



Wilmington Urban Area Metropolitan Planning Organization
Surface Transportation Block Grant Program
Project Submittal Guide
Fiscal Year 2017

Date of Release: September 7, 2016

Pre-application Review: October 19, 2016

Electronic Application Submittal Deadline: 5 pm November 30, 2016

Submit one CD to:

WMPO

305 Chestnut Street, Fourth Floor
Wilmington, NC 28401

CD should be labeled with the following:

Project Name

Name of Government Agency

Requested Funding Source

Date

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Introduction

On December 4, 2015, the President signed the Fixing America's Surface Transportation (FAST) Act into law. The FAST Act changed the Surface Transportation Program (STP) name to the Surface Transportation Block Grant Program (STBG) and amended the provisions contained in 23 U.S.C. 133. From the STBG funds apportioned to each state for the state's entire Federal-aid system, a portion the FAST Act allocates STBG funds directly to any Metropolitan Planning Organization (MPO) that is designated as a Transportation Management Area (TMA). STBG funds have broad latitude for use on metropolitan transportation planning and projects along and in support of the Federal-aid system per 23 U.S. C. 133. Specific eligibility criteria and guidance can be found through the Federal Highways Administration (FHWA www.fhwa.dot.gov).

As a Transportation Management Area (TMA), the Wilmington Urban Area Metropolitan Planning Organization (WMPO) will receive a direct allocation of STBGP funding annually. This direct allocation is referred to by the WMPO as Surface Transportation Block Grant Program Direct Attributable (STBGP-DA). The WMPO Transportation Advisory Committee (the Board) supported transferring an initial 15% annually from this direct allocation to supplement the Unified Planning Work Program (UPWP). The Board provided consensus on July 27, 2016 to continue with the modal investment targets as follows for the remaining STBGP-DA funds: 20% to Public Transportation, 15% to Intersection improvements, 15% to Roadway Improvements, and 50% to Bicycle and Pedestrian Improvements. All projects, including Public Transportation projects, requesting STBGP-DA funds must submit a formal funding request. A competitive process has been adopted to determine which projects are funded. Each jurisdiction is able to submit one project of not less than \$125,000 for possible award.

If jurisdictions are interested in submitting an application, the WMPO **mandates** attendance at the interest meeting by the jurisdiction's designated appointee. The meeting will take place prior to the beginning of the federal fiscal year's award announcement. For Fiscal Year 2017, the meeting will be held on **September 13, 2016** at the **Planning Conference Room on the 4th Floor of 305 Chestnut St. Bldg. (WMPO Offices)**. If no designated representative from the jurisdiction is in attendance at the interest meeting, said jurisdiction will be considered ineligible for funding during FY2017.

Eligibility Criteria

In order to be eligible for Surface Transportation Block Grant Program (STBGP) funding, a project must meet the minimum criteria outlined in this section. Also, a completed application must be submitted by the applicant(s). Co-applications can be submitted by a combination of municipalities in a primary applicant and secondary applicant format. Incomplete applications will not be considered. These criteria meet federal and state funding requirements, as well as the goals of the WMPO for STBGP dollars as adopted by the Board. Projects that do not meet these criteria will not be considered for funding.

1) Federal Aid Eligible Projects

The federal eligibility requirements associated with Surface Transportation Block Grant Program funding can be found in 23 USC §133 (<https://www.fhwa.dot.gov/fastact/>)

2) Locally Administered

By submitting a project for STBGP funding, the municipality(ies) or local government entity(ies) are committing funds to sponsor said project. The applicants (if awarded) shall be responsible for all federal and state reporting requirements associated with STBGP-DA funding. The local government entities are also expected to make progress reports to the Board upon request. An inter-local agreement between the North Carolina Department of Transportation (NCDOT) and the designated recipients will outline a reimbursement schedule; local sponsors will be required to front all project costs, invoice NCDOT, and then get reimbursed for the federal percentage dedicated to the project. The WMPO may assist in coordination between NCDOT and the local government entities, however, the ultimate responsibility and the signatories on the NCDOT agreements will be the local government entities.

3) Compliant with the adopted MTP/LRTP

Projects must be identified in the WMPO's current and adopted Metropolitan Transportation Plan (MTP) /Long Range Transportation Plan (LRTP (Cape Fear Transportation 2040 Plan). If desired projects are not identified in the adopted MTP/LRTP at the submittal stage, the MTP/LRTP must be revised before projects are prioritized. In accordance with federal guidelines, the MTP/LRTP must remain fiscally constrained. The Board must approve any modifications. A copy of the current CFTP can be found here: <http://wmpo.org/plans/regionwide-plans>.

4) Locally funded with funding commitment

All funds programmed with STBGP-DA dollars require a minimum 20% local match. The funding application must include a resolution supporting this financial commitment. If an application is a primary/secondary applicant format, a resolution by all parties involved must be submitted with the application.

In addition to the provision of the match commitment submitted as part of the

STBGP application, local government entities are responsible for funding cost overruns on projects in excess of the final programmed cost estimate. This provision may only be waived through the approval for additional funding from Board and through additional Surface Transportation Improvement Program (STIP) amendments by the Board of Transportation if needed.

- 5) **Transportation Improvement Program (TIP)**
Projects not in compliance with an existing TIP category will require a TIP amendment. Applicants should consider that the TIP amendment process could delay the funding obligation timeline.
- 6) **Project Design Intent**
Project design intent must meet Federal and State guidelines.
- 7) **Project Cost**
Minimum amount requested will be \$125,000.

Total Cost of Project = Total STBGP-DA funding requested from the Board + Total Local Match

For example, if \$125,000 is requested, the minimum local match will be \$31,250 for a minimum total project cost of \$156,250.

Program Administrative Details

- 1) **Project Scope**
The target modal mix that has been adopted for fiscal year 2017 is as follows:
Transit=20%
Bicycle and Pedestrian=50%
Intersections=15%
Roadways=15%

The modal mix may be revisited on an annual basis at the discretion of the Board. Due to the high administrative burden associated with projects funded with STBGP-DA dollars, the minimum estimated project cost shall be \$125,000.
- 2) **Project Submittal Limits**
For FY 2017, the maximum number of project submittals allowed per jurisdiction is four. Each jurisdiction may submit 0, 1, 2, 3, or 4 projects under any one category as long as the total number of projects submitted by any jurisdiction is no more than four.
- 3) **No Unfunded Project Carry-Over**
Projects submitted in FY 2017 that are not prioritized for STBGP funding are not

automatically considered for funding in subsequent years. Any unfunded project may be resubmitted in subsequent years for funding.

Application Materials

Applicants are required to submit the following materials with their application(s):

- 1) Map of proposed project (See Exhibit A for an example)
- 2) GIS file of project
- 3) Funding Request Submittal Form – Background Information
- 4) Funding Request Submittal Detail Form (i.e. Bicycle and Pedestrian Improvements, Intersection Improvements, Road Improvements)
- 5) Resolutions of support from local government agency to apply for STBGP funding AND committing a minimum 20% local match. Signature must be provided. (See Exhibit B for an example)
- 6) Detailed Opinion of Probable Construction Costs (Prepared by a Licensed Professional Engineer)
- 7) Project Schedule highlighting key milestone dates (i.e. deadlines for plan submittals at applicable stages, dates for requesting funding authorizations, etc.)
- 8) Supporting documents – Pictures with labels, additional maps, resolutions adopting plans that specify a need for the project, etc. (Resolutions supporting plan must have been adopted prior to call for projects)

Details and descriptions of these required materials are supplied in the sections to follow.

1) Map of Proposed Project – See Exhibit A

This map is required with all applications. On an 8.5 x 11 or 11 x 17 sheet of paper include the following:

- a. Full extent of proposed project
- b. Inset vicinity map – use your jurisdictions boundary
- c. ½ mile buffer around proposed project drawn in **BLACK**
- d. Existing roadways drawn in **GREY**
- e. Proposed project drawn in **RED DOTTED LINE** (linear projects) or **RED CIRCLE** (intersection or point projects)
- f. Existing sidewalk drawn in **BLUE**
- g. Existing bike lanes drawn in **YELLOW**
- h. Existing greenway/multi-use path drawn in **GREEN**
- i. Existing bus stop drawn as **PURPLE STAR**
- j. Existing crosswalks (improved intersections) drawn as **ORANGE CIRCLE**
- k. Major obstacle drawn in **BROWN** (refer to #2 in bike/ped application)
- l. Title
- m. Legend
- n. North Arrow
- o. Scale
- p. Length of project (if applicable)

Note: if you are suggesting the proposed project should receive points for providing a new connection over a major obstacle (#2 in bike/ped application) or connecting to transit (#10 in bike/ped application), be sure to illustrate this on this map.

2) GIS File of Project

Submit a GIS file geodatabase for your project that meets the following specifications:

- Projection= NAD_198_StatePlane_North_Carolina_FIPS_3200_Feet
- File Geodatabase for submittal of multiple files for a single project to include .mxd files and associated data
- Reasonable and concise metadata must be documented for all files submitted to include:
 - Date of data creation
 - Entity that created data
 - Length of data validity (expiration date)
 - Process for deriving data

Metadata should be documented in the file's metadata tab

3) **Funding Request Submittal Form – Background Information**

The following descriptions of items are to help describe how you should complete this form:

Type of Project – Indicate here what type of project you are submitting. Keep in mind that all projects must comply with eligibility criteria as defined on page 4.

Project Phase – Choose the phases of the project that you are applying to complete.

Project Name – A descriptive name of your project.

Project Location – The physical location of the proposed project (typically the jurisdiction or area name).

TIP ID# - In the case that your project is for work on a project that is already in the TIP, the TIP number here.

Total Project Cost – An estimate of the total cost of the project for all phases needing completion (Design/NEPA, Right-of-Way, Construction). Note that local jurisdictions are responsible for 100% of actual project costs exceeding the estimations programmed through this process into the STIP (unless otherwise approved by the Board). Local match and requested funding should be broken out.

Total STBGP funding requested from the Board = Total Cost of Project – Total Local Match

Primary Applicant/Secondary Applicant – The name of your agency.

Managing Agency – The managing agency will typically be the Primary/Secondary Applicant; in some cases, however, local governments may partner with NCDOT or the WMPO to have the Division office or the WMPO staff administer a project. Coordination would be required in advance of project submittal in cases where the local jurisdiction requests assistance from NCDOT or the WMPO. The Resolution (discussed in Item 5) must commit a staff member from the local municipality/county or otherwise identify who will be administering the project on behalf of the local municipality/county.

Contact Person – This is the person WMPO staff will contact with questions regarding the application.

Project Description – A specific description of your project, including beginning and end points of the project and specific facility type.

Problem Statement – This can be thought of as a preliminary Purpose & Need Statement used to justify expenditure of funds to address a problem in a WMPO member jurisdiction. The problem statement should state the transportation problem

to be solved as well as a minimal amount of data needed to support the problem statement.

MTP/LRTP Status – Insert the applicable appendix and page number where the project is referenced in the current MTP/LRTP. If the project is not in the current MTP/LRTP, check the corresponding box.

4) **Funding Request Submittal Form – Mode-Specific Information**

The form submitted for your project will be specific to the type of project for which you are submitting. Local government entities may submit for a project in any of the following categories (no more than 4 projects):

- A) Bicycle and Pedestrian Improvements
- B) Intersection Improvements
- C) Roadway Improvements

Local government entities should coordinate directly with the Cape Fear Public Transit Authority if they intend to submit a transit project.

A. Bicycle and Pedestrian Improvements

The following descriptions of items are to help describe how you should complete this form.

Who will maintain this project after completion? – Identify the entity that will be responsible for maintenance of a project after construction is completed. The responsible party is most likely the Primary/Secondary Applicant and could be, in a few cases, be the managing agency.

Project Readiness – Is the project in following stage of completion:

Environmental Investigation/Permitting – Project is in the stages of Environmental documentation and/or permitting stage.

Design/Survey/Construction Documents – Project has or is in the process of surveying or construction document preparations.

ROW acquisition – Project is in the stages of Right-Of-Way acquisition.

Bid Phase – Project has been/or is in the process of obtaining construction bids.

Partial Construction – Project has started construction or has been awarded and initial contract has been executed.

Closing a gap – Choose one of the following choices on the sheet:

Closing an internal gap in total facility length > 2 miles - Select if project “fills in a gap” between two net-networks or parts of the same network that, should the project be completed, would form a network of over 2 miles in continuous length.

Closing an internal gap in total facility length > 0.5 miles - Select if project “fills in a gap” between two networks or parts of the same network that, should the project be completed, would form a network of over 1/2 mile in continuous length.

Providing an extension making total facility length > 2 miles - Select if project is an addition to an endpoint of an existing facility to create, upon completion of the project, a total continuous facility length of over 2 miles.

No gap and proposed total facility length < 2 miles - Select if project will not share an endpoint with an existing bicycle or pedestrian facility.

Link Explanation – If the project is considered a missing link, as described above, use this space to detail the beginning and end points of the total facility created by the project. (Include this on the map).

MAP: If you are suggesting the proposed project should receive points for closing a gap, a separate map is required. On an 8.5 x 11 or 11 x 17 sheet of paper include the following:

- a. Full extent of proposed project
- b. Inset vicinity map – use your jurisdiction's boundary
- c. ½ mile – 2 mile buffer around proposed project drawn in **BLACK**
- d. Existing roadways drawn in **GREY**
- e. Proposed project drawn in **RED DOTTED LINE** (linear projects) or **RED CIRCLE** (intersection or point projects)
- f. Only include the existing facility that your project will be closing a gap:
 - a. Existing sidewalk drawn in **BLUE**
 - b. Existing bike lanes drawn in **YELLOW**
 - c. Existing greenway/multi-use path drawn in **GREEN**
 - d. Existing crosswalks (improved intersections) drawn as **ORANGE CIRCLE**
- g. Title
- h. Legend
- i. North Arrow
- j. Scale
- k. Length of project (if applicable)

See Exhibit C for an example of a 'Closing a Gap' Map.

Major Obstacle – Choose one of the following choices on the sheet:

High – Select if the project creates a new connection across a river, railroad or limited-access multi-lane freeway.

Medium - Select if the project creates a new connection across a roadway containing four or more lanes.

None - Select if neither of the above applies to this project.

NOTE: If a major obstacle is present it should be shown on the Map of Proposed Project – see Exhibit A for an example.

Safety Concern – If there are any, report the number of documented bicycle and pedestrian crashes within the past 5 years. This must be a TEAAS report requested from the WMPO. Please email WMPO staff with a specific project description and location. This data must be requested one month before application due date.

Goat Path – Choose “Yes” where existing use can be demonstrated in the absence of a facility through documented evidence such as a clearly worn path.

Adopted in Plan – Choose “Yes” where the specific project has been adopted in a plan by resolution. If yes, list the name of the plan in the space provided and attach a copy of the resolution signed by your jurisdiction.

Local Match – The minimum local match required on all STBGP-DA projects is 20%. Projects will receive additional points during prioritization for having 30% or more of total project cost provided in local match. Note that, while cost estimates may change throughout the life of a project, the percentage of the local match determined for the purposes of these criteria is based on the cost estimated at the time prioritization is complete for the fiscal year. Provide the amount of local match as well as the requested amount of funds. A signed resolution on letterhead must be included for your application to be complete. Resolution must specifically include the financial commitment. See Exhibit C for an example of a resolution. Estimated project costs must be prepared by a Licensed Professional Engineer in the State of North Carolina.

Cost of NEPA/Design Phase – Provide an estimate of the total cost of the NEPA/Design Phase. This estimate should include the cost for environmental documentation, permitting, and preliminary engineering. Note that the sum of the three phase-specific cost estimates (NEPA/Design, Right-of-Way, and Construction) should equal the “Total Estimated Cost of Project”. Estimated project costs must be prepared by a Licensed Professional Engineer in the State of North Carolina.

Cost of Right-of-Way Phase – Provide an estimate of the total cost of the Right-of-Way Phase. This estimate should include the cost for acquisition of right-of-way and utility relocation. Note that the sum of the three phase-specific cost estimates (NEPA/Design, Right-of-Way, and Construction) should equal the “Total Estimated Cost of Project”. Estimated project costs must be prepared by a Licensed Professional Engineer in the State of North Carolina.

Cost of Construction Phase – Provide an estimate of the total cost of the Construction Phase. This estimate should include the cost for materials, construction and inspections of the project. Note that the sum of the three phase-specific cost estimates (NEPA/Design, Right-of-Way, and Construction) should equal the “Total Cost of Project”. Estimated project costs must be prepared by a Licensed Professional Engineer in the State of North Carolina.

Total Cost of Project – Provide the estimate that was provided on the Background Information form. Estimated project costs must be prepared by a Licensed Professional Engineer in the State of North Carolina.

Total Cost of Project = Total STBGP-DA funding requested from the Board + Total Local Match

Proximity of a School – Indicate if a project is within ½ mile, 1 mile or 1.5 miles of each school type. If you are suggesting the proposed project should receive points for proximity of a school, a separate map is required. On an 8.5 x 11 or 11 x 17 sheet of paper include the following:

- a. Full extent of proposed project
- b. Inset vicinity map – use your jurisdictions boundary
- c. ½ mile – 1.5 mile buffer around proposed project drawn in **BLACK**
- d. Existing roadways drawn in **GREY**
- e. Proposed project drawn in **RED DOTTED LINE** (linear projects) or **RED CIRCLE** (intersection or point projects)
- f. Schools located within the ½ mile, 1 mile and 1.5 mile buffer in **PURPLE**.
- g. Title
- h. Legend
- i. North Arrow
- j. Scale
- k. Length of project (if applicable)

See Exhibit D for an example of a 'Proximity of a School' Map.

Bicycle/Pedestrian Generators – Indicate if projects are within ½ mile of each of the following facility types as determined by their current tax assessment-based land use code: residential, public park/playground/recreation center, shopping/retail & services, public library, or business park/office/hospital.

If you are suggesting the proposed project should receive points for closing a gap, a separate map is required. On an 8.5 x 11 or 11 x 17 sheet of paper include the following:

- a. Full extent of proposed project
- b. Inset vicinity map – use your jurisdictions boundary
- c. ½ mile buffer around proposed project drawn in **BLACK**
- d. Existing roadways drawn in **GREY**
- e. Proposed project drawn in **RED DOTTED LINE** (linear projects) or **RED CIRCLE** (intersection or point projects)
- f. Only include the bicycle/pedestrian generators within ½ mile of the proposed facility:
 - a. Public Park/Public Playground/Recreational Area drawn in **GREEN**
 - b. Residential Areas drawn in **BLUE**
 - c. Shopping/Retail Areas drawn in **YELLOW**
 - d. Library drawn in **PINK**
 - e. Business Park/Office/Hospital drawn in **ORANGE**
- g. Title
- h. Legend
- i. North Arrow

- j. Scale
- k. Length of project (if applicable)

See Exhibit E for an example of a 'Bicycle and Pedestrian Generator' Map

Connection to Transit – Indicate if the project provides a direct bicycle or pedestrian connection to an adopted Cape Fear Public Transit Authority bus stop or a park & ride lot. This should be shown on the Map of Proposed Project (see Exhibit A).

Note: To receive points, the proposed project must directly connect to a bus stop or a park and ride lot. This should be indicated on the map. A project will not receive points for being within a ½ mile of a bus stop or a park and ride lot.

WMPO Parallel Functional Classification – Indicate the associated functional classification of the parallel roadway as adopted by the WMPO.
(<http://www.ncdot.gov/doh/preconstruct/tpb/FCS/>)

Right-of-Way/Easement Dedication and Utility Relocation - Choose one of the following choices on the sheet:

No additional right-of-way and no major utility relocations needed – Select if no additional right-of-way or major utility relocations are required.

Minimal additional right-of-way and no major utility relocations needed – Select if right-of-way is required from 2 or fewer property owners and major utility relocations are not required.

Significant additional right-of-way needed – Select if right-of way is required from 3 or more property owners.

Major utility relocations needed – Select if major utility relocations will be needed for project.

Bicycle/Pedestrian Competitive Process:

Project Readiness	/5
Missing Link	/5
Major Obstacle	/5
Safety Concerns	/10
Goat Path	/5
Adopted in Plan/Policy	/5
Local Match	/15
Proximity of a School	/23
Bicycle and Pedestrian Generators	/25
Connection to Transit	/10
WMPO Parallel Functional Classification	/7
Right-of-Way/Easement Dedication	/5
TOTAL	/120

B) Intersection Improvements

Who will maintain this project after completion? – Identify the entity that will be responsible for maintenance of a project after construction is completed. The responsible party is most likely the Primary/Secondary Applicant and may, in a few cases, be the managing agency

Project Readiness – Is the project in following stage of completion:

Environmental Investigation/Permitting – Project is in the stages of Environmental documentation and/or permitting stage.

Design/Survey/Construction Documents – Project has or is in the process of surveying or construction document preparations.

ROW acquisition – Project is in the stages of Right-Of-Way acquisition.

Bid Phase – Project has been/or is in the process of obtaining construction bids.

Partial Construction – Project has started construction or has been awarded and initial contract has been executed.

Safety – Choose one of the following choices on the sheet based on the 5-year TEAAS traffic data: No accidents, less than 5 accidents, 5-14 accidents, more than 14 accidents, or 1 or more fatalities. This number will be verified by WMPO staff through a TEAAS report during project evaluation

Right-of-way/Easement Dedication – Choose one of the following choices on the sheet:

No additional right-of-way needed – Select if no additional right-of-way is needed

Minimal additional right-of-way needed – Select if right-of-way is required from 2 or fewer property owners

Significant additional right-of-way needed – Select if right-of way is required from 3 or more property owners

Constructability – Choose one of the following choices on the sheet:

No significant impacts – Select if no additional permitting is required, if there are no historical properties involved, if all work can be completed without significant utility relocation, and if all geometric/traffic engineering changes can be accomplished within existing extent of pavement

Widening of pavement/minimal utility relocation – Select if widening of the pavement is required, no historical properties are involved, and if all work can be completed without significant utility relocation

Total rebuild of existing conditions/substantial utility relocation – Select if substantial utility relocation is required and/or if significant realignment of the pavement/intersection is required, and no historical properties are involved

Significant impacts involved – Select if additional permitting is required, if historical properties are involved, and if there is a significant need to relocate utilities

Supplemental Funding Sources – Select “Yes” where the project can be tied-in with an existing project or an entity other than the Primary/Secondary Applicant has committed funds toward the project

Local Match – The minimal local match required on all STBGP-DA projects is 20%. Projects will receive additional points during prioritization for having 30% or more of total project cost provided in local match. Note that, while cost estimates may change throughout the life of a project, the percentage of the local match determined for the purposes of this criteria is based on the cost estimate at the time prioritization is complete for that fiscal year. A signed resolution must be included for your application to be complete. Resolution must specifically include the financial commitment. See Exhibit C for an example of a resolution. It must be signed and on letterhead. Estimated project costs must be prepared by a Licensed Professional Engineer in the State of North Carolina.

Cost of NEPA/Design Phase – Provide an estimate of the total cost of the NEPA/Design Phase. This estimate should include the cost for environmental documentation, permitting, and preliminary engineering. Note that the sum of the three phase-specific cost estimates (NEPA/Design, Right-of-Way, and Construction) should equal the “Total Cost of Project”. Estimated project costs must be prepared by a Licensed Professional Engineer in the State of North Carolina.

Cost of Right-of-Way Phase – Provide an estimate of the total cost of the Right-of-Way Phase. This estimate should include the cost for acquisition of right-of-way and utility relocation. Note that the sum of the three phase-specific cost estimates (NEPA/Design, Right-of-Way, and Construction) should equal the “Total Cost of Project”. Estimated project costs must be prepared by a Licensed Professional Engineer in the State of North Carolina.

Cost of Construction Phase – Provide an estimate of the total cost of the Construction Phase. This estimate should include the cost for materials, construction and inspections of the project. Note that the sum of the three phase-specific cost estimates (NEPA/Design, Right-of-Way, and Construction) should equal the “Total Cost of Project”. Estimated project costs must be prepared by a Licensed Professional Engineer in the State of North Carolina.

Total Cost of Project – Provide the estimate that was provided on the Background Information form. Estimated project costs must be prepared by a Licensed Professional Engineer in the State of North Carolina.

Total Cost of Project = Total STBGP-DA funding requested from the Board + Total Local Match

Volume to Capacity Ratio (VCR) – This is evaluated based on volumes and capacities estimated every other year by NCDOT or the WMPO Traffic Count Program. The most recent years’ volumes will be used to calculate this ratio. This number will be verified by WMPO staff during project evaluation. In the event that there is no existing applicable data for a VCR, a request can be made for assistance from the WMPO Traffic Count Program for a special count. If assistance is needed

from the WMPO Traffic Count Program, an agreement must be secured in advance of project submittal and a copy of the agreement shall be submitted as an attachment to the application

Intersection Competitive Process:

Project Readiness	/5
Safety	/10
Right-of-Way/Easement Dedication	/5
Constructability	/5
Supplemental Funding Source	/3
Local Match	/15
Volume to Capacity Ratio	/10
TOTAL	/53

C) Roadway Improvements

Who will maintain this project after completion? – Identify the entity that will be responsible for maintenance of a project after construction is completed. The responsible party is most likely the Primary/Secondary Applicant but could be, in a few cases, the managing agency.

Project Readiness – Is the project in following stage of completion:

Environmental Investigation/Permitting – Project is in the stages of Environmental documentation and/or permitting stage.

Design/Survey/Construction Documents – Project has or is in the process of surveying or construction document preparations.

ROW acquisition – Project is in the stages of Right-Of-Way acquisition.

Bid Phase – Project has been/or is in the process of obtaining construction bids.

Partial Construction – Project has started construction or has been awarded and initial contract has been executed.

Volume to Capacity Ratio (VCR) – This is evaluated based on volumes and capacities estimated every other year by NCDOT or the WMPO Traffic Count Program. The most recent years' volumes will be used to calculate this ratio. This number will be verified by WMPO staff during project evaluation. In the event that there is no existing applicable data for a VCR, a request can be made for assistance from the WMPO Traffic Count Program for a special count. If assistance is needed from the WMPO Traffic Count Program, an agreement must be secured in advance of project submittal and a copy of the agreement shall be submitted as an attachment to the application

Crash Reduction Factors – A crash reduction factor (CRF) is the percentage crash reduction that might be expected after implementing a given countermeasure at a specific site. A guide to Federal Highway's CRFs which can be used as part of your project score can be found here : <http://safety.fhwa.dot.gov/tools/crf/resources/fhwas08011/> This guide should be used to determine the highest CRF associated with your project. Select the appropriate highest CRF associated with your project

LRTP Horizon Year – Note the year the project is listed for construction in the WMPO's adopted and current long-range transportation plan.

Local Match – The minimum local match required on all STBGP-DA projects is 20%. Projects will receive additional points during prioritization for having 30% or more of total project cost provided in local match. Note that, while cost estimates may change throughout the life of a project, the percentage of the local match determined for the purposes of this criteria is based on the cost estimate at the time prioritization is complete for that fiscal year. Estimated project costs must be prepared by a Licensed Professional Engineer in the State of North Carolina.

Right-of-Way/Easement Dedication – Choose one of the following choices on the sheet

No additional right-of-way and no major utility relocations needed – Select if no additional right-of-way or major utility relocations are required

Minimal additional right-of-way and no major utility relocations needed – Select if right-of-way is required from 2 or fewer property owners and major utility relocations are not required

Significant additional right-of-way needed – Select if right-of way is required from 3 or more property owners

Major utility relocations needed – Select if major utility relocations will be needed for project

Cost of NEPA/Design Phase – Provide an estimate of the total cost of the NEPA/Design Phase. This estimate should include the cost for environmental documentation, permitting, and preliminary engineering. Note that the sum of the three phase-specific cost estimates (NEPA/Design, Right-of-Way, and Construction) should equal the “Total Cost of Project”. Estimated project costs must be prepared by a Licensed Professional Engineer in the State of North Carolina.

Cost of Right-of-Way Phase – Provide an estimate of the total cost of the Right-of-Way Phase. This estimate should include the cost for acquisition of right-of-way and utility relocation. Note that the sum of the three phase-specific cost estimates (NEPA/Design, Right-of-Way, and Construction) should equal the “Total Cost of Project”. Estimated project costs must be prepared by a Licensed Professional Engineer in the State of North Carolina.

Cost of Construction Phase – Provide an estimate of the total cost of the Construction Phase. This estimate should include the cost for materials, construction and inspections of the project. Note that the sum of the three phase-specific cost estimates (NEPA/Design, Right-of-Way, and Construction) should equal the “Total Cost of Project”. Estimated project costs must be prepared by a Licensed Professional Engineer in the State of North Carolina.

Total Cost of Project – Provide the estimate that was provided on the Background Information form. Estimated project costs must be prepared by a Licensed Professional Engineer in the State of North Carolina.

Total Cost of Project = Total STBGP-DA funding requested from the Board + Total Local Match

Cost Effectiveness – WMPO staff will use the following formula to calculate the cost-effectiveness score. These points will be scaled based on all candidate projects’ cost effectiveness scores, with the highest project earning 13 points and the lowest project scoring 0 points

(Total Points – Local Match Points)

WMPO STBGP-DA Local Prioritization Process Cost Share

Roadway Competitive Process:

Project Readiness	/5
Volume to Capacity Ratio	/5
Crash Reduction Factors	/5
L RTP Horizon Year	/5
Local Match	/15
Right-of-Way/Easement Dedication	/5
Cost Effectiveness	/13
TOTAL	/53

5) Resolution of Support

Resolution must be signed and on letterhead. See Exhibit C for an example resolution.

6) Detailed Opinion of Probable Construction Costs

Detailed Anticipated Construction Costs prepared by a licensed professional engineer along with all costs associated with producing design documents (if required) and all associated costs that may be incurred with the completion of the project including engineering, right-of-way, utility relocations, construction contingencies, NCDOT inspection / materials testing and construction administration (approx. 15% of project cost), and NCDOT project administration (i.e. 3% of project cost) in a line-item cost form.

7) Project Schedule

Project Schedule highlighting key milestone dates (i.e. deadlines for plan submittals at applicable stages, dates for requesting funding authorizations, etc.). An example schedule is provided on the following page.

8) Supporting Documents

Ensure all documents are signed and on letterhead. Examples include: pictures with labels, additional maps, resolutions adopting plans that specify a need for the project, etc. (Resolutions supporting plan must have been adopted prior to call for projects)

EXAMPLE SCHEDULE:

Description	Start Date	Finish Date	Duration
WMPO Award Letter		6/2/17	
LGA Request NCDOT Agreement	6/5/17	6/23/17	18
LGA Process for Signature of Agreement (i.e. Town Council signatures, etc.)	6/26/17	7/21/17	26
Agreement submitted to NCDOT for Signature by Board of Transportation	8/1/17	10/2/17	60
LGA PE Funding Authorization Request	10/6/17	12/6/17	60
Project Oversight Meeting with NCDOT and WMPO	11/3/17	11/3/17	1
Project Scoping and LOI/RFQ for PE services (LGA responsible; must be compliant with Federal selection process)	10/6/17	12/6/17	60
Select/Choose Consultant	12/11/17	12/28/17	18
Scope and Fee requested from Consultant	1/8/18	1/22/18	14
Man-day Estimate review/ Contract Negotiations	1/24/18	2/14/18	21
LGA Consultant Contract Award process	2/15/18	3/8/18	21
Scoping Meeting with Consultant	3/15/18	3/15/18	1
Project Survey	3/19/18	4/9/18	21
30% Design	4/16/18	5/21/18	35
30% Design Review/Comment/Revision	5/22/18	6/22/18	30
Environmental Document	4/30/18	6/29/18	60
Environmental Document Review/Comment/ Revision	7/2/18	7/30/18	28
60% Design	6/25/18	8/24/18	60
60% Design Review/Comment/Revision	8/27/18	9/26/18	30
Right-of-Way Plans/Maps (75%+/- Design)	10/1/18	10/15/18	14
Right-of-Way and Utility Estimate	10/17/18	11/16/18	30
LGA Right-of-Way Funding Authorization Request	12/3/18	2/1/19	60
90% Design Plans and Specs	10/17/18	12/3/18	45
90% Design Review/Comment/Revision	12/4/18	1/3/19	30
Right-of-Way Acquisition and Utility Coordination	2/4/19	8/5/19	180
100% Design Plans and Specs	7/22/19	8/5/19	14
Right-of-Way Final Certification	8/6/19	8/13/19	7
Contract Review	8/6/19	8/27/19	21
LGA Construction Funding Authorization Request	9/4/19	11/4/19	60
Project Let	11/6/19	12/6/19	30

Exhibit A

STP-DA FUNDING APPLICATION TOWN OF ANYWHERE, NC

Map of Proposed Project -

Sidewalk along 9th Street
from Oak Street to Lake Avenue
and Intersection Improvements at
Oak Street and Lake Avenue



LEGEND

- - - Proposed Sidewalk Project (1,330 feet)
- Proposed Crosswalks and Push Button Pedestrian Heads
- Existing Sidewalk
- Existing Bike Lanes
- Existing Greenway/Multi-Use Path
- ★ Existing Bus Stop
- Existing Crosswalks
- Major Obstacle (Rail Road)

1,000 feet

NOTE: This map is not intended to represent a specific project or location in the WMPO. Street names and projects are fictional. Its purpose is to provide an example for STP-DA applicants. This map is required for application to be complete. Not all components in legend are applicable to every proposed project.

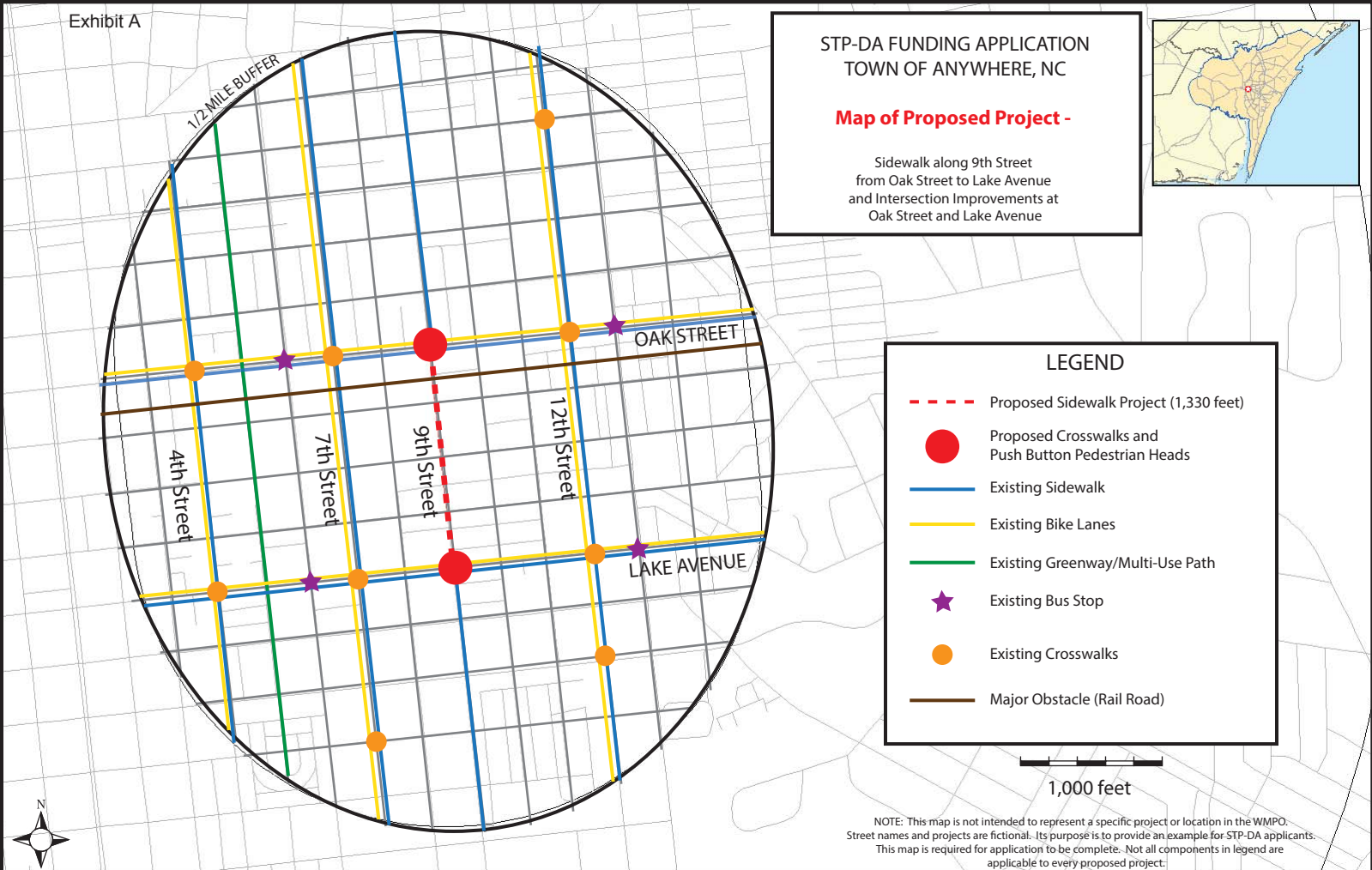
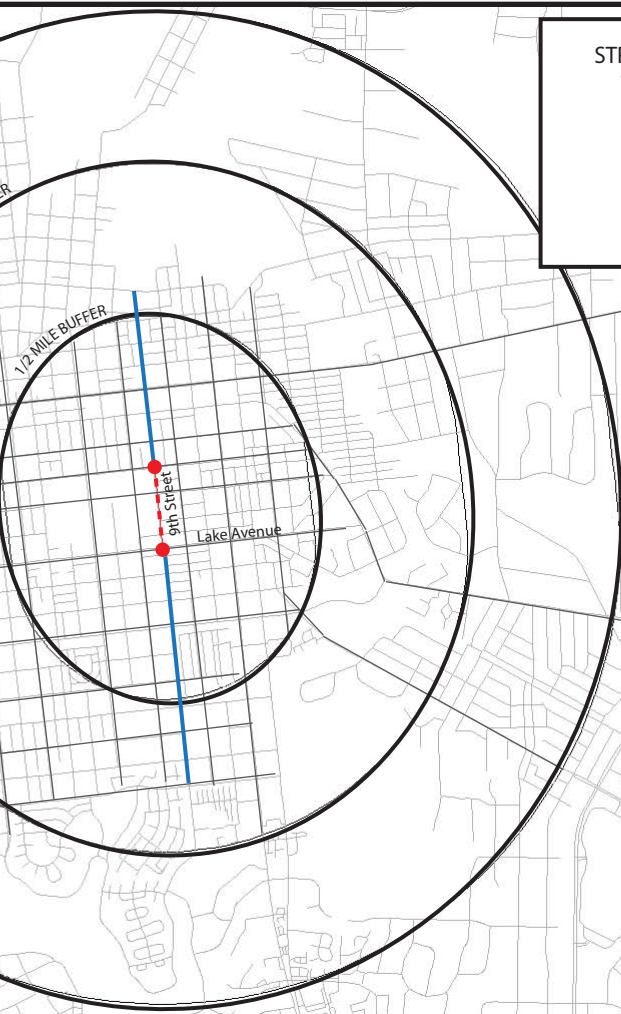


Exhibit B

STP-DA FUNDING APPLICATION TOWN OF ANYWHERE, NC

Closing a Gap Map -

Sidewalk along 9th Street
from Oak Street to Lake Avenue
and Intsection Improvements at
Oak Street and Lake Avenue



LEGEND

- Proposed Sidewalk Project (1,330 feet)
- Proposed Crosswalk and Push Button Pedestrian Heads
- Existing Sidewalk

2,000 Feet



NOTE: This map is not intended to represent a specific project or location in the WMPO. Street names and projects are fictional. Its purpose is to provide an example for STP-DA applicants applying for 'Closing a Gap' points. As an example, this project would receive 3 points - the proposed sidewalk project fills a gap where the total facility length is greater than 1/2 mile.

Exhibit C

(sample)

Resolution authorizing (a local government) to submit an application to the Wilmington Metropolitan Planning Organization in the Amount of \$_____ for Surface Transportation Program - Direct Appointment Funds for Name of Project

LEGISLATIVE INTENT/PURPOSE:

On (date) the Wilmington Metropolitan Planning Organization (WMPO) issued a call for projects to agencies in its jurisdiction for Surface Transportation Program- Direct Appointment Funding (STP-DA). A total of \$_____ is available to award among four transportation modal buckets: bicycle and pedestrian, intersections, roadway, and transit. STP-DA is comprised of a collection of discretionary programs including (short description of what you are applying for – for example: planning, design and construction of on- and off- road bicycle and pedestrian facilities). Each agency may submit no more than four projects of not less than \$125,000 each for possible reward. The funding requires a minimum 20% local cash match.

<Insert description of proposed project, including (if applicable): length, connections to other facilities, and connections to schools, shopping, etc. Include other adopted plans that recommend this project. Include estimated cost, amount of STP-DA funds requesting, and proposed match (percentage and amount).

THEREFORE, BE IT RESOLVED:

That, the (appropriate person) is hereby authorized to submit a STP-DA application in the amount of \$_____ and will commit \$_____ as a cash match for the (name of project)

SIGNATURES REQUIRED

Exhibit D




STP-DA FUNDING APPLICATION TOWN OF ANYWHERE, NC

Proximity of a School Map -

Sidewalk along 9th Street
from Oak Street to Lake Avenue and
Intersection Improvements at
Oak Street and Lake Avenue



LEGEND

-  Proposed Sidewalk Project (1,330 feet)
-  Proposed Intersection Improvement
-  School(s)


2,000 Feet



NOTE: This map is not intended to represent a specific project or location in the WMPO. Street names and projects are fictional. Its purpose is to provide an example for STP-DA applicants applying for 'Proximity of a School' points. As an example, this project would receive 9.75 points - 5.75 points for Central Elementary, 3 points for Southern Middle, and 1 point for Northern University.

Exhibit E

1/2 MILE BUFFER








STP-DA FUNDING APPLICATION TOWN OF ANYWHERE, NC

Bicycle and Pedestrian Generator Map -

Sidewalk along 9th Street
from Oak Street to Lake Avenue
and Intersection Improvements at
Oak Street and Lake Avenue



LEGEND

-  Proposed Sidewalk Project (1,330 feet)
-  Proposed Crosswalks and Push Button Pedestrian Heads
-  Public Park/Playground/Recreational Areas
-  Residential Areas
-  Shopping/Retail Areas
-  Library
-  Business Park/Office/Hospital

1,000 feet

NOTE: This map is not intended to represent a specific project or location in the WMPO. Street names and projects are fictional. Its purpose is to provide an example for STP-DA applicants applying for 'Bicycle and Pedestrian Generator' points. As an example, this project would receive 25 points - 5 points for each of the generators listed in the legend.

