



Access Management Construction Project Application Instructions



Access planning is one of the four core areas of the KDOT Access Management Unit (AMU). Access planning proactively identifies transportation areas or corridors with significant growth potential and implements tools to manage access and the increased traffic caused by future development. The Access Management Construction Project Program is designed to assist our local partners in implementing the recommendations of their access planning instruments.

This program has an open application period and accepts applications throughout the year as determined necessary by the local public authority.

ELIGIBILITY

To be eligible for Access Management Funds an applicant must have:

- Executed an Agreement as part of a KDOT Corridor Management Plan, KDOT Access Management Plan, Area Transportation Plan or KDOT Memorandum of understanding (MOU).
- A proposed project that implements the recommendations of their plan.
- Documentation showing separate funding has been secured for Preliminary Engineering (PE), Right of Way Acquisitions, Utility Relocations, Permits and Construction Engineering (CE).

PARTICIPATION

KDOT will participate in funding the **Construction Phase** of selected projects at 100%, up to a maximum of \$2,000,000. Other associated project costs such as Preliminary Engineering (PE), Right of Way Acquisitions, Utility Relocations, Permits and Construction Engineering (CE) are not eligible for reimbursement under the Access Management Program.

FUNDING METHOD

This is **not a grant program**. The program functions as a **State reimbursement program**. The local public authority (LPA) will be required to enter into a contract with KDOT in which the LPA will agree to let the project and pay the contractor as work is performed. The LPA will then submit proper proof of payment to KDOT for reimbursement. KDOT will reimburse the LPA as the bills are submitted.

The LPA will be responsible for meeting all requirements of the project contract and for following the Access Management Construction Project Guidelines before funds will be allocated to the project. **All projects must be completed no later than three years following the date of the signed contract unless otherwise noted in the contract.**

SUPPLEMENTAL NARRATIVE

In addition to the application form, the applicant will provide a supplemental narrative which needs to include:

- A detailed explanation of the work proposed and how this work will implement the Corridor Management Plan, the Access Management Plan, Area Transportation Plan

- or the Corridor Master Plan. Include drawings, cost estimates and any other available pertinent information.
- Traffic Study showing the improvements are warranted.
 - Documentation showing the necessary funding to complete the project has been or will be obtained. For example, statements from the LPA's governing body declaring the local's portion of the funds for the project have been committed.
 - A project schedule including a project let date and a project completion date. Include information on the impact this project may have on current or future development in the area.
 - Information on who will be designing the project. If an engineering firm has been hired to design the project, provide the consultant contact information and a copy of the project scope of services.
 - Information on any known projects, KDOT or otherwise, that may require coordination. Include the project location, scope and project manager's contact information.
 - Any additional pertinent information the applicant would like to provide.

The LPA may also include letters of support from local businesses or corridor plan partners.

APPLICATION

The application should be completed and submitted to the KDOT Special Projects Engineer (see contact information below). If submitting by email, title the subject as follows:

“AM Construction Application”

PROJECT SELECTION

The Access Management Unit will review the project applications and make recommendations to the District Engineer, Area Engineer and the Special Projects Engineer. Together, they will select the projects to be funded based on eligibility requirements and the amount of available state funds. The Special Projects Engineer will send a letter to the LPA notifying them of their selections.

CONTACT PERSON

If there are any questions on the application or if further information is needed to complete the application please contact:

David Seitz, P.E.
Special Projects Manager
Eisenhower State Office Building 2nd Floor
700 SW Harrison Street
Topeka, KS 66603-3745
785-368-7099
David.Seitz@ks.gov



**ACCESS MANAGEMENT
CONSTRUCTION PROJECT
APPLICATION**



1. General Applicant Information

- a. Local Public Authority: _____
- b. Primary Contact Person: _____
Title: _____
Address: _____
Phone Number: _____
Email: _____
- c. Secondary Contact Person: _____
Title: _____
Address: _____
Phone Number: _____
Email: _____

2. Project Location and Description

- a. Project Location: _____

- b. Project Length: _____
- c. Project Scope: _____

3. Estimated Cost of the Project

- a. Construction: _____
- b. Preliminary Engineering (PE): _____
- c. Construction Engineering (CE): _____
- d. Right of Way Acquisition: _____
- e. Utility Relocation: _____
- f. Total Estimated Cost :
(Sum of Lines a thru e) _____
- g. Total Requested from State:
*(Line a) ** _____
- h. Local Responsibility :
(Subtract Line g from Line f) _____

*** Amount requested from state cannot exceed any of the following:**

- **\$2,000,000**
- **Construction Cost** *(Line a)*