

Kansas Department of Transportation
COST SHARE PROGRAM – Spring 2024



BACKGROUND	The Kansas Joint Legislative Transportation Vision Task Force recommended the Kansas Department of Transportation look at ways to leverage state funding with local and private funding for projects related to job growth and retention.
OBJECTIVE	The Cost Share Program provides financial assistance to local entities for construction projects that improve safety, leverage state funds to increase total transportation investment and help both rural and urban areas of the state improve the transportation system.
AVAILABLE FUNDING	Up to \$9 million is available during the Spring 2024 round. Requested funds must be no larger than \$1,000,000 (max) .
ELIGIBLE PROJECTS	Construction projects addressing important transportation needs such as promoting safety, improving access or mobility and improving condition or relieving congestion. All transportation projects are eligible, including roadway (on and off the state system), rail, airport, bicycle/pedestrian and public transit.
ELIGIBLE APPLICANTS	Projects typically will be administered by a local unit of government. Non-governmental applications will also be considered.
LOCAL MATCH	A minimum of 15% non-state cash match is required. Additional consideration will be given to project applications that commit more than the minimum required match amount.
REQUIREMENTS	Candidate projects should include investments providing transportation benefits and are not eligible for other KDOT programs. Candidate projects may receive additional consideration if they support economic growth or aid in the retention or recruitment of business.
SELECTION PROCESS	Applications will be accepted on an ongoing basis beginning Monday, February 12, 2024 . General selection criteria includes: economic development, local contribution, safety, regional priority, and letting within the fiscal year it is awarded. Geographic distribution will also be considered during project selection. The Cost Share Program application will be available only on the KDOT website, beginning Monday, February 12, 2024 .
HOW TO APPLY	All 2024 KDOT Cost Share Program applications must be completed through the online application available at http://www.ksdot.org/CostShare/CostShareProgram.asp by Thursday, March 21, 2024 end of business day. A sample application is available on the website to preview. Please contact Michelle Needham with any questions.
KDOT CONTACT	Michelle Needham Economic Development Programs Manager (785) 296-1939 michelle.d.needham@ks.gov

FREQUENTLY ASKED QUESTIONS

Cost Share Program

Spring 2024



Q. When can I apply for the Cost Share Program?

- A. Cost Share has rounds open twice per year, in the Spring and Fall and applications are typically accepted for around one month. Exact dates for each round are announced in advance.

Q. What kinds of costs apply under Cost Share?

- A. This is a construction-only reimbursement grant so the funds awarded can only be used for construction costs. Preliminary engineering, utility costs, etc. will not be funded.

Q. Is the match amount negotiable? Are we able to use work in kind or materials as our match?

- A. To be eligible for the Spring 2024 round, the 15% local match is non-negotiable. Matching funds must be a hard cash match.

Q. If we are awarded, can these state funds be used as part of our match for a federal grant or other state grant?

- A. No, Cost Share is a construction reimbursement grant so it cannot be considered match for anything else.

Q. We will be ready to bid and let as soon as we are awarded. Can we begin construction immediately?

- A. KDOT will not reimburse any costs incurred before there is a signed agreement between KDOT and the city/county and you have been sent a formal Notice to Proceed.

Q. If awarded, when will we receive the funding?

- A. This is a construction reimbursement grant and funding is based off of the community match submitted in your application. Once construction has started on your project, you may submit a reimbursement request form along with supporting invoices and other documents. Once reviewed and approved, your city/county will receive a direct deposit of the funds. You do not have to wait until the project is complete to request reimbursement.

Q. We applied last round and weren't selected. Do we have to re-submit our application this time?

- A. Yes. Applications do not roll over from previous rounds.

Q. We have a small project and want to do the work ourselves. What kind of standards will be required?

- A. Plans must be signed off on by a licensed engineer before beginning construction. Throughout the process, the project must adhere to all city/county standards unless it is on a KDOT route – then state standards and permits must be applied.

Q. What happens if the cost of the project exceeds the estimated cost?

- A. KDOT will reimburse to the agreed percentage reimbursement – up to a maximum amount specified in the award and agreement. We will not contribute any additional funding to the project above the maximum amount, but we can work with you to ensure the project is successful.

Q. I've started my application online – can I come back and finish it later?

- A. If you are using the same browser on the same computer, your work will save, and you can continue. You cannot work on multiple applications at one time.

Cost Share Application Information



KDOT Cost Share Application - Spring 2024

Providing financial assistance to local entities for construction projects that improve safety, leverage state funds to increase total transportation investment and help both rural and urban areas of the state improve the transportation system.

If you have any questions, please contact Michelle Needham at michelle.d.needham@ks.gov

What county is the project located in?

Has your community ever been awarded a Cost Share Project?

- Yes
- No
- Unsure

If Yes, please state the Project title and round of Cost Share it was awarded.

Primary Project Sponsor:

Name of Organization:

Mailing Address:

Website (if available):

Primary Contact Person:

(should be an elected official, an employee or a representative of the primary project sponsor)

Name:

Title:

Mailing Address:

Direct Phone Number:

Email:

Secondary Contact Person:

(should be an elected official, an employee or a representative)

Name:

Title:

Address:

Phone:

Email:

If you are not listed as the Primary Sponsor but would like a copy of the completed application, please choose yes.

Yes

No

Please provide your contact information:

Also in your email, please add qualtrics.com as a safe sender.

Name:

Title:

Organization:

Phone:

Email:

Is there a Co-Sponsor for this project?

- Yes
- No

Co-sponsor:

(If applicable)

Name of Organization:

Mailing Address:

Website (if available)

Contact Person for Co-Sponsor

Name:

Title:

Address:

Phone:

Email:

Cost Share Project Information

Project Title:

Project scope and description- describe the project's basic design features:

(This information will be used as the official scope of the project)

Significance and need - describe the project's regional significance, transportation needs, impacts to the state highway or local road systems, and why Cost Share Program funds are needed:

Benefits of the project - describe the nature of the transportation problem at this location and the benefits that would result from the project (i.e. safety improvements, economic impacts, multi-modal enhancements, retain or recruit business, promote job growth, etc.):

Project Location / Address- please be as specific as possible:

Attach Location Map

(if applicable)

Attach a photo of your project

(if applicable)

Has a KDOT employee been involved in this project?

- Yes
- No

Please provide their contact information:

Name:

Title:

Phone:

Email:

Are there any other projects in the area that may require coordination?

- Yes
- No
- Unsure

If yes, please describe:

Have any Phases been completed for this project?

- Yes
- No

Please select all that apply:

- Study (planning, traffic, safety, etc.)
- PE (Design)
- ROW (Right of Way)

Utilities

Is a private business involved?

- Yes
- No

Business Name

Private Business Contact Information

Name:

Title:

Phone:

Email:

What other investments are the private company contributing to this project?

Upload other investment support materials here

Is the company a Railroad?

- Yes
- No

Railroad Contact Information

Name:

Title:

Phone:

Email:

Is ROW acquisition or new easement(s) required for the Project?

- Yes
- No

Do you have a letter of support from the property owner?

- Yes
- No

Upload Letter of support

Cost Share Program Financials

Project Cost Estimates

Note:

The Cost Share Program is a Construction Reimbursement Grant. Only costs for construction are eligible and community matches are based off the amount of contribution to construction. A minimum 15% non-state cash match is required. Additional consideration will be given to project applications that commit more.

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

For the Spring 2024 round, there is a \$1,000,000 maximum request amount.

	KDOT	Applicant	Other (if applicable)	Total Cost Estimate
Construction	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please enter your Local Construction match percent

(This is based off of the Construction Costs - other costs do **not** count towards the Community Match Percentage. For example, if the total construction cost of the project is \$1,000 and the community is asking for \$750 from KDOT and providing \$250, then the local match percentage would be 25%)

Enter Percentage % here

Local Construction Match Percent

Please include the other costs associated with this project:

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

	Applicant	Other (if applicable)	Total Cost Estimate
Preliminary Engineering / Design (PE)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Right of Way Acquisition (ROW)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Utility Adjustments (Utilities)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Construction Engineering / Inspection (CE)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>

Are any other KDOT funds involved with the Project?

- Yes
- No

KDOT Fund Information:

Source:

Amount:

Conditions:

Are there any State Funds involved with the Project?

- Yes

No

State Funds Information:

Source:

Amount:

Conditions:

Are there any Federal Funds involved with the Project?

Yes
 No

Federal Funds Information:

Source:

Amount:

Conditions:

Are there other additional governmental investments involved in the project?
(utilities, tax incentives, other grants, etc.)

Yes
 No

Other investment narrative:

Cost Share Schedule

Estimated Project Schedule- Provide the estimated project timeline from beginning to completion.

Please enter anticipated dates for all project milestones in the mm/dd/yyyy format.

	Milestones
	Date:
Consultant Selection	<input type="text"/>
Surveying	<input type="text"/>
Conceptual Design	<input type="text"/>
Field Check Complete	<input type="text"/>
Office Check Complete	<input type="text"/>
ROW/Utilities	<input type="text"/>
Final Design Submitted	<input type="text"/>
Bid Letting	<input type="text"/>
Begin Construction	<input type="text"/>
End Construction	<input type="text"/>

Is this an active project?

- Yes
- No

Please describe the extent of work in progress or completed:

Supporting Documents

Upload a supporting document here:

(Please condense everything into one pdf file)

Upload a file with Letters of Support here:

(Please condense everything into one pdf file)

Letters cannot be older than one year

Statement of Intent/ Signature

IMPORTANT - This is the last step. Once you click the submit button, you will submit the application.

Statement of Intent

Note: The authorized person for the application must read, agree and sign the statement below for this to be considered an official application

As the Project Sponsor, or as an authorized representative of the Project Sponsor, I hereby submit this Application to the KDOT Cost Share Program. I represent that the information and financial data contained herein and attached hereto are true and correct to the best of my knowledge. I understand that the following conditions apply to this Application:

- Additional information may be requested;
- I authorize the Kansas Department of Transportation to independently verify any information contained in this Application; and
- Acceptance and consideration of this Application does not constitute commitment for financial assistance by the State of Kansas.

I assure that this project will be constructed in accordance with the KDOT Cost Share Program application and agreement and all applicable Kansas laws. I assure that all work performed, and all material furnished for the project shall be in reasonable conformity with the plans, specifications, and any authorized revisions thereto, which have been approved by the designer of the approved projects. If the project is approved, I will provide written assurance that:

- 1.The project will be designed by a licensed professional engineer.

- 2.All revisions and/or deviations from the plans and specifications will be approved by the project's designer.
- 3.The project will be inspected by a certified inspector when the project is open to unrestricted traffic/access and at the time of final acceptance.

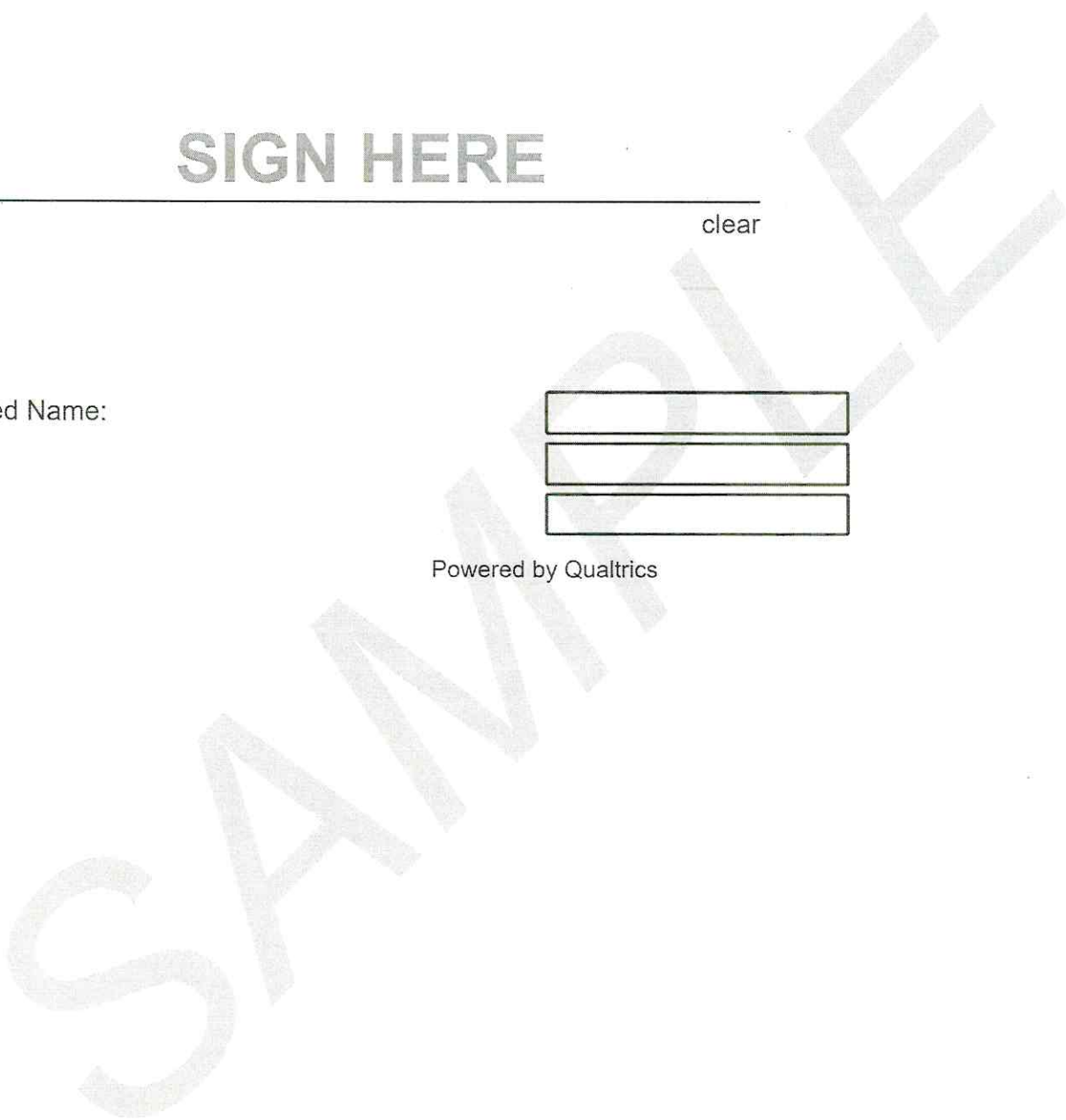
× **SIGN HERE** clear

Printed Name:

Title:

Date:

Powered by Qualtrics



SAMPLE

SAMPLE

COST SHARE PROGRAM



Spring 2024 Informational Webinar

Michelle Needham and Emma Cornish Sellon
February 20, 2024

Welcome!

- To keep things moving, we have all participants muted.
- If you have a question, please use the Q&A option and type it in.
We will answer questions at the end of the webinar.
- Handouts are available in the chat.
- If you are not able to ask a question during the webinar or think of something afterwards, please feel free to email me at michelle.d.needham@ks.gov
- Any questions that I can't answer today, I will follow up either individually or as a whole group.
- Thank you all for attending!

Cost Share Background

During the 2019 legislative session, the Kansas Joint Legislative Transportation Vision Task Force recommended that the Kansas Department of Transportation look at ways to leverage state funding with local and private funding for projects related to job growth and retention.

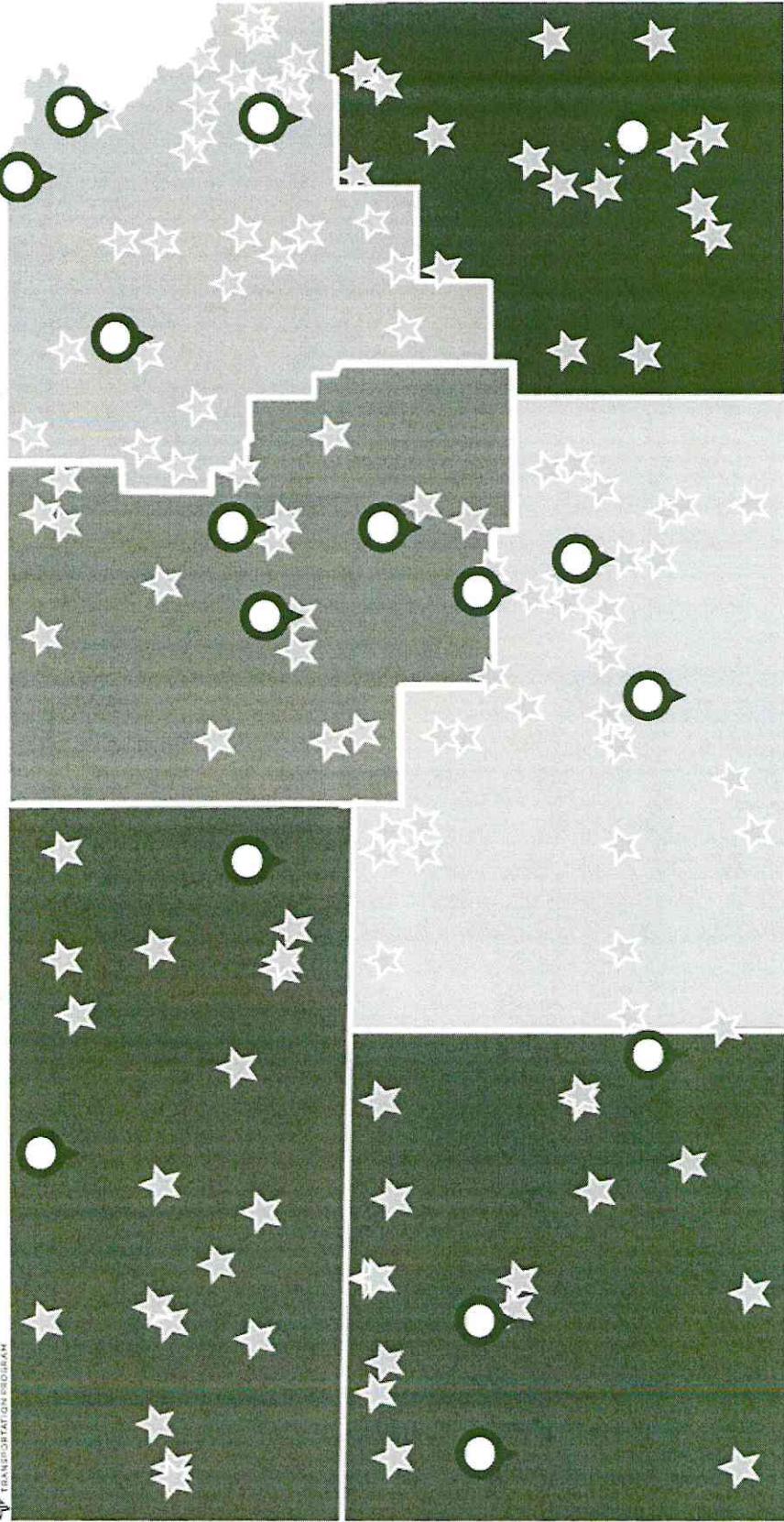
This led to the creation of the Cost Share program in the Fall of 2019.





All Cost Share Projects to Date

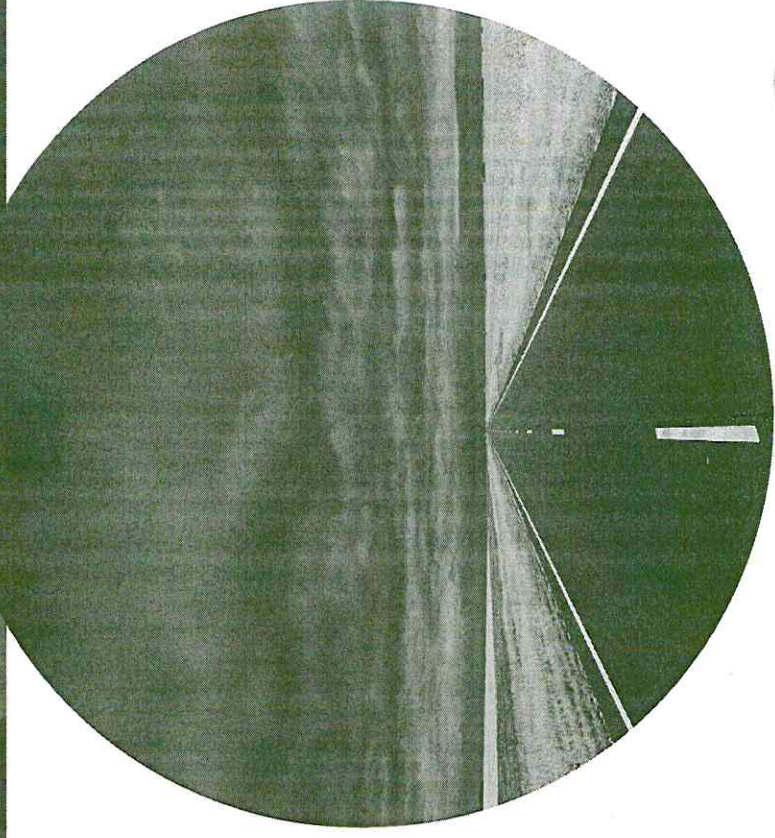
Part of the Kelly Administration's IKE Transportation Program



★ Previous Awards 📍 Fall 2023

Our Objective

- The Cost Share Program provides financial assistance to local entities for construction projects that improve safety, leverage state funds to increase total transportation investment, and help both rural and urban areas of the state improve the transportation system.

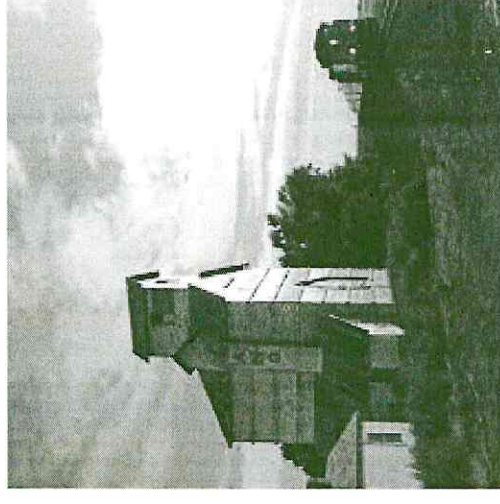


Important to Know

- The community match is 15% minimum. Community match only applies to construction costs.
- Up to \$9 Million of funding is available during the Spring 2024 round.
- There is a \$1,000,000.00 request maximum.
- Projects **do not roll over**. Applicants need to resubmit each round.
- This is a construction reimbursement program; we can only reimburse for construction spending after you receive your Notice to Proceed, if you are awarded. Anything purchased prior to that is not eligible for reimbursement.

Eligible Projects and Eligible Participants

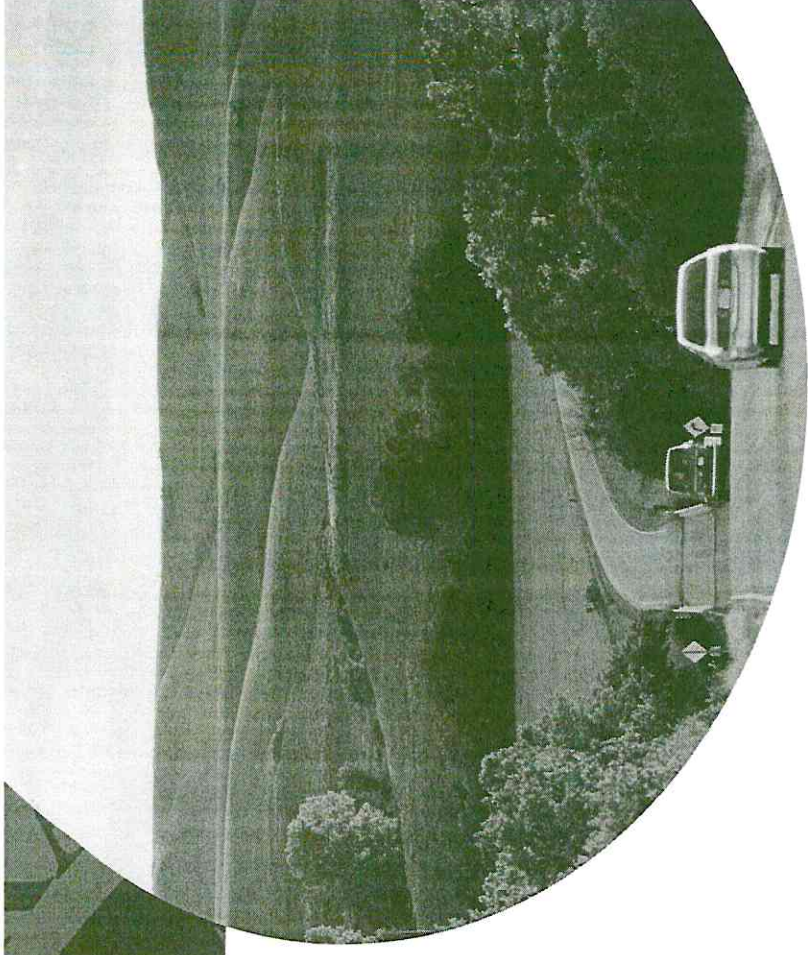
- Construction projects that address an important transportation need:
 - Promoting safety
 - Improving access or mobility
 - Improving condition or relieving congestion
- All transportation projects:
 - Roadway (on and off the state system)
 - Rail
 - Airport
 - Bicycle/pedestrian and public transit



- Projects typically will be administered by a local unit of government. Non-governmental applications will also be considered.
- This is a construction reimbursement grant.

Local Match and Requirements

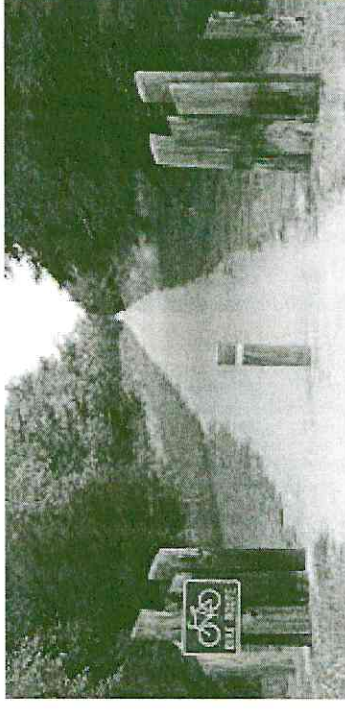
- A minimum 15% non-state cash match is required.
 - Additional consideration will be given to project applications that commit more than the minimum required match amount.
- Candidate projects should include:
 - Investments that provide transportation benefits and are not eligible for other KDOT programs.
- Candidate projects may receive additional consideration if they:
 - Support economic growth
 - Aid in the retention or recruitment of business
 - Add value to a KDOT project



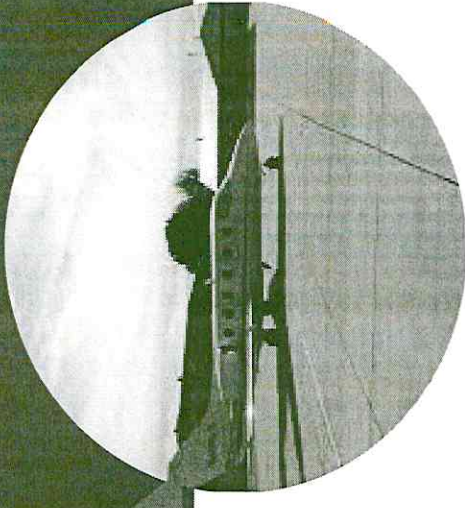
Funding and Selection Process

- Up to \$9 million is available during the Spring 2024 round
- Applications will be accepted until end of business day Thursday, March 21, 2024.

- Selection criteria will include consideration of:
 - Projects that meet program objectives
 - Eligibility categories and requirements
 - Geographic distribution



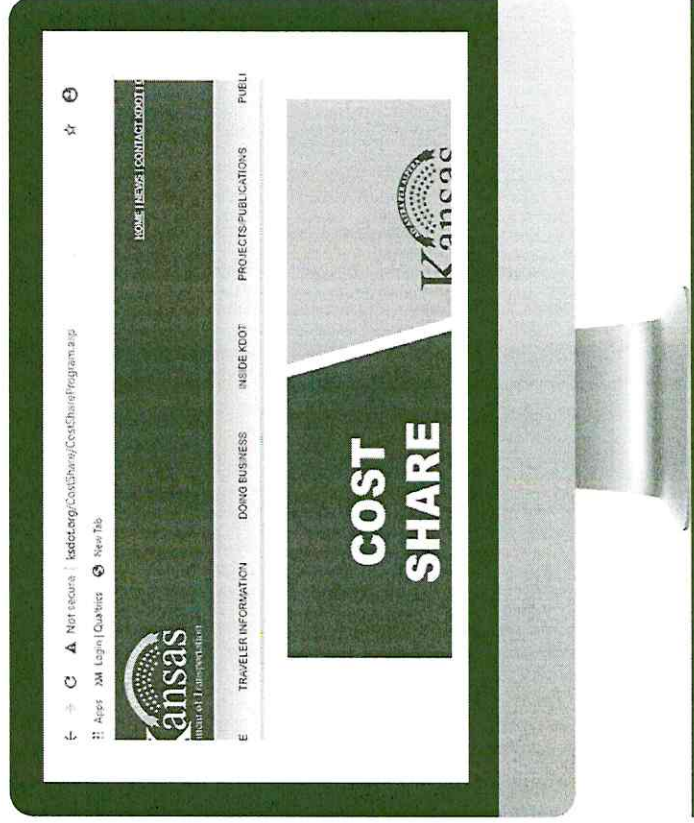
How to Apply



- The Cost Share Program application will be available only on the KDOT website, beginning **February 12, 2024**.
- All 2024 KDOT Cost Share Program applications must be completed through the online application available at <http://www.ksdot.org/CostShare/CostShareProgram.asp> by end of business day **March 21, 2024**.
- A sample application is available on the website to preview.
- Please contact Michelle Needham at michelle.d.needham@ks.gov with any questions.

Cost Share Webpage

<http://www.ksdot.org/CostShare/CostShareProgram.asp>



COST SHARE PROGRAM



KDOT Cost Share Application - Spring 2023

Providing financial assistance to local entities for construction projects that improve safety, leverage state funds to increase total transportation investment and help both rural and urban areas of the state improve the transportation system.

If you have any questions, please contact Michelle Needham at michelle.d.needham@ks.gov

What county is the project located in?

Has your community ever been awarded a Cost Share Project?

Yes

No

Primary Project Sponsor:

Name of Organization:

Mailing Address:

Website (if available):

Primary Contact Person:

(should be an elected official, an employee or a representative of the primary project sponsor)

Name:

Title:

Mailing Address:

Direct Phone Number:

Email:

Secondary Contact Person:

(should be an elected official, an employee or a representative)

Name:

Title:

Address:

Important Items of Note

• Funding

- This is construction-only reimbursement grant— we cannot fund things like preliminary engineering, construction engineering, utilities, or Right of Way.
- When calculating the local cash match, the percentage is based on the **total** construction cost of the project.

EXAMPLE:

- Total construction cost: \$100,000
- 15% Local Match: \$15,000
- Ask from KDOT: \$85,000

• Timing

- If awarded, KDOT will not reimburse construction costs before the Notice to Proceed is issued and the agreement is fully completed – which can take 3-6 months
- Cost Share is open twice per year, so another round will take place Spring 2024.

• Check your Junk Folders!

- Please add KDOT.CostShare@ks.gov, Michelle.D.Needham@ks.gov, Emma.Cornish@ks.gov and Qualtrics.com as Safe Senders or put us in your contacts.

Questions?

- If you have a question, please use the Q & A option and type your question.
- If you are not able to ask a question or think of a new one later, please feel free to email me at michelle.d.needham@ks.gov
- Anything that I can't answer today, I will follow up either individually or as a whole group.
- We will be posting a link to a recording of this webinar and the full PowerPoint on the Cost Share webpage.

Thank you for your
dedication to
providing
transportation to
 Kansans.

