities. In operation since 1970, OCCK now has more than 250 employees from diverse backgrounds who serve more than 3,000 people each year. Services provided include transportation for personal and business purposes to destinations including but not limited to:

- Doctor appointments and other medical support
- Shopping
- Senior centers
- Professional services

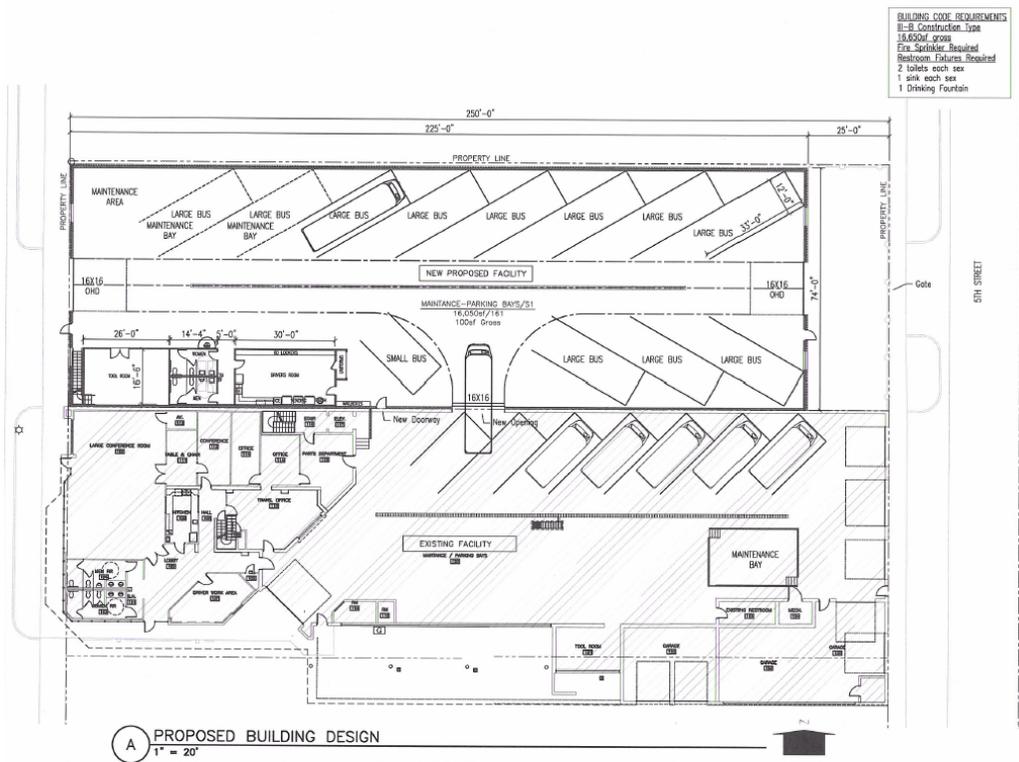
**Project Description:**

OCCK, Inc. would demolish an adjoining building for the construction of a 16,000 square-foot addition to their existing transportation facility. The availability of the building at 342 N. Santa Fe, via a lease with the option to purchase, makes this an opportune time to plan for the expansion of the current transportation facility. The building is connected to the current facility and is available for purchase at this time via a one-year lease signed on 05/01/18 and renewed on 05/01/19 through 04/30/20 (one-year extension). By purchasing the adjacent building and reconstructing it into a large maintenance bay, it will almost double the size of the current garage and maintenance shop areas. The building that is currently on the proposed site at 342 N. Santa Fe is in poor condition and at its current size could not adequately accommodate an expanding fleet or other uses proposed in the design. This new facility design would accommodate a 35-foot bus size if OCCK elected to convert their fleet to larger vehicles in the future. Also included in the renovation would be additional tool storage areas, additional bathrooms and a full size driver break room with a kitchen area, lockers and tables. A site layout is illustrated in Figure 1.

The current fleet of 35 vehicles is housed throughout various buildings on the existing OCCK, Inc. site as well as in buildings within the vicinity of the existing building. The existing storage areas as illustrated on Figure 2 currently accommodate 33 vehicles with two vehicles being stored in the wash bay or outside. The existing vehicles are stored as follows: Main Office/Garage – 12; South Garage (leased space) – 10; and East Garage (leased space) – 11. After the new addition is completed the vehicles will be stored as follows: Main Office/Garage – 10; South Garage (leased space) – 10; East Garage (leased space) – 11; and the new addition – 13, bringing the total of enclosed parking spaces to 44. There will be an opening from the existing garage into the new addition which will reduce the parking in the main garage from 12 to 10. The new addition will add 12-13 spots, which is designed to accommodate larger buses. OCCK, Inc. will continue leasing the south and east buildings. After the addition is completed there will be 44 spots available, leaving nine spaces for future expansion.

| <b>Vehicle Storage</b> |                   |                   |
|------------------------|-------------------|-------------------|
|                        | Existing Facility | Proposed Facility |
| Office/Garage          | 12                | 10                |
| South Rental           | 10                | 2                 |
| East Rental            | 11                | 11                |
| Proposed Facility      | 0                 | 13                |
| Outside                | 2                 | 0                 |
| <b>Total Vehicles</b>  | <b>35</b>         | <b>35</b>         |
| <b>Capacity</b>        | <b>33</b>         | <b>44</b>         |

Figure 1. Proposed Expansion Layout

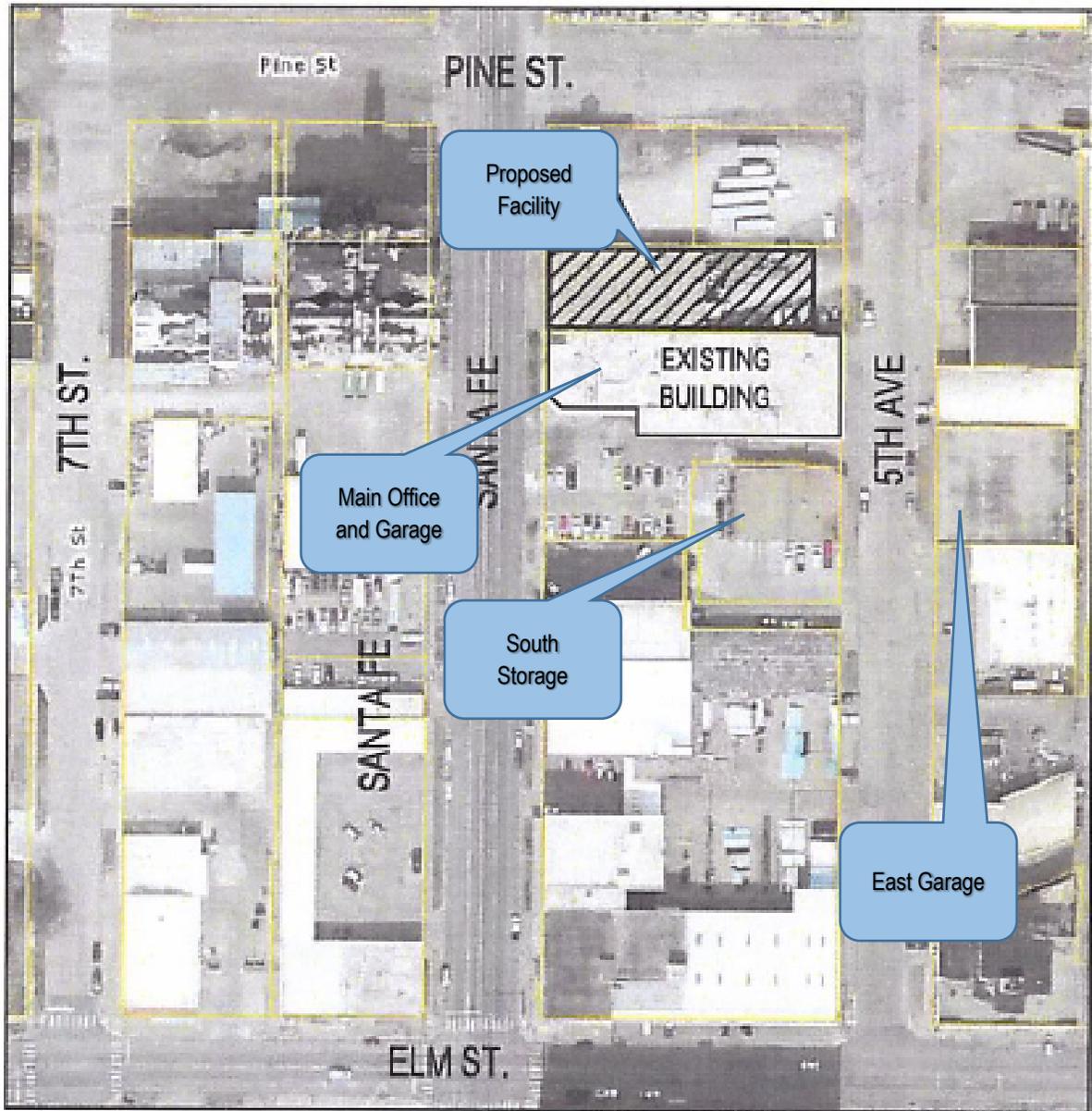


**Purpose and Need for the Proposed Action:**

The purpose of the project would be to accommodate the existing and projected growth of OCCK, Inc.'s vehicle fleet. The need is because of the continued growth of services, future expansion plans, and the increase to the number of vehicles in the fleet. The current facility is challenged for space for vehicle maintenance, secure indoor vehicle parking, and driver areas. The current facility is also landlocked and options for expansion into existing surrounding buildings are limited.

Salina will be close to hitting the 50,000 population mark at the next census, which could designate the county as a Metropolitan area. With that expansion will come the need for additional resources, including looking at multi-modal transportation options and the possibility of operating larger buses on the fixed routes. Some routes currently experience standing room only. OCCK, Inc. is always looking for ways of increasing services and preparing for future events. Service expansions require more drivers and other employees, and the current space cannot accommodate those increases.

Figure 2: Existing Site Layout



Project Cost Estimate:

Table 1: Project Cost Estimate

|    | A  | B        | C        | D            | E                         |
|----|--|----------|----------|--------------|---------------------------|
| 1  | <b>COST ESTIMATE</b>   | Date:    | 2/9/2018 |              |                           |
| 2  | <b>OCCK Transportation New Bus Facility</b>                      |          |          |              | <b>DMA Architects, PA</b> |
| 3  |  |          |          |              |                           |
| 4  | <b>Division 1: General Conditions</b>                            | Quantity |          | Unit Cost    | Total Cost                |
| 5  | Refer to line items below for soft cost, construction insurance. |          |          |              |                           |
| 6  |  |          |          |              |                           |
| 7  | <b>Division 2: Site Construction</b>                             |          |          |              |                           |
| 8  | Site Survey  | 1        | allow    | \$ 3,500.00  | \$ 3,500.00               |
| 9  | Demolition:  | 1        | allow    | \$ 85,000.00 | \$ 85,000.00              |
| 10 | Earthwork / Grading:   | 1        | allow    | \$ 25,000.00 | \$ 25,000.00              |
| 11 | Enviromental & Hazardous Inspection                              | 1        | allow    | \$ 5,000.00  | \$ 5,000.00               |
| 12 | <b>Division 3: Concrete</b>                                      |          |          |              |                           |
| 13 | Building Wall & Column Foundation:                               | 598      | lf       | \$ 125.00    | \$ 74,750.00              |
| 14 | Floor Slab   | 16650    | sf       | \$ 6.50      | \$ 108,225.00             |
| 15 | Exterior Paving  | 1850     | sf       | \$ 8.00      | \$ 14,800.00              |
| 16 | <b>Division 4: Masonry</b>                                       |          |          |              |                           |
| 17 | Brick Veneer:  | 8952     | sf       | \$ 20.00     | \$ 179,040.00             |
| 18 | CMU Exterior Walls:  | 8952     | sf       | \$ 14.00     | \$ 125,328.00             |
| 19 | <b>Division 5: Structural Steel</b>                              |          |          |              |                           |
| 20 | Steel Framing and Roof Structure:                                | 16650    | sf       | \$ 12.50     | \$ 208,125.00             |
| 21 | Steel Columns and Beams:   | 18       | ea       | \$ 2,400.00  | \$ 43,200.00              |
| 22 | <b>Division 6: Woods</b>   |          |          |              |                           |
| 23 | Cabinetry:   | 12       | lf       | \$ 400.00    | \$ 4,800.00               |
| 24 | <b>Division 7: Thermal &amp; Moisture Protection</b>             |          |          |              |                           |
| 25 | Roof System Single Ply R25                                       | 16650    | sf       | \$ 6.50      | \$ 108,225.00             |
| 26 | Waterproofing CMU  | 8952     | sf       | \$ 0.75      | \$ 6,714.00               |
| 27 | <b>Division 8: Door &amp; Windows</b>                            |          |          |              |                           |
| 28 | Exterior Hollow Metal Doors:                                     | 3        | ea       | \$ 1,200.00  | \$ 3,600.00               |
| 29 | Interior Hollow Metal Doors:                                     | 6        | ea       | \$ 1,000.00  | \$ 6,000.00               |
| 30 | Exterior Aluminum Windows:                                       | 4        | ea       | \$ 1,200.00  | \$ 4,800.00               |
| 31 | Clearstory Windows or Skylights:                                 | 9        | ea       | \$ 3,000.00  | \$ 27,000.00              |
| 32 | Overhead Doors with Operators:                                   | 3        | ea       | \$ 10,000.00 | \$ 30,000.00              |
| 33 | <b>Division 9: Finishes</b>                                      |          |          |              |                           |
| 34 | Metal Stairway and Railing                                       | 18       | ea tread | \$ 250.00    | \$ 4,500.00               |
| 35 | Mezzaine Framing   | 1300     | sf       | \$ 8.00      | \$ 10,400.00              |
| 36 | Metal Stud Partitions:   | 207      | lf       | \$ 40.00     | \$ 8,280.00               |
| 37 | Drywall Wall Installation and Finish:                            | 4000     | sf       | \$ 3.00      | \$ 12,000.00              |
| 38 | Wall Paint Finish:   | 4000     | sf       | \$ 1.50      | \$ 6,000.00               |
| 39 | Door and Trim Finish:  | 9        | ea       | \$ 200.00    | \$ 1,800.00               |
| 40 | Acoustical Ceiling:  | 870      | sf       | \$ 6.00      | \$ 5,220.00               |
| 41 | Wall Base:   | 414      | lf       | \$ 3.50      | \$ 1,449.00               |
| 42 | RR Ceramic Tile Floor and Walls:                                 | 540      | sf       | \$ 16.00     | \$ 8,640.00               |
| 43 | Restroom Accessories and Portions:                               | 4        | ea       | \$ 1,750.00  | \$ 7,000.00               |
| 44 | <b>Division 10: Specialties</b>                                  |          |          |              |                           |
| 45 | Sprinkler and Alarm System:                                      | 16650    | sf       | \$ 5.00      | \$ 83,250.00              |
| 46 | Sprinkler and Alarm System to Existing Building:                 | 16250    | sf       | \$ 5.00      | \$ 81,250.00              |

|    | A  | B              | C                               | D            | E               |
|----|--|----------------|---------------------------------|--------------|-----------------|
| 47 | <b>Division 11: Equipment</b>                      | Not Applicable |                                 |              |                 |
| 48 | <b>Division 12: Furnishings</b>                    | Not Applicable |                                 |              |                 |
| 49 | <b>Division 13: Metal Building</b>                 | Not Applicable |                                 |              |                 |
| 50 | <b>Division 14: Conveying Systems</b>              | Not Applicable |                                 |              |                 |
| 51 | <b>Division 15: Plumbing / Heating and Cooling</b> |                |                                 |              |                 |
| 52 | Office HVAC:                                       | 900            | sf                              | \$ 24.00     | \$ 21,600.00    |
| 53 | Shop Venation                                      | 16650          | sf                              | \$ 5.00      | \$ 83,250.00    |
| 54 | Shop Tube Heaters:                                 | 8              | allow                           | \$ 5,000.00  | \$ 40,000.00    |
| 55 | Sanitary Sewer Modifications:                      | 1              | allow                           | \$ 6,000.00  | \$ 6,000.00     |
| 56 | Plumbing:  | 13             | fixtures                        | \$ 4,000.00  | \$ 52,000.00    |
| 57 | Gas Service  | 1              | allow                           | \$ 4,000.00  | \$ 4,000.00     |
| 58 | New Water Service:                                 | 1              | allow                           | \$ 5,000.00  | \$ 5,000.00     |
| 59 | <b>Division 16: Electrical</b>                     |                |                                 |              |                 |
| 60 | Electrical Service:                                | 1              | allow                           | \$ 10,000.00 | \$ 10,000.00    |
| 61 | Electrical:  | 16650          | sf                              | \$ 15.00     | \$ 249,750.00   |
| 62 |  |                |                                 |              |                 |
| 63 | <b>SUB-TOTAL:</b>                                  |                |                                 |              | \$ 1,760,996.00 |
| 64 | <b>General Expense / Soft Cost:</b>                | 15%            |                                 |              | \$ 264,149.40   |
| 65 | <b>SUB-TOTAL:</b>                                  |                |                                 |              | \$ 2,025,145.40 |
| 66 | Design Contingency 5% :                            |                | (rounded up to nearest \$1,000) |              | \$ 102,000.00   |
| 67 | <b>PROJECT CONSTRUCTION TOTAL COST:</b>            |                | (rounded up to nearest \$1,000) |              | \$ 2,128,000.00 |
| 68 | Prevailing Wages:                                  |                | (rounded up to nearest \$1,000) |              | \$ 304,000.00   |
| 69 | City of Salina Re-Zoning Services:                 |                | (rounded up to nearest \$1,000) |              | \$ 10,000.00    |
| 70 | Architectural and Engineering:                     |                | (rounded up to nearest \$1,000) |              | \$ 192,000.00   |
| 71 | <b>PROJECT TOTAL COST:</b>                         |                | (rounded up to nearest \$1,000) |              | \$ 2,330,000.00 |

| Summary                               |              |      |
|---------------------------------------|--------------|------|
| Total Project Cost                    | \$ 2,330,000 | 100% |
| 5339 Funds Requested<br>(80% Maximum) | \$ 1,864,000 | 80%  |
| Applicant Cash Match<br>(20% Minimum) | \$ 466,000   | 20%  |

**Project Schedule:**

| Table 2: Project Schedule            |                |
|--------------------------------------|----------------|
| Prepare RFP Documents (Design)       | Jul 2019       |
| Advertise RFP                        | Aug 2019       |
| Receive Proposals                    | Aug 2019       |
| Review and Accept Proposals          | Sep 2019       |
| Design Period                        | Sep - Oct 2019 |
| Prepare RFP Documents (Construction) | Oct 2019       |
| Advertise RFP                        | Nov - Dec 2019 |
| Review and Accept Proposal           | Dec 2019       |
| Construction                         | Jan - May 2020 |

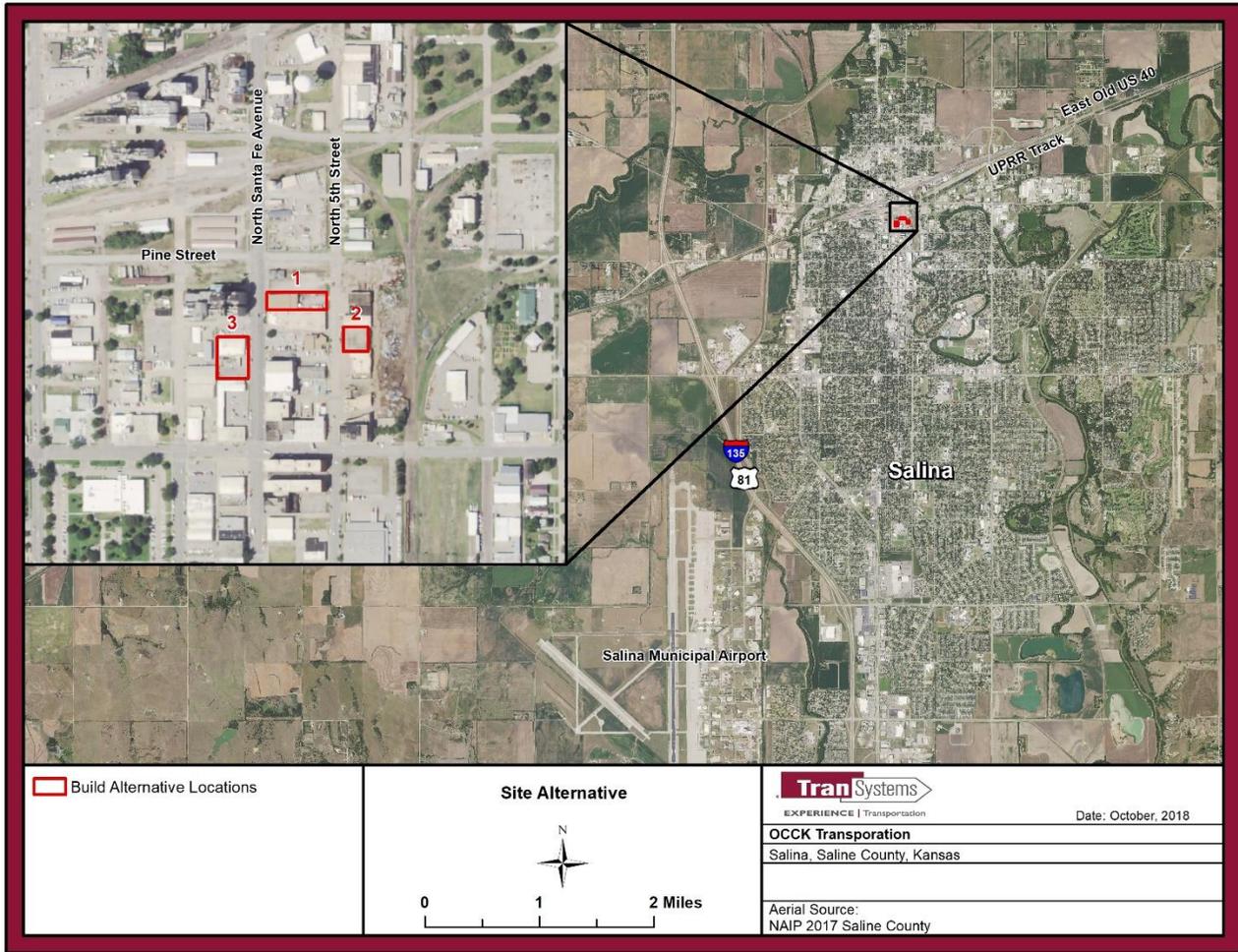
**Additional Notes:**

The useful life of the proposed expansion is 40 years. The project was added to the STIP on September 25 2018. This project does not include mixed used or joint development components.

**2. Alternatives to Proposed Action:** Three potential sites were selected for review for the transit facility expansion. The first site is located at 342. N. Santa Fe and is directly north and adjacent to the existing OCCK, Inc. facility. OCCK, Inc. is leasing the property with an option to purchase. The building would be demolished and replaced with the site plan illustrated in Figure 1. The second site is located at 330 N. 5th Street just to the east and across 5th Street from the existing facility. This site is currently leased by the agency for vehicle storage and will continue to be leased for that purpose. The third site is located on 325 N. Santa Fe Avenue directly to the west of the existing facility. This site is not utilized by OCCK, Inc. It was selected due to its proximity to OCCK, Inc. Table 4 illustrates the characteristics of each location. Figure 2 shows the location of each site that was reviewed.

| Table 3: Site Information |                       |                 |
|---------------------------|-----------------------|-----------------|
| Site Name                 | Land Use              | Number of Acres |
| 1. 342 N. Santa Fe Avenue | Commercial/Industrial | Approx. 0.43    |
| 2. 330 N. 5th Street      | Commercial/Industrial | Approx. 0.30    |
| 3. 325 N. Santa Fe Avenue | Commercial/Industrial | Approx. 0.40    |

**Figure 3: Proposed Recommended Site**



Three criteria were reviewed to identify the recommended site for the propose project:

- Accommodation for Fleet Expansion – this determines if the parcel will allow for fleet expansion.
- Land is Available for Acquisition and Site Development – this criteria determines if the parcel is available for acquisition and thus, further site development.
- Access/Proximity to Area (s) Served – this criteria determines if the parcel would adversely impact the current fleet operations based on its adjacency to (or distance from) the existing facility.

| Table 4: Scoring of Alternatives |                              |                                |   |         |
|----------------------------------|------------------------------|--------------------------------|---|---------|
| Location                         | Criteria                     |                                |   | Summary |
|                                  | Accommodates Fleet Expansion | Land Available for Acquisition | Close Access and Proximity to Area Served |         |
| 1. 342 N. Santa Fe Avenue        | ●                            | ●                              | ●   | ●       |
| 2. 330 N. 5th Street             | ●                            | ○                              | ◐   | ◐       |
| 3. 325 N. Santa Fe Avenue        | ●                            | ○                              | ◐   | ◐       |

- This symbol indicates an alternative fully addresses the criteria. (3 points)
- ◐ This symbol indicates an alternative that partially addresses the measure. (2 points)
- This symbol indicates an alternative that fails to address the measure. (1 point)

A No-Build Alternative would not meet the Purpose and Need of the proposed project. Sites 2 and 3 are not currently available for acquisition. Sites 2 and 3 are also located across 5th Street and Santa Fe Avenue respectively and therefore, not directly adjacent to the existing facility. Based on the criteria outlined above, the recommended site, Site 1, is located at 342 N. Santa Fe. This site would accommodate fleet expansion, is available for acquisition, and is directly adjacent to the existing facility and thus would not disrupt current fleet operations at OCK, Inc. or introduce inefficiencies or any adverse impacts to operations.

**Additional Discussion on Selected Site:**

**Traffic and Parking Impacts:** Due to a location in a commercial/industrial area, the proposed facility will have no adverse impacts on the traffic or parking near the proposed project and will have limited impact on area residents. The proposed facility will be designed in accordance with city and national best practice traffic and access management standards and will not impact the Level of Service on adjacent roadways. The proposed facility is situated to promote safe operation of traffic and safe interaction with bicycle and pedestrian movements. As an expansion of the existing facility, no new type of use will be introduced to the area. Site access will be from North Santa Fe Avenue, consistent with current usage.

**Impacts on Energy:** Although a detailed energy study was not performed, the site is in close proximity to both U.S. Highway 135 and Interstate 70 allowing for efficient movement throughout the service region. The improved fleet options may translate into lowered fuel consumption. The new 16,000 square foot facility will be larger than the building currently occupying this site (8,772 square feet), however, the new construction will likely be more energy efficient than the existing building which was constructed in 1930. No negative impacts are anticipated.

**Impacts on Safety and Security:** The proposed OCCK facility expansion will not negatively impact safety and security in the area. Although the fleet vehicles will be stored at the facility at night, they will be securely housed to deter any theft or vandalism of the vehicles.

**Impacts on Secondary Development:** The proposed OCCK facility expansion will not likely result in secondary development.

**Consistency with Local Plans:** The construction of the OCCK facility expansion at the proposed location is in accordance with City plans. The proposed uses are consistent with the city zoning and land use plans for the area.

**Public Notification:** A Public Forum was held on January 17, 2018. A notice was posted in the Salina Journal for the preceding two week period. No one in attendance was against the project.

**Prime Farmland:** The project is located within city limits. Therefore, it meets the Farmland Protection Policy Act (FPPA) definition of "land committed to other uses." There will be no farmland impacts associated with the project.

### 3. Environmental Impact Information Regarding the Proposed Action

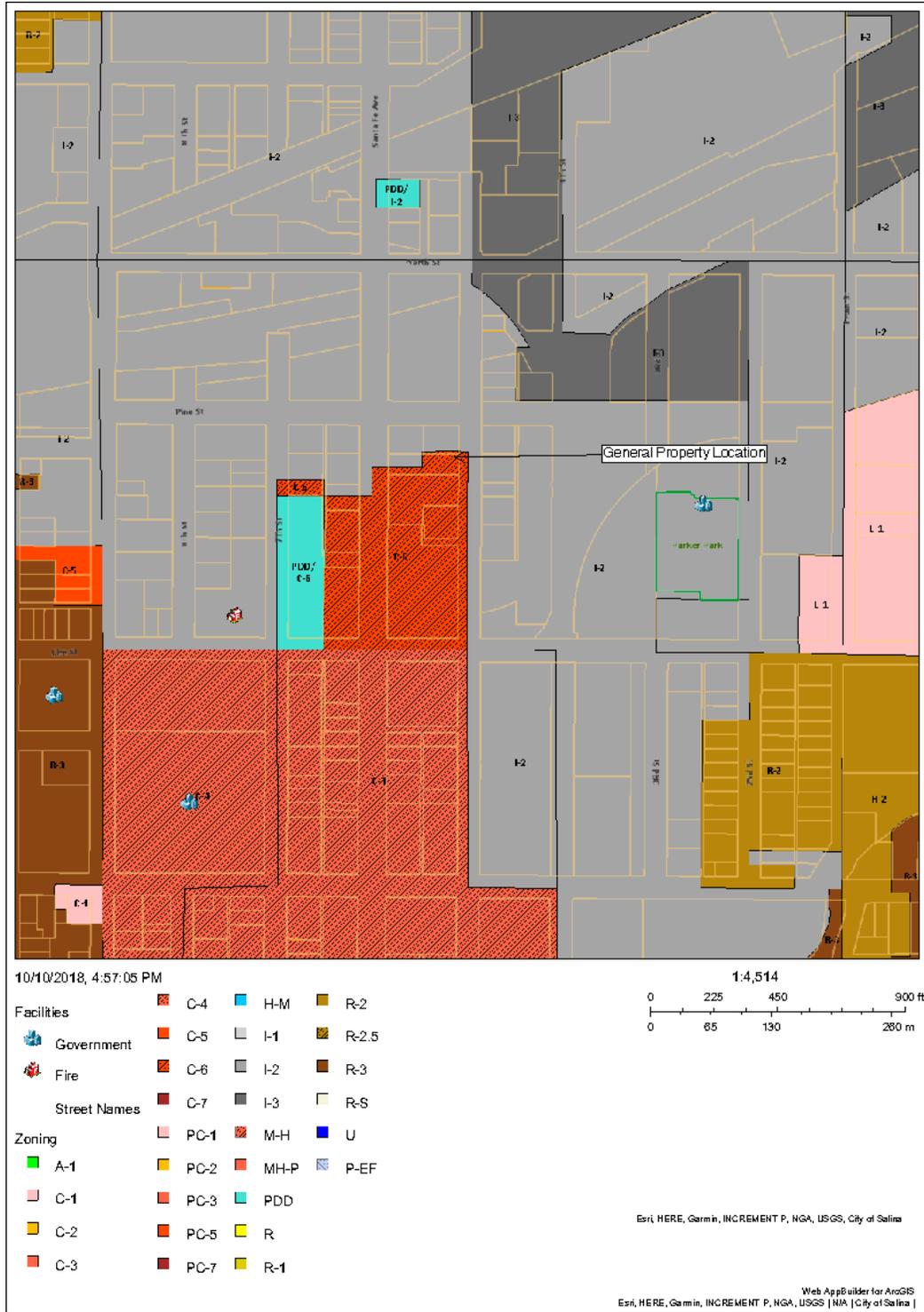
#### ENVIRONMENTAL IMPACT INFORMATION

#### REQUIRED FOR PROBABLE CE'S (SECTION 771.117(d))

**A. LAND ACQUISITIONS & RELOCATIONS REQUIRED:** One land acquisition and no relocations of the existing occupant at this location is required. The proposed project site located on the east side of North Santa Fe Avenue in Salina, Kansas, approximately 150 feet south of the intersection of Pine Street and North Santa Fe Avenue. The property is approximately 0.43 acre located in a commercial/industrial setting.

**B. LAND USE AND ZONING:** The City of Salina, Kansas, Zoning Map (Figure 3) illustrates the desired land uses within this particular region of the City of Salina, as outlined in the city's zoning ordinance. The proposed OCCK facility site is located within a commercial district abutting an industrial district as indicated on the zoning map. OCCK operations are included in the City of Salina Comprehensive Plan and are anticipated to be part of city development.

Figure 4: City of Salina, Kansas Zoning Map



Source: City of Salina, Kansas

**C. NOISE/WATER/AIR QUALITY:** The general area adjacent to the proposed site is zoned as a light industrial district and heavy commercial. A GIS desktop review for noise-sensitive receptors near the proposed project site did not indicate any properties of concern. Future residential development has been proposed but not approved for properties adjacent to the subject project. Vehicles used by OCCK, Inc. will be compatible with existing vehicle traffic and will not add to the current noise level in the area. Based on FTA's Noise and Vibration Manual, it was determined that none of the noise sensitive listed land uses are within the distances noted in Table 4-1 in the manual for bus facility projects, therefore no further noise analysis is needed on the construction of a 16,000 square-foot addition to the existing transportation facility.

If more than one acre of ground is disturbed during construction, the project will require compliance with the provisions of the Kansas Surface Water Quality Standards found in Kansas Administrative Regulation (KAR) 28-16-28, administered by the Kansas Department of Health and Environment (KDHE). This includes applying for coverage under the Kansas Water Pollution Control General Permit and Authorization to Discharge, also referred to as a stormwater discharge or land disturbance permit. This permit is authorized under the National Pollutant Discharge Elimination System (NPDES). The regulations and permit procedures require utilization of erosion controls that limit the amount of pollutants that leave a job site. Implementation of temporary erosion controls, best management practices, and compliance with permit limits will help prevent adverse impacts to water quality and decrease the amount of sediment leaving the project site. Water quality is not anticipated to be negatively impacted by the proposed project.

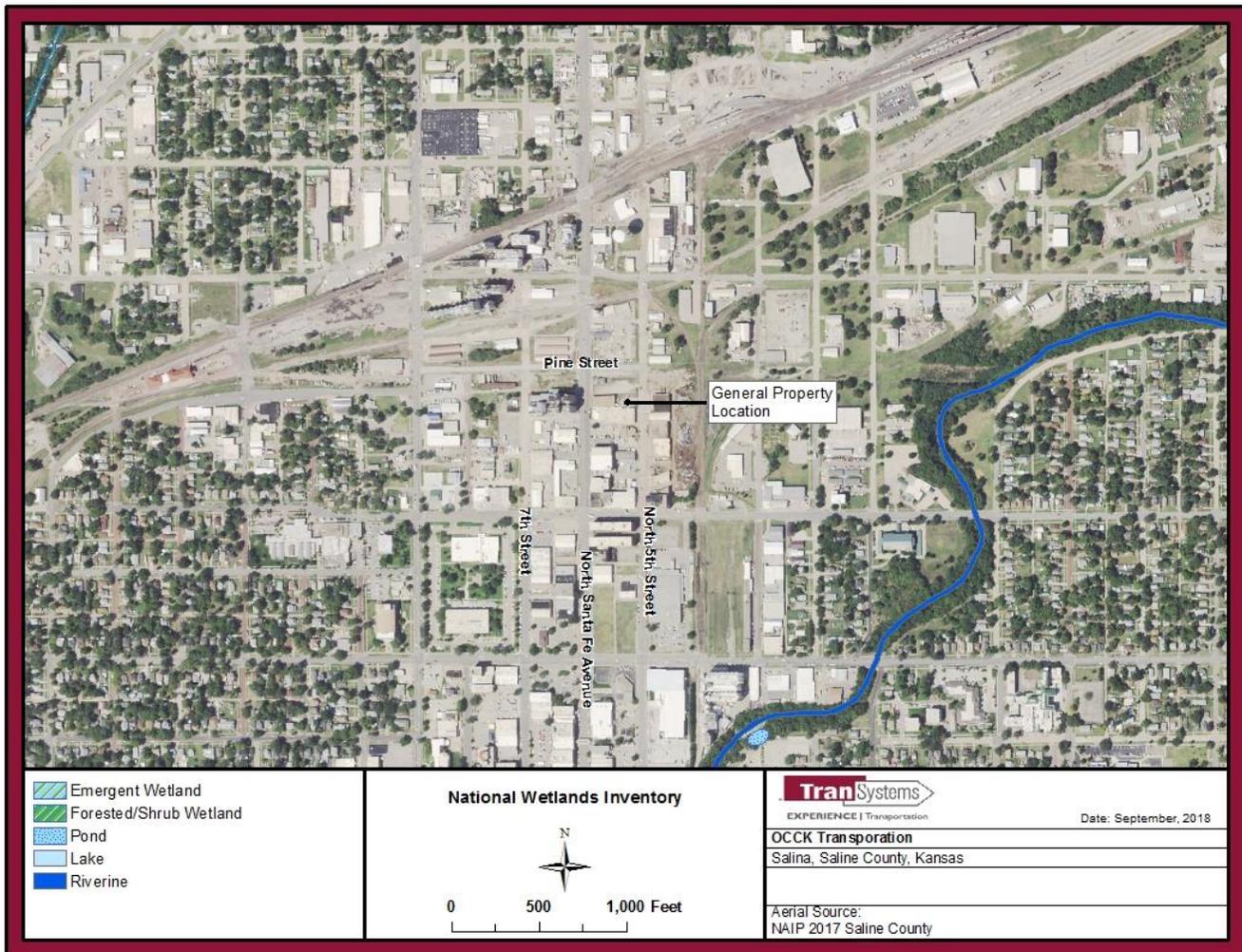
This project must also receive coverage under the City of Salina Land Disturbance Permit.

The project is not anticipated to have an adverse impact on air quality and will comply with all Federal, State and local guidelines, including the Clean Air Act.

**D. IMPACTS ON JURISDICTIONAL WATERS:** As illustrated in Figure 4, there are no anticipated impacts to Federally jurisdictional waters, including wetlands or other waterways, associated with the proposed project. Wetland location data was obtained from the U.S. Fish and Wildlife Service (USFWS) National Wetlands Inventory (NWI) and used to evaluate the potential presence of wetlands on or near the project site. No wetlands were found in the NWI database on or near the project site.

The project will not cause impacts to any jurisdictional waters, including wetlands, and therefore, will not require authorization under Section 404 of the Clean Water Act. Likewise, water quality certification under Section 401 of the Clean Water Act will not be required.

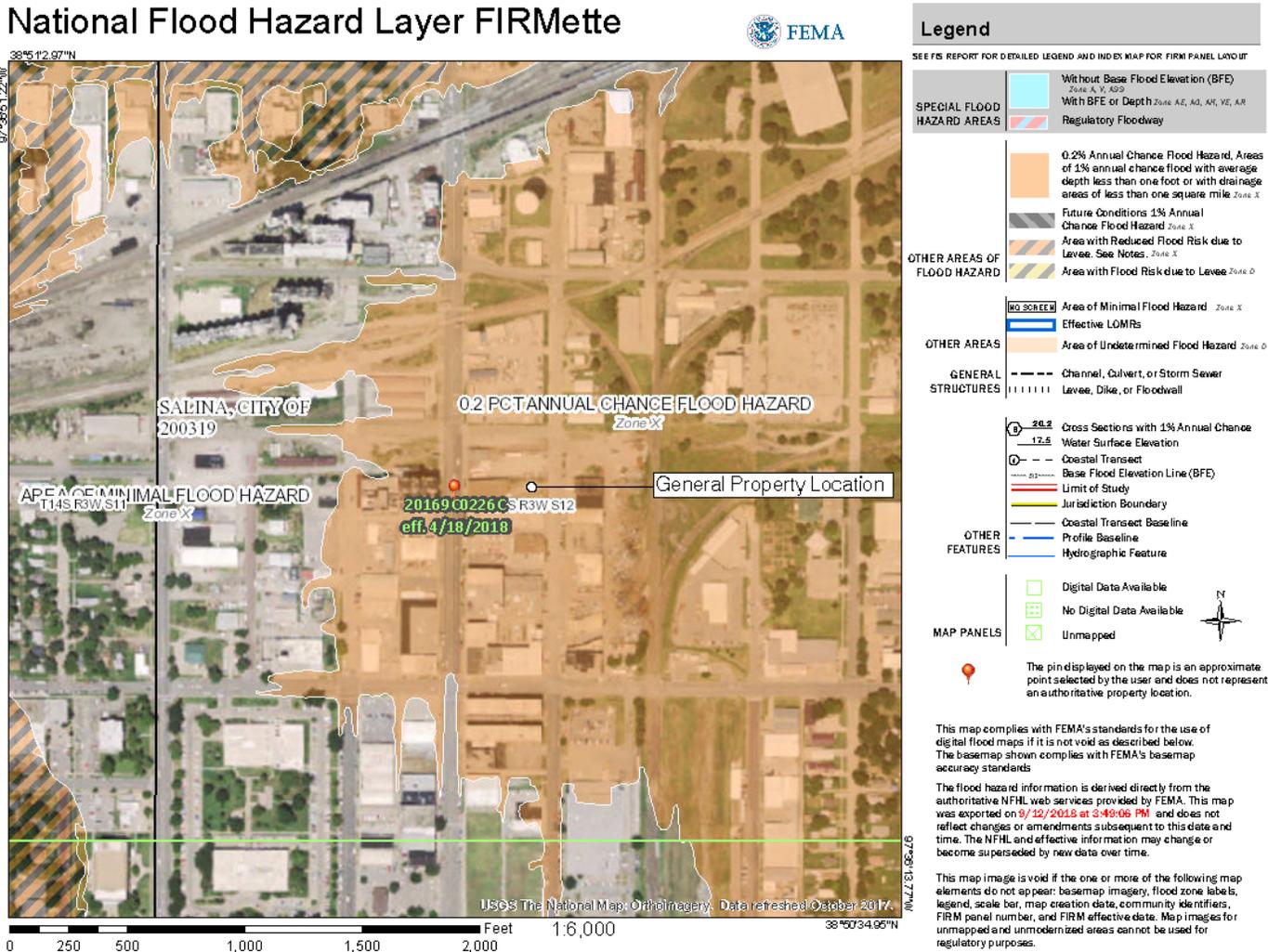
**Figure 5: National Wetland Inventory Map**



Data Source: U.S. Fish and Wildlife Service

**E. FLOODING IMPACTS:** No floodplain impacts are associated with this proposed project. According to the FEMA Flood Insurance Rate Map panel 20169C0226C, effective 04/18/2018, the property is located in a Zone X, outside of the special flood hazard area as indicated in Figure 5.

**Figure 6: Floodplain Map**



Source: FEMA

**F. IMPACTS ON ECOLOGICALLY-SENSITIVE AREAS:** The proposed project site is located in an industrial setting. There are no ecologically sensitive areas located on the proposed project site. As stated in Section C, water quality will be protected during construction in accordance with the requirements of the KDHE General Permit through implementation of approved methods to minimize erosion and sedimentation/runoff entering storm drains. The site is located in an industrial urban area lacking woodlands, prairies, marshes, bogs, lakes, streams, scenic areas, landforms, geological formations, and pristine natural areas, which may be affected by the proposed project.

**G. IMPACTS ON ENDANGERED SPECIES:** The Information for Planning and Consultation (IPaC) system was consulted on October 10, 2018 to assess the potential for impact to Federally listed threatened and endangered species. The system identified northern long-eared bat (*Myotis septentrionalis*) and the whooping crane (*Grus Americana*) as species of concern in the project area. Due to the absence of appropriate species habitat, the project would have a “no effect” determination for these listed species. No further coordination is required. The IPaC system generated information is provided in Appendix A.

The Kansas Department of Wildlife, Parks, and Tourism (KDWPT) was referenced for a list of species found in Saline County on October 10, 2018. The county list of species is provided in Appendix A. No habitat appropriate to the species listed is located on or adjacent to the project site. The project would have “no effect” to these listed species. No KDWPT Species Action Permit would be required, and therefore no further coordination is needed.

**H. HISTORIC PROPERTIES AND PARKLANDS:** A search of the National Register of Historic Places online database returned no historic properties adjacent to the proposed site. A registered historic site is located one block south of the project site at 248 Santa Fe Drive. This site would not be affected by project activities. Section 106 coordination with the Kansas Historical Society (KHS) State Historic Preservation Office (SHPO) resulted in a finding of “no historic properties affected” by the current project. The signed Cultural Resource Assessment from SHPO dated May 20, 2019 is provided in Appendix A.

No historic properties, parks, or recreational facilities are currently located on or adjacent to the proposed site.

**I. IMPACTS CAUSED BY CONSTRUCTION:** Typical construction impacts for a project of this size are anticipated, and all impacts environmental or otherwise will be temporary. Every effort will be made to minimize the impacts to the surrounding area during construction. It has been determined that there are no sensitive land uses in the project area that would be disrupted before, during or after the construction phase of the project.

Any air quality impacts associated with construction activities would be temporary and would be in the form of emissions from diesel-powered construction equipment and wind-blown dust. Air pollution associated with the creation of wind-blown particles would be effectively controlled through the use of Best Management Practices, including watering of the site during construction to prevent fugitive dust emissions. Air pollution associated with gasoline or diesel-powered construction equipment would be controlled through effective tuning and maintenance of diesel and gasoline-powered construction equipment.

Noise and vibration impacts could result from heavy equipment movement and construction activities such as earth compaction or pile driving. Potential noise and vibration impacts would be controlled through the use of Best Management Practices and observation of City or County noise ordinances. Potential water quality impacts from soil erosion would be controlled through the implementation of approved methods and Best Management Practices and compliance with City Code.

Some elements of the construction equipment and materials stored for the project may be visually displeasing to local residents and businesses. This would be a temporary situation and would result in no long-term impacts. Maintenance of traffic and the sequence of construction would be planned and scheduled so as to minimize traffic delays and inconvenience to the surrounding street facilities and businesses. The streets in the project area will be kept clean and clear of construction debris. Access to all businesses would be maintained throughout the construction period.

All proposed construction debris will be properly disposed of in approved construction/demolition landfills.

**J. ENVIRONMENTAL JUSTICE:** Executive Order 12898 requires that actions be taken to address environmental justice in minority and low-income populations, by identifying and addressing disproportionately high and adverse human health or environmental effects from potential actions of the project.

One land acquisition and no relocations are required for the proposed project. The site is located in Census Tract 1 Block Group 3. It should be noted that there is a high margin of error associated with this block group. The tract has a higher percentage of people living below the poverty level and a lower percentage of minorities than the City of Salina. The proposed project development would positively impact the community by providing enhanced transportation services. The disproportionately higher population living below the poverty level (approximately 45 percent compared to 16 percent) would not be displaced or otherwise negatively affected by the proposed project development. The development will not displace any residential or commercial land uses. Its location will also enhance transit services provided to customers within the community and surrounding region. No negative impacts are anticipated.

## Additional Environmental Impact Information

**Hazardous Materials** – A Phase I Environmental Site Assessment (ESA) was performed on the site impacted by the proposed project in July 2018. The ESA was performed per ASTM E-1527-13 requirements, including field assessments, interviews, hazardous waste records, and historical resources. It is likely that an above ground storage tank was located on the property's southeast corner. Considering the expected age of the tank, it is possible that leakage occurred at this location. As a result, a limited Phase II ESA to test soil for contamination at this specific location was recommended. The Phase II investigation was conducted in August 2018.

### Conclusions

Chemicals of Concern (COC) concentrations were referenced to KDHE thresholds for remediation found in the RSK Manual – 5<sup>th</sup> Version. All COC quantities were found at concentrations below the Tier 2 Residential Soil Pathway values. KDHE Tier 2 residential soil pathway values are presented for comparison as follows:

- LRH – 550 ppm (7.1 ppm at SB-1)
- HRH – 6,000 ppm (654 ppm at SB-1 and 757 ppm at SB-2)
- Benzo(a)anthracene – 10.9 ppm (1.29 ppm at SB-2)
- Chrysene – 1,090 ppm (1.35 ppm at SB-2)
- Fluoranthene – 2,440 ppm (3.23 ppm at SB-2)
- Phenanthrene – No value is established by KDHE
- Pyrene – 1,830 ppm (2.78 ppm at SB-2)

### Recommendations

Based on the limited number of COC identified and the concentrations falling below KDHE identified Tier 2 Residential Soil Pathway values, there are no further contamination concerns. No further action is recommended.

Additionally, based on the age and history of the structure, it is recommended that the building be tested for the presence of asbestos prior to demolition.

Detailed Phase I and II reports are located in Appendix A.

**Vibration** – Some increased vibration in the vicinity of the proposed site may occur after construction and during regular operations. This is compatible with the current land use in the vicinity of the proposed project. No negative impacts are anticipated.

## Conclusion

The Environmental Analysis for Probable Categorical Exclusion for the proposed OCCK, Inc. facility expansion has determined that the proposed project will have no adverse environmental impact.

| <b>Environmental Impact</b>                | <b>Analysis Finding</b>   |
|--|---|
| Land Acquisitions and Relocations Required | No acquisition with no relocation impacts.                            |
| Land Use and Zoning                        | No negative impact.   |
| Noise Quality                              | No negative impact.   |
| Water Quality                              | No negative impact.   |
| Air Quality                                | Regulate during construction.   |
| Wetlands                                   | No wetlands, therefore no negative impact.                            |
| Flooding                                   | No negative impact.   |
| Ecologically Sensitive Areas               | No sensitive areas; therefore no impact.                              |
| Endangered Species                         | No negative impact.   |
| Traffic and Parking                        | No negative impact.   |
| Energy                                     | No negative impact.   |
| Historic Properties and Parklands          | No such properties therefore, no negative impact.                     |
| Construction                               | Regulate during construction.   |
| Environmental Justice                      | No negative impact.   |
| Hazardous Materials                        | No negative impact.   |
| Vibration                                  | Vibration may increase slightly; no negative impacts are anticipated. |

**Appendix A**  
**Agency Coordination Letters and Documents**