



## WILMINGTON URBAN AREA Metropolitan Planning Organization

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*The mission of the Wilmington MPO is to develop and implement a comprehensive multi-modal transportation plan that supports the existing and future mobility needs and economic vitality of the Wilmington Urban Area. This shall be accomplished by protecting the environment, safe guarding the social equity, improving the quality of life for the citizens of the community, improving the local economy and providing for the safe and efficient mobility throughout the region. This is achieved through the long range transportation planning process which includes a comprehensive, continuous and cooperative approach from citizens and participating members.*

### Members:

City of  
WILMINGTON  
Lead Planning Agency

Town of  
CAROLINA BEACH

Town of  
KURE BEACH

Town of  
WRIGHTSVILLE BEACH

NEW HANOVER  
County

Town of  
BELVILLE

Town of  
LELAND

Town of  
NAVASSA

BRUNSWICK  
County

PENDER  
County

CAPE FEAR  
Public Transportation  
Authority

North Carolina  
BOARD OF  
TRANSPORTATION

### Technical Coordinating Committee Meeting Agenda

**TO:** Technical Coordinating Committee Members  
**FROM:** Mike Kozlosky, Executive Director  
**DATE:** June 4, 2015  
**SUBJECT:** June 10<sup>th</sup> meeting

A meeting of the WMPO Technical Coordinating Committee will be held on Wednesday, June 10<sup>th</sup> at 10 am. The meeting will be held in the Lord Spencer Compton Conference Room at 102 North 3<sup>rd</sup> Street in downtown Wilmington.

The following is the agenda for the meeting:

- 1) Call to Order
- 2) Approval of Minutes:
  - a. 5/13/15
- 3) Presentations
  - a. Draft Cape Fear Transportation 2040 Plan
- 4) Consent Agenda
  - a. Resolution supporting the Section 5310 Program Management Plan
  - b. Resolution adopting the 2016 STP-DA Submittal Guide and Process
  - c. Resolution adopting the 2016 TAP-DA Submittal Guide and Process
- 5) Regular Agenda
  - a. Resolution adopting the 2016-2025 State/Metropolitan Transportation Improvement Program
  - b. Resolution encouraging the City of Wilmington, Wilmington MPO, North Carolina Department of Transportation and Cape Fear Public Transportation Authority to develop a Memorandum of Understanding for the development of the future Wilmington Multi-modal Transportation Center
- 6) Discussion
  - a. Amendment to the Meeting Calendar for a July Meeting (July 8)
- 7) Updates
  - a. Crossing over the Cape Fear River Work Group
  - b. Wilmington MPO
  - c. Cape Fear Public Transportation Authority
  - d. NCDOT Division
  - e. NCDOT Transportation Planning Branch
- 8) Announcements
  - a. WMPO Bike/Ped Committee Meeting-June 18, 2015
- 9) Next meeting –July 8, 2015

**Attachments:**

- Minutes 5/13/15 meeting
- Section 5310 Program Management Plan
- Resolution supporting the Section 5310 Program Management Plan
- 2016 STP-DA Submittal Guide and Process
- Resolution adopting the 2016 STP-DA Submittal Guide and Process
- 2016 TAP-DA Submittal Guide and Process
- Resolution adopting the 2016 TAP-DA Submittal Guide and Process
- 2016-2025 State/Metropolitan Transportation Improvement Program
- Resolution adopting the 2016-2025 State/Metropolitan Transportation Improvement Program
- Resolution encouraging the City of Wilmington, Wilmington MPO, North Carolina Department of Transportation and Cape Fear Public Transportation Authority to develop a Memorandum of Understanding for the development of the future Wilmington Multi-modal Transportation Center
- Cape Fear River Crossing Update (June)
- Wilmington MPO Project Update (June)
- Cape Fear Public Transportation Authority Update (June)
- NCDOT Project Update (June)

**Wilmington Urban Area  
Technical Coordinating Committee  
Meeting Notes for May 13, 2015**

**Members Present:**

Mike Kozlosky, City of Wilmington  
Adrienne Harrington, TDM Coordinator  
Ed Parvin, Town of Carolina Beach  
Ken Vafier, New Hanover County  
Patrick Riddle, NCDOT Division 3  
Robert Waring, Town of Leland  
Allen Serkin, Cape Fear COG  
Whitney Pearce, Wilmington International Airport

Megan O'Hare, Pender County  
Trey Burke, Town of Navassa  
Don Bennett, City of Wilmington  
Nancy Avery, Town of Kure Beach  
Zach Steffey, Town of Wrightsville Beach  
Allen Snipes, NCDOT Planning Branch

**Others Present**

James Upchurch, NCDOT Planning Branch

**1. Call to Order**

Mr. Kozlosky called the meeting to order at 10:05am.

**2. Approval of Minutes**

The minutes for the meeting April 15, 2015 were approved unanimously.

**3. Presentations**

**a. Cape Fear Transportation 2040 Plan Survey Results**

Ms. Rashid told members that staff hosted 7 regional public open houses between April 1<sup>st</sup> and April 30<sup>th</sup>. She noted that the meetings were well attended. Staff received a total of 57 public comment forms. From those, staff developed a summary of public comments for review.

Ms. Rashid reviewed the responses to the questions asked on the forms and she noted that the responses were generally consistent with the proposed plan. She told members that the modal subcommittees will review the comments received. Following those meetings, the comments will go to the CAC for review and consideration.

Mr. Upchurch told members that a lot of attention is being given to Title VI considerations when conducting public outreach meetings. Ms. Rashid said staff was made aware of the Title VI regulations and they made sure to adhere to the guidelines early on in the outreach process. She noted that it is also addressed in the MTP.

**4. Consent Agenda**

**a. Resolution approving STIP/MTIP Amendments (April)**

Mr. Kozlosky told members that the 30-day public comment period was held for the STIP/MTIP amendments for April and staff did not receive any comments.

Mr. Vafier made the motion to approve the consent agenda and forward to the TAC for consideration. Mr. Waring seconded the motion and it carried unanimously.

## **5. Discussion**

### **a. Review of CAMPO's Surface Transportation Program-Direct Attributable (STP-DA) and Transportation Alternatives Program-Direct Attributable (TAP-DA) Process**

Ms. Strait told members that she and Mr. Knight attended the Capital Area MPO's training session on their STP-DA and TAP-DA program process. She noted that CAMPO established their Locally Administered Projects Program (LAPP) in 2009 to help administer the direct attributable funding and established a training program to assist with the process. She reviewed CAMPO's implementation process flow chart and said staff will use it as a pattern for establishing a more transparent process.

Mr. Kozlosky told members that the WMPO staff will work with the Department to define our role and provide guidance to the member jurisdictions as the process is established. Ms. Strait said staff will offer annual training on the process and this summer staff plans to hold a Partner Connect training session. Mr. Snipes told members he would discourage funding in phases. Ms. Strait said that was a point that CAMPO stressed several times during the training session.

Mr. Burke stated that there is no room on the flow charts for the consultant. He suggested thinking of your consultant as an extension of your local government and make sure to include those services in the RFP.

Mr. Kozlosky told members that Mr. Knight and Ms. Strait will meet with the work group prior to the release of the revised submittal application and modifications to the scoring process. Staff will bring the results from the work group back to the TCC for discussion.

## **6. Updates**

Updates are included in the agenda packet.

## **7. Announcements**

Mr. Kozlosky told members that staff sent out an email asking members to delay adopting the new MOU. He noted that there is a potential issue with the WMPO name change and legislation that has been introduced before the State Legislature. Staff is working with legal counsel on the best way to move forward.

## **8. Adjournment**

With no further items, the meeting was adjourned at 10:38am.

**THE ABOVE MINUTES ARE NOT A VERBATIM RECORD OF THE PROCEEDINGS.  
THE ENTIRE PROCEEDINGS ARE RECORDED ON A COMPACT DISC AS PART OF THIS RECORD.**

# RESOLUTION



Introduced by: Albert Eby, Executive Director

Date: April 23, 2015

## RESOLUTION ENDORSING FTA § 5310 ELDERLY AND DISABLED TRANSPORTATION PROGRAM MANAGEMENT PLAN

**WHEREAS**, On June 27, 2014, North Carolina Secretary of Transportation Anthony Tata designated the Cape Fear Public Transportation Authority as "the designated recipient of the Persons with Disabilities Funding Program (Section 5310)"; and

**WHEREAS**, allocation of § 5310 requires an FTA approved Program Management Plan; and

**WHEREAS**, the Authority has developed a Draft Program Management Plan compliant with the provisions of FTA Circular 9070.1G; and

**WHEREAS**, public comment regarding the Draft Program Management Plan has been solicited and considered in both writing during a thirty day review period and at a public hearing held before the Authority on April 03, 2015;

**NOW, THEREFORE**, be it resolved by the Cape Fear Public Transportation Authority that the Draft Program Management Plan for Elderly and Disabled Transportation is hereby ratified as the Final Program Management Plan for Elderly and Disabled Transportation and is authorized to be submitted to the Federal Transit Administration for review and approval.

Adopted at a regular meeting  
on April 23, 2015



  
Jeffrey B. Petroff, Chairman

Attest:

  
Don Betz, Secretary



**Cape Fear Public Transportation Authority**

**Program Management Plan**

**49 U.S.C. Section 5310**

**March 2015**

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To meet the public transportation needs of a rapidly growing region and to address years of suburban sprawl and rising traffic congestion throughout the area, the City of Wilmington and New Hanover County entered into an historic agreement in June 2003. The City and County merged the Wilmington Transit Authority and New Hanover Transportation Services to form Cape Fear Public Transportation Authority (Wave Transit), an independent local government created to manage transit in the urban region. The Authority is governed by an eleven member board appointed by the Wilmington City Council and New Hanover County Board of Commissioners.

Wave Transit has been authorized as the designated recipient for Federal Transit Administration funding to the region which is defined by the Wilmington Metropolitan Planning Organization (WMPO) planning boundary. This includes funding under Chapter 49 U.S.C. Section 5310 which is the Enhanced Mobility of Seniors and Individuals with Disabilities program.

Wave Transit currently provides fixed-route transit service, Paratransit services, vanpools and other public transportation programs throughout the region. In 2012, following publication of the 2010 census, the Wilmington Urban Area was designated a Transportation Management Area (TMA) having exceeded the required 200,000 population threshold required for the designation. The TMA designation included an annual formula funding allocation for an Elderly and Disabled Transportation program under Moving Ahead for Progress in the 21st Century (MAP-21).

On July 6, 2012, President Obama signed into law *Moving Ahead for Progress in the 21st Century* (MAP-21) which went into effect on October 1, 2012. The legislation involved major changes to how the FTA and the states administer funding for elderly and disabled public transportation programs. Modifications included a repeal of the Section 5316 (JARC - Job Access and Reverse Commute) and Section 5317 (New Freedom) programs along with the establishment of an enhanced Section 5310 program that serves as a single formula program to support mobility of seniors and persons with disabilities. The New Freedom program elements were merged into the new enhanced Section 5310 program. On June 06, 2014 FTA issued C 9070.1G to offer guidance on the administration of the transit program for seniors and persons with disabilities under 49 U.S.C. §5310.

On June 27, 2014, North Carolina Secretary of Transportation Anthony Tata designated the Cape Fear Public Transportation Authority as “the designated recipient of the Persons with Disabilities Funding Program (Section 5310)” ([Appendix A](#)), consistent with the provisions of *Moving Ahead for Progress in the 21<sup>st</sup> Century* (MAP-21). The § 5310 designation requires development of this document, a Program Management Plan (PMP). The program (49 U.S.C. § 5310) provides formula funding to TMA’s for the purpose of assisting private nonprofit groups in meeting the transportation needs of the elderly and persons with disabilities when the transportation service provided is unavailable, insufficient, or inappropriate to meeting these needs. Funds are apportioned to TMA’s based on statutorily defined formulas. Section 5310 funding is distributed and managed by the Federal Transit Administration.

The goal of the FTA Section 5310 program is to improve mobility for older adults and people with disabilities throughout the region and to enhance coordination of federally assisted programs and services in order to encourage the most efficient use of federal resources and achieve the national goal of improved mobility of elderly persons and persons with disabilities. Under the 5310 program, the Authority is encouraged to coordinate transportation services with agencies that provide transportation services to the general public within the service area/network.

Special efforts shall be made in the planning and design of transportation facilities and services to assure elderly persons and persons with disabilities are afforded the availability of transportation which they can effectively utilize. Section 5310 funds shall provide for the special needs of elderly persons and



persons with disabilities for which transportation services are unavailable, insufficient or inappropriate.

Federal financial assistance under the Section 5310 program is limited to participation in the cost of capital equipment (rolling stock), cost for purchase of transportation service contract(s), mobility management, and administrative costs to administer the program as further identified in this Program Management Plan (PMP). Funds can be used for the purchase of vehicles and related capital equipment.

The Cape Fear Public Transportation Authority will be responsible for filing grant applications under the §5310 program and to ensure that local applicants and project activities are eligible and compliant with Federal requirements. Private nonprofit transportation providers will be required to have an opportunity to participate as feasible, and the program will provide for coordination of federally assisted transportation services assisted by other Federal sources. Section 5310 funding will be allocated by the Authority in compliance with this Program Management Plan and the Local Coordinated Plan (LCP) which is more project specific than the PMP.

The PMP is intended to facilitate FTA oversight by documenting the Authority's policies and procedures for administering the Section 5310 program. This document includes the Authority's objectives, policies, procedures, and administrative requirements, in a form that is readily accessible to potential subrecipients, FTA, and the public. The PMP's primary purposes are to serve as the basis for FTA management review of the program and to provide public information on the approved and compliant administrative processes to program administration. The Authority will utilize the PMP as a guide for local project applicants.

The proper and consistent use of this Program Management Plan will serve to:

- Provide administrative and programmatic guidance to subrecipients
- Facilitate the accomplishment of local, state and federal goals regarding public transportation for the elderly and disabled
- Provide an overview for the community to the §5310 program and outline eligible programs, projects and instructions for accessing §5310 funding
- Outline eligibility standards and verbalize the Authority's policies and procedures for distribution of funding under the §5310 program
- Ensure compliance with federal and state regulations, specifically FTA C 9070.1G

## SECTION 1 - PROGRAM GOALS & OBJECTIVES

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The goal of the Section 5310 program is to improve mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding the transportation mobility options available. Toward this goal, FTA provides financial assistance for transportation services planned, designed, and carried out to meet the special transportation needs of seniors and individuals with disabilities in all areas - urbanized, small urban, and rural. The program requires coordination with other federally assisted programs and services in order to make the most efficient use of Federal resources. This program provides grant funds for capital expenses to recipients for:

- Public transportation projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable
- Public transportation projects that exceed the requirements of the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.)
- Public transportation projects that improve access to fixed-route service and decrease reliance on complementary Paratransit service
- Alternatives to public transportation projects that assist seniors and individuals with disabilities with transportation

Elderly and disabled transportation in the Wilmington Urban Area is currently provided by a host of public, private and private nonprofit agencies. The majority of elderly and disabled transportation is provided by the Cape Fear Public Transportation Authority (Wave Transit). Wave Transit provides fixed-route public transportation, complementary Paratransit, Medicaid transportation, elderly and disabled transportation through the NCDOT Community Transportation Program (CTP), vanpooling, and limited rural transportation.

The Authority Board of Directors is committed to administering/the administration of a strong elderly and disabled transportation program. Utilization of scarce elderly and disabled transportation resources should ensure that these resources are fiscally responsible and meeting the needs of the local elderly and disabled community. Currently, the greatest impediments to a strong elderly and disabled transportation program in the region are:

- Adequate resources to fully analyze and manage the elderly and disabled transportation needs
- A rapidly growing population, with Southeastern North Carolina being one of the fastest growing MSA's in the nation
- A large and diverse elderly population with greatly varying transportation needs
- A large and growing veteran population due to our proximity to two large military bases
- Lukewarm support of public transportation funding

While the Authority maintains a strong level of commitment to all public transportation programs, including elderly and disabled programs, long term goals are dependent upon support from local government, which is inconsistent. The Authority's management of the §5310 program includes the hiring of a Mobility Manager which is key to the success of the program. The community currently has a strong private nonprofit community which has verbalized the need for affordable public transportation to meet the goals of their charters. This need led to the creation of the Making Waves Foundation in 2011. The foundation is a private nonprofit 501c(3) which solicits and distributes funding from benefactors exclusively for public transportation services that are outside the purview of Wave Transit. The foundation is managed by the Authority and the Foundation Board of Directors is appointed by the Authority Board of Directors. Additional information regarding the Making Waves Foundation is available at the following URL: <http://www.wavetransit.com/makingwaves>.

The Authority believes that the elderly and disabled transportation needs of the community are

currently being met, but not efficiently. Coordination of elderly and disabled transportation is very fragmented and is undertaken by public and private organizations as a means to meet the end goals of their missions. Coordination of elderly and disabled transportation by Wave Transit, through a Mobility Manager, will ensure the resources, regardless of their origin, are being allocated in the most efficient, economical and effective manner possible. Utilization of local funding from nonprofit agencies and private transportation providers can be used as local matching funds for the §5310 program. As the Authority works through the process of identifying and understanding the transportation needs of the local elderly and disabled population and assesses the local funding resources available in the community, short and long range planning efforts will be developed to build community and elected official support for the program and the projects it supports.

## SECTION 2 - ROLES & RESPONSIBILITIES

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The Cape Fear Public Transportation Authority, provider of public transportation services within the WMPO planning boundary, will administer the FTA Section 5310 program in southeastern North Carolina.

As the designated recipient for 5310 funding to the UZA, the Authority is responsible for selection of projects, and may, but is not required to, include a competitive selection process. If the Authority decides to hold a competitive selection, it may conduct the competitive selection itself or establish alternative arrangements to administer and conduct the competitive selection. Alternatively, the Authority may, through interagency agreement or third party contracts, provide for the administrative management and oversight of the competitive selection process. Wave Transit will apply to FTA for funding using the designated FTA electronic grant management system on behalf of itself and/or eligible subrecipients for Section 5310 projects within the TMA. The Authority will be responsible for the following actions:

- The Authority will have a PMP approved by FTA on file with FTA Region IV in Atlanta, GA. The PMP will be approved by the Authority Board of Directors and will remain valid until FTA approves a later plan submitted by the recipient or an FTA management review results in a specific request to the Authority by FTA for a revised PMP, or FTA announces significant new program documentation requirements. Revisions and updates to the PMP will occur at least every five (5) years. The Authority will distribute the draft PMP and subsequent revisions to the public and offer an opportunity to comment to potential subrecipients of assistance, potential service providers, other public agencies and representatives of other funding sources, and any relevant associations and professional organizations. If revisions are substantive, but not pervasive, the Authority may submit changes and additions in the form of page changes that can be approved by FTA and incorporated into the PMP on file. If the Authority changes the PMP significantly it will submit the entire revised plan to FTA for approval. The Authority will periodically examine the PMP to ensure that it reflects current requirements of C 9070.1G.
- The Authority will coordinate and prepare the Local Coordinated Plan (LCP) for the region. The Authority currently has a compliant LCP on file and has been the lead agency for LCP development since 2010. The current adopted LCP is attached to this document as [Appendix C](#).
- The Authority will develop the Program of Projects (POP) for §5310 funding ([Appendix F](#)) in the region pursuant to FTA guidelines and input from the community during the LCP planning and development process. Details of the POP are outlined in the Section 4 of the PMP.

As outlined in the joint resolution and Interlocal Agreement between New Hanover County and the City of Wilmington which created the Authority, Wave Transit will work collaboratively with the community to develop a 5310 program which meets the elderly and disabled transportation needs of the region. Input will be sought from the Wilmington Urban Area Metropolitan Planning Organization (WMPO) which includes members from all local governments in the UZA. NCDOT, local nonprofits, health and human service agencies, veterans groups, and other entities in the region which have an interest in elderly and disabled transportation will be contacted to provide input to the PMP, LCP and POP.

The Authority's responsibilities include the following:

- Document procedures in a program management plan (PMP)
- Plan for future transportation needs, and ensure integration and coordination among diverse transportation modes and providers
- Develop project selection criteria consistent with the coordinated planning process;
- Notify eligible local entities of funding availability
- Solicit applications from potential subrecipients

- Determine applicant and project eligibility
- Certify that allocations of funds to subrecipients are made on a fair and equitable basis
- Submit an annual program of projects (POP) ([Appendix F](#)) and grant application to FTA
- Ensure subrecipients comply with federal requirements
- Certify that all projects are included in a local developed, coordinated public transit human service transportation plan developed and approved through a process that includes participation by seniors; individuals with disabilities; representatives of public, private, and nonprofit transportation and human service providers; and other members of the public
- Certify that to the maximum extent feasible, services funded under Section 5310 are coordinated with transportation services assisted by other federal departments and agencies
- Ensure that at least 55 percent of the area's apportionment is used for traditional Section 5310 projects carried out by the eligible subrecipients as described in section 5 of Chapter III C 9070.1G
- Oversee project audit and closeout

## SECTION 3 - COORDINATION

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As designated recipient for all FTA funding to the region, the Authority has a history and commitment to coordination of distribution of federal public transportation dollars to the region. The Authority currently serves as a voting member of the WMPO Technical Coordinating Committee (TCC) and Transportation Advisory Committee (TAC) which is made up of elected officials throughout the region. The Authority has established itself as a leader of public transportation initiatives in Southeastern North Carolina. This leadership and commitment to broad community input will be a key aspect in the Section 5310 program.

To ensure that coordination is fully inclusive and to demonstrate a high level of commitment, the first phase of the 5310 program will be to engage a full time Mobility Manager. Currently, the Authority's mobility management efforts are divided among several members of its administrative staff and while the efforts are believed to have met the needs of the community in the past, current and future elderly and disabled transportation efforts require more focused attention to the needs of the community. Greater engagement by the Authority with private nonprofits and other agencies that more closely experience the elderly and disabled transportation needs of the community are critical if the Authority is going to implement and manage a strong and effective elderly and disabled transportation program. A detailed Mobility Manager Job Description has been drafted and is included in this plan as [Appendix B](#). Following approval of the inaugural PMP, the Mobility Manager will assume responsibility for compliance with the PMP, future PMP updates, LCP updates and community outreach. Compliance with FTA regulations for subgrantees will also fall under the Mobility Manager's responsibilities.

The Cape Fear Public Transportation Authority currently employs a planning process which was drafted to ensure full participation by the community in developing programs and plans that are both compliant with federal regulations and meet the diverse transportation needs of the community. The Section 5310 planning process will utilize the same processes employed for other public transportation programs.

### **Metropolitan Transportation Plan (MTP)**

The MTP currently serves as the region's most comprehensive transportation plan. The plan includes highway, transit, rail, aviation, ferry, bicycle and pedestrian recommendations. The MTP is developed by the Wilmington Urban Metropolitan Planning Organization (WMPO) which is the responsible transportation planning agency for the region. The WMPO is made up of local governments throughout the region. The WMPO Technical Coordinating Committee (TCC) is made up of staff from member governments who have insight regarding requirements related to compliance with federal and state transportation programs. The WMPO Transportation Advisory Committee (TAC) is an oversight body made up of elected officials from the region. The TAC is the policy arm of transportation planning in the region. The Cape Fear Public Transportation Authority has representation on both the TCC and TAC.

The MTP is a product of continuing transportation planning efforts and is updated every five years. Currently, updates to the MTP are initially vetted by the WMPO Citizens Advisory Committee (CAC) which is tasked with ensuring strong public input in the transportation planning process. The CAC is divided into subcommittees, one of which represents public transportation. The MTP serves as the broadest planning outline for transportation planning and is the basis for more focused transit planning efforts including the PMP and LCP. Elderly and disabled transportation planning is included in the MTP but at a very broad level. Section 5310 projects are more detailed in the Authority's Short Range Transit Plan (S RTP) and specifically in the LCP and annual Section 5310 POP.

### **Metropolitan Transportation Improvement Program (MTIP) and State Transportation Improvement Program (STIP)**

Eligibility for federal transportation funding requires projects be included in an adopted MTIP and STIP. These programs are a culmination of local developed transportation initiatives that are adopted by the WMPO TAC. Public input for inclusion in the MTIP and STIP is a vital component. Projects programmed in the MTIP are developed from the MTP. The WMPO is responsible for ensuring that all transportation projects in the MTP are thoroughly vetted by the community before their inclusion. Section 5310 projects are part of the MTIP and STIP but may not be included until the projects are identified during the LCP process.

### **Wave Transit Short Range Transit Plan - S RTP**

At least every five years, the Authority undertakes a comprehensive short range planning process. The S RTP is broadly guided by the provisions outlined in the MTP. The Authority's planning staff, with oversight by the Authority's Planning Committee, works closely with consultants and the public to ensure that the public transportation programs provided by the Authority meet the needs of the community. Public involvement is a key element of the S RTP and the Authority works closely with the board to ensure that the recommendations of the S RTP are implemented as much as possible.

Elderly and disabled transportation is broadly included in the Authority's current S RTP. The S RTP contains a financial plan which is fiscally constrained. Future S RTP's will include §5310 planning with specific funding amounts highlighted. The exact nature of future elderly and disabled transportation programs will be determined as the program evolves.

### **Program Management Plan (PMP)**

Title 49 U.S.C. 5310, as amended by MAP-21, requires a recipient of Section 5310 funds to certify that

projects selected for funding under this program are included in a locally developed, coordinated public transit-human service transportation plan; and that the plan was developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, nonprofit transportation and human service providers, and other members of the public. The coordinated transportation plan was prepared through a process that is consistent with the metropolitan planning process, as described above. Transit service and demographic information developed and used in the broader metropolitan processes may provide a useful starting point for the more detailed review that will take place in preparing the coordinated plan. Similarly, the extensive public participation and stakeholder consultation provisions of metropolitan and statewide planning can provide a useful context and basis for the more focused local public involvement involved in preparing the coordinated plan.

The proper and consistent use of the Program Management Plan will serve to:

- Provide administrative and programmatic guidance to subrecipients
- Facilitate the accomplishment of local, state and federal goals regarding public transportation for the elderly and disabled
- Provide an overview for the community to the §5310 program and outline eligible programs, projects and instructions for accessing §5310 funding
- Outline eligibility standards and verbalize the Authority's policies and procedures for distribution of funding under the §5310 program
- Ensure compliance with federal and state regulations, specifically FTA C 9070.1G

Revisions and updates to the PMP will occur at least every five (5) years.

#### **Coordinated Public Transit-Human Services Transportation Plan (Local Coordinated Plan) - LCP**

Federal transit law, as amended by MAP-21, requires that projects selected for funding under the Section 5310 program be "included in a locally developed, coordinated public transit-human services transportation plan" and that the plan be "developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers and other members of the public." Section 5310 funds are available for capital and operating assistance to support the provision of transportation services to meet the specific needs of seniors and individuals with disabilities.

In 2008, the Federal Transit Administration required a coordinated plan of local transit services in order to apply for funds from the Elderly and Disabled Individuals Transportation Program (FTA Section 5310), Job Access and Reverse Commute Program (FTA Section 5316) and New Freedom Program (FTA Section 5317). The Cape Fear Public Transportation Authority first developed a Local Coordinated Human Service Transportation Plan in 2008. The current LCP was adopted in December 2011 and is included in this document for reference as [Appendix C](#). The LCP is due to be updated in 2016 but planning efforts to update prior to 2016 will be undertaken with the engagement of a Mobility Manager. This will give the Authority and the community the best opportunity to utilize formula §5310 funding in the most efficient, effective and economical manner.

As the regional public transportation provider to the Wilmington urban area, Wave Transit has and will continue to serve as the lead agency in the development of the Local Coordinated Plan. As the lead agency, Wave Transit organized a Coordinated Plan meeting for all local agencies and organizations to identify transportation needs in the area. Although Wave Transit developed the LCP, agencies understand it is their responsibility to apply directly to the Authority for applicable Section 5310 funding through the Local Coordinated Plan.



The written record of the activities and decisions made at planning workshops with stakeholders shall serve as the basis of the coordinated plan. The principal goal of the Wave Transit Local Coordinated Plan is to establish a permanent Coordinated Working Group charged with organizing the efforts of providers and users of elderly and disabled transportation. The scope of the group's activities has and will continue to include working with human service providers (i.e. medical services, social services, assisted living centers, etc.) to coordinate demands for transportation.

Wave Transit formed the Coordinated Working Group consisting of representatives from the following:

- Specialized transportation providers
- Human services agencies with special needs clients
- Advocates for people with special transportation disadvantages
- Schools with special programs
- Veterans organizations
- Nonprofit organizations

The following needs addressed in the coordinated planning effort include:

- Needs of the elderly
- Needs of minors
- Needs of developmentally disabled individuals
- Individuals with cognitive health disabilities
- Non-emergency medical transportation (NEMT)
- Provide assets to be available for physically disabled individuals
- Elderly and disabled veterans transportation

#### *LCP Development*

##### *Public Involvement Plan*

Public involvement should solicit general information, comments and ideas about existing and future elderly and disabled transportation and needs of the general public that are currently not being met.

##### *Vision Statement Goals and Objectives*

Develop study vision statement, based on the study area characteristics, existing service and prior planning work. Include specific goals and objectives for the study, including both policy and funding goals.

##### *Data collection*

Prepare analysis of data collected from existing sources related to the study area and current characteristics of the transit system.

##### *Project Development*

Comprehensive assessment of all available reports/studies/policies for the purpose of compiling a list of needs identified to date and identifying needs and issues that may need to be reexamined.

##### *Plan Development Process and Tracking*

Prepare and submit reports on the status of each tasks included in the final scope of work using the attached Tracking Format.

##### *Transit Demand Analysis*

Analyze the mobility needs of elderly and disabled populations and estimate the potential short, mid, and long range ridership of transit service.

##### *Transit System, Capital, Institutional/Management, Financial and Development*

Develop potentially feasible alternatives for five year planning period.

#### *Implementation plan*

Prepare an implementation plan outlining each step and providing a timeline of the actions necessary to successfully implement the improvements identified in the LCP.

Wave Transit provides services for physically disabled passengers with fixed-route buses and Paratransit services. All Wave Transit vehicles used for transportation are ADA compliant to serve physically disabled passengers. It is the goal of Wave Transit to provide safe, reliable, and affordable transportation to citizens of New Hanover and Brunswick Counties. The Authority will do everything possible to implement this plan and cooperate with all organizations and agencies involved in the Local Coordinated Plan.

#### Transportation Partners

- Area transportation planning agencies, including rural planning organizations, metropolitan planning organizations, councils of government, regional councils, associations of governments, local governments and NCDOT
- Public transportation providers (including Americans with Disabilities Act (ADA) Paratransit providers and agencies administering the projects funded under FTA urbanized and nonurbanized programs)
- Private transportation providers, including private transportation brokers, taxi operators, vanpool providers, school transportation operators and intercity bus operators;
- Nonprofit transportation providers
- Past or current organizations funded under the JARC, Section 5310, and/or New Freedom programs
- Human service agencies funding, operating and/or providing access to transportation services
- Passengers and Advocates
- Existing and potential riders, including both general and targeted population passengers (individuals with disabilities, older adults and people with low incomes)
- Protection and advocacy organizations
- Independent living centers
- Advocacy organizations working on behalf of targeted populations

#### Human Service Partners

- Agencies that administer health, employment or other support programs for targeted populations. Examples of such agencies include, but are not limited to, departments of social/human services, employment one-stop services; vocational rehabilitation, Workforce Investment board, Medicaid, community action programs , agency on aging, developmental disability council, community services board
- Nonprofit human service provider organizations that serve the targeted populations
- Job training and placement agencies
- Housing agencies
- Health care facilities
- Mental health agencies
- Veterans agencies providing assistance to elderly and disabled clients

#### Others

- Security and emergency management agencies
- Tribes and tribal representatives

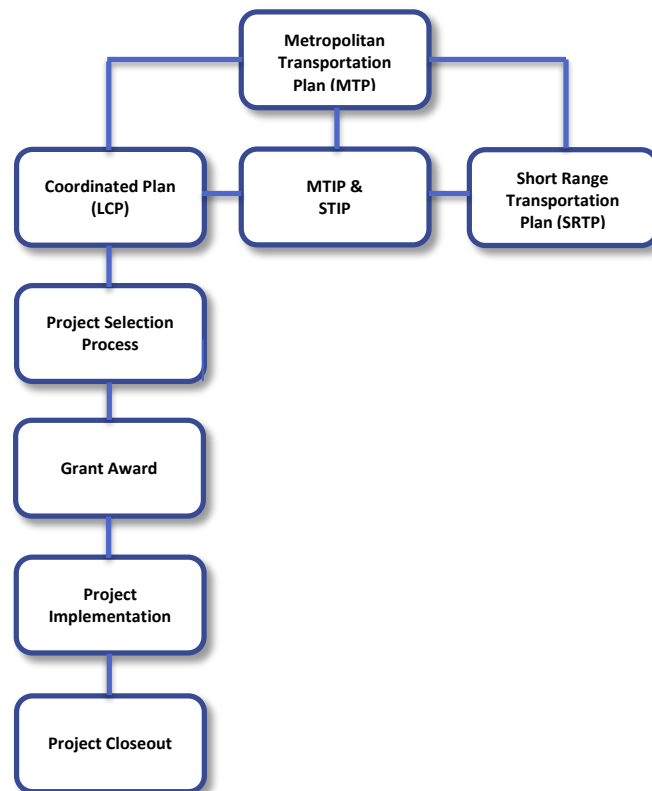
- Economic development organizations
- Faith-based and community-based organizations
- Representatives of the business community (e.g., employers)
- Appropriate local or state officials and elected officials
- Veterans Administration and other recognized veterans support agencies
- School districts
- Policy analysts or experts

### **Guide to Local Coordinated Plan (LCP) Development**

The *Guide to the Local Coordinated Planning Process* by NCDOT has been established by the Authority as its reference to development of the LCP. The guide is attached to the PMP as [Appendix D](#). The seven steps of LCP development are:

1. Step 1 - Identify the Lead Agency
2. Step 2 - Convene the Steering Committee
3. Step 3 - Prepare for the Coordinated Planning Workshop
4. Step 4 - Conduct Local Coordinated Planning Workshop(s)
5. Step 5 - Plan Update Methodology
6. Step 6 - Adopt the Plan
7. Step 7 - Update the Plan

## Cape Fear Public Transportation Authority Section 5310 Planning and Project Selection Process



## SECTION 5 - ELIGIBLE SUBRECIPIENTS

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The Cape Fear Public Transportation Authority is currently the only designated recipient for Section 5310 funding in the region. The Authority does not currently suballocate any FTA funding and an appropriate process must be implemented in order to properly oversee potential subrecipients to ensure full compliance with the statutes.

Section 5310(b) provides that of the amounts apportioned to designated recipients, not less than 55 percent shall be available for traditional Section 5310 projects - those public transportation capital projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate. Administrative, planning, and technical assistance costs not exceeding ten percent of the Authority's annual Section 5310 apportionment will be allocated to the Authority for oversight and management of the Section 5310 program. Eligible administrative costs are outlined in the Office of Management and Budget (OMB) Circular A - 87 (codified at 2 CFR Part 225). Funding for the regional Mobility Manager will be included toward the 55 percent for traditional 5310 projects. Further, the law provides that the Authority may allocate the funds apportioned to it to:

- a. A private nonprofit organization; or
- b. A state or local governmental authority that:
  - (1) is approved by a state to coordinate services for seniors and individuals with disabilities
  - (2) certifies that there are no nonprofit organizations readily available in the area to provide the service

These provisions, found at 49 U.S.C. 5310(b)(1) and (b)(2), essentially maintain the status quo for traditional Section 5310 projects. Wave Transit is eligible to apply for Section 5310 funds as "coordinators of services for seniors and individuals with disabilities" as designated by the State to coordinate human service activities in Southeastern North Carolina.

There are three types of applicant organizations eligible to receive funds under Section 5310:

- Private/nonprofit organizations. A nonprofit organization is a corporation or association determined by the United States Secretary of the Treasury to be an organization described by 26 U.S.C. §501(c) that is exempt from taxation under 26 U.S.C. §501(a) or one which has been determined under state law to be nonprofit and for which the designated state agency has received documentation certifying the status of the nonprofit organization. Nonprofit applicants must be recognized under Section 501(c)(3) of the Internal Revenue Code and submit a copy of the certificate from the IRS.
- Public bodies/governmental authorities that certify to the Governor or its designee that no nonprofit corporations or associations are readily available in an area to provide the service; and
- Public bodies/governmental authorities approved by the state to coordinate services for the older adults and people with disabilities.

The Authority recognizes the importance of coordinated transportation planning and delivery through the use of existing Section 5310 subrecipients. The Authority has been identified by the local governing bodies through the WMPO as the lead provider of public transportation services within the urbanized area.

Private/nonprofit applicants desiring to be subrecipients of Section 5310 funds must submit an attorney's certification declaring the agency's legal status and attach a copy of the charter and bylaws as listed with the North Carolina Secretary of State. Private for profit operators are not eligible to apply for funding but may be eligible to serve as third party contractors.

Local eligible public bodies may apply as subrecipients of Section 5310 funds as coordinators of services

for elderly persons and persons with disabilities or designated by the state and the Authority to coordinate human service activities in a particular area. Examples of such eligible public bodies are:

- A county agency on aging
- The Veterans Administration (VA) or Veterans of Foreign Wars (VFW)
- Governmental authorities that certify to the governor that there are no nonprofit corporations readily available in the area to provide the service
- Governmental authorities approved by the state to coordinate services for elderly individuals and individuals with disabilities

**Eligibility Requirements:**

- The applicant must show an established need for the project
- The applicant must demonstrate the ability to work with the elderly and/or persons with disabilities
- The applicant must demonstrate collaboration with other transit systems
- The applicant must certify that matching funds are available for the approved items
- The applicant must have generally accepted operational and accounting capabilities
- The applicant must describe the demographics of the service area, including the number of elderly and persons with disabilities to be served by the program

Eligible subrecipients for other eligible Section 5310 activities, which encompass the 45 percent for service above and beyond the provisions of the ADA, include a state or local governmental authority, a private nonprofit organization, or an operator of public transportation that receives a Section 5310 grant indirectly through a recipient. Private operators of public transportation are eligible subrecipients. The definition of “public transportation” includes “... shared-ride surface transportation services ...” Private taxi companies that provide shared-ride taxi service to the general public on a regular basis are operators of public transportation, and therefore eligible subrecipients. “Shared-ride” means two or more passengers in the same vehicle who are otherwise not traveling together. Similar to general public and ADA demand response service, every trip does not have to be shared-ride in order for a taxi company to be considered a shared-ride operator, but the general nature of the service must include shared rides.

Local statutes or regulations, or company policy, will generally determine whether a taxi company provides shared-ride or exclusive-ride service. For example, if the local regulation permits the driver to determine whether or not a trip may be shared, the service is not shared-ride. Similarly, if the regulation requires consent of the first passenger to hire a taxi be obtained before the taxi may take on additional riders, the service is not shared-ride. In essence, services that can be reserved for the exclusive use of individuals or private groups, either by the operator or the first passenger’s refusal to permit additional passengers, is exclusive-ride taxi service. The Authority will request documentation from any taxi company interested in participating in the 5310 program as a subrecipient to ensure the company is providing shared-ride service prior to award in order to determine whether the company qualifies as a subrecipient.

Taxi companies that provide only exclusive-ride service are not eligible subrecipients; however, they may participate in the Section 5310 program as contractors. Shared-ride taxi companies may apply for as a subrecipient Section 5310 funds to purchase accessible taxis. The taxi company may hold title to the accessible vehicle(s) as long as the agreement between the Authority and the taxi company is sufficient to establish satisfactory continuing control. All agreements for the purchase of vehicles will list the Cape Fear Public Transportation Authority as a lienholder to ensure satisfactory continuing

control. Additional means of establishing satisfactory continuing control will include contract provisions that require the accessible taxi to be used to provide transportation for seniors and people with disabilities, and that the vehicle may not be removed from service or disposed of prior to the end of its useful life without the express written consent of the Authority. Specific language in contract documents to ensure satisfactory continuing control over any subrecipient will be determined after development of a Local Coordinated Plan which will identify the level to which subrecipients are available and willing to participate in the 5310 program.

There are three reporting thresholds established for non-governmental grantees and subgrantees receiving Section 5310 funding. The reporting thresholds are:

- (1) Less than \$25,000 - a subrecipient that receives, uses, or expends Section 5310 funds in an amount less than twenty-five thousand dollars (\$25,000) within its fiscal year must comply with the reporting requirements established by this section including:
  - (a) A certification completed by the subrecipient Board and management stating that the federal funds were received, used, or expended for the purposes for which they were granted
  - (b) An accounting of the federal funds received, used, or expended. All reporting requirements shall be filed with the Authority within six (6) months after the end of the subrecipient's fiscal year in which the funds were received
- (2) \$25,000 to \$500,000 - a subrecipient that receives, uses, or expends Section 5310 funds in an amount of at least twenty-five thousand (\$25,000) and up to five-hundred thousand dollars (\$500,000) within its fiscal year must comply with the reporting requirements established by this section including:
  - (a) A certification completed by the subrecipient Board and management stating that the federal funds were received, used, or expended for the purposes for which they were granted
  - (b) An accounting that the funds were received, used and expended. All reporting requirements shall be filed with the Authority within six months after the end of the subrecipient's fiscal year in which the funds were received
- (3) Greater than \$500,000 - A subrecipient that receives, uses, or expends Section 5310 funds in an amount of at least five hundred thousand (\$500,000) within its fiscal year must comply with the reporting requirements established by this Subchapter including:
  - (a) A certification completed by the subrecipient Board and management stating that the Section 5310 funds were received, used, or expended for the purposes for which they were granted
  - (b) An audit prepared and completed by a licensed Certified Public Accountant for the subrecipient consistent with the reporting requirement of this section
  - (c) A description of activities and accomplishments undertaken by the subrecipient with the Section 5310 funds. All reporting requirements shall be filed with both the Authority and the Office of the State Auditor within nine months after the end of the grantee's fiscal year in which the Section 5310 funds were received

#### *Governmental Entities*

Each unit of local government and public authority/body shall have its accounts audited as soon as possible after the close of each fiscal year by a certified public accountant or by an accountant certified by the North Carolina Local Government Commission (LGC) as qualified to audit local government accounts.

All local governments and public authorities subject to G.S. 159, "The Local Government Budget and Fiscal Control Act," must have an audit performed in accordance with generally accepted auditing standards. Local governments and public authorities that expend \$100,000 or more in combined Federal or State financial assistance must have an audit performed in accordance with Government Auditing Standards. Effective FY2004, local governments and public authorities that expend \$500,000 (formerly \$300,000) or more in Federal financial assistance must have a single audit performed in accordance with OMB Circular A-133. Federal funds include those moneys that are received directly from the Federal government and those Federal funds that pass through other units of government. Subrecipients of Section 5310 funds are subject to these provisions.

The subrecipient shall furnish the Authority with a copy, in addition to any copies submitted to LGC, of the independent audit report within four months (by October 31) after fiscal year end. The Authority will not disburse funds to subrecipients that fail to comply with the reporting requirements.

The costs of audits made in accordance with OMB Circular A-133 are allowable charges to the Section 5310 grant. The charges may be considered a direct cost or an allocated indirect cost.

Each subrecipient is responsible for prompt follow-up and corrective action on all audit findings. As part of this responsibility, the subrecipient should prepare a summary schedule of prior audit findings and also a corrective action plan for current year audit findings. The Authority reviews and monitors each subrecipient's audit report. Audit findings that impact the administration of Section 5310 funds are transmitted to the Authority's Executive Director for follow up.

If a subrecipient fails to submit the required financial reports or fails to initiate timely corrective actions to resolve audit findings, the Authority may take one or more of the following actions, as appropriate in the circumstances:

- Temporarily withhold payments pending correction of the deficiency
- Disallow all or part of the cost of the activity or action not in compliance
- Whole or partial suspension or termination of the current award
- Withhold further awards for the program
- Take other remedies that may be legally available



## SECTION 6 - ELIGIBLE PROJECTS

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Section 5310(b) provides that of the amounts apportioned to states and designated recipients, not less than 55 percent shall be available for traditional Section 5310 projects - those public transportation capital projects planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate. Notably, this 55 percent is a floor, not a ceiling - recipients may use more than 55 percent of their apportionment for this type of project.

This means that at least 55 percent of the Authority's annual apportionment must be utilized for public transportation capital projects that are planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities. It is not sufficient that seniors and individuals with disabilities are merely included (or assumed to be included) among the people who will benefit from the project. Eligible projects for the required 55 percent of capital projects include the capital cost of contracting for the provision of transit services for seniors and individuals with disabilities and other specialized shared-ride transportation services. The purchase of rolling stock for or the acquisition of ADA-complementary paratransit service are eligible capital expenses that may also qualify as public transportation capital projects planned, designed, and carried out to meet the specific needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate, provided the projects are carried out by eligible subrecipients and these projects are included in the area's coordinated plan.

As outlined in Section 3, the Authority is cognizant of the need to ensure that coordination is fully inclusive and demonstrates a high level of commitment. To accomplish this coordination the first phase of the 5310 program will be to engage a full time Mobility Manager. The Mobility Manager will be funded from the Section 5310 program as a capital expense at the allowable 80%/20% level as described in Section (f) below. The Mobility Manager will be allocated under the 55% traditional Section 5310 project category. As indicated, a job description for the Mobility Manager is included in this document as [Appendix B](#).

In addition to the above required capital projects, up to 45 percent the Authority's apportionment may be utilized for additional public transportation projects that:

- a. Exceed the ADA minimum requirements
- b. Improve access to fixed-route service and decrease reliance by individuals with disabilities on ADA-complementary Paratransit service
- c. Provide alternatives to public transportation that assist seniors and individuals with disabilities with transportation

Such projects must be targeted toward meeting the transportation needs of seniors and individuals with disabilities, although they may be used by the general public. It is not sufficient that seniors and individuals with disabilities are included (or assumed to be included) among the people who will benefit from the project. FTA encourages projects that are open to the public as a means of avoiding unnecessary segregation of services.

The Authority will clearly identify the projects that are part of the required 55 percent capital projects as part of the grant activity line item narrative descriptions. Many projects may be eligible under both the required and optional criteria, but a discrete set of projects that meet the required criteria constituting at least 55 percent of the grant amount, exclusive of administrative expenses, must be identified. Alternatively, the grant application may assign less than the required 55 percent to such projects if other grants in the same fiscal year utilize more than the required 55 percent, so long as at least 55 percent of the total annual apportionment will be used for required projects. In such cases, a list of the other

grants and the funding amounts will be included within the new grant application.

*Eligible Capital Expenses That Meet the 55 Percent Requirement*

Funds for the Section 5310 program are available for capital expenses as defined in Section 5302(3) to support public transportation capital projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate. Examples of capital expenses that meet the 55 percent requirement, which will be carried out by the Authority or eligible subrecipient as described in Section 5 of this document, include, but are not limited to:

- a. Rolling stock and related activities for Section 5310 funded vehicles
  - (1) Acquisition of expansion or replacement buses or vans, and related procurement, testing, inspection, and acceptance costs
  - (2) Vehicle rehabilitation or overhaul
  - (3) Preventive maintenance
  - (4) Radios and communication equipment
  - (5) Vehicle wheelchair lifts, ramps, and securement devices
- b. Passenger facilities related to Section 5310 funded vehicles
  - (1) Purchase and installation of benches, shelters, and other passenger amenities
- c. Support facilities and equipment for Section 5310-funded vehicles
  - (1) Extended warranties that do not exceed the industry standard
  - (2) Computer hardware and software
  - (3) Transit-related intelligent transportation systems (ITS)
  - (4) Dispatch systems
  - (5) Fare collection systems
- d. When lease of equipment or facilities is treated as a capital expense, the Authority or subrecipient will establish criteria for determining cost effectiveness in accordance with FTA regulations, "Capital Leases," 49 CFR part 639 and OMB Circular A-94, which provides the necessary discount factors and formulas for applying the same
- e. Acquisition of transportation services under a contract, lease, or other arrangement is eligible and may include acquisition of ADA-complementary paratransit services when provided by the Authority or an eligible subrecipient as defined in Section 5 of this document. Both capital and operating costs associated with contracted service are eligible capital expenses. User-side subsidies are considered one form of eligible arrangement. Funds may be requested for contracted services covering a time period of more than one year.  
The capital eligibility of acquisition of services as authorized in 49 U.S.C. 5310(b)(4) is limited to the Section 5310 program
- f. Support for mobility management and coordination programs among public transportation providers and other human service agencies providing transportation is eligible and will be the responsibility of the Section 5310 funded Mobility Manager. Mobility management is an eligible capital cost. Mobility management techniques will enhance transportation access for populations beyond those served by Wave Transit. The Authority and/or eligible subrecipients may utilize Section 5310 funding to coordinate usage of vehicles with other nonprofits, but not the operating costs of service. Mobility management is intended to build coordination among existing public transportation providers and other transportation service providers with the result of expanding the availability of service. Mobility management activities may include:
  - (1) The promotion, enhancement, and facilitation of access to transportation services, including the integration and coordination of services for individuals with disabilities, seniors, and

low-income individuals

- (2) Support for short-term management activities to plan and implement coordinated services
  - (3) The support of state and local coordination policy bodies and councils
  - (4) The operation of transportation brokerages to coordinate providers, funding agencies, and passengers
  - (5) The provision of coordination services, including employer-oriented transportation management organizations' and human service organizations' customer-oriented travel navigator systems and neighborhood travel coordination activities such as coordinating individualized travel training and trip planning activities for customers
  - (6) The development and operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs
  - (7) Operational planning for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems inclusive of geographic information systems (GIS) mapping, global positioning system technology, coordinated vehicle scheduling, dispatching and monitoring technologies, as well as technologies to track costs and billing in a coordinated system, and single smart customer payment systems. (Acquisition of technology is also eligible as a standalone capital expense)
- g. Capital activities (e.g., acquisition of rolling stock and related activities, acquisition of services, etc.) to support ADA-complementary paratransit service may qualify toward the 55 percent requirement, so long as the service is provided by the Authority or an eligible subrecipient as defined in Section 5, and is included in the coordinated plan.

#### *Other Eligible Capital and Operating Expenses*

- a. Up to 45 percent of the Authority's annual apportionment may be utilized for:
- (1) Public transportation projects (capital only) planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable
  - (2) Public transportation projects (capital and operating) that exceed the requirements of ADA
  - (3) Public transportation projects (capital and operating) that improve access to fixed route service and decrease reliance by individuals with disabilities on ADA complementary paratransit service
  - (4) Alternatives to public transportation (capital and operating) that assist seniors and individuals with disabilities with transportation

Since the 55 percent requirement is a floor, and not a ceiling, the activities listed above, are eligible expenses for all funds available to the Authority under Section 5310. Mobility management and ITS projects are eligible under both categories. In order for the project to qualify toward the 55 percent requirement; the project must meet the definition of a capital project; be specifically geared toward the target population; and carried out by an the Authority or an eligible subrecipient, which is limited for this category of projects. The list of eligible activities is intended to be illustrative, not exhaustive. The Authority, through its Mobility Manager, will work with the community during the Local Coordinated Plan Development process to develop innovative solutions to meet the needs of seniors and individuals with disabilities in Southeastern North Carolina, and to discuss proposed projects with FTA regional staff to confirm eligibility.

- b. Public Transportation Projects that Exceed the Requirements of the ADA. The following activities are examples of eligible projects meeting the definition of public transportation service that is

beyond the ADA.

- (1) Enhancing paratransit beyond minimum requirements of the ADA. ADA complementary paratransit services can be eligible under the Section 5310 program in several ways:
    - (a) Expansion of paratransit service parameters beyond the three-fourths mile required by the ADA
    - (b) Expansion of current hours of operation for ADA paratransit services that are beyond those provided on the fixed-route services
    - (c) The incremental cost of providing same day service
    - (d) Enhancement of the level of service by providing escorts or assisting riders through the door of their destination
    - (e) Acquisition of vehicles and equipment designed to accommodate mobility aids that exceed the dimensions and weight ratings established for wheelchairs under the ADA regulations, 49 CFR part 38 (i.e., larger than 30" x 48" and/or weighing more than 600 pounds), and labor costs of aides to help drivers assist passengers with oversized wheelchairs. This would permit the acquisition of lifts with a larger capacity, as well as modifications to lifts with a 600-pound design load, and the acquisition of heavier duty vehicles for paratransit and/or demand-response service in order to accommodate lifts with a heavier design load
    - (f) Installation of additional securement locations in public buses beyond what is required by the ADA
  - (2) Accessible "feeder" service (transit service that provides access) to commuter bus, intercity rail, and intercity bus stations, for which complementary paratransit service is not required under the ADA is an eligible use of Section 5310 funding.
- c. The following activities are examples of eligible projects that improve accessibility to the fixed-route system.
- (1) Making accessibility improvements to transit and intermodal stations not designated as key stations. Improvements for accessibility at existing transportation facilities that are not designated as key stations established under 49 CFR 37.47, 37.51, or 37.53, and that are not required under 49 CFR 37.43 as part of an alteration or renovation to an existing station, so long as the projects are clearly intended to remove barriers that would otherwise have remained. Section 5310 funds are eligible to be used for accessibility enhancements that remove barriers to individuals with disabilities so they may access greater portions of public transportation systems, such as fixed-route bus service, commuter rail, light rail, and rapid rail. This may include:
    - (a) Building an accessible path to a bus stop that is currently inaccessible, including curbcuts, sidewalks, accessible pedestrian signals, or other accessible features
    - (b) Adding an elevator or ramps, detectable warnings, or other accessibility improvements to a non-key station that are not otherwise required under the ADA
    - (c) Improving signage or wayfinding technology
    - (d) Implementation of other technology improvements that enhance accessibility for people with disabilities including ITS
  - (2) Travel Training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available is a key component of the Mobility Management aspect of the plan. This includes travel instruction and travel training services
- d. Public Transportation Alternatives that Assist Seniors and Individuals with Disabilities with Transportation. The following activities are examples of projects that are eligible public transportation alternatives.

- (1) Section 5310 funds can be used to purchase and operate accessible vehicles for use in taxi, ride-sharing, and/or vanpool programs provided that the vehicle meets the same requirements for lifts, ramps, and securement systems specified in 49 CFR part 38, subpart B, at a minimum, and permits a passenger whose wheelchair can be accommodated pursuant to part 38 to remain in his/her personal mobility device inside the vehicle.
- (2) Supporting the administration and expenses related to voucher programs for transportation services offered by human service providers. This activity is intended to support and supplement existing transportation services by expanding the number of providers available or the number of passengers receiving transportation services.

Vouchers can be used as an administrative mechanism for payment of alternative transportation services to supplement available public transportation. The Section 5310 program can provide vouchers to seniors and individuals with disabilities to purchase rides, including:

- (a) mileage reimbursement as part of a volunteer driver program
- (b) taxi trips
- (c) trips provided by a human service agency

Providers of transportation can submit vouchers for reimbursement to the Authority for payment based on predetermined rates or contractual arrangements. Transit passes or vouchers for use on existing fixed-route or ADA complementary paratransit service are not eligible. Vouchers are an operational expense which requires a 50/50 (federal/local) match.

- (3) Supporting volunteer driver and aide programs. Volunteer driver programs are eligible and include support for costs associated with the administration, management of driver recruitment, safety, background checks, scheduling, coordination with passengers, other related support functions, mileage reimbursement, and insurance associated with volunteer driver programs. The costs of enhancements to increase capacity of volunteer driver programs are also eligible. The Authority will offer consideration for utilizing all available funding resources as an integrated part of the design and delivery of any volunteer driver/aide program.
- e. Given the 55 percent requirement for traditional Section 5310 capital projects, the Authority may allocate up to 45 percent of its apportionment for operating assistance. However, this funding is limited to eligible projects as described in 49 U.S.C. 5310(b)(1)(B-D) and described in this section (b, c, and d), above. Operating assistance for required ADA complementary Paratransit service is covered under complementary Authority managed programs and not an eligible expense. The Authority may coordinate and assist in providing meal delivery service for homebound individuals, as long as the delivery service does not conflict with providing public transportation service or reduce service to public transportation passengers.

#### *Project Duration*

All Section 5310 project(s) cover a contract period of twelve months from July 1 to June 30, unless a contract extension is requested by the subrecipient and approved by NCDOT. Projects are funded on an annual basis with few exceptions. New programs may be considered for mid-year start-up and funding on a case-by-case basis and depending on the availability of funds.

## SECTION 7 - FUNDING REQUIREMENTS

The Cape Fear Public Transportation Authority has pre-award authority to incur administrative costs for Section 5310. Because the program is continuously managed, oldest funds available are drawn first regardless of the year of award for program activity. Administration of the Section 5310 program is the exclusive responsibility of the Cape Fear Public Transportation Authority. The authorized 10% project administration allocation will be utilized by the Authority for planning, implementation, project administration, satisfactory continuing control and operation of the Section 5310 program in Wilmington Urban Area.

The Federal share of eligible capital costs may not exceed 80 percent of the net cost of the program. The local share of eligible capital costs shall not be less than 20 percent of the net cost of the program. The local share must be provided from sources other than Federal funds except where specific legislative language of a Federal program permits its funds to be used to match other federal funds. Refer to the FTA program circular for information on eligible federal programs that can be used to match these funds.

Expenditure Category	Funding Participation (%)	
	Federal	Local
Project Administration (max 10% of allocation)	100%	0%
Operating (net deficit)	50%	50%
Capital	80%	20%

### *Local Funding Requirement*

Generally, applicants must provide evidence of possessing the necessary fiscal, technical and managerial capability to implement and manage the proposed project. Subrecipients must comply with all of the requirements contained in the NCDOT program application package under which the service proposal and funding request is submitted.

### *Eligible Local Match*

A subrecipient cannot use Federal DOT funding as local match for Section 5310 program funds. Local match includes local appropriations, service contracts, dedicated tax revenues, private donations, and net income generated from advertising, concessions, and incidental charter service income.

Wave Transit does not allow in-kind contributions (donations of equipment, supplies, property, and/or services that are beneficial and used by the applicant) as a source of local match.

Funds documented as local match must originate from one or a combination of the following sources:

- Appropriation for cash
- Cash contributions from public or private sources (excluding funds derived from purchase of service contracts)
- Funds through a service agreement
- Advertising

The following definitions apply in determining sources of local match:

- "Cash" - may include local appropriations, dedicated tax revenues, or profit generated from other sources
- "Unrestricted Federal Funds" (including Title XIX) - those funds authorized by a federal agency (e.g., Health and Human Services) can be used as local match for Section 5310. The project applicant is responsible for identifying unrestricted funds because of their accountability by the other federal agencies involved

- Subrecipients may use funds from other Federal agencies (non-DOT) for the entire local match if the other agency makes the funds available to the subrecipient for the purposes of the project

Examples of non-Federal sources that may be used for any or the entire local share include:

- state or local appropriations
- dedicated tax revenues
- private donations

Section 5310 funds may be used to finance capital and operating expenses. The federal share of eligible capital costs shall be in an amount equal to 80 percent of the net cost of the activity. The federal share of the eligible operating costs may not exceed 50 percent of the net operating costs of the activity. Recipients may use up to 10 percent of their apportionment to support program administrative costs including administration, planning, and technical assistance, which may be funded at 100 percent federal share.

The local share of eligible capital costs shall be not less than 20 percent of the net cost of the activity, and the local share for eligible operating costs shall be not less than 50 percent of the net operating costs. The local share may be provided from an undistributed cash surplus, a replacement or depreciation cash fund or reserve, a service agreement with a state or local service agency or private social service organization, or new capital. Some examples of these sources of local match include: state or local appropriations; dedicated tax revenues; private donations; revenue from service contracts; transportation development credits; and net income generated from advertising and concessions. Noncash share such as volunteered services, or in-kind contributions are not eligible to be counted toward the local match.

Income from contracts to provide human service transportation may be used either to reduce the net project cost (treated as revenue) or to provide local match for Section 5310 operating assistance. In either case, the cost of providing the contract service is included in the total project cost. No FTA program funds can be used as a source of local match for other FTA programs, even when used to contract for service. All sources of local match must be identified and described in the grant application at the time of grant award. In addition, the local share may be derived from federal programs that are eligible to be expended for transportation, other than DOT programs, or from DOT's Federal Lands Highway program. Examples of types of programs that are potential sources of local match include: employment, training, aging, medical, community services, and rehabilitation services. Specific program information for other types of federal funding is available at: <http://www.unitedweride.gov>.



## SECTION 8 - PRIVATE SECTOR & MINORITY BUSINESS PARTICIPATION

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FTA requires that applicants afford private, for-profit, transit and Paratransit operators a fair and timely opportunity to participate to the maximum extent feasible in the planning and provision of proposed transportation services. Accordingly, each applicant for Section 5310 funds must comply with this policy and document such efforts in its application.

The Cape Fear Public Transportation Authority will publish a public notice in local newspapers serving the proposed service area and on its website: <http://www.wavetransit.com> soliciting interest from private parties to provide eligible Section 5310 services. The notice must provide 15 days for response, and the applicant must provide a publisher's affidavit with its application. Public hearings before the Authority Board of Directors will be heard prior to awarding eligible 5310 subrecipient awards.

All eligible applicants are invited to apply for Section 5310 funds, and awards are made based on fair evaluation of project merits pursuant to the criteria outlined in Section 9 of this document. Potential applicants are informed of program solicitations through both email notifications to past and current awardees, and website postings.

The Authority will notify private transportation providers, local governments and non-profit organizations about the coordinated planning process leading to the development of the LCP. Notice of the development of transportation plans is sent to distribution lists on file and is advertised in local newspapers. Requests for financial assistance shall include DBE/MBE/WBE/HUB Award information on the grant application. Subrecipients are encouraged but not required to use the NCDOT *Directory of Firms* located at the following URL: <https://partner.ncdot.gov/vendorsdirectory/default.html>. These vendors have been prequalified to ensure compliance with federal and state requirements for minority businesses. Third party billing from qualified minority businesses is required to be submitted with invoicing.

Federal law requires the public to be involved in the transportation planning process and specifically requires that private providers be given an opportunity to be consulted in developing transportation plans and programs in both urban and rural areas. Public involvement processes must be proactive and provide complete information, timely public notice, full public access to key decisions, and opportunities for early and continuing involvement throughout the transportation planning and programming process.

Under the requirements of 49 U.S.C. 5323(a)(1) States or local governmental authorities may use FTA funds to operate public transportation service in competition with or in addition to transportation service provided by an existing public transportation company, only if the grantee “provides for the participation of private companies engaged in public transportation to the maximum extent feasible.”

The most comprehensive FTA document regarding private enterprise requirements is a report titled Private Enterprise Participation in Transportation Planning and Service Delivery.

Through a “Call for Projects,” pursuant to this PMP and the LCP, the Authority will provide reasonable notice to transportation providers regarding proposed services and opportunities for their participation in such services.

To ensure that all interested persons, businesses, and agencies have been notified of a subrecipient's intention to provide transportation services and that they have adequate opportunity to comment, the subrecipient must issue a public notice describing its proposed services. The notice should invite any interested private operator within the service area to comment or request a public hearing on the proposed services by written notice to the subrecipient. A minimum of 15 days response time must be provided.



## SECTION 9 - PROJECT APPLICATION & SELECTION

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Projects for the initial Section 5310 allocation (FFY 2013) will be selected by the Authority in compliance with FTA C 9070.1G. The Authority's current Local Coordinated Plan ([Appendix C](#)) will serve to guide the inaugural allocation in an effort to engage and train personnel to develop a more comprehensive plan for future allocations.

### *Project Application - Call for Projects*

Eligible projects will be selected for funding through a selection process. A "Call for Projects" will be published by the Authority announcing eligible Section 5310 funding availability on an annual basis. Notification will be in the local newspapers, on the Authority's website (<http://www.wavetransit.com>), direct distribution through electronic or hard copy delivery to each participating entity in the LCP process, distribution to all local governments in the UZA which may have elderly and disabled transportation needs and other entities which may have an interest in submitting an application.

Project selection will be determined by several guidelines including but not limited to:

- Certification that all projects are included in the LCP and developed and approved through a process that included participation by seniors; individuals with disabilities; representatives of public, private, and nonprofit transportation and human service providers; and other members of the public
- Local matching funds are identifiable and allocated to the project
- The proposed project meets the requirements of the Section 5310 program
- Not less than 55 percent shall be available for traditional Section 5310 projects
- Subrecipients meet the eligibility requirements of Section 5 of this document
- The project is within the jurisdictional boundaries of the Cape Fear Public Transportation Authority

Applicants will be required to submit an application which will be developed during the LCP process to ensure that interested applicants have input on the application requirements. Each application will be reviewed by the Mobility Manager to ensure all of the requirements of the application are met. Should an applicant have incomplete or missing information, they will be allowed to submit additional information until the application deadline submission.

Project applications will meet the following criteria:

1. Is the proposed project a non-duplicative service or program?
2. Are eligible matching funds identified and available?
3. Is the primary focus of the proposed service or program serving target populations?
  - Elderly persons and persons with disabilities
  - Activities and programs that go beyond current ADA requirements
4. Does the project provide improved services for the target area?
5. Is the project within the jurisdictional boundaries of Wave Transit?
6. Does the project address a need identified in the approved local coordinated public transit-human service plan?

### *Project Evaluation*

Upon verification that the project meets the minimum guidelines above, a project selection committee made up of Authority personnel, representatives from the WMPO, and other interested members of the community will evaluate the proposals, rank the projects and recommend funding for projects that serve the greatest need for elderly and disabled transportation in the most effective, economical and efficient manner.

#### **A. Statement of Need (10 points)**

Project applications should clearly state the need for the project and demonstrate how the project is consistent with the objectives of the grant program. The project application should indicate the number of persons expected to be served, and the number of trips (or other units of service) expected to be provided. The connection between the project and the LCP should be clearly described.

**B. Project Planning and Implementation (35 points)**

For all projects, applicants must provide a well-defined service operations plan and/or capital procurement plan, and describe the implementation steps and timelines for carrying out the plan. The applicant's plan should include coordination, eligibility determination, marketing and service delivery details.

**C. Project Budget and Grants Management (20 points)**

Applicants must submit a complete project budget, indicating anticipated project expenditures and revenues, including documentation of matching funds. The application should address long-term efforts and identify potential funding sources for sustaining the service beyond the grant period.

**D. Program Effectiveness and Evaluation (10 points)**

The project will be scored based on the applicant's identification of clear, measurable outcome-based performance measures to track the effectiveness of the service. The applicant should monitor and evaluate the service throughout the period of performance.

**E. Organizational Preparedness and Technical Capacity (25 points)**

Projects should be a good fit in the applicant's organization. The applicant must demonstrate that it has staff with the technical experience to manage or operate a transportation service. In addition, the applicant must show that they are prepared to monitor and provide safe services.

*Award Requirements*

Applicants selected for funding will enter into a contract agreement with the Cape Fear Public Transportation Authority. First time applicants will be subject to pre-award audits. Recipients will be required to provide progress reports with their claims for reimbursements containing information about budget spending and program activities.

Awards will be posted on the annual Program of Projects (POP) ([Appendix F](#)) and distributed to all applicants and interested parties. The POP will also be posted on the Authority website documents page (<http://www.wavetransit.com/about/documentsplans.aspx>) under *Program of Projects*.

*Appeals*

Should an applicant be denied Section 5310 funding, the Authority's Mobility Manager will work with the applicant to identify the specific reasons the application was not funded. Should an applicant disagree with the decision of the selection committee, the Authority will entertain an appeal. The appeals board will not include members of the Section 5310 selection committee. The Mobility Manager will represent the Authority in the appeals process and the applicant will be required to represent their basis for appeal. Any appeals will follow the established process. The procedure shall be as follows:

1. A written statement is delivered to the Authority's Mobility Manager outlining the reason for the appeal prior to allocation of 5310 funding with FTA.
2. The Mobility Manager, upon request of the appellant may review the appeal with the appellant. Follow-up phone conversations and/or meeting may be requested.
3. The Mobility Manager informs the Authority Executive Director that a formal appeal has been received in the form of a written memo along with a copy of the appeal.

4. The Authority Executive Director, Director of Planning & Development, and Authority Attorney (Appeals Committee) shall review the appeal and justification for not awarding Section 5310 funding.
5. The Appeals Committee will make a determination concerning the appeal after a complete review of the data and interviews with the appellant. The appellant is notified, in writing, of the decision of the committee.
6. Following a denial of the Protest Committee, the protester may file for an appeal by the Authority Board of Directors. The appeal must be in writing and filed with the Authority within ten (10) working days of the denial. Reviews of protests by the Authority will be limited to the Authority's failure to have or follow its appeals procedures, or its failure to review an appeal.
8. The protester may appear before the Authority Board and state the reason for the appeal.
9. The decision of the Authority is final. However, the appellant may have other remedies such as an appeal to the Federal Government, or other legal remedies such as the court system, or the state government if state funds are used.

Section 5310 funds are obligated based on the annual program of projects ([Appendix F](#)) included in a grant application. FTA does not conduct project-by-project review and approval of each project. The Authority will ensure that local applicants and project activities are eligible and in compliance with federal requirements and that the program provides for maximum feasible coordination of transportation services assisted under Section 5310 with transportation services assisted by other federal sources. The Authority is responsible for monitoring local projects; ensuring that all program activities are included in a transportation improvement program (TIP) for activities in urbanized areas; ensuring that all program activities are included in a statewide transportation improvement program (STIP); and overseeing project audits and closeouts. The Authority must certify to FTA annually that the recipient and subrecipients have met or will meet all federal requirements, including all metropolitan and statewide planning requirements. Once FTA has approved the application, funds are available for administration and for allocation to individual subrecipients.

## **SECTION 10 - COMPLIANCE & SATISFACTORY CONTINUING CONTROL**

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Overall compliance for §5310 funding apportioned to the Cape Fear Public Transportation Authority is the exclusive responsibility of the Authority. General reporting is required for all subrecipients. Subrecipients will report general elements annually in the grant application and elements are reviewed by the Authority during compliance reviews.

An applicant seeking federal assistance pursuant to the federal transit laws as codified at 49 U.S.C. 5301 et seq. to acquire property or services in support of a proposed project is subject to numerous provisions of law pertaining to third party procurement requirements. FTA's procurement requirements are codified at 49 U.S.C. 5325. In addition, regulations promulgated at 49 CFR part 18 (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments) establish uniform administrative rules for federal grants, cooperative agreements and subawards to state, local, and Indian tribal governments (private, nonprofit organizations must comply with similar regulations in 49 CFR part 19). Provisions of the common rule pertaining to procurement requirements for FTA recipients are set forth at 49 CFR 18.36. Those requirements, as well as other FTA specific provisions, are also set forth in FTA's master agreement (FTA MA (20) October 1, 2013, as amended) at Section 17, "Procurement," updated annually with the issuance of each new master agreement. Finally, FTA has published additional guidance relative to recipients' compliance with third party procurement requirements within the current FTA Circular 4220.1 and its "Best Practices Procurement Manual." The regulations and guidance are intended to ensure full and open competition and equitable treatment of all potential sources in the procurement process including planning, solicitation, award, administration, and documentation of all federally funded contracts.

Each recipient of FTA assistance to acquire property or services in support of its proposed project shall certify to FTA, in accordance with 49 CFR 18.36, that its procurements and procurement system will comply with all applicable third party procurement provisions of federal laws, regulations, and directives, except to the extent FTA has expressly approved otherwise in writing. Any applicant that fails to provide this certification may be determined ineligible for award of federal assistance, if FTA determines that its procurement practices and procurement system are incapable of compliance with federal laws, regulations, and directives governing procurements financed with FTA assistance.

### **ENVIRONMENTAL REVIEWS**

All projects seeking FTA financial assistance require compliance with the National Environmental Policy Act (NEPA) implementing regulations (40 C.F.R. § 1500-1508), FHWA and FTA's Environmental Impact and Related Procedures (23 C.F.R. § 771), Efficient Environmental Reviews for Project Decision-making (23 U.S.C. § 139), and numerous other environmental laws, regulations, and orders such as Section 106 of the National Historic Preservation Act (36 CFR 800), the Clean Water Act, and the Endangered Species Act. Project sponsors should consult with the FTA regional office early in project development to identify the appropriate class of action (categorical exclusion, environmental assessment, or environmental impact statement) for the NEPA review and any other environmental requirements. Project sponsors should not move forward with any steps to develop the project that would preclude the fair consideration of alternatives (e.g., engineering and construction) until FTA concludes the NEPA process by issuing a record of decision (ROD), finding of no significant impact (FONSI), or a categorical exclusion (CE). Property acquisition, other than for the linear right-of-way needed for the project (as determined in close consultation with FTA staff), should not take place until a ROD, FONSI, or CE is issued.

### **ENVIRONMENTAL JUSTICE**

Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, requires the U.S. DOT and the FTA to make environmental justice (EJ) part of our mission by identifying and addressing, as appropriate, disproportionately high and adverse human

health or environmental effects of our programs, policies, and activities on minority populations and/or low-income populations. Environmental justice at FTA includes incorporating environmental justice and nondiscrimination principles into transportation planning and decision-making processes as well as project-specific environmental reviews. FTA Circular 4703.1 “Environmental Justice Policy Guidance for Federal Transit Administration Recipients” provides FTA recipients and subrecipients with guidance and instructions necessary to carry out the executive order.

### **CLEAN AIR ACT (CAA)**

The principal CAA requirement with which FTA-funded projects must comply is the transportation conformity rule. The conformity requirements are contained in an Environmental Protection Agency (EPA) regulation (40 CFR part 93), and they apply in nonattainment and maintenance areas only—areas that, either: (1) currently violate one or more of the National Ambient Air Quality Standards (NAAQSs) (nonattainment areas); or (2) once violated the standards but have since been redesignated to attainment status by EPA (maintenance areas). The transportation conformity process applies not only to federally funded projects but also to long-range transportation plans and TIPs. Determining conformity for transportation plans and TIPs is the responsibility of the MPO, and FHWA and FTA must review the conformity determination and issue a statement saying that the plan and/or TIP conforms. Determining conformity for individual projects is the project sponsor’s responsibility, and FTA and/or FHWA must review this determination and issue a statement, usually in the context of the environmental decision document, saying that the project conforms.

The transportation conformity regulation reserves detailed air quality analysis for large projects that have the potential to create new violations or make existing violations worse. There is also a list of exempt highway and transit projects in the regulation that does not require any analysis, which can be found at 40 CFR 93.126. Many transit projects are exempt from the conformity requirements and can be processed expeditiously. Regardless of the type of project being considered, early consultation with FTA is essential for proposed projects in nonattainment and maintenance areas to establish what the requirements are and how best to satisfy them. The planning and environmental staff in FTA regional offices are the best points of contact for air quality and transportation conformity issues.

### **PRIVATE SECTOR PARTICIPATION**

Federal law requires the public to be involved in the transportation planning process, and specifically requires that private providers be provided an opportunity to be consulted in developing transportation plans and programs in both urbanized and rural areas. Public involvement processes must be proactive and provide complete information, timely public notice, full public access to key decisions, and opportunities for early and continuing involvement throughout the transportation planning and programming process.

### **REAL PROPERTY ACQUISITION AND RELOCATION ASSISTANCE**

If a grant applicant intends to use federal financial assistance in a project which will require real property, the applicant must provide assurances—required by Sections 305 and 210 of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (Uniform Act)—that it will comply with the Uniform Act and with U.S. DOT implementing regulations (49 CFR part 24).

DOT regulations at 49 CFR Part 24 implement a government-wide regulation that applies to all federal or federally assisted activities that involve the acquisition of real property or the displacement of people. As such, the regulation is specific in naming certain actions that must be taken to achieve uniformity in the treatment of property owners and displaced people. Grantees in the process of planning a federally assisted project that will require the displacement of people should be aware of the regulatory need for

relocation planning during the early stages of project development. The 49 CFR part 24 regulation is available from the Government Printing Office website at: [http://www.access.gpo.gov/nara/cfr/waisidx\\_99/49cfr24\\_99.html](http://www.access.gpo.gov/nara/cfr/waisidx_99/49cfr24_99.html). Upon request, FTA regional offices can provide a copy of the uniform act or regulation in its amended form. In addition, the grantee should inform itself of state laws regarding compensation for real property and requirements for relocation of people and personal property.

Real property may be contributed as part of the local matching share. Credit can be allowed only for that portion of the property needed to carry out the scope of the project. Federal funds must not have been used to purchase any property proposed as local matching share. The contribution-in-kind property will be valued at its current market value and when incorporated into the project will be subject to the same reporting and disposition requirements required of all project property. Please consult with your FTA regional office about any property issues.

### **EQUAL EMPLOYMENT OPPORTUNITY (EEO)**

All subrecipients are required to submit to the Authority assurances indicating their compliance with FTA's Equal Employment Opportunity objectives. FTA Civil Rights guidelines are available at the following URL: <http://www.fta.dot.gov/civilrights/12894.html>.

### **DISADVANTAGED BUSINESS ENTERPRISES (DBE)**

It is the policy of the Cape Fear Public Transportation Authority to ensure nondiscrimination in the award and administration of federally assisted contracts and to use Disadvantaged Business Enterprises (DBE's) in federally assisted contracting and procurement activities.

The Authority has established a DBE program in accordance with regulations and objectives of the United States Department of Transportation (USDOT) found in 49 CFR Part 26. The Authority will require each transit vehicle manufacturer (TVM), as a condition of being authorized to bid or propose on FTA-assisted transit vehicle procurement, to certify that the TVM has complied with the requirements of the TVM's DBE program goal. Alternatively, the Authority may, at its discretion and with FTA approval, establish project-specific goals for DBE participation in the procurement of transit vehicles in lieu of the TVM complying with this element of the program.

FTA funded projects/contracts must comply with the U.S. Department of Transportation's regulations on the participation of business concerns owned and controlled by socially and economically disadvantaged individuals. The regulations are outlined in "Participation of DBEs in DOT Programs", (49 CFR, Part 26) which became effective on March 4, 1999 (64 F.R. 5096).

Project recipients shall be considered as subrecipients of funds from the Authority. As such, subrecipients will be required to make and document every reasonable effort to utilize DBE's in order to contribute to the Authority's attainment of its current FTA approved goal.

### **LABOR PROTECTION**

In 1974 the Secretary of Transportation determined that it was not "necessary or appropriate" to apply the conditions of Section 5333(b) to organization subrecipients under the Section 5310 program.

### **SCHOOL BUS SERVICE**

Federal and state requirements prohibit the use of vehicles, facilities and equipment funded by federal or state grant programs for the provision of exclusive school transportation service. Exclusive school transportation service is defined as any trip provided by a transportation system for which passengers are restricted only to students being transported to or from school or to or from school activities. The transportation system must not provide any exclusive public school transportation service operated with



federally or state funded vehicles, equipment or facilities. The leasing of vehicles for the purpose of public school transportation will not be allowed.

#### **SECTION 504 AND ADA PROGRAM REQUIREMENTS**

Section 504 of the Rehabilitation Act of 1973, (Section 504), as amended (29 U.S.C. 794), prohibits discrimination on the basis of handicap by recipients of federal financial assistance. The Americans with Disabilities Act of 1990 (ADA), as amended (42 U.S.C. 12101 et seq.), affords equal opportunity for employment, transportation, telecommunications, and places of public accommodation for people with disabilities.

Subrecipients must comply with 49 CFR Parts 27, 37, and 38 implementing the ADA and Section 504. These provisions:

- Prohibit discrimination against individuals with disabilities;
- Specify accessibility requirements for the design and construction of new transportation facilities;
- Require that vehicles acquired be accessible to and usable by individuals with disabilities, including individuals using wheelchairs (with limited exceptions for demand responsive systems providing equivalent service to individuals with disabilities) or a demonstration of inability to obtain an accessible vehicle despite good faith efforts to do so;
- Require governmental authorities, including a private nonprofit entity “standing in the shoes” of the State as a subrecipient operating fixed route transit, must have complementary paratransit plans on file (effective January 26, 1992); and
- Subrecipients of federal funds should ensure compliance in the areas of employment, public services, public accommodations, telecommunications, and other provisions;

The Authority will ensure that all vehicles acquired with federal funds are equipped, maintained, and operated in accordance with 49 CFR Parts 27, 37 and 38 and that service provided does not discriminate against individuals with disabilities. Newly constructed facilities, including joint use stops and depots for intercity bus transportation, must comply with ADA accessibility standards.

#### **CERTIFICATIONS AND ASSURANCES**

The annual certifications and assurances are binding legal commitments for the subrecipient to comply with Federal law and regulations and are issued during the Authority programs application process. The certifications and assurances apply to all FTA programs.

Current certifications and assurances from the Federal Transit Administration are located on the FTA website. Each subrecipient must comply with the applicable certifications and assurances to the extent they may apply for federal funding. Updates are required on an as needed basis.

#### **LOBBYING**

Federal financial assistance may not be used to influence any member of Congress or an officer or employee of any agency in connection with the making of any federal contract, grant, or cooperative agreement. The state, subrecipients, and third party contractors at any tier awarded FTA assistance exceeding \$100,000 must sign a certification so stating and must disclose the expenditure of nonfederal funds for such purposes (49 CFR Part 20).

Other federal laws also govern lobbying activities. For example, federal funds may not be used for lobbying congressional representatives or senators indirectly, such as by contributing to a lobbying organization or funding a grass-roots campaign to influence legislation (31 U.S.C. 1352). These laws do not prohibit general advocacy for transit. Providing information to legislators about the services a

recipient provides in the community is not prohibited, nor is using nonfederal funds for lobbying, so long as the required disclosures are made.

## **BUY AMERICA PROVISION**

### *Pre-award and Post-Delivery Reviews*

Subrecipients are required, prior to awarding bid for any rolling stock, to certify that a pre-procurement audit has been conducted to verify that the bid proposed for acceptance appears to comply with the Buy America Requirements and with appropriate Federal Motor Vehicle Safety Standards (FMVSS). The Authority will monitor this process and ensure compliance through the procurement process.

For any procurement involving ten (10) or more vehicles to be awarded as a unit, the subrecipient must perform on-site inspection of the manufacturing process while the units are being assembled. The cost of such an inspection exercise is considered an eligible project cost.

The Authority will perform a post-delivery review of all vehicle procurements, after delivery and prior to acceptance, the subrecipient must certify that the vehicles have been inspected and comply with the procurement specifications, as well as with the Buy America and with FMVSS provisions.

Section 165 of the Surface Transportation Assistance Act of 1982 provides that, with exceptions, federal funds may not be obligated for mass transportation projects unless steel and manufactured products used in such projects are produced in the United States. The Intermodal Surface Transportation Efficiency Act of 1991 added iron to the commodities covered.

Subrecipients must comply with 49 CFR Part 661, and any amendments thereto. Buy America requirements apply to all purchases above \$100,000, including materials or supplies funded as operating costs. Buy America waivers must be submitted to FTA for approval. There are four exceptions to the basic requirement:

- It will not apply if its application is not in the public interest
- It will not apply if materials and products being procured are not produced in the United States in sufficient and reasonably available quantities and of a satisfactory quality
- It will not apply in a case involving the procurement of buses and other rolling stock, (including train control, communication, and traction power equipment) if the cost of components and subcomponents which are produced in the United States is more than 60 percent of the cost of all components and subcomponents of the vehicles or equipment, and if final assembly takes place in the United States
- It will not apply if the inclusion of domestic material will increase the overall project contract by more than 25 percent

## **CLEAN AIR ACT**

The Clean Air Act Amendments of 1990 establish many new substantive requirements in order to bring air quality regions, which currently violate the National Ambient Air Quality Standards into attainment by prescribed dates.

The principal requirement for which both subrecipients must be aware of is the transportation/air quality conformity review process. In general, transportation plans, programs, and projects must "conform" to the approved State (air quality) Implementation Plans before FHWA or FTA can fund them.

Most of the projects typically funded have been exempted by regulation from the conformity review process, e.g., operating assistance, purchase, and rehabilitation of transit vehicles, operating equipment and construction of most storage and maintenance facilities. However, this could become an issue for certain large facilities, e.g., transit terminals and park-and-ride facilities. A complete list of exempted



highway and transit projects is found in 40 CFR 93.126.

The project should therefore consult with FTA when in question, as early as possible in the development of their programs to establish the need for further analysis to support FTA's conformity determination.

Other Clean Air Act requirements may apply to subrecipients, for example phase-in of more stringent bus emissions standards. The FTA Regional Office can supply up-to-date information on various provisions of the Clean Air Act related to mobile sources.

### **SAFETY AND SECURITY**

MAP-21 amended 49 U.S.C. 5329 to provide FTA with the authority to establish a new comprehensive framework to oversee the safety of public transportation throughout the United States. The law requires, among other things, that FTA issue a National Public Transportation Safety Plan, establish safety performance criteria for all modes of public transportation, define a "state of good repair," establish minimum safety performance standards for public transportation vehicles, and a safety certification training program for transit agency and state safety oversight (SSO) staff responsible for safety oversight. States are required to strengthen their SSO programs and submit the programs to FTA for certification. In addition, public transportation agencies must establish comprehensive agency safety plans for their rail and bus operations. FTA will issue interim guidance and regulations to implement these new requirements in consultation with public transportation industry stakeholders.

Note: FTA has entered into a Memorandum of Understanding (MOU) with the American Association of State Highway and Transportation Officials (AASHTO), the American Public Transportation Association (APTA), and the Community Transportation Association of America (CTAA) that supports the transit industry and federal commitment to bus safety, and supports a model bus safety program to which all the signatories of this agreement have agreed to subscribe. The program also focuses on addressing the needs of rural and small urban providers. The MOU is available on FTA's bus safety website: [http://bussafety.fta.dot.gov/show\\_resource.php?id=3949](http://bussafety.fta.dot.gov/show_resource.php?id=3949).

### **DRUG AND ALCOHOL PROGRAM**

Subrecipients that receive only Section 5310 program assistance are not subject to FTA's drug and alcohol testing rules, but must comply with the Federal Motor Carrier Safety Administration (FMCSA) rule for all employees who hold commercial driver's licenses (49 CFR part 382). Section 5310 recipients and subrecipients that also receive funding under one of the covered FTA programs (Section 5307, 5309, or 5311) should include any employees funded under Section 5310 projects in their testing program.

An FTA compliant testing program, as required by the receipt of FTA operating or capital funding (5307, 5309, 5311), may be used for Section 5310 employees; there is no need to have separate testing programs. Employees of a subrecipient of Section 5310 funds from a state or designated recipient of another FTA program (e.g., 5307 or 5311) should also be included in the designated recipient's testing program.

States and designated recipients that receive funds for Sections 5307, 5309, or 5311, in addition to Section 5310, should consult FTA's regulation at 49 CFR part 655, "Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations." The regulation applies to recipients of funds identified above. The regulation requires that FTA recipients follow the drug and alcohol testing procedures found in applicable FTA (49 CFR part 655) and DOT (49 CFR part 40) regulations.

Technical assistance materials and training information to help recipients implement the rules are available at FTA's website <http://www.fta.dot.gov> or through contacting the FTA Office of Safety and Oversight, FTA Headquarters.

### **DRUG-FREE WORKPLACE ACT**

The Drug-Free Workplace Act of 1988, as well as Section 44-107-30, S.C. Code of Laws (1976), as amended, requires all grantees receiving grants to certify they will maintain a drug-free workplace. Subrecipients of Section 5310 funding will be subject to the same certification.

### **COMMERCIAL DRIVER LICENSE**

Effective April 1, 1992, all drivers of vehicles designed to transport more than 15 persons (including the driver) must have a Commercial Driver License (CDL). Mechanics that drive the vehicles must also have a CDL.

### **INTERSTATE TRAVEL**

The Federal Motor Carrier Safety Administration (FMCSA) has issued revised rules for passenger transportation providers in the community transportation industry in both the public and private sectors that provide interstate service (crossing State lines). These revised rules now include operators of vehicles used to transport between 9 and 15 passengers, including the driver, in addition to larger vehicles already covered by the rules. Transportation performed by the Federal government, a State, or any political subdivision of a State (i.e., city, county, regional transit authority) is exempt from the Federal Motor Carrier Safety Regulations but must adhere to the other FMCSA rules and file registration with FMCSA as an interstate transportation provider. The Authority is not currently registered with FMCSA as an interstate transportation provider and has no intention to do so since the Authority's planning boundary is significantly removed from any state line.

FMCSA regulations apply to subrecipients that transport passengers to another State, or pass through another State, while traveling between an origin and destination both of which are within the State of North Carolina and receive compensation for such transportation service.

The FMCSA rules contain exemptions for specific types of operators or services to some or all of the safety requirements require different types of operating authority based upon the specific legal definition of the type of operator or the type of transportation service provided, and a number of other criterions. Further information regarding the specifics of the FMCSA requirements and rules can be obtained from the FMCSA website.

### **CIVIL RIGHTS**

The recipient agrees to comply with all applicable civil rights statutes and implementing regulations including, but not limited to, the following:

- a. Nondiscrimination in Federal Transit Programs. The recipient agrees to comply, and assures the compliance of each third party contractor at any tier and each subrecipient at any tier under the project, with the provisions of 49 U.S.C. 5332. These provisions prohibit discrimination on the basis of race, color, religion, national origin, sex, age, and disability, and prohibit discrimination in employment or business opportunity.
- b. Nondiscrimination on the Basis of Disability. The recipient agrees to comply, and assures the compliance of each third party contractor and each subrecipient at any tier of the project, with the applicable laws and regulations, discussed below, for nondiscrimination on the basis of disability.
- c. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), prohibits discrimination on the basis of disability by recipients of federal financial assistance.
- d. ADA, as amended (42 U.S.C. 12101 et seq.), prohibits discrimination against qualified individuals with disabilities in all programs, activities, and services of public entities, as well as imposes specific requirements on public and private providers of public transportation.
- e. DOT regulations implementing Section 504 and the ADA include 49 CFR parts 27, 37, 38, and 39.

Among other provisions, the regulations specify accessibility requirements for the design and construction of new transportation facilities and vehicles; require that vehicles acquired (with limited exceptions) be accessible to and usable by individuals with disabilities, including individuals using wheelchairs; require public entities (including private entities “standing in the shoes” of a public entity as a subrecipient or under a contract or other arrangement) providing fixed-route service to provide complementary paratransit service to individuals with disabilities who cannot use the fixed-route service; and include service requirements intended to ensure that individuals with disabilities are afforded equal opportunity to use transportation systems.

- f. Providers of demand responsive service must utilize accessible vehicles, as defined at 49 CFR 37.7 or meet the applicable equivalent service standard. For private and public entities, the service must be equivalent in regard to schedules, response times, geographic areas of service, hours and days of service, availability of information, reservations capability, constraints on capacity or service availability, and restrictions based on trip purpose.
- g. Providers of fixed-route service must generally utilize accessible vehicles. Private entities may utilize non-accessible vehicles if they can provide equivalent service in terms of schedules and headways, in addition to the equivalent service requirements described above for demand responsive service. Public entities must also provide complementary paratransit service to fixed-route service as defined in 49 CFR 37.121.
- h. In addition, recipients of any FTA funds should be aware that they also have responsibilities under Titles I, II, III, IV, and V of the ADA in the areas of employment, public services, public accommodations, telecommunications, and other provisions, many of which are subject to regulations issued by other federal agencies.

#### *Nondiscrimination - Title VI*

The recipient and subrecipients agree to comply, and assures the compliance of each third party contractor and each subrecipient at any tier of the project, with all of the following requirements under Title VI of the Civil Rights Act of 1964

(1) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d et seq.), provides that 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.

(2) U.S. DOT regulations, “Nondiscrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act,” 49 CFR part 21.

(3) FTA Circular 4702.1B “Title VI Requirements and Guidelines for Federal Transit Administration Recipients.” This document provides FTA recipients and subrecipients with guidance and instructions necessary to carry out DOT Title VI regulations (49 CFR part 21), and DOT Policy Guidance Concerning Recipient’s Responsibilities to Limited English Proficient (LEP) Persons.

(4) U.S. DOT Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient (LEP) Persons (70 FR 74087, December 14, 2005). This guidance clarifies the responsibilities of recipients of federal financial assistance from DOT and assists them in fulfilling their responsibilities to LEP persons, pursuant to Title VI of the Civil Rights Act of 1964 and Executive Order 13166.

(5) FTA Circular 4703.1 “Environmental Justice Policy Guidance for Federal Transit Administration Recipients.” This document provides FTA recipients and subrecipients with guidance and instructions necessary to carry out U.S. DOT Order 5610.2 to Address Environmental Justice in Minority Populations and Low-Income Populations, and Executive Order 12898 on Environmental Justice that describes the process that the Office of the Secretary of Transportation and each operating administration will use to incorporate environmental justice principles into existing

programs, policies, and activities.

(6) U.S. DOT Order to Address Environmental Justice in Minority Populations and Low-Income Populations. DOT Order 5610.2 describes the process that the Office of the Secretary of Transportation and each operating administration will use to incorporate environmental justice principles (as embodied in Executive Order 12898 on Environmental Justice) into existing programs, policies, and activities.

d. Equal Employment Opportunity. The recipient agrees to comply, and assures the compliance of each third party contractor and each subrecipient at any tier of the project, with all equal employment opportunity (EEO) requirements of Title VII of the Civil Rights Act of 1964, as amended, (42 U.S.C. 2000e), and with 49 U.S.C. 5332 and any implementing regulations DOT may issue.

*Nondiscrimination on the Basis of Sex*

The recipient agrees to comply with all applicable requirements of Title IX of the Education Amendments of 1972, as amended (20 U.S.C.1681 et seq.), with DOT implementing regulations, “Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance,” 49 CFR part 25.

*Nondiscrimination on the Basis of Age*

The recipient agrees to comply with all applicable requirements of the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et seq.), and Department of Health and Human Services’ implementing regulations, “Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance” (45 CFR part 90), which prohibit discrimination against individuals on the basis of age. In addition, the recipient agrees to comply with all applicable requirements of the Age Discrimination in Employment Act (ADEA), 29 U.S.C. 621 through 634, and Equal Employment Opportunity Commission (EEOC) implementing regulations, “Age Discrimination in Employment Act” (29 CFR part 1625), which prohibit employment discrimination against individuals on the basis of age.

The Authority’s Title VI Program monitoring and oversight was developed in response to federal nondiscrimination regulations issued by the United States Department of Transportation (DOT). The Title VI Program oversight is the responsibility of the Authority’s Civil Rights Officer which is designated to the Director of Planning & Development. Desk audits and site visits, as necessary, are conducted every three years of all subrecipients. Each subrecipient shall ensure that Title VI requirements and compliance are in place prior to award of any Section 5310 funding.

Discrimination by the Authority or any subrecipient with regard to the routing, scheduling, or quality of transit service is prohibited. Frequency of service, age and quality of vehicles assigned to routes, quality of stations serving different routes, and location of routes must not be determined on the basis of race, color, national origin.

All subrecipients must provide the public notification of their Civil Rights under Title VI. The issue statement must include a nondiscrimination policy, procedures to request more information, and complaint procedures. Additionally, the issue statement may not be limited to the agency’s website (other areas for posting include posters, flyers, brochures/pamphlets, and on vehicles).

General reporting requirements include:

- Notice of beneficiaries of protection under Title VI
- Summary of efforts taken to ensure services are provided in an equitable manner
- Minority representation on Advisory boards
- Site of location of facilities

- Summary of public outreach and involvement activities undertaken to ensure that minority and low-income people have meaningful access to services including a copy of the agency's notice to the public that it complies with Title VI
- Language Assistance Plan
- Procedures for tracking and investigating complaints including a copy of the agency's notice to the public on how to file a complaint
- List of any Title VI investigations/complaints/lawsuits

## **DATA COLLECTION**

The National Transit Database (NTD) is the Federal Transit Administration's (FTA's) national database for statistics on the transit industry. Recipients of FTA programs are required by statute to submit data to NTD. The legislative requirement for the NTD is found in Title 49 U.S.C. 5335(a).

Wave Transit will be responsible for collecting and providing data regarding each applicable program subrecipient in North Carolina serving the general public. Reporting by the Authority is not required for subrecipients that are reporting directly to the NTD. Reporting requirements will include:

1. total annual revenue
2. sources of revenue
3. total annual operating costs
4. fleet size and type, and related facilities
5. revenue vehicle miles
6. ridership

The Authority will submit required reports pursuant to NTD guidelines. For each applicable subrecipient, the Authority will complete a one page form of required data.

## **Financial Oversight**

As the Designated Recipient, the Cape Fear Public Transportation Authority's administration and oversight of Section 5310 grants is reviewed by the Federal Transit Administration every three years.

Examination of a subrecipient's fiscal management practices will enhance the Authority's ability to identify and assist high-risk grantees with their fiscal management policies and procedures. The review process formally conveys the Authority's expectations to subrecipients, allows subrecipients to conduct self-assessments and implement improvements, provides a means for Wave Transit to document deficiencies as well as best practices, and ensures follow-up on findings and offers technical assistance to correct deficiencies.

The review procedures followed by the Authority consist of the following major steps:

- The Authority forwards the FMR checklists to grantees for their review and use.
- The Authority develops an annual (tentative) schedule of reviews for the fiscal year and distributes to subrecipients along with a checklist, Resource List, and Review Process Timeline.
- Subrecipient conducts self-assessment and initiates actions to correct deficiencies and improve processes.
- Wave Transit formally notifies the grantee that the review will be conducted within 60 days.
- Subrecipient completes self-assessment and forwards completed checklist along with policies, procedures, and other documents to the Authority (within 30 days of receiving above notice).
- Wave Transit conducts desk review of checklist and documents provided by grantee and pertinent data such as audit reports and project files and schedules a site visit (normally

within 30 days of receiving grantee's completed checklist).

- Wave Transit sends the subrecipient a formal notice of the site visit, which includes an agenda and a Schedule of Records for Review.
- Wave Transit staff conducts the site visit. The primary purpose of the site visit is to verify data from the desk review, to obtain information not available or provided in advance, and to sample/test subrecipient records and practices.
- Following the entrance conference, the Authority will examine the documentation requested and obtain answers to questions; review files; sample documentation; test controls; trace documents through system; and interview various employees associated with financial management of the transit system.
- After all site visit agenda activities are completed, the reviewer conducts an exit conference with the subrecipient's management officials to review findings and proposed improvements, remedies, or corrective actions.
- A draft report is prepared and submitted to the Authority staff for review (normally within 14 days of site visit completion). Staff members have 14 days to review the draft and provide inputs.
- Final report is prepared and distributed to the subrecipient (normally within 30 days of site visit completion). The report identifies basic requirements, deficiencies, required corrective actions, and dates for corrective actions to be completed. The Authority requires that subrecipients correct program deficiencies as soon as possible. Deadlines will be established for deficiencies to be corrected (normally) within 30, 60, or 90 days, depending on the severity of the finding and required resolution time. The subrecipient has 30 days from the date of transmittal to identify in writing to the Authority any discrepancies or disagreements with the report.
- The subrecipient institutes corrective measures outlined in the report and submits appropriate documentation and notifies Wave Transit in writing as each deficiency is corrected, requests follow-up, as required, and all actions that are completed.
- The Authority monitors the subrecipient's progress, provides assistance as required, and follows up as necessary to verify compliance.
- If assured that deficiencies have been corrected, the Authority sends notification of concurrence.
- If deficiencies have not been corrected, the Authority may send formal notification of noncompliance and advises subrecipient that payments and future funding requests will be suspended until the subrecipient demonstrates compliance.

If a finding identifies deficiencies with Section 5310 grant program, including the assurances, certifications, and other documents submitted by a subrecipient, the Authority may:

- Reduce or withdraw funding assistance
- Reduce or deny future obligations
- Require specific action by the grantee as a condition for further reimbursements or awards;
- Terminate a project for cause
- Take other action as appropriate depending on the severity of the deficiency and the grantee's ability and willingness to implement corrective actions

Fixed time limits must be established for taking action with regard to any continuing violation of grant agreements. Prior to imposing sanctions, the Authority will give the subrecipient adequate opportunity to contest the findings, to take corrective action, and/or to show cause why Wave Transit should not

take adverse action against the subrecipient. However, if the severity of noncompliance constitutes grounds for Debarment or Suspension under 49 CFR Part 29, regulatory due process procedures will apply.



## SECTION 11 - PROCUREMENT

Procurement and third party contracting activities are primarily the responsibility of the Authority and any subrecipients. The procurement and contract standards set forth in this section shall apply to the procurement of all goods and services the subrecipient will purchase under any project contract. Subrecipients should follow established local procedures and applicable state or federal standards in accordance with the North Carolina Consolidated Procurement Code (as amended). As designated recipient, the Authority will follow its established procurement policies and procedures which are compliant with the Section 5310 program and this section.

Subrecipients shall conduct procurements in a manner that prohibits the use of statutorily or administratively imposed in-State or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. This does not preempt State licensing laws. However, geographic location may be a selection criterion in procurements for architectural and engineering (A&E) services provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

Procurements shall include all applicable federal requirements identified in the certifications and assurances from the Federal Transit Administration. These assurances should be reviewed and incorporated into subrecipient proposals and awards, and purchases.

### *Statutory and Regulatory Requirements*

1. Subrecipients are responsible for using applicable Federal mandated clauses and certifications for each procurement funded with Federal funds that is over the amount of \$3,000.
2. These requirements are contained in the FTA Master Agreement, issued and can be found at: <http://www.fta.dot.gov/documents/20-Master.pdf>
3. FTA 4220.1F
  - a. Sets forth requirements that all grantees and subgrantees of States (including nonprofits and regional transit authorities) must adhere to in the solicitation, award, and administration of third party contracts
  - b. Makes requirements more consistent with applicable laws and regulations, particularly the Common Grant Rules
4. 49 CFR Parts 18 and 19
  - a. The "Grant Common Rule" establishes uniform administrative requirements for Federal grants and agreements
  - b. Sets forth procedures for procurement of supplies and other expendable property, equipment, real property, and other services with Federal funds
  - c. Additional guidance can be found in FTA Best Practices Procurement Manual
5. North Carolina General Statutes 143 Article 8
  - a. The General Statutes contain the main competitive bidding requirements for the purchase of apparatus, supplies, materials, or equipment and construction and repair work
  - b. Statutes apply to the "expenditure of public money" for these types of purchases
  - c. Statutes apply to all local government entities
  - d. Statutes apply to nonprofit grantees for projects funded with State funds or State matching funds
  - e. Changes in the threshold amounts were effective January 1, 2002 and the construction formal bid threshold was increased effective July 1, 2007.
6. North Carolina General Statutes 64 Article 2
  - a. This Statute, E-Verify required for Public Contracting



- b. HB 786 imposed E-Verify requirements on contractors that enter into certain contracts with local governments. All City and County contracts regardless of type and value. This includes all contracts not competitively bid, including service contracts. All formal purchases and construction/repair contracts.
- c. E-Verify requirement applies to subcontractors as well as contractors

#### *Procurement Policy*

1. All subrecipients must incorporate the required procurement standards set forth in FTA Circular 4220.1F for all third party contracts
2. Master Agreement issued annually by FTA lists many but not all FTA and other Federal requirements applicable to FTA grantees (additional guidance can be found in the FTA Best Practices Procurement Manual)
3. FTA defers to the States, to maximum extent possible, to establish standards - rather than setting national standards

#### *Procurement Standards*

1. Conformance with State and Local Law
  - a. Subrecipients may use their own procurement procedures that reflect applicable State and Local laws and regulations, provided that the procurements conform to applicable Federal law, including the requirements and standards in FTA C 4220.1F
  - b. Subrecipients will follow the Federal requirements, unless the State/Local requirements are more restrictive

#### *Economical Purchases*

1. Unnecessary/Duplicative Purchases - Subrecipient procedures must include provisions for review of proposed procurements to avoid purchase of unnecessary or duplicative items
2. Deaggregate Pricing - Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase
3. Alternative Cost - Where appropriate, an analysis will be made of lease vs. purchase alternatives or other analyses to determine the most economical approach
4. Governmental Agreements - Use available State purchasing agreements for procurement of common goods and services
5. Joint Purchases - Enter into joint procurements with other grantees
6. Assign contractual rights to purchase goods and services to other grantees
7. Surplus Property - Grantees are encouraged to use Federal/State excess and surplus property in lieu of purchasing new equipment and property, whenever such use is feasible and reduces project costs
8. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the lowest overall cost. Grantees are encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions.

#### *Contract Administration*

1. Subrecipients must maintain a contract administration system that ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders
2. Subrecipients should have established methods to ensure conformance with the terms, conditions, and specifications of the contract and to ensure adequate and timely follow up of all purchases.
3. Subrecipients must establish methods to ensure:
  - a. Contractor conformance with the contract price

- b. Contractor conformance with the delivery and/or completion dates
- c. Compliance with the specifications of product or construction requirements
- d. Payment of any required security or performance deposits by contractor
- e. Compliance with rules and regulations for contracts of the funding source
- f. Document whether contractors have met the terms, conditions, and specifications of the contract

#### *Standards of Conduct*

- 1. Grantees must maintain a written code of standards of conduct governing the performance of their employees and officers engaged in the award and administration of contracts
- 2. No employee, officer, agent, immediate family member, or Board member of the grantee shall participate in the selection, award, or administration of a contract supported by Federal/State funds if a conflict of interest, real or apparent, would be involved

#### *Written Procurement Selection Procedures*

Subrecipients must have written selection procedures to ensure that all solicitations:

- 1. Incorporate a clear and accurate description of the technical requirements for the product or service to be procured
- 2. Technical requirements will not contain features that unduly restrict competition
- 3. Detailed product specifications should be avoided if at all possible
- 4. A “brand name or equal” description may be used as a means to define the performance
- 5. Specific features of the brand name which must be met by offerors must be clearly stated
- 6. Identify all requirements that offerors must fulfill and all factors to be used in evaluating bids or proposals

Important Note: Procurement of approved purchases of multiple same products/services awarded as part of a request on a single application cannot be separated out. This process will be viewed as a circumvention of the process and a violation of the procurement regulations and N.C. G. S. 143-133. This states that a contract may not be divided for the purposes of evading the provisions of this article (referencing Article 8). For example if an applicant is approved to purchase three mobile radios and a base station, they must all be bid together.

#### *Full and Open Competition*

Subrecipients must ensure that their procurement procedures and practices do not restrict competition.

Situations that restrict competition include:

- 1. Unreasonable requirements placed on firms in order for them to qualify
- 2. Unnecessary experience and excessive bonding requirements
- 3. Noncompetitive pricing practices between firms or between affiliated companies
- 4. Noncompetitive awards to any person or firm on retainer contracts
- 5. Organizational conflicts of interest
- 6. Specifying only a “brand name” product

#### *Prequalification Criteria*

- 1. Subrecipients must ensure that all lists of pre-qualified persons, firms, or products that are used in acquiring goods and services are current and include enough qualified sources to ensure maximum full and open competition
- 2. Subrecipients will not preclude potential bidders from qualifying during the solicitation period

#### *Prohibition Against Geographic Preferences*

- 1. Subrecipients must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed in-State or local geographic preferences
- 2. Exception – geographic location may be a selection criteria in procurements for architectural and engineering (A&E) services – provided its application leaves an appropriate number of

qualified firms

#### *Responsible Procurement Awards*

Subrecipients must make awards to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Take into consideration the following:

1. Contractor integrity
2. Compliance with public policy
3. Record of past performance
4. Financial and technical resources

#### *Contract Cost and Price Analysis*

1. Cost analysis - Performed when the offeror submits estimated costs
  - a. Professional consulting
  - b. A&E service contracts
  - c. Sole source procurements
  - d. Fair and reasonable profit margin needs to be established
2. Price Analysis - Used for all other instances to determine reasonableness of contract price

#### *Notification of Federal Participation*

1. To the extent required by Federal law, the Cape Fear Public Transportation Authority agrees that in administering any Federal assistance Program or Project supported by the underlying Grant Agreement or Cooperative Agreement, any request for proposals, solicitation, grant application, form, notification, press release, or other publication involving the distribution of FTA assistance for the Program or the Project that it will identify the FTA grant source by listing the Catalog of Federal Domestic Assistance Number of the program. The following FTA grant programs will be eligible to participate in this bid, 20.505, 20.507, 20.500, 20.513, 20.509, 20.516, and 20.521. Federal funding assistance up to eighty (80%) percent may be provided.

#### *Written Protest Procedures*

1. Subrecipients must have written protest procedures to handle and resolve disputes relating to their procurements
2. Subrecipients should notify the Authority if a protest involves an FTA compliance issue, since the Authority must inform FTA within 5 working days

#### *Records Documentation and Retention*

Grantees must maintain records detailing the history of each procurement for five (5) years following final payment by the Authority for the project. Include the following at a minimum:

1. The fully executed agreement shall be referenced for record retention requirements if a formal bid was solicited
2. Copies of the bid quotes shall be referenced if the bid was informal.
3. Rational for the method of procurement
4. Selection of contract type
5. Reasons for contractor selection or rejection
6. Basis for the contract price

NOTE: The section on "Methods of Procurement" identifies what must be documented at each threshold level.

#### *Contract Term Limitation*

1. Contracts for rolling stock or replacement parts may not exceed 5 years inclusive of options
2. All other contracts (supply, service, leases of real property, revenue, construction, etc.) may be for longer periods. Subrecipients should consider competition, pricing, fairness, and public perception

3. Once a contract has been awarded, an extension of contract term length that amounts to an out of scope change will require a sole source justification

## SECTION 12 - PROJECT MANAGEMENT

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### Program Measures

Wave Transit will be capturing overall program measures to report to FTA to be used with the Government Performance Results Act (GPRA) and the Performance Assessment Rating Tool process for the Office of Management and Budget (OMB). The following indicators are targeted to capture overarching program information as part of the annual report that the Authority submits to FTA. Until new measures are established, FTA intends to continue to use the following indicators. The Authority is required to submit both quantitative and qualitative information available on each of the following measures with its milestone progress reports.

#### *Traditional Section 5310 Projects*

- Gaps in Service Filled: Provision of transportation options that would not otherwise be available for seniors and individuals with disabilities, measured in numbers of seniors and individuals with disabilities afforded mobility they would not have without program support as a result of traditional Section 5310 projects implemented in the current reporting year.
- Ridership: Actual or estimated number of rides (as measured by one-way trips) provided annually for seniors or individuals with disabilities on Section 5310 supported vehicles and services as a result of traditional Section 5310 projects implemented in the current reporting year.

### Financial Management

The financial management system for designated recipients that are not states must meet the standards set forth in 49 CFR 18.20(b) of the common grant rule. These standards include: SUBRECIPIENT DUNS REQUIREMENT. The Authority will notify potential subrecipients that no entity may receive a sub award from the recipient unless the entity has provided its DUNS number to the Authority. The Authority will not make any sub award to an entity unless the entity has provided its DUNS number.

Satisfactory continuing control of subrecipients will be the responsibility of the Authority's Executive Director and/or his or her assigns. Grant management requirements for subrecipients are contained in 49 CFR Part 19, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations." The Authority will implement uniform requirements for all subrecipients, both private nonprofit agencies and governmental authorities, as long as such requirements are not inconsistent with part 19. Designated recipients must follow the provisions of 49 CFR Part 18; subrecipients follow part 18 if they are public entities and part 19 if they are private nonprofit entities.

Upon initial approval of an applicant for inclusion in the Program of Projects, the Authority Finance Department will review each project for the following:

- Determine that the subrecipient's accounting system is adequate and capable of segregating, accumulating, and maintaining allocable and allowable costs as they apply to the project and/or contract and to document necessary facts that might be needed in past audits
- Establish that proper record retention will be maintained after project completion (record retention shall be required for a five (5) year period after payment of final billing or completion of the project, whichever occurs last)
- Establish procedures or issue any necessary specific instructions to the project that would help prevent any future misunderstanding
- Establish that proposed costs are reasonable and in line with those that the subrecipient is currently incurring
- Establish that the subrecipient has the financial capability to perform the services required (to fulfill this requirement, new applicants are required to provide prior audits and to go through a

pre-award audit)

- Determine that any local matching funds are verifiable and properly allocated to the project
- Determine that the applicant has an inventory procedure to assure that equipment purchased with federal and/or state funds can be accounted for at any time (documentation of the inventories should be on file at all times)
- Assure that the applicant can comply with the provisions of OMB Circular A-133

All subrecipients are required to establish and maintain an adequate cost accounting system to which all transportation related costs, revenues and operating costs are recorded so that they may be clearly identified, easily traced and substantially documented. The fully allocated cost of the public transit program must be clearly identified regardless of the operational nature of the agency serving as the designated transit system.

The ongoing burden of proof of adequacy for such system shall be upon the subrecipient. The Cape Fear Public Transportation Authority will determine whether or not the subrecipient has an adequate cost accounting system. Such determination shall be documented initially prior to payment of any invoices pursuant to the agreement between the subrecipient and the Authority and from time to time as deemed necessary by the Authority. In the event of a finding during such determining proceedings, the Authority may suspend, revoke, or place conditions upon its determination, and/or may recommend or require remedial actions as appropriate. The accounting system shall be able to document costs by fiscal year and by project number in accordance to generally accepted accounting principles.

The Cape Fear Public Transportation Authority maintains a fiscal management system of financial reporting, accounting records, internal controls, and budget controls subject to standards specified in the state laws enforced by the State Auditor and the State Budget Office. All systems and procedures for financial management are in compliance with 49 CFR Part 18, the "Common Rule."

All costs charged to the project, including any approved services performed by the subrecipient or others (subcontractors), as referenced in 49 C.F.R. 19, the Office of Management and Budget Circulars A-122, "Costs Principles for Nonprofit Organizations" and A-110 "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Nonprofit Organizations", or in 49 C.F.R. 18, the Office of Management and Budget Circulars A-87, "Costs Principles for State, Local and Indian Tribal Governments" and A-102 "Grants and Cooperative Agreements with State and Local Governments." Examples of adequate documentation include, but are not limited to:

#### *Allowable Costs*

Expenditures made by the Authority and subrecipients shall be reimbursable as allowable costs to the extent that they meet all of the requirements set forth below:

1. Be made in conformance with the project description and the project budget and all other provisions of the agreement
2. Be necessary in order to accomplish the project
3. Be reasonable in amount for the goods or services purchased
4. Be actual net costs to the Authority and subrecipient, (the price paid minus any refunds, rebates or other items that effectively reduced the actual cost)
5. Be incurred for work performed after the date of the grant agreement, unless specific authorization from FTA to the contrary is received
6. Be satisfactorily documented
7. Be treated uniformly and consistently under accounting principles and procedures approved and prescribed by FTA for the Authority and subrecipient

### *Documentation of Project Costs*

All costs charged to the project, including any approved services contributed by the State or sub-recipient shall be supported by the following:

- Properly executed payrolls
- Time records
- Invoices
- Contracts
- Vouchers

All supporting documentation shall detail the nature and propriety of the charges.

### *Requests for Payment*

Before a subrecipient submits invoices for payment, a fully executed agreement and contract must exist between the subrecipient organization and the Cape Fear Public Transportation Authority.

A subrecipient must also have on file with the Authority a delegation of authority form that designates the individual who has authority to execute agreements, submit invoices and budget revisions and amendments on behalf of the subrecipient organization.

The Cape Fear Public Transportation Authority requires subrecipients to request reimbursement at least quarterly and no more frequently than monthly, unless otherwise directed. This is communicated in the agreement, and in the request for reimbursement instructions. Subrecipients are notified of breach of contract and are required to show reasonable progress to invoice within thirty (30) days. All information provided in reimbursement requests must be cross referenced to the information provided in the approved budget. The agreement also states that failure to request reimbursement for eligible projects costs as outlined may result in termination of the project.

Funds that are deobligated from an approved program of projects remain available to the Authority and subrecipients for reobligation during the period that the funds were originally available. If deobligated funds from a program are available at the close of the project year, Wave Transit may consider previously identified “alternate” projects as approved by the Authority during initial allocation as well as special requests from subrecipients. Requests must be in writing and consistent with the provisions of Section 9 of the PMP. Allocation of deobligated project funds is limited to the availability of funds.

Any Section 5310 funding remaining at the end of a contract cycle without an approved contract extension may be rolled over as part of the regional total for Section 5310 in the following year and made available for allocation, provided they meet the grant requirements.

### **Progress Reports**

Subrecipients shall submit no less than quarterly, a summary of project implementation status and adherence to established project performance goals by utilizing the format provided by the Authority.

### **Contract Amendments**

During the course of the contract, it may become necessary to make modifications to the project in the form of administrative amendments, budget revisions, contract amendments or period of performance extensions. All requests shall be made in writing prior to implementation.

### *Administrative Amendment*

An administrative amendment is used to modify a contract for such purposes as to comply with changes required by FTA or the Authority, to change the year or type of funds obligated for a contract or to reflect a change in the subrecipient’s name. An administrative amendment cannot be used to change the scope, amount, or purpose of a contract.

### *Contract Amendment*

A contract amendment is defined as a change in the scope or purpose of the contract or change scope or purpose of the approved project; or requires an increase or decrease in the project amount or a change in the federal/state/local matching ratio.

### *Budget Amendment*

All budget amendments must be preapproved by the Authority in writing. No costs associated with the amendment are allowed until written notification of the approval of the amendment is provided to the project by Authority.

All requests for budget amendments must provide a justification for the proposed changes and amount requested as submitted in the original application. All requests for budget amendments must be submitted in accordance with the policies and procedures established by FTA and Wave Transit.

### *Change of Scope or Purpose*

The scope or purpose of a contract is changed by any of the following circumstances:

- Changes in the scope that will involve an increase or decrease in the federal and/or local financing of the project; or
- Adding or deleting a project budget category from the contract; or
- Changes to the size, or physical characteristics of items being purchased that are originally under contract that impact the project budget; or
- Changes that will increase or reduce the number of units to be purchased or constructed where the change exceeds the greater of one unit or 10 percent of the number approved in the line item; or
- Changes that will increase the total amount allocated to any single cost category in the project budget; or
- A change that the Authority concludes is significant which modifies a category, project description, or the size of items specified in any contract

### *Budget Revision: Change Request*

Changes may be made in the form of a budget revision in the purpose, scope and amount of the contract will remain consistent with the applicable Approved Project Budget. This may include a transfer of funds between or among budget categories within an approved contract. A budget revision is defined as the transfer of funds between line items within the approved project budget and/or the transfer of funds to a new line item within the approved budget for eligible expenses. A budget revision cannot be used to change the purpose, scope, total dollar amount or terms and conditions of the contract. The subrecipient may make budget revisions of funds to be redirected. Requests for a budget revision must be made in writing prior to incurring expenses regarding any change. The change request must be submitted with justification for the proposed changes.

- Budget revision requests for administration and operating budgets must be reconciled before final payment can be made; this includes line items in overdraft
- Funds may be transferred from one line item to another to increase or decrease the amount of any line item within the budget. Funds cannot be transferred from one budget category to another, i.e. from administrative budget to capital budget
- Budget revisions must account for expenses to date when decreasing a line item
- All change requests/budget revisions require justification for the proposed changes. All requests for budget amendments must be submitted in accordance with the policies and procedures established by FTA and the Authority



For Section 5310 funding, budget revisions must be approved in writing in advance of incurring the costs. Therefore, it is the responsibility of the project sponsor to initiate the revision in time to provide the Authority with adequate time to review and provide written approval.

#### *Period of Performance Extension*

A Period of Performance Extension is required if additional time is required to assure adequate completion of the project. Requests for extensions submitted after the ending date of the contract period will not be approved.

The request must be submitted before the period ends. Applicants must request an extension of their contract at least 60 days before the end of the current performance period. Extensions will only be granted if reasonable progress has been made with sufficient documentation.

The Authority shall notify the subrecipient in writing regarding approval, modification, or rejection within 30 days of receipt. Approval of contract amendments shall be in the form of a Supplemental Agreement. To be effective, a Supplemental Agreement must be fully executed by both the project organization and the Cape Fear Public Transportation Authority.

#### *Asset Management*

Title to all property purchased with federal and state funds shall be vested in the name of the subrecipient with the Cape Fear Public Transportation Authority as the first and only lien holder. The Authority will retain the title to all rolling stock in until the vehicles reach the end of their useful life requirement.

The subrecipient shall have the requisite fiscal capability to carry out the project and be responsible for maintaining required insurance coverage (The Cape Fear Public Transportation Authority will be placed as loss payee on respective policies), property records, conducting physical inventories, implementing adequate property control systems and maintaining the equipment in proper working condition. Documentation must be available upon request.

Subrecipients are required to maintain assets purchased with Section 5310 funds at a high level of cleanliness, safety, and mechanical soundness. Each subrecipient must establish a maintenance program that, at a minimum, meets the equipment manufacturer's recommendations. Wave Transit has the right, and obligation, to review subrecipient's maintenance and safety programs and to conduct periodic audit of equipment and facilities funded with Section 5310 funds administered by the Authority.

Subrecipients of funds administered by the Authority are required to certify that any property purchased with those funds is used for public transportation services within the subrecipient's service area or other area described in the grant application standards for the useful life.

Failure to carry out these requirements shall constitute a breach of contract and, after notification by the Authority, may result in termination of the project agreement. In the event of the subrecipient's noncompliance with any provision(s) of the project agreement, the Authority may terminate the agreement by giving the subrecipient thirty (30) days written notice. Before issuing notice, the Authority shall allow the subrecipient thirty (30) days to correct for noncompliance. The thirty-day period granted for the purpose of enabling the subrecipient(s) to attain compliance shall commence on the date the subrecipient notifies the Authority of any noncompliance. The thirty-day period shall be thirty (30) consecutive calendar days. In the event that a federally observed holiday falls during such thirty (30) day period, the day on which the holiday is celebrated shall not be counted as one of the thirty (30) days. In the event of termination or breach of contract provisions, the grantee shall surrender the

equipment and/or transfer title(s) for equipment to the Authority or their designee.

The subrecipient shall also make equipment available for use on other projects or programs currently or previously supported by the Federal Government, providing such use will not interfere with the work on the projects or program for which it was originally acquired in accordance with the grant application and contract agreement.

#### *Vehicle Incident or Casualty Loss*

Subrecipients must report a vehicle incident, accident or casualty to the Authority within 48 hours of occurrence.

- The required form with elements identified in the FTA Alert Bulletin should be completed in accordance with FTA Order 1920.1A and emailed to the Safety Division Director at PTD.
- Vehicles that are damaged, but repairable, must be repaired to the same or better condition prior to the incident.
- If the vehicle is deemed a total loss, the following documentation must be submitted to PTD, within 10 working days of the incident:
  - Vehicle Identification Number (VIN)
  - Model year
  - Make
  - Mileage at the time of the incident
  - N.C. Accident Report (DMV-349) or N.C. Incident Report (fire casualty)
  - Correspondence from the Insurance Company indicating the amount of the settlement of proceeds.

#### *Asset Disposition*

All property acquired using federal funds shall be utilized and disposed of in accordance with the applicable FTA program circular, FTA Circular 5010.1D (as amended) and 49 CFR 18 or 49 CFR 19. Disposition of vehicle(s) takes place when the vehicle meets the required mileage ("useful service life") criteria and/or the Authority's implementation schedule for replacement.

The Authority will release titles for replaced vehicles to the owner (subrecipient). Once the title is received, the project may proceed with local disposition of vehicle. Vehicle(s) may be sold by advertising for sealed bids or through public auction method, or transferred, with Authority approval, to another agency.

The Authority will retain a lien on such vehicles as long as useful life remains and Wave Transit will oversee the disposition of these vehicles as identified in the approved guidelines.

#### *Inventory*

Any capital equipment purchased with Section 5310 funds administered by the Authority must be inventoried, and information updated annually. The inventory should be updated as soon as new or transferred equipment (including vehicles or property) is received or acquired.

All vehicles and equipment shall be assigned an identification number to allow the items to be easily traced. Include the identification number on the Inventory Form. Once an item is assigned a number, it retains that unique number throughout its life. An inventory number should not be reused. Equipment purchased as an integral part of the vehicle does not need to be separately inventoried. For example, a lift or destination sign that is purchased as part of a vehicle does not need to be inventoried.

An annual inventory update for equipment and real property is required from all subrecipients for vehicles, facilities, and equipment purchased with Section 5310 funds. Shall submit an inventory that

includes, at a minimum, the following information:

- Description
- Identification number
- Procurement source
- Acquisition date
- Cost
- Percentage of Federal participation in the cost
- Project Contract Number under which it was procured
- Location, use and condition
- Disposition data (including the date of disposal and sale price, or, where applicable, the method used to determine its fair market value)

#### *Vehicle Use*

The Authority encourages subrecipients to retain direct control of Section 5310 funded vehicles. The Authority discourages placing vehicle(s), equipment or real property under the control of other agencies and reserves the right to approve or disapprove all vehicle/equipment/property use agreements that involve items purchased with Section 5310 grants. When a subrecipient has justified that the best use of the vehicle(s) or equipment would be under a vehicle use agreement, several issues should be addressed before the vehicle use agreement is signed. Some issues that must be discussed with the subcontractor include:

- Drivers of the transit system or drivers from another agency may drive the vehicles as long as insurance coverage is adequate for these uses
- The vehicle use agreement must state who is responsible for such items as insurance, maintenance, drivers, emergencies, backups, etc...
- The vehicles must be operated open to the general public without discrimination
- Incidental service ridership and revenue miles must be reported as such, separate from the service open to the general public
- Driver licensing requirements
- Drug and alcohol testing requirements

Subrecipients remain responsible to the Authority for compliance with all state and federal rules and regulations. The Authority must be notified of the location of the vehicle or equipment. The physical location must be included with the vehicle inventory.

## APPENDIX A - DESIGNATED RECIPIENT AUTHORIZATION



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

PAT MCCRORY  
GOVERNOR

1501 MAIL SERVICE CENTER, RALEIGH, N. C. 27699-1501

ANTHONY J. TATA  
SECRETARY

June 27, 2014

Dr. Yvette G. Taylor, Regional Administrator  
Federal Transit Administration, Region IV  
230 Peachtree Street, NW, Suite 800  
Atlanta, Georgia 30303

RE: Designated Recipient for Elderly Persons and Persons with Disabilities Program Funding  
(Section 5310)

Dear Dr. Taylor:

Consistent with the provisions of *Moving Ahead for Progress in the 21<sup>st</sup> Century* (MAP-21), and as the designated agency responsible for fulfilling the functions required by the Federal Transit Administration (FTA), I hereby concur with the designation of the Cape Fear Public Transportation Authority (CFPTA) as the designated recipient for the Persons with Disabilities Funding Program (Section 5310). The Wilmington MPO Advisory Committee, acting as the designated policy board of the Metropolitan Planning Organization (MPO), supported this designation on May 28, 2014 through formal resolution.

As the designated recipient, the Cape Fear Public Transportation and the MPO will be responsible for developing a Program Management Plan (PMP), administering the program by ensuring that all sub recipients comply with Federal requirements, notifying eligible local entities of funding availability, developing program selection processes, determining project eligibility, developing the yearly program of projects and receiving and dispensing funds in the Wilmington Urbanized Area.

Should you require additional information, please contact Bobby Lewis, Interim Deputy Secretary for Transit at (919) 707-2800.

Sincerely,

A handwritten signature in black ink, appearing to read "ATATA".

Anthony J. Tata

cc: Nick Tennyson, NCDOT Chief Deputy Secretary  
Bobby Lewis, NCDOT Interim Deputy Secretary for Transit  
Debra Collins, Director, NCDOT Public Transportation Division  
Cheryl Leonard, Assistant Director, NCDOT, Public Transit Division  
Phillip Vereen, Assistant Director, NCDOT Public Transportation Division  
Laura Padgett, TAC Chair, Wilmington MPO  
Mike Kozlosky, Executive Director, Wilmington MPO  
Albert Eby, Executive Director, Cape Fear Public Transportation Authority

PHONE 919-707-2800 FAX 919-733-9150

## APPENDIX B - MOBILITY MANAGER JOB DESCRIPTION



### Cape Fear Public Transportation Authority

#### Mobility Manager

##### JOB DESCRIPTION

**POSITION TITLE:** Mobility Manager

**POSITION:** Position is funded under the Section 5310 Program: *Enhanced Mobility for Seniors and Individuals with Disabilities* and is contingent upon continued future grant funding

**JOB SUMMARY:** To improve mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding the transportation mobility options available

**WORK SCHEDULE:**

- Forty (40) hour work week, typically 8:00 am until 5:00 pm Monday through Friday including one (1) hour lunch period.
- Must be available evenings and weekends on an as need basis.

**REPORTS TO:** Director of Planning and Development

**DESCRIPTION OF DUTIES/RESPONSIBILITIES:**

- Promote the enhancement and facilitation of access to transportation services, including integration and coordination of transportation services for individuals with disabilities and older adults
- Responsible for short-range planning, management activities and projects for improving coordination among public and private transportation service providers in the service area
- Coordinate human service and general public transportation services in the service area
- Responsible for developing and updating the Authority's Local Coordinated Public Transit-Human Service Agency Plan (LCP) which identifies the transportation needs of individuals with disabilities, older adults and individuals with lower incomes and provides strategies for meeting those needs
- Facilitate regular meetings with public transportation providers and community stakeholders to identify unmet transportation needs for elderly individuals and individuals with disabilities throughout the local coordinated planning process and beyond
- Responsible for the implementation and administration of new transportation programs for elderly individuals and individuals with disabilities as identified in the LCP
- Ensure oversight and program compliance for all subrecipients of 5310 funding as identified through the local coordinated planning process
- Gather and analyze data to evaluate transportation service programs and options for elderly individuals, individuals with disabilities and low-income individuals Research and pursue eligible grant opportunities, particularly those tailored to elderly and disabled transportation
- Further develop and manage the Authority's Travel Training Program which consists of providing travel training and navigation services to individuals and various community organizations
- Develop and foster working relationships with community partners
- Participate in community outreach and education efforts
- Promote awareness of transportation options for all residents, including the special needs population and the elderly to enhance their ability to live more independently within the community

- Other duties as assigned

**QUALIFICATIONS:**

- Undergraduate degree in transportation or urban planning, business or public administration, or related field
- Three (3) years verifiable experience in planning, public administration, accessible services, social work, public transit or human services coordination
- A combination of education, training and experience that results in demonstrated competency to perform the work may be substituted
- Knowledge of FTA requirements and the ADA (Americans with Disabilities Act) and its application to public transportation
- Must possess valid North Carolina driver license
- Pre-employment background check and drug screen required

**SKILLS REQUIRED:**

- Must be computer literate with a high degree of competency in spreadsheet and word processing software
- Excellent interpersonal, written and verbal communication skills
- Ability to work independently and with others in an effective manner
- Ability to provide leadership and speak before public groups
- Ability to analyze data, define problems, identify potential solutions, develop implementation strategies and evaluate outcome
- Ability to work flexible schedule that may include evenings and weekends

**PHYSICAL REQUIREMENTS:**

- Typically requires sitting for extended periods of time, talking, hearing, speaking, seeing, and repetitive motions
- Periodic fieldwork in varying environments
- May require walking short distances and lifting up to twenty pounds
- Travel as needed within or outside of service area
- May be subject to overnight travel

I have carefully read and understand the contents of this job description and fully understand the responsibilities, requirements and duties expected of me.

---

EMPLOYEE SIGNATURE

---

DATE

**SPECIAL REQUIREMENTS:** The incumbent may be required to assist in performing other administrative and operational duties as well as assist in operational tasks within the Authority.

**STATUS:** FSLA Exempt

**SALARY RANGE:** \$35,250 - \$48,500 annually

**HIRING RANGE:** \$35,250 - \$44,500 annually

**REVISION DATE:** 03/26/2015

## **Coordinated Public Transportation Human Service Transportation Plan for Southeastern North Carolina**

**NEW HANOVER COUNTY**



**Lead Agency:**

**CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY**

**(dba. WAVE TRANSIT)**

**December 2011**

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## HISTORY OF WAVE TRANSIT

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Created in 1974, the Wilmington Transit Authority (WTA) was initially implemented to provide public transportation to the citizens of the Wilmington area. In December 2002, the WTA adopted the name Wave, as well as a new logo and color scheme for the Authority. This change reflected a new vision for public transportation in Wilmington. Capitalizing on our coastal environment, the name “Wave” allowed greater name recognition throughout the area and positively represented public transportation throughout the region.

Rapid sprawl and rising traffic congestion throughout the region led the City of Wilmington and New Hanover County to enter into an historic agreement in June 2003. The city and county merged the WTA and New Hanover Transportation Services to form the Wilmington/New Hanover Transportation Agency (WNHTA). This agreement merged the respective organizations for one year, in order to provide oversight of both agencies under one public transportation authority. In July of 2004 the WNHTA, the WTA and NHTS were dissolved and a new transportation authority was created. The merged entity officially became the Cape Fear Public Transportation Authority, but kept the name Wave Transit.

In an effort to better serve the community, Wave Transit has restructured all fixed routes in the region. The new routes are operated from a modern transfer facility, Forden Station, which is centrally located within the service area. Forden Station opened in May 2011 and is anticipating Leadership in Energy and Environmental Design (LEED) Gold Certification. A new maintenance and administration facility is also nearing construction.

## MISSION STATEMENT AND GOALS

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The mission of Cape Fear Public Transportation Authority (Wave Transit) is to develop and maintain an effective, efficient, and safe system of public transportation services within Southeastern North Carolina which is responsive to the mobility needs of the community. Transportation services provided shall be designed to maintain and encourage the use of public transportation and shall contribute to the economic vitality of the community, the conservation of natural resources and protection of the environment.

The goals of Wave Transit are as follows:

1. Provide cost effective transportation services which optimize the utilization of personnel, vehicles, and other resources and which are operated with a minimum of public subsidy.
2. Provide transportation services which meet the mobility needs of the community, within available financial resources.
3. Develop funding options which assure the continued stable operation of transportation services at a public subsidy level acceptable to the community.
4. Develop policies which assure, as much as possible, that transit services are designed and operated to encourage maximum utilization by the community. Service should be provided first in areas where the greatest potential for use exists.
5. Promote the use of public transportation services within the community. This includes both providing adequate and up-to-date information on services available and aggressively marketing the transit system.
6. Expand public transportation to new areas of the community as demand estimates and population densities indicate that service will be sufficiently utilized within established service standards.

The Goals of Cape Fear Public Transportation Authority will be reviewed and revised (as needed) during the budget development process. These goals and objectives will guide the development of capital and operating budgets, service planning, and operation of transit services.

## LOCAL COORDINATED PLAN

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Presidential Executive Order 13330 on the Coordination of Human Service Programs issued by the President on February 24, 2004, creates an interdepartmental Federal Council on Access and Mobility to undertake collective and individual departmental actions to reduce duplication among federally funded human service transportation services, increase the efficient delivery of such services and expand transportation access for older individuals, persons with disabilities, persons with low income, children and other disadvantaged populations within their own communities.

As a first principle to achieve these goals, federally assisted grantees involved in providing and funding human service transportation need to plan collaboratively to more comprehensively address the needs of the populations served by various federal programs. In their report to the President on the Human Service Transportation Coordination, members of the council recommended that "in order to effectively promote the development and delivery of coordinated transportation services, the Administration seek mechanisms (statutory, regulatory, or administrative) to require participation in a community transportation planning process for human service transportation programs."

In August 2005, the President signed legislation consistent with this recommendation to reauthorize federal public transportation and federal highway programs that contained provisions to establish a coordinated human services transportation planning process. This legislation, the Safe, Affordable, Flexible, Efficient Transportation Equity Act, A Legacy for Users (SAFETEA-LU), created a requirement that a locally developed, coordinated public transit/ human service planning process and an initial plan be developed by 2007 as a condition of receiving funding for certain programs directed at meeting the needs of older individuals, persons with disabilities and low-income persons. The plan must be developed through a process that includes representatives of public, private and non-profit transportation providers and public, private and non-profit human service providers and participation by the public.

Coordination of public/private transit and human service transportation is vital in stretching transportation dollars and maximizing services for persons with disabilities, older adults and individuals with low incomes.

Effective in 2008, the Federal Transit Administration required a coordinated plan of local transit services in order to apply for funds from the Elderly and Disabled Individuals Transportation Program (FTA Section 5310), Job Access and Reverse Commute Program (FTA Section 5316) and New Freedom Program (FTA Section 5317). New Hanover County developed a Local Coordinated Human Service Transportation Plan in December 2008, and is renewing this plan in December 2011.

As the regional public transportation provider to the Wilmington urban area, Cape Fear Public Transportation Authority (Wave Transit) is the lead agency in this Local Coordinated Plan. As the lead agency, Wave Transit organized a Coordinated Plan meeting for all local agencies and organizations to provide ideas of transportation needs in the area. Although Wave Transit organized this meeting, delivered surveys to local agencies, and received their respective feedback, all agencies understand it is their responsibility to apply directly to NCDOT for applicable funding through the Local Coordinated Plan.

Projects competitively selected for New Freedom (49 CFR §5317) or Job Access Reverse Commute (49 CFR §5316) funding shall be derived from this plan. The written record of the activities and decisions made at the planning workshop with the stakeholders is the basis of this coordinated plan.

The principal goal of the Wave Transit Local Coordinated Plan is to establish a permanent Coordinated Working Group charged with coordinating the efforts of providers and users of specialized transportation. The scope of the group's activities has included working with human service providers (i.e. medical services, social services, assisted living centers, etc.) to coordinate demands for transportation.

Wave Transit formed the Coordination Working Group consisting of representatives from the following:

- Specialized transportation providers (Wave Transit)
- Human services agencies with special needs clients
- Advocates for people with special transportation disadvantages
- Colleges with special programs

The following groups have demonstrated needs addressed in this coordinated plan effort:

- Needs of the elderly
- Needs of minors
- Needs of developmentally disabled individuals
- Individuals with behavioral health disabilities
- Needs of low-income population
- Emergency transportation
- Provide assets to be available for the physically disabled individuals

Wave Transit provides services for physically disabled passengers with fixed route buses and paratransit services. All Wave Transit vehicles used for transportation are ADA compliant to serve physically disabled passengers.

It is the goal of Wave Transit to provide safe, reliable, and affordable transportation to citizens of New Hanover and Brunswick Counties. Wave Transit will do everything possible to implement this plan and cooperate with all organizations and agencies involved in this Local Coordinated Plan.

## PLANNING PROCESS

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The coordination of specialized transportation services is a process in which two or more organizations interact to jointly accomplish their transportation objectives. For the purpose of this plan, coordination is defined as “a process through which representatives of different agencies or client groups work together to achieve any one or all of the following goals: more cost-effective service delivery; increased capacity to serve the unmet needs; improved quality of service; and, services which are more easily understood and assessed by riders.”

Coordinating transportation means obtaining more results with existing resources through working with other individuals from different agencies, each with unique perspectives and goals. Wave Transit is the lead agency with this plan, in which we have organized local agencies to develop common and differing transportation needs to have a more complete community wide mission of improving transportation in New Hanover County, the City of Wilmington, and Southeastern North Carolina. In addition, by delivering surveys to agencies and receiving their responses as to the local transportation needs, we have been able to assess a wide range of existing transportation needs in our area for a thorough report.

A planning workshop was held on November 10, 2011. Wave Transit invited 75 public, non-profit and government agencies to the workshop. There were 26 participants in the planning meeting and an additional 18 agencies who submitted surveys to demonstrate their transportation needs.

While Wave Transit has organized agencies and organizations to develop common goals and ideas for the Local Coordinated Plan, each individual agency has been instructed to submit applications to the North Carolina Department of Transportation (NCDOT) for Elderly and Dis-abled Individuals Transportation funds (§5310), New Freedom (§ 317) or Job Access Reverse Commute (JARC §5316) funds for the respective project or program to be chosen by that agency. As further evidence of cooperation by Wave Transit, we have notified agencies that our staff would be willing to assist with questions or their projects should there be issues that arise during the planning process in obtaining funding.

Wave Transit and NCDOT staff reviewed the process of submitting grants to NCDOT concerning the release of the above mentioned FTA grants in November 2011.

## CURRENT AVAILABLE SERVICES

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1. Fixed route public transit service in New Hanover and Northern Brunswick County
2. Complementary ADA paratransit services within  $\frac{1}{4}$  mile of fixed routes (Dial-A-Ride Transportation: DART)
3. Brokered paratransit services offered by Wave Transit throughout the county and to specialized medical facilities in Chapel Hill and Durham.
4. One ADA compliant taxicab
5. A small number of human service vans or light transit vehicles to provide private and non-profit transportation services

## PRIMARY TRANSPORTATION NEEDS OF LOCAL ORGANIZATIONS

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1. Fixed route bus service needed in Hampstead and Burgaw in Pender County, Porter's Neck and Scotts Hill on the New Hanover/Pender County line and fixed route service in other rural areas of the above counties (i.e. out of county transportation program).
2. Expanded service hours for fixed route buses during the weekdays.
3. Fixed route bus service needed in northern New Hanover County in the Ogden area (Park and Ride).
4. Pedestrian safety improvements, such as crosswalks, wheelchair ramps, and sidewalks, needed near bus stops.
5. Fixed route bus service needed for more low income areas in New Hanover County.
6. Special transportation services and emergency pick up services are needed for victims of domestic violence.
7. More amenities (benches, shelters, and lighted bus stops) are needed along fixed bus routes in New Hanover County.
8. Special transportation services needed for initial employment periods for individuals who may not qualify for the New Hanover County Work First Program.
9. Cooperation between organizations in the area needs to be established rather than each organizations working independently of one another.
10. Low income individuals need low cost or free transportation service.
11. Promotion of WAVE transit services to choice riders to include information about taking advantage of tax incentives for alternative commuting.
12. Express bus service for key routes to tie in with key destinations (including park & ride locations)
13. Bicycle accommodations along roadways within 3 miles leading up to transit stops
14. Pedestrian facilities within 1/2 mile leading up to fixed transit stops
15. Pedestrian crosswalks & crossing facilities for arterials and busy collector streets within 3 miles of fixed transit stops to serve cyclists and pedestrians.



## SECONDARY TRANSPORTATION NEEDS OF LOCAL ORGANIZATIONS

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1. Bus service needs more frequent routes in New Hanover County and the City of Wilmington.
2. Taxi cabs need to offer more accessibility and services to individuals.
3. There is a need for more bi-lingual transit information to be offered (i.e. bus maps and marketing materials printed in Spanish).
4. All local organizations need translators for individuals who may not speak English.
5. Education to notify individuals about local transit services is needed.
6. Programs need to be implemented for individuals who have a serious mental illness.
7. Food delivery services need to be implemented for those individuals who do not have the ability to get food on their own.

NOTE: All of the above priorities will be more specified in detail as agencies and organizations develop their specific transportation needs.

## STRATEGIES TO MEET GAPS IN LEVELS OF PUBLIC TRANSPORTATION SERVICES

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The committee and those surveyed who did not attend the planning meeting were confident that the structure and service offerings of Wave Transit were meeting many of the needs of the community. By operating as a single entity, Wave Transit offers the ability to more efficiently, economically and effectively manage a complex public transportation program with a variety of offerings.

As with any program, there were gaps identified. Most of the deficiencies could be met by providing expanded fixed route public transportation services. This includes: more frequent service (reduced headways); later evening service; expanded weekend service; and a larger service area. To address this deficiency, the authority is working on legislation that would allow a local option sales tax to improve public transportation. Should these efforts be successful, the committee would be asked to prioritize the needs based on specific revenue levels.

To meet the pedestrian safety needs identified, the authority will rely on the MPO to lead the effort to make the area more pedestrian friendly. To meet the shortfall in amenities, the authority is embarking on a plan to partner with private interests in an effort to increase available benches and shelters at fixed route bus stops. The authority has also identified the need to work with surrounding counties to prevent duplication of services and streamline access to available public transportation programs. Finally, cooperation between all interested agencies could be accomplished by keeping the coordinated planning group involved and engaged as additional funding becomes available.

## PRIORITIES FOR IMPLEMENTATION OF THE PLAN

---

In developing the order of needs for our area, Wave Transit used surveys sent to agencies prior to the Coordinated Plan workshop and formed steering committees to discuss important needs for services. The steering committee members and those organizations and agencies involved in the plan have had continuous input to Wave Transit staff in developing this comprehensive plan. In summary, Wave Transit has met the criteria for developing this Local Coordinated Plan 2011 by adhering to the following guidelines:

- 1) Identified Lead Agency
- 2) Formed Steering Committees
- 3) Prepared for Local Coordinated Plan Workshop (invitations, surveys, committees)
- 4) Conducted Local Coordinated Plan Workshop
- 5) Developed draft of Local Coordinated Plan and planned implementation procedures

Following the workshop, Wave Transit will continue to work with local agencies and organizations in the development of "calls for projects" to ensure efficient outcomes and no duplication of services for our area. In addition, Wave Transit will take a lead role in notifying agencies when NCDOT has released the application to apply for the respective funds, and will continue to work with these agencies throughout the application should that need arise.

# RESOLUTION



Introduced by: Matthew Kunic, Director of Planning and Development

Date: December 15, 2011

## RESOLUTION ADOPTING NEW HANOVER COUNTY/WAVE TRANSIT COORDINATED HUMAN SERVICE TRANSPORTATION PLAN

**WHEREAS**, the federal SAFETEA-LU transportation authorization passed by Congress in 2005 requires a "locally developed, coordinated public transportation-human services transportation plan" intended to improve the transportation services for persons with disabilities, individuals who are elderly, and individuals with lower incomes; and

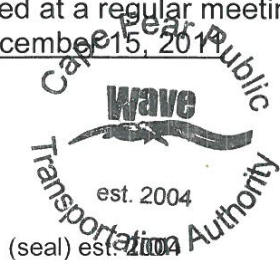
**WHEREAS**, the Authority assumed the role of lead agency in coordinating and preparing the plan to ensure eligibility of funds that required adoption of said plan; and

**WHEREAS**, Wave Transit held a retreat on November 10, 2011 that included representatives from human service providers and advocates, special transportation providers, and others concerned with transportation in New Hanover County, the City of Wilmington, and Southeastern North Carolina; and

**WHEREAS**, Wave Transit has created summaries of special transportation needs, and the various existing transportation programs, services, and other assets for transportation disadvantaged groups necessary for development of the Coordinated Human Service Transportation Plan by Wave Transit;

**NOW, THEREFORE IT BE RESOLVED** that the Wave Transit Board of Directors hereby adopts the New Hanover County/Wave Transit Human Service Transportation Plan.

Adopted at a regular meeting  
on December 15, 2011



A blue ink signature of Don Betz.  
\_\_\_\_\_  
Don Betz, Chairman

Attest:

A blue ink signature of Andy Koepfel.  
\_\_\_\_\_  
for Andy Koepfel, Secretary

## APPENDIX A

### QUESTIONNAIRE:

#### Human Service Providers Special Transportation Needs and Resources

Cape Fear Public Transportation Authority (Wave Transit) has begun the effort to better understand the need for special transportation services in New Hanover County, and to understand how those needs are currently met or unmet. Many organizations in the region operate small-scale transportation services for members or clients, or offer other kinds of transportation support; however, we would appreciate feedback pertaining to the services provided by Wave Transit.

Please take the time to assist Wave Transit in understanding these issues as they relate to your organization by answering the following questions and returning the questionnaire to:

Cape Fear Public Transportation Authority  
Attn: Matthew Kunic, Director of Planning and Development  
P.O. Box 12630  
Wilmington, NC 28405  
E-mail: mkunic@wavetransit.com

**Name of human service agency or advocacy group:** \_\_\_\_\_

1. What client groups does your agency serve?
2. Would you characterize some or all of your clients as “transportation disadvantaged?”
  - A. If so, how many persons would you consider to be “transportation disadvantaged?”
  - B. In what ways may these persons be “transportation disadvantaged?”
3. Does your organization provide or subsidize transportation for some or all of your members or clients?
  - A. If so, to what degree? (Estimate the number of clients and/or the degree of help your agency provides—i.e. number of rides/year, % of subsidy).
4. What program(s) does your agency use to help provide or pay for transportation for your clients?
  - A. If your agency is primarily a transportation provider, what are its’ principal sources or revenue?
5. What restrictions apply to these programs? (i.e. definitions of need, limitations of destination or trip purpose, geographic boundaries).
6. In what ways (if any) are the transportation needs of your clients not currently met?
7. Do transportation issues interfere with the effectiveness of your agency? If so, please explain.
8. What are you hoping the Coordinated Human Service Transportation Plan will produce?

## APPENDIX B

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### QUESTIONNAIRE:

#### Special Transportation Needs and Resources

Cape Fear Public Transportation Authority (Wave Transit) has begun the effort to better understand the need for special transportation services in New Hanover County, and to understand how those needs are currently met or unmet. Many organizations in the region operate small-scale transportation services for members or clients, or offer other kinds of transportation support; however, we would appreciate feedback pertaining to the services provided by Wave Transit.

Please take the time to assist Wave Transit in understanding these issues as they relate to your organization by answering the following questions and returning the questionnaire to:

Cape Fear Public Transportation Authority  
Attn: Matthew Kunic, Director of Planning and Development  
P.O. Box 12630  
Wilmington, NC 28405  
E-mail: mkunic@wavetransit.com

**Name of Organization:** \_\_\_\_\_

1. Does your organization include members who might be characterized as “transportation disadvantaged?”
  - A. If so, how many persons would you consider to be “transportation disadvantaged?”
  - B. In what ways may these persons be “transportation disadvantaged?”
2. Does your organization provide or subsidize transportation for some or all of your members or clients?
  - A. If so, to what degree? (Estimate the number of clients and /or the degree of help your agency provides—i.e. number of rides/year, % of subsidy).
3. If you answered “yes” to question 2, how does your organization pay for transportation or subsidy that you provide? (i.e. donations, volunteers, grants)
4. What restrictions apply to these problems? (i.e. definitions of need, limitations on destination or trip purpose, geographic boundaries)
5. In what ways (if any) are the transportation needs of your members or clients not currently met?
6. Do transportation issues interfere with the effectiveness of your organizations? If so, please explain.
7. What are you hoping the Coordinated Human Service Transportation Plan will produce?

## APPENDIX C

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October 7, 2011

Department of Social Services  
1650 Greenfield Street  
Wilmington, NC 28402

Dear Department of Social Services:

Cape Fear Public Transportation Authority (Wave Transit) is ready to begin the process of developing our Local Coordinated Plan (LCP-2011).

The primary goal of the Wave Transit Local Coordinated Plan (LCP) is to establish a permanent coordinated working group of organizations charged with documenting the efforts of providers and users of specialized transportation. The scope of the group's activities will also include working with human service providers (i.e. medical services, social services, assisted living centers, etc.) to coordinate demands for transportation.

Wave Transit recommends that the Coordinated Working Group consist of representatives from the following:

- Specialized transportation providers (Wave Transit)
- Human services agencies with special needs clients
- Advocates for people with certain transportation disadvantages
- Colleges with special programs

The following groups will have their needs addressed in this coordinated plan effort:

- Needs of the elderly
- Needs of minors
- Needs of developmentally disabled individuals
- Needs of emotionally disabled individuals
- Needs of low-income population
- Emergency transportation
- Provide assets to be available for physically disabled individuals

Wave Transit will feasibly attempt to implement portions of this plan and cooperate with all organizations and agencies involved with the LCP-2011. In order to coordinate our efforts in receiving feedback from the necessary participants, your organization has been chosen to have **one** representative to be present at our Local Coordinated Plan meeting to be held at the following date, time, and location:

DATE:        **Thursday, November 10, 2011**

TIME:        **9:00am-2:00pm**

LOCATION:   **University of North Carolina Wilmington- Madeline Suite**  
                  **(601 S. College Rd., Wilmington, NC 28403)**

In addition to attendance at this meeting, please complete and return the included survey that will allow us to have information about your organization that we can use in the formation of the completed LCP-2011. Please return the survey to me at the contact information found on the survey form no later than **Friday, November 4, 2011 at 4:00pm.**

Wave Transit greatly appreciates your time and effort in participating in this Local Coordinated Plan that will improve the quality of life for residents of Southeastern North Carolina. **Please RSVP if one representative from your organization will be able to attend this meeting by Friday, October 28, 2011 at 4:00pm and include the following information about the attendee: organization, name of attending individual, e-mail, and phone number.** If your organization does not respond to this invitation by Friday, October 28, 2011, we assume your organization will **not** be participating in our Local Coordinated Plan meeting. You may RSVP or contact me with any questions via e-mail, [mkunic@wavetransit.com](mailto:mkunic@wavetransit.com), or by phone, (910)343-0106, ext. 2057.

Sincerely,

Matthew Kunic  
Director of Planning and Development



## APPENDIX D

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As stated in the final Local Coordinated Plan report, Wave Transit has cooperatively worked with local organizations and agencies that are human service providers or those stakeholders with an interest in transit projects to develop a comprehensive local plan to address the primary transportation needs in our area.

We have provided these agencies with the opportunity to make comments, suggestions, and feedback before submitting this report to NCDOT. All comments were taken into account when providing NCDOT with this Local Coordinated Plan document.

Wave Transit will continue to provide our local organizations and agencies with all updates regarding this Local Coordinated Plan as it relates to specified FTA grants (5310, 5316, 5317).

# Guide to the Local Coordinated Planning Process

## Getting Started

Coordination of public/private transit and human service transportation is vital in stretching transportation dollars and maximizing services for persons with disabilities, older adults and individuals with low incomes.

Effective in 2008, the Federal Transit Administration is requiring a coordinated plan of local transit services in order to apply for funds from the Elderly and Disabled Individuals Transportation Program (FTA Section 5310), Job Access and Reverse Commute Program (FTA Section 5316) and New Freedom Program (FTA Section 5317).

The first step in coordination of services is the development of a locally coordinated public transit-human service transportation plan that identifies transportation needs, provides strategies for meeting local needs and prioritizes transportation services for funding and implementation.

A coordinated plan must be developed through a process that includes representatives of public, private and nonprofit transportation and human service transportation providers as well as members of the public. This document provides a **five-step approach** that will provide guidance in the development of a locally developed coordinated plan.

**Important:** The planning process should be thoroughly documented from start to finish.

Documenting the planning process will help to eliminate questions and confusion, be evidence of your coordination efforts and help in the creation of a written locally developed coordinated plan. Document all the activities, results and important decisions made throughout the planning process.

## Step 1 – Identify the Lead Agency

Reference: Transportation Services Coordination Plan

The agency that will take the lead in the planning process could be any one of the following:

- Regional planning organization (rural planning organization, metropolitan planning organization, council of government)
- Local transit system(s)
- Community or municipality in the region
- Professional consulting firm

The Public Transportation Division supports efforts that result in regional coordination of planning activities and service delivery and, to that end, it is recommended that a rural planning organization or metropolitan planning organization, where willing and able, take the lead in the coordinated planning effort or, at a minimum, work with a consulting firm or other qualified persons in carrying out these activities.

**Note:** Financial assistance is available through the Public Transportation Division to facilitate the effective and efficient development of an approved locally developed public transportation human services coordinated plan.

### Roles and Responsibilities of the Lead Agency

- Provide overall **guidance** and **structure** to the process
- Provide a **process** for local coordinated plan adoption in consultation with participants
- Provide **written documentation** of the results of local coordinated planning process -The Plan

Provide and **execute a strategy** for approval of The Plan.

## Step 2 - Convene the Steering Committee

Assemble a **small** number of people to help organize a coordinated planning workshop. This group will meet two or three times before the event. This committee, at a minimum, should consist of a representative from the following categories:

- Transportation partners (local and regional)
- Passengers
- Advocacy groups
- Human service providers
- Private providers
- Other interested groups

### Roles and Responsibilities of the Steering Committee

- Determine the date, time and location of the local planning workshop(s)
- Determine who the stakeholders are and send invitations
- Determine who will facilitate the meeting(s)
- Design the agenda and make logistical decisions
- Provide guidance in how to navigate tricky or contentious issues
- Assist on the day of the workshop
- Draft a Coordinated Public Transit-Human Service Transportation Plan and determine a process for adoption

### Steering Committee Task #1

---

Select a date and time to hold the workshop. Determine a suitable location and facility for the workshop.

Location considerations:

- Adequate parking
- On or near bus lines
- Whiteboard or overhead projector
- Can accommodate service animals
- Meets all ADA facility requirements

**Important:** You may need to hold more than one workshop depending on the size of the planning area and attendance at the first workshop, or use other strategies to gather input. Strong consideration should be given to holding at least one workshop in each county of a multiple-county area.

### Steering Committee Task #2

---

Determine local groups and individuals who should be invited to participate in the local coordinated planning workshop. See the suggested list in Appendix B.

- Decide the right person in each group to contact
- Determine who will make the contact
- Gather contact information and send invitations

Ask organizations to extend the invitation to participate in the local coordinated planning process to local interested or affected groups and persons. Many organizations will have a membership list or a list-serve that they use to get the information out.

**Important:** The invitation should be extended to a comprehensive, diverse population from all geographical areas of the planning area and should include retirees, workers, minorities, the aged, the disabled, those with limited English proficiency, and private transportation providers.

Ask invitees to RSVP to make planning for the workshop easier. After the RSVP deadline, assess responses or level of interest. If interest or participation in the **community planning** approach to public involvement seems “light” or “one-sided,” consider a change of venue or date, or add other public involvement techniques to improve participation such as:

- Focus groups
- Survey(s) (i.e., *Framework for Action*)
- Detailed study analysis

### **Steering Committee Task #3**

Determine who will facilitate the workshop(s). Managing the meeting process and the flow of paper requires a facilitator and one or two assistants, none of whom is participating in the planning process. The facilitator will keep the group on track, guide the conversation, and not participate in the assessment. The facilitator can be a professional or a person from the community with experience guiding group work. Ask the community college, United Way, chamber of commerce, agricultural extension office or local mediation center to refer you to professionals or persons in your area with this skill. Before the workshop, the facilitator should learn about transportation and coordination.

### **Steering Committee Task #4**

Determine whether the planning workshop will be one long meeting or two shorter meetings. In addition, the committee needs to decide how to collect data about existing services and resources. A sample agenda for a one-meeting process is included in Step 5. It will be helpful to distribute the sample agenda as a starting point. Once the agenda is set, the committee can decide how to set up the meeting space, make lists of supplies and assign responsibilities to committee members and staff.

## **Step 3 – Prepare for the Coordinated Planning Workshop**

Reference: *The Framework for Action Facilitator’s Guide*

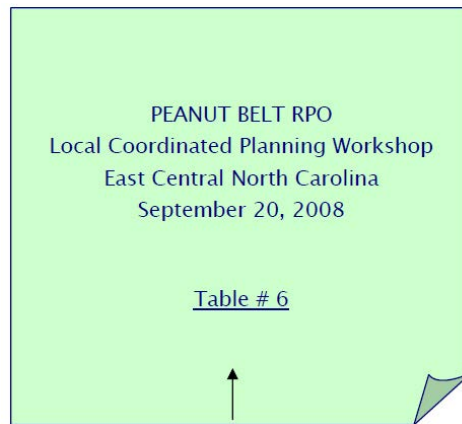
<http://www.unitedweride.gov/FFA-Communities.pdf>

Suggested Resource Checklist:

- Flip charts (at least one for each table)
- Magic markers (at least two different colors)
- Peel-and-stick dots - two colors (five of each color for each participant)
- Masking tape
- Maps – showing the planning area
- Transit service area maps
- Fixed route schedules and maps
- RPO or MPO planning area maps
- GIS, statistical or census data
- Survey available transportation services (send to attendees in advance)
- Briefs of the New Freedom and JARC Federal Circulars (send to attendees in advance and have copies in packets)
- Table tents with a number for each table
- Sufficient copies of the *Framework for Action* survey, if desired
- Extra pencils and some paper for notes (a couple of legal pads)
- Snacks at the workshop
- A strategy to incorporate late arrivers into the process
- Directions to workshop location posted on Web site
- Blank name tags

**Note:** If you are having more than one workshop, make sure you have adequate supplies for each.

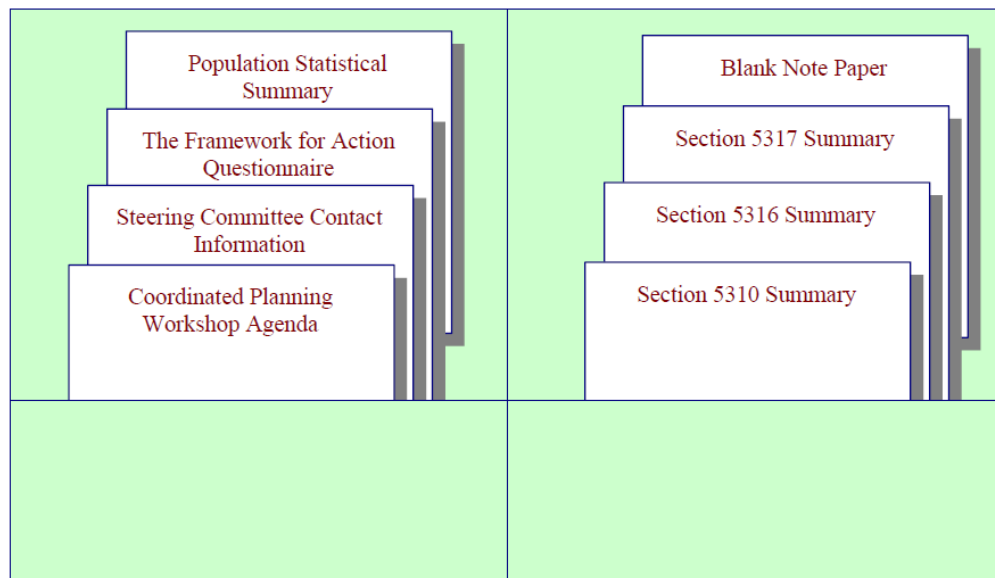
Prepare a packet of information for each participant. Make table assignments prior to the beginning of the workshop to ensure that each table has representatives from a variety of areas to facilitate an exchange of ideas during the planning process.



Place each participant's assigned table number on packet cover

#### Left Side of Folder

#### Right Side of Folder



The packet might include such statistical information for the service area as:

- Number and percentage of elderly
- Number and percentage of persons with disabilities
- Map location of elderly and/or low-income households
- Map location of large employers and/or business parks
- Map location of registered vehicles or households with zero vehicles
- Number and percentage of registered vehicles
- Number of households with zero or no vehicles

- Out-of-county travel patterns of workers to jobs
- Number and percentage of lost employment due to lack of transportation

Create a sign-in sheet for each meeting of the steering committee, the planning workshop(s) and any follow-up meetings. Attendance records should be included in the final coordinated plan.

Sample SIGN-IN SHEET					
		Complete Shaded Area Below			
Table Assignment	Example Name	Signature	Organization	E-mail Address	Phone (include area code)
2	Otis Olderman				
4	Ann Ableson				
1	Barbie Busman				
3	William Worker				
1	Rita P. Rider				
6	Steve Student				

**Important:** Arrive at the workshop location at least 45 minutes prior to the published start time.

- Locate bathrooms
- Put up directions/signs, if needed
- Set up sign-in table and participant tables
- Set up snacks

## Step 4 - Conduct Local Coordinated Planning Workshop(s)

Sample Agenda for one-day workshop

Agenda Items		Approximate Time Allocation
<b>Sign-In Registration</b>	30	8:30 – 9:00
Pass out information packets and table assignments		
<b>Welcome &amp; Overview</b>		9:00-9:45
Overview	2	
Purpose of Workshop	3	
Introduction of Participants	15	
Brief Overview of Federal Circulars	10	
Intended Outcome of the Coordinated Planning Workshop	5	
Establish Ground Rules for Workshop	5	
Describe the Coordinated Planning Process	5	
<b>Coordination Planning</b>		
Review/Create inventory of services	30	9:45-10:15
<b>Break</b>	15	10:15-10:30
Table discussion of transportation needs of the target population(s)	45	10:30-11:15
Report results of table discussion	30	11:15-11:45
<b>Lunch Break</b> <sup>2</sup>	75	11:45-1:00
Determine priority needs – Dot Exercise	30	1:00-1:30
Review Eligible Activities from Circulars	20	1:30-1:50
Create service strategies by priority	50	1:50-2:50
<b>Wrap up and next steps</b>	10	2:50-3:00

<sup>1</sup> Have each table to choose a scribe (note taker) and someone to report out for the group.

<sup>2</sup> Steering Committee should work over lunch break to consolidate duplicated reports and prepare a clean list of transportation needs that resulted from the table discussions.

<sup>3</sup> Participants should be given a total of 10 “peel and stick” dots (e.g., five red and five blue) to place beside their 10 top priorities, but should be asked to not place more than \_\_\_\_ stickers on any one item.

# Ground Rules

**TIME IS LIMITED – (*MUST LISTEN AND RESPECT OTHERS*)**

**EVERYONE IS EXPECTED TO PARTICIPATE**

**AVOID SIDE CONVERSATIONS**

**ESTABLISHED OUTCOMES**

**NO NEGATIVE COMMENTS**

**EVERYONE IS EQUAL**

**FOCUSED COMMENTS**

**OPEN TO SUGGESTION**

**SHARE INFORMATION GAINED FROM TABLE SESSION**

**REACH CONCEPTUAL CONSENSUS \***

**MEMBERS WILL SUPPORT THE DECISION OF THE GROUP**

**Consensus – when everyone is “comfortable” with the decision**

*Participants should ask themselves:*

Can I live with this position?

Am I comfortable with this course of action?

Can I support the choice?



## Step 5 – Draft a Coordinated Public Transit-Human Service Transportation Plan

Projects competitively selected for New Freedom or JARC funding shall be derived from a locally developed, coordinated public transit-human services transportation plan (“coordinated plan”). The written record of the activities and decisions made at the planning workshop with the stakeholders is the basis of the coordinated plan. The length of the plan depends on the length of the planning process and the complexity of the results.

The coordinated plan will minimally include the following elements:

- An assessment of **available services** that identifies current transportation providers (public, private and nonprofit).

- An assessment of **transportation needs** for individuals with disabilities, older adults and people with low incomes. This assessment can be based on the experiences and perceptions of the planning partners or on more sophisticated data collection efforts and gaps in service.

- Strategies, activities and/or projects** to address the identified gaps between current services and needs, as well as opportunities to improve efficiencies in service delivery.

- Priorities for implementation** based on resources (from multiple program sources), time and feasibility for implementing specific strategies and/or activities identified.

Applicants for New Freedom and JARC grants will have to document the plan from which each project is derived, including the lead agency, the date of adoption of the plan, or other identifying information. Dividing the plan into sections with numbered pages will make it much easier for applicants to fulfill this requirement.

An individual or a team of individuals selected by the lead agency in consultation with the Steering Committee should draft the coordinated plan after the planning process is completed. The Steering Committee under the guidance of the lead agency should review and approve the draft before it is made public.

## Step 6 – Adopt the Plan

As a part of the local coordinated planning process, the lead agency in consultation with the steering committee and participants should determine the process of officially adopting the coordinated plan. The process of adopting the plan should include public involvement elements. The date the coordinated plan is adopted should be displayed prominently on the final draft of the plan.

**APPENDIX A**  
**Proposed Timeline of Major Activities for**  
**Sections 5310, 5316 and Section 5317**

***Prior to Application Deadline***

**Transit System:**

- Hold local coordinated plan activities
- Develop locally adopted coordinated plan

***Call-For-Projects – (By December 31, 2008)***

**Transit System:**

- Complete and submit application per instruction posted on the NCDOT Public Transportation Division Website

***After Call- For-Projects – (January 1, 2009- June 30, 2009)***

**Competitive Selection Committee:**

- Review applications and make funding recommendation
- Prepare

## **APPENDIX B**

### **PARTICIPANTS IN THE PLANNING PROCESS**

Consideration should be given to including groups and organizations such as the following in the coordinated planning process, if present in the community:

#### **Transportation Partners**

- Area transportation planning agencies, including rural planning organizations, metropolitan planning organizations, councils of government, regional councils, associations of governments, local governments and NCDOT;
- Public transportation providers (including Americans with Disabilities Act (ADA) paratransit providers and agencies administering the projects funded under FTA urbanized and nonurbanized programs);
- Private transportation providers, including private transportation brokers, taxi operators, vanpool providers, school transportation operators and intercity bus operators;
- Nonprofit transportation providers;
- Past or current organizations funded under the JARC, Section 5310, and/or New Freedom programs; and
- Human service agencies funding, operating and/or providing access to transportation services.

#### **Passengers and Advocates**

- Existing and potential riders, including both general and targeted population passengers (individuals with disabilities, older adults and people with low incomes);
- Protection and advocacy organizations;
- Independent living centers; and
- Advocacy organizations working on behalf of targeted populations.

#### **Human Service Partners**

- Agencies that administer health, employment or other support programs for targeted populations. Examples of such agencies include, but are not limited to, departments of social/human services, employment one-stop services; vocational rehabilitation, Workforce Investment board, Medicaid, community action programs , agency on aging, developmental disability council, community services board;
- Nonprofit human service provider organizations that serve the targeted populations;
- Job training and placement agencies;
- Housing agencies;
- Health care facilities; and
- Mental health agencies.

#### **Others**

- Security and emergency management agencies;
- Tribes and tribal representatives;
- Economic development organizations;
- Faith-based and community-based organizations;
- Representatives of the business community (e.g., employers);
- Appropriate local or state officials and elected officials;
- School districts; and
- Policy analysts or experts.

## APPENDIX C


### Links to Sample Coordinated Plans and Other Resources

#### COORDINATED PLANS

- Statewide Executive Summary of the South Carolina Regional Human Services Transportation Coordination Plans
- Lower Savannah Regional Human Services Transportation Coordination Plan
- Waccamaw Regional Human Services Transportation Coordination Plan
- Coordinated Human Services Transportation Plan for the Southeastern Massachusetts Metropolitan Planning Organization

#### RESOURCES

- Rural Transit Assistance Program
- Transportation Services Coordination Plan
- Framework for Action
- Building the Fully Coordinated Transportation System
  - A Self Assessment Tool for Communities
  - Facilitator's Guide
  - Contact: Jo Ann Hutchinson, Coordination Ambassador for FTA Region 4  
[hutchinson@ctaa.org](mailto:hutchinson@ctaa.org)  
Telephone: (202) 415 9699 Toll-free: (800) 891 0590, ext. 730



# Section 5310 Program of Projects

Designated Recipient	Cape Fear Public Transportation Authority	
Federal Allocation Year		Type
FTA Funds Available		Large Urban
Total Subrecipients		

[illegible]

## APPENDIX F - GLOSSARY OF ACRONYMS

5333(b) Warranty	Labor Related Non-competition Agreement
ADA	Americans with Disabilities Act
Authority	Cape Fear Public Transportation Authority
BOT	Board of Transportation
CAA	Clean Air Act
CFR	Code of Federal Regulations
CTP	Community Transportation Program
CTSP	Community Transportation Service Plan
DBE	Disadvantaged Business Enterprise
EDTAP	Elderly and Disabled Transportation Assistance Program
EEO	Equal Employment Opportunity
EEOC	Equal Employment Opportunity Commission
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
HHS	Health and Human Services
HUB	Historically Underutilized Business
LCP	Local Coordinated Plan
MAP-21	Moving Ahead for Progress in the Twenty First Century
MBE	Minority Business Enterprise
MTIP	Metropolitan Transportation Improvement Program
NCDOT	North Carolina Department of Transportation
NTI	National Transportation Institute
OMB	Office of Management and Budget
OPSTATS	Operating Statistics
PMP	Program Management Plan
PTD	NCDOT Public Transportation Division
RFP	Request for Proposals
RGP	Rural General Public
ROAP	Rural Operating Assistance Program
RTAP	Rural Transportation Assistance Program
SAFTEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
Section 5307	49 USC Section 5307
Section 5310	49 USC Section 5310
SMP	State Management Plan
STIP	State Transportation Improvement Program
TIP	Transportation Improvement Program
TDP	Transportation Development Plan
TEAM	FTA Transportation Electronic Award and Management
TMA	Transportation Management Area
USC	United States Code
USDOT	United States Department of Transportation
UPTAS	Uniform Public Transportation Accounting System
UZA	Urbanized Area
Wave or Wave Transit	Registered DBA of Cape Fear Public Transportation Authority
WBE	Woman Business Enterprise
WMPO	Wilmington Metropolitan Planning Organization

**WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION  
TRANSPORTATION ADVISORY COMMITTEE**

**RESOLUTION SUPPORTING THE SECTION 5310 PROGRAM MANAGEMENT PLAN**

**WHEREAS**, the Wilmington Urban Area Metropolitan Planning Organization provides transportation planning services for the City of Wilmington, Town of Carolina Beach, Town of Kure Beach, Town of Wrightsville Beach, Town of Belville, Town of Leland, Town of Navassa, New Hanover County, Brunswick County, Pender County, Cape Fear Public Transportation Authority and the North Carolina Board of Transportation; and

**WHEREAS**, in order for the Wilmington Urban Area to receive federal funds for the Elderly Persons and Persons with Disabilities Federal Transit Administration (FTA) 49 CFR § 5310 programs, the administrative recipient of funds allocated to the urbanized area must be designated by the Governor of North Carolina; and

**WHEREAS**, local utilization of FTA 49 CFR § 5310 program funds requires significant coordinated administration including certified allocation of funds on a fair and equitable basis, management of all aspects of grant distribution and oversight for subrecipients receiving funds under this program, and submitting reports as required by FTA; and

**WHEREAS**, the Wilmington MPO consulted with the CFPTA and on May 28, 2014 recommended the Authority as the designated recipient of 49 CFR § 5310 funds while the Wilmington MPO will serve as the lead agency for the project selection process; and

**WHEREAS**, on June 27, 2014, the North Carolina Secretary of Transportation designated the Cape Fear Public Transportation Authority as “the designated recipient” of the Persons with Disabilities Funding Program (Section 5310); and

**WHEREAS**, the allocation of Section 5310 funds requires an FTA approved Program Management Plan; and

**WHEREAS**, the Authority has developed a Draft Program Management Plan compliant with the provisions of FTA Circular 9070.1G; and

**WHEREAS**, public comment regarding the Draft Program Management Plan was solicited and considered during a thirty day review period and at a public hearing held before the Authority on April 23, 2015; and

**WHEREAS**, the Cape Fear Public Transportation Authority adopted the Final Program Management Plan on April 23, 2015.

**NOW THEREFORE**, be it resolved that the Wilmington Urban Area Metropolitan Planning Organization’s Transportation Advisory Committee hereby supports the Program Management Plan for Elderly and Disabled Transportation.

**ADOPTED** at a regular meeting of the Wilmington Urban Area Metropolitan Planning Organization Transportation Advisory Committee on June 24, 2015.

---

Laura Padgett, Chair  
Transportation Advisory Committee

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Mike Kozlosky, Secretary



# Wilmington Urban Area Metropolitan Planning Organization Surface Transportation Program-Direct Attributable DRAFT-Project Submittal Guide Fiscal Year 2016

Date of Release: September 14, 2015

Pre-application Review: October 12, 2015

Electronic Application Submittal Deadline: 5 pm November 20, 2015

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

In addition to apportioning Surface Transportation Program (STP) funds to each state for the state's entire Federal-aid system; Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) allocates STP Direct Attributable (STP-DA) funds directly to any Metropolitan Planning Organization (MPO) that is designated as a Transportation Management Area (TMA). STP 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](http://www.fhwa.dot.gov)).

As a Transportation Management Area (TMA), the Wilmington Urban Area Metropolitan Planning Organization (WMPO) will receive a direct allocation of STP-DA funding annually. This direct allocation is referred to by the WMPO as Surface Transportation Program Direct Attributable (STP-DA). The WMPO Transportation Advisory Committee (TAC) supported transferring an initial 15% annually from this direct allocation to supplement the Unified Planning Work Program (UPWP). The TAC adopted modal investment targets as follows for the remaining STP-DA funds: 20% to Public Transportation, 15% to Intersection improvements, 15% to Roadway Improvements, and 50% to Bicycle and Pedestrian Improvements. 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 2016, the meeting will be held on **August 19, 2015** at the **Planning Conference Room on the 4<sup>th</sup> 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 FY2016.

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## **Eligibility Criteria**

In order to be eligible for Surface Transportation Program – Direct Attributable (STP-DA) 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 STP-DA dollars as adopted by the Transportation Advisory Committee (TAC). Projects that do not meet these criteria will not be considered for funding.

**1) Federal Aid Eligible Projects**

The federal eligibility requirements associated with Transportation Alternative Program funding can be found in 23 USC §133 (<http://www.fhwa.dot.gov/map21/guidance/guidetap.cfm>)

**2) Locally Administered**

By submitting a project for STP-DA 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 STP-DA funding. The local government entities are also expected to make progress reports to the TAC 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/Long-Range Transportation Plan (MTP/LRTP). 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 TAC must approve any modifications. A copy of the current LRTP can be found here: <http://wmpo.org/plans.html>

**4) Locally funded with funding commitment**

All funds programmed with STP-DA dollars require a minimum 20% local cash 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.

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In addition to the provision of the match commitment submitted as part of the STP-DA 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 TAC 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 STP-DA funding requested from TAC + 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 2014 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 TAC. Due to the high administrative burden associated with projects funded with STP-DA dollars, the minimum estimated project cost shall be \$125,000.
- 2) **Project Submittal Limits**  
For FY 2016, 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.

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**3) No Unfunded Project Carry-Over**

Projects submitted in FY 2016 that are not prioritized for STP-DA funding are not automatically considered for funding in subsequent years. Any unfunded project may be resubmitted in subsequent years for funding.

**4) Construction Requirement within 10 years**

As a federal funding source, the use of STP-DA funds must result in achieving Construction Authorization of the project within 10 years of the fiscal year when Preliminary Engineering was authorized. As a result, projects that have cost overruns must be accounted for through a commitment of local funds through the construction phase. This provision may only be waived by the approval for additional funding from TAC and through additional STIP amendments by the Board of Transportation if needed.

## **Application Materials**

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

- 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 Form – Bicycle and Pedestrian Improvements
- 5) Resolutions of support from local government agency to apply for STP-DA funding AND committing a minimum 20% cans match. Signature must be provided. (See Exhibit B for an example)
- 6) Detailed Opinion of Probable Construction Costs
- 7) 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.

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## 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.

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## 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

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### 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 TAC). Local match and requested funding should be broken out.

**Total STP-DA funding requested from TAC** = 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 could 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.

**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.



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**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.

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

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#### 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 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.

**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 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.

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*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 jurisdictions' 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.

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**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 STP-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.

**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”.

**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”.

**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”.

**Total Cost of Project** – Provide the estimate that was provided on the Background Information form.

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Total Cost of Project = Total STP-DA funding requested from TAC + 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

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- 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.

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**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
<b>TOTAL</b>	<b>/120</b>

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## **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



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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 STP-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.

**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”

**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”

**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”

**Total Cost of Project** – Provide the estimate that was provided on the Background Information form

**Total Cost of Project** = Total STP-DA funding requested from TAC + 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

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**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
<b>TOTAL</b>	<b>/53</b>

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## 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 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.

**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/fhwasa08011/> 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 STP-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.

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Total Cost of Project = Total STP-DA funding requested from TAC + Total Local Match

**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”

**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”

**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”

**Total Cost of Project** – Provide the estimate that was provided on the Background Information form

**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)

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WMPO STP-DA Local Prioritization Process Cost Share

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**Roadway Competitive Process:**

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

**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 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 in a line-item cost form.

**7) 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)



Date: \_\_\_\_\_

**Type of Project:**

☐

Bicycle/Pedestrian

☐

Intersection Improvements

☐

Roadway

☐

Transit

**Project Phase:**

☐

NEPA/Design

☐

Right of Way

☐

Construction

**Project Information:**

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

TIP ID: \_\_\_\_\_ Total Project Cost: \_\_\_\_\_ Requested STP-DA Funding: \_\_\_\_\_

Primary Applicant: \_\_\_\_\_

Secondary Applicant: \_\_\_\_\_

Contact Person: \_\_\_\_\_

**Project Description:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Problem Statement:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LRTP Status:**

- a. ☐ Project is referenced on this page of the adopted *Cape Fear Commutes 2035 Transportation Plan*: \_\_\_\_\_  
or  
b. ☐ Project is not in the adopted *Cape Fear Commutes 2035 Transportation Plan*

Wilmington Metropolitan Planning Organization  
**STP-DA Funding Request Submittal Form for  
 Bicycle and Pedestrian Improvements**



**Project Name:** \_\_\_\_\_

**Primary Applicant:** \_\_\_\_\_

**Secondary Applicant:** \_\_\_\_\_

**Who will maintain this project after completion?** \_\_\_\_\_

**\*\*\*\*For Guidance in filling out this application, please refer to Submittal Guide.\*\*\*\***

**1. Project Readiness: (5 point maximum)**

- a. ☐ **Environmental Investigation/Permitting** – Project is in the stages of Environmental documentation and/or permitting (1 point)
- b. ☐ **Design/Survey/Construction Documents** – Project has or is in the process of surveying or construction Document preparations (1 point)
- c. ☐ **ROW acquisition** – Project is in stages of Right-of-Way acquisition (1 point)
- d. ☐ **Bid Phase** – Project has been./or is in the stages of obtaining construction bids (1 point)
- e. ☐ **Partial Construction** – Project has begun construction or has been awarded and contract has been Executed. (1 point)

**(WMPO INTERNAL USE ONLY) Total Project Readiness Points: / 5**

**2. Closing a Gap: (5 point maximum)      \*\*Include on a separate 'Closing a Gap' Map – Exhibit C\*\***

- a. ☐ Closing an internal gap in total facility length > 2 miles (5 points)
- or**
- b. ☐ Closing an internal gap in total facility length > 0.5 miles (3 points)
- or**
- c. ☐ Providing an extension making total facility length > 2 miles (3 points)
- or**
- d. ☐ No gap and proposed facility length < 2miles (0 points)

Link Explanation: \_\_\_\_\_

(WMPO INTERNAL USE ONLY) Total Missing Link Points: /5

**3. Major Obstacle:** (5 point maximum) \*\*Include on required 'Map of Proposed Project' – Exhibit A\*\*

- a. ☐ **High** - new connection created across a river, railroad, or limited-access multi-lane freeway (5 points)
- or
- b. ☐ **Medium** - new connection created across a roadway containing four or more lanes (3 points)
- or
- c. ☐ **None** - no connection between any major obstacles listed above (0 points)

(WMPO INTERNAL USE ONLY) Total Major Obstacle Points: / 5

**4. Safety Concern:** (10 point maximum)

Number of Bicycle/Pedestrian Crashes: \_\_\_\_\_ (TEAAS 5 year data)

Note: Project will receive 1 point per crash with a max of 10 Points

(WMPO INTERNAL USE ONLY) Total Safety Concern Points: / 10

**5. Goat Path:** (5 point maximum)

- a. ☐ **Yes** - The project will provide a facility where a documented worn path has been created by users (5 points)
- or
- b. ☐ **No** - The project does not provide a goat path facility (0 points)

(WMPO INTERNAL USE ONLY) Total Goat Path Points: / 5

**6. Adopted in Plan/Policy:** (5 point maximum)

- a. ☐ **Yes** - The project has been adopted in a plan or policy by resolution  
Note: Signed resolution must be attached (5 points)
- or
- b. ☐ **No** - The project has not been adopted in plan or policy (0 points)

List plans/policy: \_\_\_\_\_



**7. Local Match:** (15 point maximum)

- a. ☐ The project has the required 20% local funding match (0 points)
- or
- b. ☐ The project has a 30% or more local funding match (5 points)
- or
- c. ☐ The project has a 40% or more local funding match (10 points)
- or
- d. ☐ The project has a 50% or more local funding match (15 points)
- \*\*\*\*Signed resolution on letterhead MUST be included with application and must show financial commitment. See Exhibit C \*\*\*\*

(WMPO INTERNAL USE ONLY) Total Local Match Points: / 15

**8. Project Cost Table**

Cost of NEPA/Design Phase:

Cost of Right-of-Way Phase:

Cost of Construction Phase:

Total Local Match:  
Total TAP-DA Funding Required:  
Total Cost of Project:

**9. Proximity of a School:** (23 point maximum) \*\*Include on a separate 'Proximity of a School' Map – see Exhibit D\*\*

- a. The project is located within ½ mile of: (check all that apply)
- ☐ Elementary School    ☐ Middle School    ☐ High School    ☐ College/University  
(5.75 points for each)
- b. The project is located within 1 mile of: (check all that apply)
- ☐ Elementary School    ☐ Middle School    ☐ High School    ☐ College/University

	<p style="text-align: right;">(3 points for each)</p> <p>c. The project is located within 1½ mile of: (check all that apply)</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div><input type="checkbox"/> Elementary School</div> <div><input type="checkbox"/> Middle School</div> <div><input type="checkbox"/> High School</div> <div><input type="checkbox"/> College/University</div> </div> <p style="text-align: right;">(1 point for each)</p> <p>or</p> <p>d. <input type="checkbox"/> The project is located more than 1½ mile from any schools:</p> <p style="text-align: right;">(0 points)</p>	
<b>(WMPO INTERNAL USE ONLY) Total Proximity to School Points:</b>		/ 23

<b>10. Bicycle / Pedestrian Generators:</b> (25 point maximum) **Include on a separate 'Bicycle/Pedestrian Generator Map' – see Exhibit E**		
	<p>a. The project is located within a ½ mile radius of: (check all that apply)</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div><input type="checkbox"/> Residential Areas</div> <div><input type="checkbox"/> Park/Playground/Recreation Center</div> <div><input type="checkbox"/> Library</div> <div><input type="checkbox"/> Shopping/Retail &amp; Services</div> <div><input type="checkbox"/> Business Park/Office/Hospital</div> </div> <p style="text-align: right;">(5 points for each)</p> <p>b. <input type="checkbox"/> The project is not located within a ½ mile radius of any residential areas, park/playground/recreation centers, libraries, shopping/retail and services, and business parks/offices/hospitals</p> <p style="text-align: right;">(0 points)</p>	
<b>(WMPO INTERNAL USE ONLY) Total Bicycle/Pedestrian Generator Points:</b>		/ 25

<b>11. Connection to Transit:</b> (10 point maximum) **Include on required 'Map of Proposed Project' – Exhibit A Map**		
	<p>a. <input type="checkbox"/> The project will connect to a bus stop</p> <p style="text-align: right;">(10 points)</p> <p>or</p> <p>b. <input type="checkbox"/> The project will connect to a park and ride lot</p> <p style="text-align: right;">(5 points)</p> <p>or</p> <p>c. <input type="checkbox"/> The project does not offer any connection to transit locations</p> <p style="text-align: right;">(0 points)</p>	
<b>(WMPO INTERNAL USE ONLY) Total Connection to Transit Points:</b>		/ 10

<b>12. WMPO Parallel Function Class:</b> (7 point maximum)		
	<p>a. <input type="checkbox"/> Primary Arterial</p> <p style="text-align: right;">(7 points)</p> <p>or</p> <p>b. <input type="checkbox"/> Minor Arterial</p> <p style="text-align: right;">(5 points)</p> <p>or</p> <p>c. <input type="checkbox"/> Collector Street</p> <p style="text-align: right;">(3 points)</p> <p>or</p>	

d. <input type="checkbox"/> Local Street	(1 point)
<b>or</b>	
e. <input type="checkbox"/> Cul-de-Sac/Dead-end	(0 points)
<b>(WMPO INTERNAL USE ONLY) Total Points for Associated Parallel Function Class:</b>	
	/ 7

<b>13. Right-of-Way/Easement Dedication:</b> (5 point maximum)	
a. <input type="checkbox"/> No additional right-of-way and no major utility relocations	(5 points)
<b>or</b>	
b. <input type="checkbox"/> Minimal additional right-of-way needed and no major utility relocations	(3 points)
<b>or</b>	
c. <input type="checkbox"/> Significant additional right-of-way needed	(1 point)
<b>and/or</b>	
d. <input type="checkbox"/> Major utility relocations needed	(1 point)
<b>(WMPO INTERNAL USE ONLY) Total Right-of-Way/Easement Points:</b>	
	/ 5
<b>(WMPO INTERNAL USE ONLY) Total Points:</b>	
	/120

Wilmington Metropolitan Planning Organization  
STP-DA Funding Request Submittal Form for  
Intersection Improvements



Project Name: \_\_\_\_\_

Primary Applicant: \_\_\_\_\_

Secondary Applicant: \_\_\_\_\_

Who will maintain this project after completion? \_\_\_\_\_

\*\*\*\*For Guidance in filling out this application, please refer to Submittal Guide.\*\*\*\*

**1. Project Readiness: (5 point maximum)**

- a. ☐ **Environmental Investigation/Permitting** – Project is in the stages of Environmental documentation and/or permitting (1 point)
- b. ☐ **Design/Survey/Construction Documents** – Project has or is in the process of surveying or construction Document preparations (1 point)
- c. ☐ **ROW acquisition** – Project is in stages of Right-of-Way acquisition (1 point)
- d. ☐ **Bid Phase** – Project has been./or is in the stages of obtaining construction bids (1 point)
- e. ☐ **Partial Construction** – Project has begun construction or has been awarded and contract has been Executed. (1 point)

**(WMPO INTERNAL USE ONLY) Total Project Readiness Points: / 5**

**2. Safety: (10 point maximum)**

- a. ☐ 1 or more fatalities and/or 15 or greater accidents have been recorded at the intersection (10 points)
- or
- b. ☐ More than 14 accidents have been recorded at the intersection (10 points)
- or
- c. ☐ 5 - 14 accidents have been recorded at the intersection (5 points)
- or
- d. ☐ Less than 5 accidents have been recorded at the intersection (3 points)
- or
- e. ☐ No accidents have been recorded at the intersection

(0 points)

**(WMPO INTERNAL USE ONLY) Total Safety Points:** / 10

**3. Right-of-Way/Easement Dedication:** (5 point maximum)

a. ☐ No additional right-of-way needed (5 points)

or

b. ☐ Minimal additional right-of-way needed (3 points)

or

c. ☐ Significant additional right-of-way needed (1 point)

**(WMPO INTERNAL USE ONLY) Total Right-of-Way/Easement Points:** / 5

**4. Constructability:** (5 point maximum)

a. ☐ No significant impacts (5 points)

or

b. ☐ Widening of pavement/minimal utility relocation (3 points)

or

c. ☐ Total rebuild of existing conditions/substantial utility relocation (1 point)

or

d. ☐ Significant impacts involved (0 points)

**(WMPO INTERNAL USE ONLY) Total Safety Points:** / 5

**5. Supplemental Funding Source:** (3 point maximum)

a. The project has a supplemental funding source  
☐ Yes (3 points)

☐ No (0 points)

**(WMPO INTERNAL USE ONLY) Total Bicycle/Pedestrian Generator Points:** / 3

**6. Local Match: (15 point maximum)**

- a. ☐ The project has the required 20% local funding match (0 points)
- or**
- b. ☐ The project has a 30% or more local funding match (5 points)
- or**
- c. ☐ The project has a 40% or more local funding match (10 points)
- or**
- d. ☐ The project has a 50% or more local funding match (15 points)
- \*\*Signed resolution on letterhead MUST be included with application and must show financial commitment. See Exhibit C \*\***

**(WMPO INTERNAL USE ONLY) Total Local Match Points: / 15****7. Project Cost Table**

Cost of NEPA/Design Phase:

Cost of Right-of-Way Phase:

Cost of Construction Phase:

**Total Cost of Project:****8. Volume to Capacity Ratio: (10 point maximum)**

- a. ☐  $V/C > 1$  (10 points)
- or**
- b. ☐  $0.5 < V/C < 1$  (5 points)
- or**
- c. ☐  $0 < V/C < 0.5$  (3 points)

**(WMPO INTERNAL USE ONLY) Total Project Phase Points: / 10****(WMPO INTERNAL USE ONLY) Total Project Points: / 53**

Wilmington Metropolitan Planning Organization  
**STP-DA Funding Request Submittal Form for  
 Roadway Improvements**



**Project Name:** \_\_\_\_\_

**Primary Applicant:** \_\_\_\_\_

**Secondary Applicant:** \_\_\_\_\_

**Who will maintain this project after completion?** \_\_\_\_\_

**\*\*\*\*For Guidance in filling out this application, please refer to Submittal Guide.\*\*\*\***

**1. Project Readiness: (5 point maximum)**

- a. ☐ **Environmental Investigation/Permitting** – Project is in the stages of Environmental documentation and/or permitting (1 point)
- b. ☐ **Design/Survey/Construction Documents** – Project has or is in the process of surveying or construction Document preparations (1 point)
- c. ☐ **ROW acquisition** – Project is in stages of Right-of-Way acquisition (1 point)
- d. ☐ **Bid Phase** – Project has been./or is in the stages of obtaining construction bids (1 point)
- e. ☐ **Partial Construction** – Project has begun construction or has been awarded and contract has been Executed. (1 point)

**(WMPO INTERNAL USE ONLY) Total Project Readiness Points: / 5**

**2. Volume to Capacity Ratio: (5 point maximum)**

- a. ☐  $V/C < 0.2$  (0 points)
- b. ☐  $V/C < 0.4$  ( 2 points)
- c. ☐  $V/C < 0.6$  ( 3 points)
- d. ☐  $V/C < 0.8$  ( 4 points)
- e. ☐  $V/C > 0.8$  ( 5 points)

**(WMPO INTERNAL USE ONLY) Total Volume to Capacity Ratio Points: / 5**

**3. Crash Reduction Factors: (5 point maximum)**

- a. ☐ CRF< 10% (0 points)
- b. ☐ CRF> 10% ( 1 point)
- c. ☐ CRF> 20% ( 2 points)
- d. ☐ CRF> 30% ( 3 points)
- e. ☐ CRF> 40% ( 4 points)
- f. ☐ CRF> 50% ( 5 points)

**(WMPO INTERNAL USE ONLY) Total Volume to Capacity Ratio Points: / 5**

**4. LRTP Horizon Year: (5 point maximum)**

- a. ☐ Post-Year (0 points)
- b. ☐ 2026-2035 ( 1.5 points)
- c. ☐ 2016-2025 ( 2.5 points)
- d. ☐ 2010-2015 ( 5 points)

**(WMPO INTERNAL USE ONLY) Total LRTP Horizon Year Points: / 5**

**5. Local Match: (15 point maximum)**

- a. ☐ The project has the required 20% local funding match (0 points)
- or**
- b. ☐ The project has a 30% or more local funding match (5 points)
- or**
- c. ☐ The project has a 40% or more local funding match (10 points)
- or**
- d. ☐ The project has a 50% or more local funding match (15 points)

\*\*\*\*Signed resolution on letterhead MUST be included with application and must show financial commitment. See Exhibit C \*\*\*\*

**(WMPO INTERNAL USE ONLY) Total Local Match Points: / 15**



**6. Right-of-Way/Easement Dedication: (5 point maximum)**

- a. ☐ No additional right-of-way and no major utility relocations (5 points)
- or
- b. ☐ Minimal additional right-of-way needed and no major utility relocations (3 points)
- and/or
- c. ☐ Significant additional right-of-way needed (1 point)
- and/or
- d. ☐ Major utility relocations needed (1 point)

**(WMPO INTERNAL USE ONLY) Total Right-of-Way/Easement Points:**

/ 5

**7. Project Cost Table**

Cost of NEPA/Design Phase:

Cost of Right-of-way Phase:

Cost of Construction Phase:

**Total Cost of Project:****8. Cost Effectiveness: (13 point maximum)**

The following formula will be used to calculate the cost –effectiveness score. These points will be scaled based on all candidate project's cost effectiveness scores, with the highest project earning 13 points and the lowest project scoring 0 points

$$\frac{(\text{Total Points} - \text{Local Match Points})}{\text{WMPO STP-DA Local Prioritization Process Cost Share}}$$
**(WMPO INTERNAL USE ONLY) Total Cost Effectiveness Points:**

/13

**(WMPO INTERNAL USE ONLY) Total Project Points:**

/ 53

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.





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



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



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.



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.

1/2 MILE BUFFER

Oak Street

9th Street

Lake Avenue



**STP/TAP FY16 PROJECT**  
**WMPO MEMBER JURISDICTION**

**Opinion of Probable Construction Cost-EXAMPLE**

Item #	Description	Quantity	UOM	Unit Price	Total Cost
1	MOBILIZATION	1	LS	\$ 40,000.00	\$ 40,000.00
2	CONST SURVEY	1	LS	\$ 5,000.00	\$ 5,000.00
3	CLEAR AND GRUB	2.5	AC	\$ 2,000.00	\$ 5,000.00
4	TRAFFIC CONTROL	1	LS	\$ 5,000.00	\$ 5,000.00
5	GRADING	1900	CY	\$ 15.00	\$ 28,500.00
6	CURB RAMPS	4	EA	\$ 500.00	\$ 2,000.00
7	INCIDENTAL STONE	100	TON	\$ 35.00	\$ 3,500.00
8	DRAINAGE IMPROVEMENTS	1	LS	\$ 50,000.00	\$ 50,000.00
9	#57 STONE	15	TON	\$ 50.00	\$ 750.00
10	AGGREGATE BASE CRSE	2500	TON	\$ 65.00	\$ 162,500.00
11	ASPH CONC SURF CRSE, S9.5B	700	TON	\$ 95.00	\$ 66,500.00
12	SEEDING & MULCHING	2.5	AC	\$ 1,600.00	\$ 4,000.00
13	REMOVABLE BOLLARDS W/ MARKINGS	24	EA	\$ 800.00	\$ 19,200.00
14	THERMO PVT MKGLINES (4", 90 MILS)	5100	LF	\$ 0.55	\$ 2,805.00
15	THERMO PVT MKGLINES (24", 120 MILS)	120	LF	\$ 7.60	\$ 912.00
<b>Project Construction Subtotal</b>					<b>\$ 395,667.00</b>
<b>10%Contingency</b>					<b>\$ 39,566.70</b>
<b>Engineering, Design, CA Services</b>					<b>\$ 98,916.75</b>
<b>Project Total</b>					<b>\$ 534,150.45</b>

**WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION  
TRANSPORTATION ADVISORY COMMITTEE**

**RESOLUTION ADOPTING THE 2016 SURFACE TRANSPORTATION PROGRAM-DIRECT  
ATTRIBUTABLE FUNDING PROJECT SUBMITTAL GUIDE AND COMPETITIVE PROCESS**

**WHEREAS**, the Wilmington Urban Area Metropolitan Planning Organization provides transportation planning services for the City of Wilmington, Town of Carolina Beach, Town of Kure Beach, Town of Wrightsville Beach, Town of Belville, Town of Leland, Town of Navassa, New Hanover County, Brunswick County, Pender County, Cape Fear Public Transportation Authority and the North Carolina Board of Transportation; and

**WHEREAS**, on July 18, 2012 the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA) designated the Wilmington Urban Area Metropolitan Planning Organization as a Transportation Management Area (TMA); and

**WHEREAS**, Surface Transportation Program-Direct Attributable (STP-DA) funds are available for all designated TMAs; and

**WHEREAS**, the Wilmington Urban Area Metropolitan Planning Organization Transportation Advisory Committee has the ability to directly program STP-DA funds on eligible projects submitted by eligible entities through a competitive process; and

**WHEREAS**, the Wilmington Urban Area Metropolitan Planning Organization has developed the STP-DA Funding Project Submittal Guide and Competitive Process for the distribution of the STP-DA funds.

**NOW, THEREFORE, BE IT RESOLVED**, that the Wilmington Metropolitan Planning Organization's Transportation Advisory Committee hereby adopts the 2016 Surface Transportation Program-Direct Attributable Funding Project Submittal Guide and Competitive Process.

**ADOPTED** at a regular meeting of the Wilmington Urban Area Metropolitan Planning Organization Transportation Advisory Committee on June 24, 2015.

---

Laura Padgett, Chair  
Transportation Advisory Committee

---

Mike Kozlosky, Secretary





# Wilmington Urban Area Metropolitan Planning Organization Transportation Alternatives Program-Direct Attributable DRAFT - Project Submittal Guide Fiscal Year 2016

Date of Release: September 14, 2015

Pre-application Review: October 13, 2015

Electronic Application Submittal Deadline: 5 pm November 20, 2015

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

Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) created the Transportation Alternatives Program (TAP). Pre Map-21 programs including Transportation Enhancements, Recreational Trails, Safe Routes to School and several other discretionary programs have been wrapped into this single funding source. TAP now includes the following:

- Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclist, and other nonmotorized forms of transportation.
- Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
- Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other nonmotorized transportation users.
- Community improvement activities, including
  - Inventory, control, or removal of outdoor advertising;
  - Historic preservation and rehabilitation of historic transportation facilities;
  - Vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control;
  - Archaeological activities relating to impacts from implementation of transportation project eligible under 23 USC.
- Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to
  - Address stormwater management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff;
  - Reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats.
- Recreations trails program under 23 USC 206.
- Safe Routes to School program under § 1404 of SAFETEA-LU.
- Planning, designing, or constructing boulevards and other roadways largely in right-of-way of former Interstate System routes or other divided highways.

As a Transportation Management Area (TMA), the Wilmington Urban Area Metropolitan Planning Organization (WMPO) will receive a direct allocation of \$222,151.50 in TAP funding annually. This direct allocation is referred to by the WMPO as Transportation Alternative Program Direct Attributable (TAP-DA). A competitive process has been adopted to determine which projects are funded. Due to the variety of projects and the small amount of money, the Transportation Advisory Committee (TAC) gave direction to use the funding for bike/ped projects using the existing Surface Transportation Program – Direct Attributable (STP-DA) bike/ped process for determining fiscal year 2016 (FY 2016) projects. Each jurisdiction is able to submit one project of not less than \$50,000 for possible award.

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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 2016, the meeting will be held on **August 19, 2015** at the **Planning Conference Room on the 4<sup>th</sup> 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 FY2016.

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## **Eligibility Criteria**

In order to be eligible for Transportation Alternatives Program – Direct Attributable (TAP-DA) 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 TAP-DA dollars as adopted by the Transportation Advisory Committee (TAC). Projects that do not meet these criteria will not be considered for funding.

**1) Federal Aid Eligible Projects**

The federal eligibility requirements associated with Transportation Alternative Program funding can be found in 23 USC §213 (<http://www.fhwa.dot.gov/map21/guidance/guidetap.cfm>)

**2) Locally Administered**

By submitting a project for TAP-DA 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 TAP-DA funding. The local government entities are also expected to make progress reports to the TAC 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/Long-Range Transportation Plan (MTP/LRTP). 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 TAC must approve any modifications.

**4) Locally funded with funding commitment**

All funds programmed with TAP-DA dollars require a minimum 20% local cash match. This must be demonstrated by attaching a signed copy of the resolution of support authorizing the local government to apply and provide financial support for the project. If an application is a primary/secondary applicant

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format, a resolution by all parties involved must be submitted with the application. Applications will be considered incomplete without a signed resolution committing financial support.

In addition to the provision of the match commitment submitted as part of the TAP-DA 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 TAC 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 \$50,000.

Total Cost of Project = Total STP-DA funding requested from TAC + Total Local Match

For example, if \$50,000 is requested, the minimum local match will be \$10,000 for a minimum total project cost of \$60,000.

### **Program Administrative Details**

**1) Project Submittal Limits**

For FY 2016, the maximum number of project submittals allowed per jurisdiction is one.

**2) No Unfunded Project Carry-Over**

Projects submitted in FY 2016 that are not prioritized for TAP-DA funding are not automatically considered for funding in subsequent years. Any unfunded project may be resubmitted in subsequent years for funding.

**3) Construction Requirement within 10 years**

As a federal funding source, the use of TAP-DA funds must result in achieving Construction Authorization of the project within 10 years of the fiscal year when Preliminary Engineering was authorized. As a result, projects that have cost

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overruns must be accounted for through a commitment of local funds through the construction phase. This provision may only be waived by the approval for additional funding from TAC and through additional STIP amendments by the Board of Transportation if needed.

## **Application Materials**

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

- 1) Map of project (See Exhibit A for an example)
- 2) GIS file of project
- 3) Funding Request Submittal Form – Background Information
- 4) Funding Request Submittal Form – Bicycle and Pedestrian Improvements
- 5) Signed resolutions of support from local government to apply and provide financial commitment (See Exhibit B for an example)
- 6) Detailed Opinion of Probable Construction Costs
- 7) 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 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 application) or connecting to transit (#10 in 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:

**Project Phase** – Choose the phase of the project that is to be completed next.

**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, include 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 TAC). Local match and requested funding should be broken out.



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**Total TAP-DA funding requested from TAC = Total Cost of Project – Total Local Match**

**Sponsoring Agency** – The name of your agency.

**Managing Agency** – The managing agency will typically be the sponsoring agency; in some cases, however, local governments could 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.

**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.

**L RTP Status** – Insert the page number where the project is referenced in the current L RTP. If the project is not in the current L RTP, check the corresponding box.

**4) Funding Request Submittal Form – 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 sponsoring agency 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.

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*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 a gap in total facility length > 2 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 2 miles in continuous length.

*Closing a 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

**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 apply 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 and within approximately ½ mile of the proposed facility.

**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 signed resolution. Plan must have been adopted prior to September 16, 2013.

**Local Match** – The minimum local match required on all TAP-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 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 including a commitment of funds is required for the application to be complete. Resolution must specifically include the financial commitment. See Exhibit C for an example of a resolution.

**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”.

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**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”.

**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”.

**Total Cost of Project** – Provide the estimate that was provided on the Background Information form.

Total Cost of Project = Total TAP-DA funding requested from TAC + 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

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following:

- a. Full extent of proposed project
- b. Inset vicinity map – use your jurisdiction's 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. 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

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from 3 or more property owners.

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

### **Competitive Process**

Project Readiness	/5
Closing A Gap	/5
Major Obstacle	/5
Safety Concern	/10
Goat Path	/5
Adopted in Plan	/15
Local Match	/15
Proximity of a School	/23
Bicycle/Pedestrian Generators	/25
Connection to Transit	/10
WMPO Parallel Function Class	/7
Right-of-Way/Easement Dedication and Utility Relocation	/10
<b>TOTAL</b>	<b>/135</b>

### **5) Resolution of Support**

Resolution must be on letterhead and signed for application to be considered to be complete. Resolution must include a specific amount of committed matching funds. See Exhibit C for an example resolution.

### **6) Detailed Opinion of Probable Construction Costs**

Detailed Anticipated Construction Costs 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 in a line-item cost form.

### **7) 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)



Wilmington Metropolitan Planning Organization  
TAP-DA Funding Request Submittal Form- Background Information

Date: \_\_\_\_\_

**Type of Project:**

☐ Bicycle/Pedestrian

**Project Phase:**

☐ NEPA/Design

☐ Right of Way

☐ Construction

**Project Information:**

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

TIP ID: \_\_\_\_\_ Total Project Cost: \_\_\_\_\_ Requested TAP-DA Funding \_\_\_\_\_

Primary Applicant: \_\_\_\_\_

Secondary Applicant: \_\_\_\_\_

Managing Agency: \_\_\_\_\_

Contact Person: \_\_\_\_\_

**Project Description:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Problem Statement:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LRTP Status:**

- a. ☐ Project is referenced in this appendix on this page of the adopted *Cape Fear Commutes 2035 Transportation Plan*: \_\_\_\_\_
- or
- b. ☐ Project is not in the adopted *Cape Fear Commutes 2035 Transportation Plan*

Wilmington Metropolitan Planning Organization  
**TAP-DA Funding Request Submittal Form for  
Bicycle and Pedestrian Improvements**



**Project Name:** \_\_\_\_\_

**Primary Applicant:** \_\_\_\_\_

**Secondary Applicant:** \_\_\_\_\_

**Who will maintain this project after completion?** \_\_\_\_\_

**\*\*\*\*For Guidance in filling out this application, please refer to Submittal Guide.\*\*\*\***

**1. Project Readiness: (5 point maximum)**

- a. ☐ **Environmental Investigation/Permitting** – Project is in the stages of Environmental documentation and/or permitting (1 point)
- b. ☐ **Design/Survey/Construction Documents** – Project has or is in the process of surveying or construction Document preparations (1 point)
- c. ☐ **ROW acquisition** – Project is in stages of Right-of-Way acquisition (1 point)
- d. ☐ **Bid Phase** – Project has been./or is in the stages of obtaining construction bids (1 point)
- e. ☐ **Partial Construction** – Project has begun construction or has been awarded and contract has been Executed. (1 point)

**(WMPO INTERNAL USE ONLY) Total Project Readiness Points: / 5**

**2. Closing a Gap: (5 point maximum) \*\*\*\* Include on a separate 'Closing a Gap' Map – Exhibit C \*\*\*\***

- a. ☐ Closing an internal gap in total facility length > 2 miles (5 points)
- or**
- b. ☐ Closing an internal gap in total facility length > 0.5 miles (3 points)
- or**
- c. ☐ Providing an extension making total facility length > 2 miles (3 points)
- or**
- d. ☐ No gap and proposed total facility length < 2 miles (0 points)

**(WMPO INTERNAL USE ONLY) Total Missing Link Points: / 5**



Link Explanation: \_\_\_\_\_

**3. Major Obstacle:** (5 point maximum) **\*\*Include on required 'Map of Proposed Project' – Exhibit A\*\***

- a. ☐ **High** - new connection created across a river, railroad, or limited-access multi-lane freeway (5 points)
- or
- b. ☐ **Medium** - new connection created across a roadway containing four or more lanes (3 points)
- or
- c. ☐ **None** - no connection between any major obstacles listed above (0 points)

**(WMPO INTERNAL USE ONLY) Total Major Obstacle Points:** / 5

**4. Safety Concern:** (10 point maximum)

**Number of Bicycle/Pedestrian Crashes:** \_\_\_\_\_ (TEASS 5 yr data)

**1 point per crash with a max of 10 points**

**(WMPO INTERNAL USE ONLY) Total Safety Concern Points:** / 10

**5. Goat Path:** (5 point maximum)

- a. ☐ **Yes** - The project will provide a facility where a documented worn path has been created by users (5 points)
- or
- b. ☐ **No** - The project does not provide a goat path facility (0 points)

**(WMPO INTERNAL USE ONLY) Total Goat Path Points:** / 5

**6. Adopted in Plan:** (15 point maximum)

- a. ☐ **Yes** – The project has been adopted in Cape Fear Commutes 2035 (10 points)
- or
- b. ☐ **Yes** - The project has been adopted in a plan or policy by resolution (5 points)
- or
- c. ☐ **No** - The project has not been adopted in plan or policy (0 points)

(WMPO INTERNAL USE ONLY) Total Plan Adoption Points: / 15

List plans: \_\_\_\_\_

**7. Local Match:** (15 point maximum)

- a. ☐ The project has the required 20% local funding match (0 points)
- or
- b. ☐ The project has a 30% or more local funding match (5 points)
- or
- c. ☐ The project has a 40% or more local funding match (10 points)
- or
- d. ☐ The project has a 50% or more local funding match (15 points)

(WMPO INTERNAL USE ONLY) Total Local Match Points: / 15

**8. Project Cost Table**

Cost of NEPA/Design Phase:

Cost of Right-of-Way Phase:

Cost of Construction Phase:

Total Estimated Cost of Project:

Total Local Match:

Total TAP-DA Funding Requested:

**9. Proximity of a School:** (23 point maximum) \*\*Include on a separate 'Proximity of a School' Map – See Exhibit D\*\*

- a. The project is located within ½ mile of: (check all that apply)
- ☐ Elementary School ☐ Middle School ☐ High School ☐ College/University (5.75 points for each)
- b. The project is located within 1 mile of: (check all that apply)
- ☐ Elementary School ☐ Middle School ☐ High School ☐ College/University (3 points for each)
- c. The project is located within 1½ mile of: (check all that apply)
- ☐ Elementary School ☐ Middle School ☐ High School ☐ College/University

<b>or</b>	(1 point for each)
d. <input type="checkbox"/> The project is located more than 1½ mile from any schools:	(0 points)
<b>(WMPO INTERNAL USE ONLY) Total Proximity to School Points:</b> / 23	

<b>10. Bicycle / Pedestrian Generators:</b> (25 point maximum) **Include on a separate 'Bicycle/Pedestrian Generator Map' – See Exhibit E**	
a. The project is located within a ½ mile radius of: (check all that apply)	
<input type="checkbox"/> Residential Areas <input type="checkbox"/> Public Park/Playground/Recreation Center <input type="checkbox"/> Public Library	
<input type="checkbox"/> Shopping/Retail & Services <input type="checkbox"/> Business Park/Office/Hospital	(5 points for each)
b. <input type="checkbox"/> The project is not located within a ½ mile radius of any residential areas, park/playground/recreation centers, libraries, shopping/retail and services, and business parks/offices/hospitals	(0 points)
<b>(WMPO INTERNAL USE ONLY) Total Bicycle/Pedestrian Generator Points:</b> / 25	

<b>11. Connection to Transit:</b> (10 point maximum) **Include on required 'Map of Proposed Project' – See Exhibit A**	
a. <input type="checkbox"/> The project will connect to a bus stop	(10 points)
<b>or</b>	
b. <input type="checkbox"/> The project will connect to a park and ride lot	(5 points)
<b>or</b>	
c. <input type="checkbox"/> The project does not offer any connection to transit locations	(0 points)
<b>(WMPO INTERNAL USE ONLY) Total Connection to Transit Points:</b> / 10	

<b>12. WMPO Parallel Function Class:</b> (7 point maximum)	
a. <input type="checkbox"/> Primary Arterial	(7 points)
<b>or</b>	
b. <input type="checkbox"/> Minor Arterial	(5 points)
<b>or</b>	
c. <input type="checkbox"/> Collector Street	(3 points)
<b>or</b>	
d. <input type="checkbox"/> Local Street	(1 point)
<b>or</b>	
e. <input type="checkbox"/> Cul-de-Sac/Dead-end	

(0 points)	
<b>(WMPO INTERNAL USE ONLY) Total Points for Associated Parallel Function Class:</b>	<b>/ 7</b>

13. Right-of-Way/Easement Dedication and Utility Relocation: (10 point maximum)	
a. <input type="checkbox"/> No additional right-of-way and/or easement	(5 points)
<b>or</b>	
b. <input type="checkbox"/> No major utility relocation	(5 points)
<b>or</b>	
c. <input type="checkbox"/> Minimal additional right-of-way and/or easements needed	(3 points)
<b>or</b>	
d. <input type="checkbox"/> Minimal utility relocation	(3 points)
<b>or</b>	
e. <input type="checkbox"/> Significant additional right-of-way needed	(1 point)
<b>or</b>	
f. <input type="checkbox"/> Major utility relocations needed	(1 point)
<b>(WMPO INTERNAL USE ONLY) Total Right-of-Way/Easement Points: /10</b>	

<b>(WMPO INTERNAL USE ONLY) Total Project Points:</b>	<b>/ 135</b>
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TAP-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)

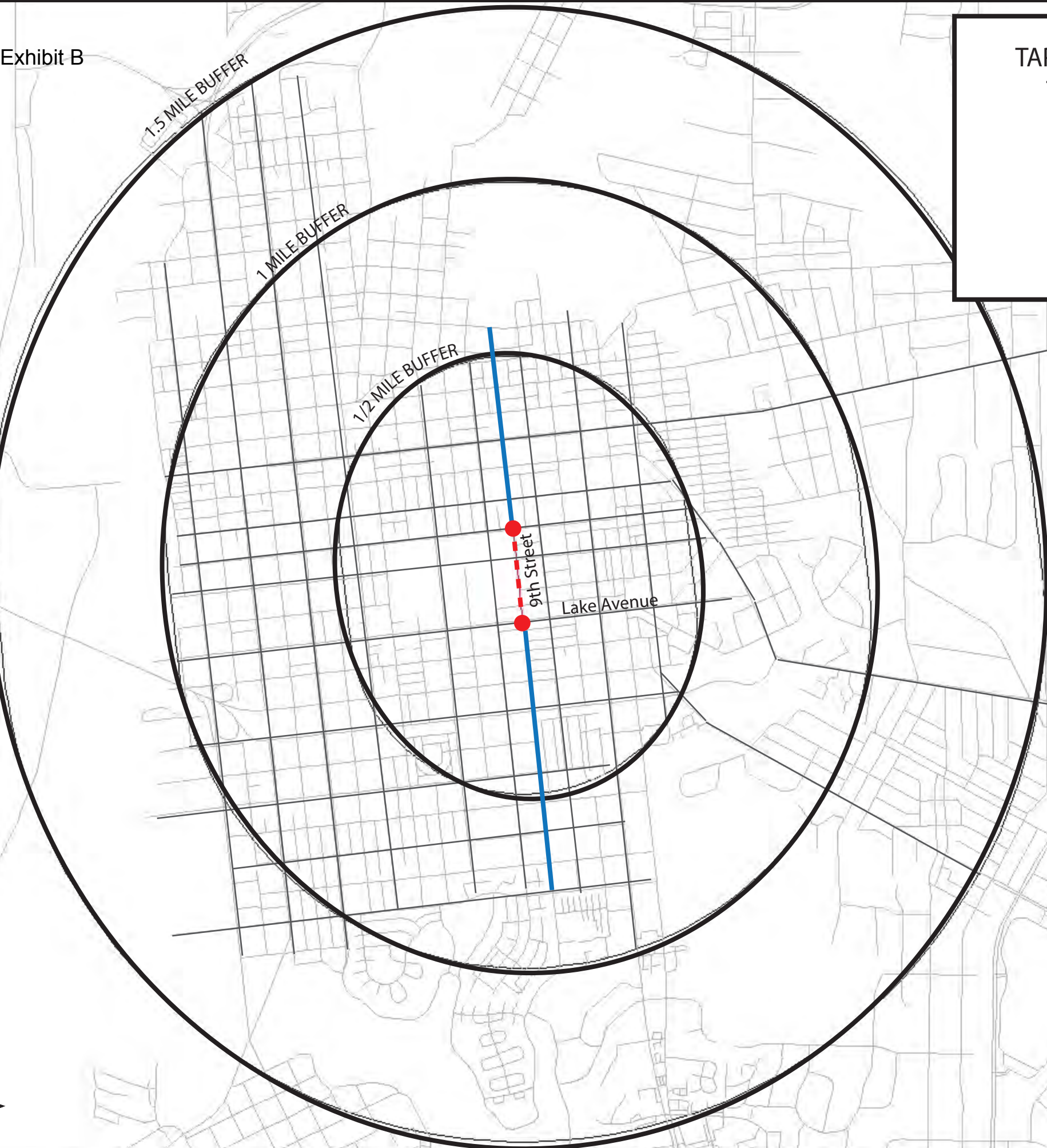


1,000 feet

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 TAP-DA applicants. This map is required for application to be complete. Not all components in legend are applicable to every proposed project.







TAP-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 TAP-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.

(sample)

Resolution authorizing (a local government) to submit an application to the Wilmington Metropolitan Planning Organization in the Amount of \$\_\_\_\_\_ for Transportation Alternatives Program - Direct Attributable 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 Transportation Alternatives Program - Direct Attributable Funding (TAP-DA). A total of \$\_\_\_\_\_ is available to award. TAP-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 one application of not less than \$50,000 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 TAP-DA funds requesting, and proposed match (percentage and amount).>

THEREFORE, BE IT RESOLVED:

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

SIGNATURE REQUIRED



TAP-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 TAP-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.





TAP-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 TAP-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.

1/2 MILE BUFFER

Oak Street

9th Street

Lake Avenue



**STP/TAP FY16 PROJECT**  
**WMPO MEMBER JURISDICTION**

**Opinion of Probable Construction Cost-EXAMPLE**

Item #	Description	Quantity	UOM	Unit Price	Total Cost
1	MOBILIZATION	1	LS	\$ 40,000.00	\$ 40,000.00
2	CONST SURVEY	1	LS	\$ 5,000.00	\$ 5,000.00
3	CLEAR AND GRUB	2.5	AC	\$ 2,000.00	\$ 5,000.00
4	TRAFFIC CONTROL	1	LS	\$ 5,000.00	\$ 5,000.00
5	GRADING	1900	CY	\$ 15.00	\$ 28,500.00
6	CURB RAMPS	4	EA	\$ 500.00	\$ 2,000.00
7	INCIDENTAL STONE	100	TON	\$ 35.00	\$ 3,500.00
8	DRAINAGE IMPROVEMENTS	1	LS	\$ 50,000.00	\$ 50,000.00
9	#57 STONE	15	TON	\$ 50.00	\$ 750.00
10	AGGREGATE BASE CRSE	2500	TON	\$ 65.00	\$ 162,500.00
11	ASPH CONC SURF CRSE, S9.5B	700	TON	\$ 95.00	\$ 66,500.00
12	SEEDING & MULCHING	2.5	AC	\$ 1,600.00	\$ 4,000.00
13	REMOVABLE BOLLARDS W/ MARKINGS	24	EA	\$ 800.00	\$ 19,200.00
14	THERMO PVT MKGLINES (4", 90 MILS)	5100	LF	\$ 0.55	\$ 2,805.00
15	THERMO PVT MKGLINES (24", 120 MILS)	120	LF	\$ 7.60	\$ 912.00
<b>Project Construction Subtotal</b>					<b>\$ 395,667.00</b>
<b>10%Contingency</b>					<b>\$ 39,566.70</b>
<b>Engineering, Design, CA Services</b>					<b>\$ 98,916.75</b>
<b>Project Total</b>					<b>\$ 534,150.45</b>

**WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION  
TRANSPORTATION ADVISORY COMMITTEE**

**RESOLUTION ADOPTING THE 2016 TRANSPORTATION ALTERNATIVES PROGRAM-  
DIRECT ATTRIBUTABLE FUNDING PROJECT SUBMITTAL GUIDE AND COMPETITIVE  
PROCESS**

**WHEREAS**, the Wilmington Urban Area Metropolitan Planning Organization provides transportation planning services for the City of Wilmington, Town of Carolina Beach, Town of Kure Beach, Town of Wrightsville Beach, Town of Belville, Town of Leland, Town of Navassa, New Hanover County, Brunswick County, Pender County, Cape Fear Public Transportation Authority and the North Carolina Board of Transportation; and

**WHEREAS**, on July 18, 2012 the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA) designated the Wilmington Urban Area Metropolitan Planning Organization as a Transportation Management Area (TMA); and

**WHEREAS**, Transportation Alternatives Program-Direct Attributable (TAP-DA) funds are available for all designated TMAs; and

**WHEREAS**, the Wilmington Urban Area Metropolitan Planning Organization Transportation Advisory Committee has the ability to directly program TAP-DA funds on eligible projects submitted by eligible entities through a competitive process; and

**WHEREAS**, the Wilmington Urban Area Metropolitan Planning Organization has developed the TAP-DA Funding Project Submittal Guide and Competitive Process for the distribution of the TAP-DA funds.

**NOW, THEREFORE, BE IT RESOLVED**, that the Wilmington Metropolitan Planning Organization's Transportation Advisory Committee hereby adopts the 2016 Transportation Alternatives Program-Direct Attributable Funding Project Submittal Guide and Competitive Process.

**ADOPTED** at a regular meeting of the Wilmington Urban Area Metropolitan Planning Organization Transportation Advisory Committee on June 24, 2015.

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Laura Padgett, Chair  
Transportation Advisory Committee

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Mike Kozlosky, Secretary





# STATE TRANSPORTATION IMPROVEMENT PROGRAM (STIP)

WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION



2016–2025

# 2015

JUNE 2015

North Carolina Department of Transportation



## HIGHWAY PROGRAM

COUNTY	ROUTE/CITY	ID NUMBER	LOCATION / DESCRIPTION	LENGTH (MILES)	TOTAL PROJECT COST	PRIOR YEARS COST	FUNDS											
					(THOU)	(THOU)		STATE TRANSPORTATION IMPROVEMENT PROGRAM					DEVELOPMENTAL PROGRAM					UNFUNDED
								FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FUTURE YEARS

**ROUTE/CITY**

- I** - Interstate
- US or NC** Routes
- SR** - Secondary Road
- Various** - multiple routes
- NEW ROUTE or City**

**IDENTIFICATION NUMBER**

Assigned to each project at conception and remains with project until completion.

**SW** →

LOCATION / DESCRIPTION	PROJECT TERMINI AND A GENERAL WORK DESCRIPTION.

**FUNDING SOURCE (2)**

See Highway Funding Key for an explanation of funding categories used for each project phase.

**FUNDING CATEGORY (1)**

Identifies the "STI" Funding Category for the project and any project breaks.

SW A I-40 TO NC 3  
SW B NC 3 TO SR 1003  
SW C SR 1003 TO NC 96

## PROJECT BREAKS

One or two letter designation for project break.

WORK TYPE (ACTIVITY)

Phases of implementation:  
Preliminary engineering,  
Right of Way, Mitigation,  
Utilities or Construction.

**For other** work types  
or activities see  
**Work Type (Activity)** box

**ESTIMATED COST**

Preliminary Engineering, Right of Way, Utility, Mitigation and Construction cost estimates by funding category in current dollars. Cost may include one or more funding types. Multi-year funding of a project segment indicates **(Cash-Flow Funding)** with proposed work type or activity beginning in the initial scheduled year. (Estimates are in thousand of dollars.)

**UNFUNDED  
FUTURE  
COMMITMENTS**

(1) FUNDING CATEGORY	
<b>DIV</b>	- Division
<b>EX</b>	- Exempt
<b>HF</b>	- State Dollars (Non-STI)
<b>REG</b>	- Regional
<b>SW</b>	- Statewide
<b>TRN</b>	-Transition Project

(2) FUNDING KEY FOR HIGHWAY FUNDING SOURCES	
<b>APD</b> - Appalachian Development	<b>NHPB</b> - National Highway Performance Program (Bridge)
<b>BA</b> - Bonus Allocation	<b>NHPBA</b> - National Highway Performance Program (Bonus Allocation)
<b>BOND (R)</b> - Revenue Bond	<b>NHPIM</b> - National Highway Performance Program (Interstate Maintenance)
<b>CMAQ</b> - Congestion Mitigation	<b>O</b> - Others
<b>DP</b> - Discretionary or Demonstration	<b>S</b> - State
<b>ER</b> - Emergency Relief Funds	<b>S (M)</b> - State Match
<b>HFB</b> - Highway Fund Bridge Replacement Program	<b>STP</b> - Surface Transportation Program
<b>HP</b> - Federal-Aid High Priority	<b>STPDA</b> - Surface Transportation Program - Direct Attributable
<b>HRRR</b> - High Risk Rural Roads	<b>STPOFF</b> -Surface Transportation Program (Off System Bridge)
<b>HSIP</b> - Highway Safety Improvement Program	<b>STPON</b> - Surface Transportation Program Bridge (On System Bridge)
<b>L</b> - Local	<b>T</b> - State Highway Trust Funds
<b>NHP</b> - National Highway Performance Program	

(3) WORK TYPE (ACTIVITY)	
<b>A</b>	- Acquisition
<b>C</b>	- Construction
<b>CG</b>	- Construction (GARVEE)
<b>F</b>	- Feasibility Study
<b>G</b>	- Grading and Structures
<b>I</b>	- Implementation
<b>L</b>	- Landscaping
<b>M</b>	- Mitigation
<b>O</b>	- Operations
<b>P</b>	- Paving
<b>PE</b>	- Preliminary Engineering
<b>R</b>	- Right of Way
<b>RG</b>	- Right of Way (GARVEE)
<b>S</b>	- Structure
<b>U</b>	- Utilities



WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION

HIGHWAY PROGRAM

										TYPE OF WORK / ESTIMATED COST IN THOUSANDS / PROJECT BREAKS																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
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NEW HANOVER PENDER	I-40	I-5357  SW	SOUTH OF US 117 (MILE POST 389.5) TO NORTH OF SR 1318 (MILE POST 393.0) IN PENDER COUNTY AND SOUTH OF NC 210 (MILE POST 408.6) IN PENDER COUNTY TO END OF I-40 (MILE POST 420) IN NEW HANOVER COUNTY. PAVEMENT REHABILITATION.	14.9	11230	11230																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
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NEW HANOVER	I-140	I-5760  SW	I-40 TO US 421. PAVEMENT REHABILITATION.	6.6	5500		NHPIM	C	2750		C	2750																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
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BRUNSWICK NEW HANOVER	I-140/US 17 (WILMINGTON BYPASS)	R-2633*	US 17 SOUTH OF NC 87 IN BRUNSWICK COUNTY TO I-40 IN NEW HANOVER COUNTY. FOUR LANE DIVIDED FREEWAY ON NEW LOCATION.	20.2	642664	476034	NHP	CG	3405	AA	CG	3405	AA	CG	3405	AA	CG	3405	AA	CG	3405	AA	CG	5125	BA	CG	5125	BA	CG	5125	BA	CG	5125	BA	CG	5125	BA	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250

DIV - Division Category  
HF - State Dollars (Non STI)  
SW - Statewide Category

EX - Exempt Category  
REG - Regional Category  
TRN - Transition Project



WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION

HIGHWAY PROGRAM

		TYPE OF WORK / ESTIMATED COST IN THOUSANDS / PROJECT BREAKS																							
COUNTY	ROUTE/CITY	ID NUMBER	LOCATION / DESCRIPTION	LENGTH	TOTAL PROJ COST (THOU)	PRIOR YEARS COST (THOU)	FUNDS	STATE TRANSPORTATION PROGRAM					DEVELOPMENTAL PROGRAM					UNFUNDED							
								FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FUTURE YEARS							
URBAN PROJECTS																									
PENDER	US 17	U-5732	SR 1582 (WASHINGTON ACRES ROAD) TO SR 1563 (SLOOP POINT LOOP ROAD). CONVERT TO SUPERSTREET.	5.5	19410			NHP																	
		NHP																							
		NHP																							
		REG																							
NEW HANOVER	US 74 (MARTIN LUTHER KING, JR. PARKWAY)	U-5792	US 117/NC 132 (COLLEGE ROAD) IN WILMINGTON. CONVERT AT-GRADE INTERSECTION TO INTERCHANGE.		25610	500		NHP																	
		NHP																							
		DIV																							
NEW HANOVER	US 74 (EASTWOOD ROAD)	U-5710	SR 1409 (MILITARY CUTOFF ROAD) INTERSECTION IN WILMINGTON. CONVERT AT-GRADE INTERSECTION TO AN INTERCHANGE.	2.0	25810	700		NHP																	
		NHP																							
		SW																							
NEW HANOVER	US 74	U-5731	US 17/US 421 IN WILMINGTON. CONSTRUCT A FLY-OVER AND FREE FLOW RAMP AT INTERCHANGE		15500			NHP																	
		NHP																							
		REG																							
NEW HANOVER	US 421 (CAROLINA BEACH ROAD)	U-5790	NC 132 (SOUTH COLLEGE ROAD) TO SANDERS ROAD IN WILMINGTON. WIDEN EXISTING ROADWAY AND CONSTRUCT FLYOVERS AT US 421 AND NC 132.	1.1	25594	500		NHP																	
		NHP																							
		NHP																							
		DIV																							
NEW HANOVER	US 421 (SOUTH FRONT STREET)	U-5734	US 17 BUSINESS/US 76/US 421 (CAPE FEAR MEMORIAL BRIDGE) TO US 421 (BURNETT BOULEVARD) IN WILMINGTON. WIDEN TO MULTI-LANES.	1.0	9952			NHP																	
		NHP																							
		NHP																							
		REG																							
NEW HANOVER	US 421 (CAROLINA BEACH ROAD)	U-5729	US 421 (BURNETT AVENUE) TO US 117 (SHIPYARD BOULEVARD) IN WILMINGTON. UPGRADE ROADWAY.	1.6	13275			NHP																	
		NHP																							
		NHP																							
		REG																							
NEW HANOVER	NC 132 (COLLEGE ROAD)	U-5702	SR 2048 (GORDON ROAD) TO US 421 (CAROLINA BEACH ROAD) IN WILMINGTON. ACCESS MANAGEMENT AND TRAVEL TIME IMPROVEMENTS.	9.7	87565	820		NHP																	
								NHP																	
								NHP																	
								NHP																	
								NHP																	
								NHP																	
								SW A SR 2048 (GORDON ROAD) TO US 117 (SHIPYARD BOULEVARD) ACCESS MANAGEMENT AND TRAVEL TIME IMPROVEMENTS.																	
								SW B US 117 (SHIPYARD BOULEVARD) TO US 421 (CAROLINA BEACH ROAD), ACCESS MANAGEMENT AND TRAVEL TIME IMPROVEMENTS.																	

DIV - Division Category  
HF - State Dollars (Non STI)  
SW - Statewide Category

EX - Exempt Category  
REG - Regional Category  
TRN - Transition Project

## HIGHWAY PROGRAM

DIV - Division Category	EX - Exempt Category
HF - State Dollars (Non STI)	REG - Regional Category
SW - Statewide Category	TRN - Transition Project

WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION

HIGHWAY PROGRAM

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DIV - Division Category  
HF - State Dollars (Non STI)  
SW - Statewide Category

EX - Exempt Category  
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TRN - Transition Project

WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION

HIGHWAY PROGRAM

								TYPE OF WORK / ESTIMATED COST IN THOUSANDS / PROJECT BREAKS																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				
COUNTY	ROUTE/CITY	ID NUMBER	LOCATION / DESCRIPTION	LENGTH	TOTAL PROJ COST (THOU)	PRIOR YEARS COST (THOU)	FUNDS	STATE TRANSPORTATION PROGRAM										DEVELOPMENTAL PROGRAM					UNFUNDED																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
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NEW HANOVER	SR 1242 (NORMANDY PLACE)	B-5649	REPLACE BRIDGE 640078 OVER MOTT CREEK.		660			HFB																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				</

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WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION

HIGHWAY PROGRAM

TYPE OF WORK / ESTIMATED COST IN THOUSANDS / PROJECT BREAKS																		
COUNTY	ROUTE/CITY	ID NUMBER	LOCATION / DESCRIPTION	LENGTH	TOTAL PROJ COST (THOU)	PRIOR YEARS COST (THOU)	FUNDS	STATE TRANSPORTATION PROGRAM					DEVELOPMENTAL PROGRAM					UNFUNDED
								FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FUTURE YEARS
HIGHWAY SAFETY PROJECTS																		
NEW HANOVER	US 421 (CAROLINA BEACH ROAD)	W-5103	NORTH OF GEORGE ANDERSON ROAD TO SR 1100 (RIVER ROAD). SAFETY IMPROVEMENTS.		2519	2519												
								REG A	NORTH OF GEORGE ANDERSON ROAD TO SR 1100 (RIVER ROAD).									
UNDER CONSTRUCTION																		
NEW HANOVER	NC 133	W-5306 TRN	US 117/NC 132 (COLLEGE ROAD) IN CASTLE HAYNE. CONSTRUCT A ROUNDABOUT.		2494	2494												
UNDER CONSTRUCTION																		
BRUNSWICK DUPLIN NEW HANOVER ONslow PENDER SAMPSON	VARIOUS	W-5203	DIVISION 3 RUMBLE STRIPS, GUARDRAIL, SAFETY AND LIGHTING IMPROVEMENTS AT SELECTED LOCATIONS.		11987	11987												
DIVISION PURCHASE ORDER CONTRACT (DPOC) - IN PROGRESS																		
ENHANCEMENT (CALL PROJECTS)																		
ALAMANCE BEAUFORT BRUNSWICK BUNCOMBE CAMDEN CHOWAN CRAVEN DARE DURHAM EDGECOMBE GUILFORD HALIFAX LENOIR PASQUOTANK WASHINGTON WAYNE	VARIOUS	E-5501	FREEDOM ROADS. INSTALL INTERACTIVE WAYSIDE SIGNAGE FOR DESIGNATED SITES.		272	272												
TRN																		
UNDER CONSTRUCTION																		

DIV - Division Category  
HF - State Dollars (Non STI)  
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						TYPE OF WORK / ESTIMATED COST IN THOUSANDS / PROJECT BREAKS																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
COUNTY	ROUTE / CITY / TRANSIT PARTNER	ID NUMBER	LOCATION / DESCRIPTION	TOTAL PROJECT COST (THOU)	PRIOR YEARS COST (THOU)	FUNDS	STATE TRANSPORTATION IMPROVEMENT PROGRAM					DEVELOPMENTAL PROGRAM					UNFUNDED																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																										
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DURHAM	DURHAM AREA TRANSIT AUTHORITY	TA-4738	PASSENGER AMENITIES - BUS STOP SHELTERS, BENCHES, SHOP EQUIPMENT, SPARE PARTS, ENGINES, SERVICE VEHICLES, ETC.			FUZ	CP	4000	A																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		

(1) FUNDING CATEGORY
DIV - Division
HF - State Dollars (Non-STI)
REG - Regional
SW - Statewide

(2) FUNDING SOURCES KEY	
ADTAP - Applalachian Development Transportation Assistance Pgm.	L - Local
CMAQ - Congestion Mitigation	O - Other
DP - Discretionary or Demonstration	RR - Rail-Highway Safety
FBUS - Capital Program - Bus Earmark (5309)	RTAP - Rural Transit Assistance Program
FED - Federal Rail Funds	S - State
FEPD - Elderly and Persons with Disability (5310)	S (M) - State Match
FF - Federal Ferry	SMAP - Operating Assistance and State Maintenance
FLAP - Federal Lands Access Program	SRTS - Safe Routes to School
FMOD - Fixed Guideway Modifications	STAT - State
FMPL - Metropolitan Planning (5303)	STHSR - Stimulus High Speed Rail
FNF - New Freedom Program	STP - Surface Transportation Program
FNS - New Starts - Capital (5309)	STPDA - Surface Transportation Program - Direct Attributable
FNU - Non Urbanized Area Formula Program (5311)	STPE - Surface Transportation Program, Enhancements
FSGR - State of Good Repair	STPEB - Surface Transportation Program, Enhancements (Bike)
FSPR - State Planning and Research	T - State Highway Trust Funds
FUZ - Urbanized Area Formula Program (5307)	T2001 - State Rail Funds
HP - Federal-Aid High Priority	TAP - Transportation Alternatives Program
JARC - Job Assistance and Reverse Commute (3037)	TAPDA - Transportation Alternatives Program - Direct Attributable
	TIGER DISC - TIGER Discretionary Grants

(3) WORK TYPE (ACTIVITY)
A - Acquisition
AD - Administrative
C - Construction
CP - Capital
I - Impementation
O - Operations
Oc - OPS Funded Capital
PE - Preliminary Engineering
PL - Planning / Design
R - Right-of-Way





WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION

NON HIGHWAY PROGRAM

										TYPE OF WORK / ESTIMATED COST IN THOUSANDS / PROJECT BREAKS															
COUNTY	ROUTE/CITY	ID NUMBER	LOCATION / DESCRIPTION	LENGTH	TOTAL PROJ COST (THOU)	PRIOR YEARS COST (THOU)	FUNDS	STATE TRANSPORTATION PROGRAM										DEVELOPMENTAL PROGRAM					UNFUNDED		
								FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FUTURE YEARS							
AVIATION PROJECTS																									
NEW HANOVER	WILMINGTON INTERNATIONAL (ILM)	AV-5702	REHABILITATE GA APRON NORTH.  SW		3500	3500																			
UNDER CONSTRUCTION																									
NEW HANOVER	WILMINGTON INTERNATIONAL (ILM)	AV-5713	PIPE DITCHES IN FBO #2 AREA.  SW		1500		T O	C C	500 1000																
NEW HANOVER	WILMINGTON INTERNATIONAL (ILM)	AV-5704	UPGRADE AIRFIELD LIGHTING VAULT.  SW		2400		T O			C C	500 1900														
NEW HANOVER	WILMINGTON INTERNATIONAL (ILM)	AV-5730	EXTEND RUNWAY 6-24 PHASE 1  SW		5000		T O			C C	500 4500														
BICYCLE AND PEDESTRIAN PROJECTS																									
NEW HANOVER	US 76 (WOOSTER STREET)	EB-5764	8TH STREET TO US 76 (OLEANDER DRIVE). CONSTRUCT SIDEWALK.  DIV	0.7	113		TAP L TAP L										PE PE	10 2							
																		C C	81 20						
NEW HANOVER	NC 132 (NORTH COLLEGE ROAD)	EB-5765	SR 2208 (NEW TOWN DRIVE) TO DANNY PENCE DRIVE. CONSTRUCT MULTI-USE PATH.  DIV	0.3	148		TAP L TAP L										PE PE	12 3							
																		C C	107 26						
NEW HANOVER	SR 1219 (SOUTH 17TH STREET)	EB-5600	HOSPITAL PLAZA TO INDEPENDENCE BOULEVARD. CONSTRUCT MULTI-USE PATH.  DIV	1.7	1040		STPEB L STPEB L			PE PE	86 21				C C	746 187									
PLANNING, DESIGN, RIGHT OF WAY, AND CONSTRUCTION BY CITY OF WILMINGTON																									
NEW HANOVER	SR 1403 (MIDDLE SOUND LOOP ROAD)	EB-5543	OGDEN ELEMENTARY SCHOOL TO SR 1986 (OYSTER DRIVE). CONSTRUCT MULTI-USE PATH.  TRN		307	101	DP L	C C	165 41																
RIGHT OF WAY IN PROGRESS																									

DIV - Division Category  
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WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION

NON HIGHWAY PROGRAM

										TYPE OF WORK / ESTIMATED COST IN THOUSANDS / PROJECT BREAKS																						
COUNTY	ROUTE/CITY	ID NUMBER	LOCATION / DESCRIPTION	LENGTH	TOTAL PROJ COST (THOU)	PRIOR YEARS COST (THOU)	FUNDS	STATE TRANSPORTATION PROGRAM										DEVELOPMENTAL PROGRAM										UNFUNDED				
								FY 2016	FY 2017	FY 2018	FY 2019	FY 2020																			FUTURE YEARS	
BICYCLE AND PEDESTRIAN PROJECTS																																
BRUNSWICK	VARIOUS	U-5527	WILMINGTON URBAN AREA MPO TRANSPORTATION ALTERNATIVES PROGRAM.		2873	63		TAPDA	R	25		R	25		R	25		R	25		R	25		R	25		R	25				
NEW HANOVER								L	R	6		R	6		R	6		R	6		R	6		R	6		R	6				
PENDER								TAPDA	C	200		C	200		C	200		C	200		C	200		C	200		C	200				
								L	C	50		C	50		C	50		C	50		C	50		C	50		C	50				
		DIV																														
IN PROGRESS																																
NEW HANOVER	GARY SHELL CROSS-CITY TRAIL	EB-5544	WILMINGTON. CONSTRUCT BICYCLE AND PEDESTRIAN ACCOMODATIONS ON SOUTH 17TH STREET, WALTMOOR ROAD, AND BETHEL ROAD.		1338	1338																										
		TRN																														
UNDER CONSTRUCTION - OTHER FUNDING - \$525 FROM BLUE CROSS BLUE SHIELD, \$75 FROM STATE FUNDS																																
NEW HANOVER	PEACHTREE AVENUE	EB-5719	PARK AVENUE TO MCMILLAN AVENUE. CONSTRUCT BICYCLE LANE.	0.4	209			TAP								PE	18															
								L								PE	4															
								TAP																								
								L																								
		DIV																														
FERRY PROJECTS																																
BRUNSWICK	VARIOUS	F-5301	CEDAR ISLAND, SOUTHPORT AND FORT FISHER DOCKS. REPLACE DOLPHINS.		980	980																										
CARTERET																																
NEW HANOVER																																
		TRN																														
UNDER CONSTRUCTION																																
PUBLIC TRANSPORTATION PROJECTS																																
NEW HANOVER	CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY	TA-5134	REPLACEMENT HYBRID BUS		478	478		JARC																								
								L																								
		HF																														
NEW HANOVER	CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY	TA-5171	PURCHASE REPLACEMENT BUSES		1861	1861		FUZ																								
								L																								
		HF																														
NEW HANOVER	CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY	TA-6516	CAPITAL		771	771		FNU																								
		HF																														
NEW HANOVER	CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY	TA-6552	CAPITAL - REPLACEMENT VEHICLE		460	460		FNF																								
		HF																														
DIV - Division Category HF - State Dollars (Non STI) SW - Statewide Category										EX - Exempt Category REG - Regional Category TRN - Transition Project										COST AND SCHEDULES ARE PRELIMINARY AND SUBJECT TO SIGNIFICANT CHANGE AS MORE INFORMATION BECOMES AVAILABLE												

WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION

NON HIGHWAY PROGRAM

														TYPE OF WORK / ESTIMATED COST IN THOUSANDS / PROJECT BREAKS																																					
COUNTY	ROUTE/CITY	ID NUMBER	LOCATION / DESCRIPTION	LENGTH	TOTAL PROJ COST (THOU)	PRIOR YEARS COST (THOU)	FUNDS	STATE TRANSPORTATION PROGRAM										DEVELOPMENTAL PROGRAM										UNFUNDED																							
								FY 2016		FY 2017		FY 2018		FY 2019		FY 2020		FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FUTURE YEARS																												
PUBLIC TRANSPORTATION PROJECTS																																																			
NEW HANOVER	CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY	TG-5245	PREVENTIVE MAINTENANCE		3216	1608	FUZ	CP	603		CP	603																																							
							L	CP	201		CP	201																																							
		HF																																																	
NEW HANOVER	CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY	TG-5246	ADA COMPLEMENTARY PARATRANSIT.		1324	662	L	C	66		C	66																																							
							STPDA	C	265		C	265																																							
		DIV																																																	
IN PROGRESS																																																			
NEW HANOVER	CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY	TG-5243	PREVENTATIVE MAINTENANCE.																																																
				DIV																																															
IN PROGRESS																																																			
NEW HANOVER	CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY	TG-4796	ROUTINE CAPITAL - BUS STOP SHELTERS, BENCHES, SHOP EQUIPMENT, SPARE PARTS, ENGINES, FAREBOX, SERVICE VEHICLES, ETC.																																																
				DIV																																															
IN PROGRESS																																																			
NEW HANOVER	CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY	TG-5244	PREVENTIVE MAINTENANCE		1256	628	FBUS	CP	251		CP	251																																							
							L	CP	63		CP	63																																							
		HF																																																	
NEW HANOVER	CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY	TK-6176	ADMINISTRATION		2877	1119	FNU	O	174		O	220		O	220		O	220		O	220		O	220																											
							FNU																																												
							L	O	33																																										
							S	O	11																																										
		HF																																																	
NEW HANOVER	CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY	TM-6137	OPERATING ASSISTANCE		636	636	JARC																																												
							L																																												
		HF																																																	
NEW HANOVER	CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY	TN-6121	OPERATING		738	738	FNF																																												
		HF																																																	

DIV - Division Category  
HF - State Dollars (Non STI)  
SW - Statewide Category

EX - Exempt Category  
REG - Regional Category  
TRN - Transition Project

WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION

NON HIGHWAY PROGRAM

										TYPE OF WORK / ESTIMATED COST IN THOUSANDS / PROJECT BREAKS																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																
COUNTY	ROUTE/CITY	ID NUMBER	LOCATION / DESCRIPTION	LENGTH	TOTAL PROJ COST (THOU)	PRIOR YEARS COST (THOU)	FUNDS	STATE TRANSPORTATION PROGRAM										DEVELOPMENTAL PROGRAM										UNFUNDED																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														
								FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FUTURE YEARS																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
PUBLIC TRANSPORTATION PROJECTS																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																										
NEW HANOVER	CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY	TN-5135	DESIGN, ENGINEER, AND INSTALL 8 BUS STOP SHELTERS		116	116	FNF																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			</

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WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION

NON HIGHWAY PROGRAM

								TYPE OF WORK / ESTIMATED COST IN THOUSANDS / PROJECT BREAKS																						
COUNTY	ROUTE/CITY	ID NUMBER	LOCATION / DESCRIPTION	LENGTH	TOTAL PROJ COST (THOU)	PRIOR YEARS COST (THOU)	FUNDS	STATE TRANSPORTATION PROGRAM										DEVELOPMENTAL PROGRAM										UNFUNDED		
								FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FUTURE YEARS												
PUBLIC TRANSPORTATION PROJECTS																														
NEW HANOVER	CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY	TQ-8019	5310 CAPITAL - MOBILITY MANAGER		51	51	FE	P	D																					
							L																							
				HF																										
NEW HANOVER	CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY	TQ-9035	5310 CAPITAL PROJECT - SERVICE VEHICLE		20	20	FE	P	D																					
							L																							
				HF																										
NEW HANOVER	CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY	TQ-9036	5310 CAPITAL PROJECT - SERVICE VEHICLE		117	117	FE	P	D																					
							L																							
				HF																										
NEW HANOVER	CAPE FEAR PUBLIC TRANSPORTATION AUTHORITY	TS-5103	SAFETY & SECURITY - MIN. 1% SET ASIDE		326	134	FU	Z																						
							L																							
				HF																										

DIV - Division Category

HF - State Dollars (Non STI)

SW - Statewide Category

EX - Exempt Category

REG - Regional Category

TRN - Transition Project



## HIGHWAY PROGRAM

[illegible]

**ROUTE/CITY**

- I** - Interstate
- US or NC** Routes
- SR** - Secondary Road
- Various** - multiple routes
- NEW ROUTE or City**

**IDENTIFICATION NUMBER**

Assigned to each project at conception and remains with project until completion.

**SW** →

LOCATION / DESCRIPTION	PROJECT TERMINI AND A GENERAL WORK DESCRIPTION.

**FUNDING SOURCE (2)**

See Highway Funding Key for an explanation of funding categories used for each project phase.

**FUNDING CATEGORY (1)**

Identifies the "STI" Funding Category for the project and any project breaks.

SW A I-40 TO NC 3  
SW B NC 3 TO SR 1003  
SW C SR 1003 TO NC 96

## PROJECT BREAKS

One or two letter designation for project break.

**WORK TYPE (ACTIVITY)**

Phases of implementation:  
Preliminary engineering,  
Right of Way, Mitigation,  
Utilities or Construction.

**For other** work types  
or activities see  
**Work Type (Activity)** box

**ESTIMATED COST**

Preliminary Engineering, Right of Way, Utility, Mitigation and Construction cost estimates by funding category in current dollars. Cost may include one or more funding types. Multi-year funding of a project segment indicates **(Cash-Flow Funding)** with proposed work type or activity beginning in the initial scheduled year. (Estimates are in thousand of dollars.)

**UNFUNDED  
FUTURE  
COMMITMENTS**

(1) FUNDING CATEGORY	
<b>DIV</b>	- Division
<b>EX</b>	- Exempt
<b>HF</b>	- State Dollars (Non-STI)
<b>REG</b>	- Regional
<b>SW</b>	- Statewide
<b>TRN</b>	-Transition Project

(2) FUNDING KEY FOR HIGHWAY FUNDING SOURCES	
<b>APD</b> - Appalachian Development	<b>NHPB</b> - National Highway Performance Program (Bridge)
<b>BA</b> - Bonus Allocation	<b>NHPBA</b> - National Highway Performance Program (Bonus Allocation)
<b>BOND (R)</b> - Revenue Bond	<b>NHPIM</b> - National Highway Performance Program (Interstate Maintenance)
<b>CMAQ</b> - Congestion Mitigation	<b>O</b> - Others
<b>DP</b> - Discretionary or Demonstration	<b>S</b> - State
<b>ER</b> - Emergency Relief Funds	<b>S (M)</b> - State Match
<b>HFB</b> - Highway Fund Bridge Replacement Program	<b>STP</b> - Surface Transportation Program
<b>HP</b> - Federal-Aid High Priority	<b>STPDA</b> - Surface Transportation Program - Direct Attributable
<b>HRRR</b> - High Risk Rural Roads	<b>STPOFF</b> -Surface Transportation Program (Off System Bridge)
<b>HSIP</b> - Highway Safety Improvement Program	<b>STPON</b> - Surface Transportation Program Bridge (On System Bridge)
<b>L</b> - Local	<b>T</b> - State Highway Trust Funds
<b>NHP</b> - National Highway Performance Program	

(3) WORK TYPE (ACTIVITY)	
<b>A</b>	- Acquisition
<b>C</b>	- Construction
<b>CG</b>	- Construction (GARVEE)
<b>F</b>	- Feasibility Study
<b>G</b>	- Grading and Structures
<b>I</b>	- Implementation
<b>L</b>	- Landscaping
<b>M</b>	- Mitigation
<b>O</b>	- Operations
<b>P</b>	- Paving
<b>PE</b>	- Preliminary Engineering
<b>R</b>	- Right of Way
<b>RG</b>	- Right of Way (GARVEE)
<b>S</b>	- Structure
<b>U</b>	- Utilities





STATEWIDE PROJECTS

HIGHWAY PROGRAM

										TYPE OF WORK / ESTIMATED COST IN THOUSANDS / PROJECT BREAKS																															
COUNTY	ROUTE/CITY	ID NUMBER	LOCATION / DESCRIPTION	LENGTH	TOTAL PROJ COST (THOU)	PRIOR YEARS COST (THOU)	FUNDS	STATE TRANSPORTATION PROGRAM										DEVELOPMENTAL PROGRAM										UNFUNDED													
								FY 2016		FY 2017		FY 2018		FY 2019		FY 2020		FY 2021		FY 2022		FY 2023		FY 2024		FY 2025		FUTURE YEARS													
INTERSTATE PROJECTS																																									
STATEWIDE	VARIOUS	I-9999 SW	INTERSTATE MAINTENANCE BALANCE.		488522		NHPIM	C	5000		C	5000		C	5000		C	5000		C	5000		C	63522		C	100000		C	100000		C	100000		C	100000					
RURAL PROJECTS																																									
STATEWIDE	VARIOUS	M-0405	STATEWIDE MOWING MAINTENANCE CONTRACTS FOR PROPERTIES ACQUIRED BY NCDOT IN ADVANCE OF STIP PROJECTS.																																						
IN PROGRESS																																									
STATEWIDE	VARIOUS	M-0219  SW	PHOTOGRAMMETRY, PRELIMINARY ENGINEERING FOR MISCELLANEOUS PROJECTS		4257	1757	T	PE	75	DIV	PE	75	DIV	PE	75	DIV	PE	75	DIV	PE	75	DIV	PE	75	DIV	PE	75	DIV	PE	75	DIV	PE	75	DIV	PE	75	DIV				

DIV - Division Category  
HF - State Dollars (Non STI)  
SW - Statewide Category

EX - Exempt Category  
REG - Regional Category  
TRN - Transition Project

## HIGHWAY PROGRAM

DIV - Division Category	EX - Exempt Category
HF - State Dollars (Non STI)	REG - Regional Category
SW - Statewide Category	TRN - Transition Project

## STATEWIDE PROJECTS

## HIGHWAY PROGRAM

		TYPE OF WORK / ESTIMATED COST IN THOUSANDS / PROJECT BREAKS																									
COUNTY	ROUTE/CITY	ID NUMBER	LOCATION / DESCRIPTION	LENGTH	TOTAL PROJ COST (THOU)	PRIOR YEARS COST (THOU)	STATE TRANSPORTATION PROGRAM										DEVELOPMENTAL PROGRAM					UNFUNDED					
							FUNDS	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FUTURE YEARS									
FEDERAL BRIDGE PROJECTS																											
STATEWIDE	VARIOUS	B-9999	BRIDGE INSPECTION PROGRAM.		300121	190121	STP		I	3300	DIV		I	3300	DIV		I	3300	DIV		I	3300	DIV				
							STP		I	3300	RE		I	3300	RE		I	3300	RE		I	3300	RE				
							STP		I	4400	SW		I	4400	SW		I	4400	SW		I	4400	SW				
							DIV	DIV	BRIDGE INSPECTION PROGRAM.																		
							REG	REG	BRIDGE INSPECTION PROGRAM.																		
							SW	SW	BRIDGE INSPECTION PROGRAM.																		
IN PROGRESS																											
STATEWIDE	VARIOUS	BK-5100 DIV	ESTABLISH BRIDGE MANAGEMENT SYSTEM.		5000	5000																					
IN PROGRESS																											
STATEWIDE	VARIOUS	BK-5101 DIV	DECK PRESERVATION AT 15 SELECTED LOCATIONS.		7747	7747																					
UNDER CONSTRUCTION																											
STATEWIDE	VARIOUS	BK-5132 REG	IN-DEPTH ENGINEERING EVALUATION OF WEIGHT RESTRICTIONS ON LOAD POSTED BRIDGES ON US AND NC DESIGNATED ROUTES.		1000	1000																					
IN PROGRESS																											
STATEWIDE	VARIOUS	BK-5102 DIV	BRIDGE PAINTING AT 19 SELECTED LOCATIONS.		2027	2027																					
IN PROGRESS																											
STATEWIDE	VARIOUS	BK-5131 DIV	BRIDGE PRESERVATION AT SELECTED LOCATIONS.		1500	1500																					
UNDER CONSTRUCTION																											
STATEWIDE	VARIOUS	BP-5500 SW	BRIDGE PRESERVATION ISSUES AT SELECTED SITES.		14270	14270	SW	DIV	BRIDGE PRESERVATION ISSUES AT SELECTED SITES.																		
							SW	REG	BRIDGE PRESERVATION ISSUES AT SELECTED SITES.																		
							SW	SW	BRIDGE PRESERVATION ISSUES AT SELECTED SITES.																		
IN PROGRESS																											
STATEWIDE	VARIOUS	M-0379 DIV	SCOUR EVALUATION PROGRAM OF EXISTING BRIDGES.		3100	3100																					
IN PROGRESS																											
STATEWIDE	VARIOUS	M-0418 DIV	STORM WATER RUNOFF. RESEARCH, DESIGN, CONSTRUCT, MAINTAIN AND MONITOR STORM WATER DRAINAGE FROM 50 BRIDGES OVER WATERWAYS. (HB 2346, SECTION 25.18)		5860	5860																					
UNDER CONSTRUCTION																											

<b>DIV - Division Category</b>	<b>EX - Exempt Category</b>
<b>HF - State Dollars (Non STI)</b>	<b>REG - Regional Category</b>
<b>SW - Statewide Category</b>	<b>TRN - Transition Project</b>

## HIGHWAY PROGRAM

DIV - Division Category	EX - Exempt Category
HF - State Dollars (Non STI)	REG - Regional Category
SW - Statewide Category	TRN - Transition Project

## HIGHWAY PROGRAM

DIV - Division Category	EX - Exempt Category
HF - State Dollars (Non STI)	REG - Regional Category
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STATEWIDE PROJECTS

HIGHWAY PROGRAM

								TYPE OF WORK / ESTIMATED COST IN THOUSANDS / PROJECT BREAKS											
COUNTY	ROUTE/CITY	ID NUMBER	LOCATION / DESCRIPTION	LENGTH	TOTAL PROJ COST (THOU)	PRIOR YEARS COST (THOU)	FUNDS	STATE TRANSPORTATION PROGRAM					DEVELOPMENTAL PROGRAM					UNFUNDED	
								FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FUTURE YEARS	
SAFE ROUTES TO SCHOOLS PROJECTS																			
STATEWIDE	VARIOUS	SR-5001 DIV	SAFE ROUTES TO SCHOOL PROGRAM. PROJECTS TO IMPROVE SAFETY, REDUCE TRAFFIC, FUEL CONSUMPTION AND AIR POLLUTION IN VICINITY OF SCHOOLS.		10926	10926													
IN PROGRESS - \$200,800 IN STPDA FUNDS ALLOCATED TO SR-5001C																			
STATEWIDE	VARIOUS	SR-5000 DIV	SAFE ROUTES TO SCHOOL PROGRAM. EDUCATIONAL, TRAINING AND OTHER NON- INFRASTRUCTURE NEEDS.		6435	6435													
IN PROGRESS																			
ROADSIDE ENVIRONMENTAL PROJECTS (REST AREA)																			
STATEWIDE	VARIOUS	K-4704 SW	REST AREA SYSTEM PRESERVATION. PAVEMENT, PAVEMENT MARKING, CURB AND GUTTER, SIDEWALKS AND OTHER REHABILITATION ITEMS.		4100	4100													
IN PROGRESS																			

DIV - Division Category	EX - Exempt Category
HF - State Dollars (Non STI)	REG - Regional Category
SW - Statewide Category	TRN - Transition Project

						TYPE OF WORK / ESTIMATED COST IN THOUSANDS / PROJECT BREAKS																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
COUNTY	ROUTE / CITY / TRANSIT PARTNER	ID NUMBER	LOCATION / DESCRIPTION	TOTAL PROJECT COST (THOU)	PRIOR YEARS COST (THOU)	FUNDS	STATE TRANSPORTATION IMPROVEMENT PROGRAM					DEVELOPMENTAL PROGRAM					UNFUNDED																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														
							FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022		FY 2023	FY 2024	FY 2025	FUTURE YEARS																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
DURHAM	DURHAM AREA TRANSIT AUTHORITY	TA-4738	PASSENGER AMENITIES - BUS STOP SHELTERS, BENCHES, SHOP EQUIPMENT, SPARE PARTS, ENGINES, SERVICE VEHICLES, ETC.			FUZ	CP	4000	A																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						





STATEWIDE PROJECTS

NON HIGHWAY PROGRAM

										TYPE OF WORK / ESTIMATED COST IN THOUSANDS / PROJECT BREAKS																		
COUNTY	ROUTE/CITY	ID NUMBER	LOCATION / DESCRIPTION	LENGTH	TOTAL PROJ COST (THOU)	PRIOR YEARS COST (THOU)	FUNDS	STATE TRANSPORTATION PROGRAM										DEVELOPMENTAL PROGRAM										UNFUNDED
								FY 2016		FY 2017		FY 2018		FY 2019		FY 2020		FY 2021		FY 2022		FY 2023		FY 2024		FY 2025		FUTURE YEARS
BICYCLE AND PEDESTRIAN PROJECTS																												
STATEWIDE	VARIOUS	E-4018 DIV	NATIONAL RECREATIONAL TRAILS.		12645	645	TAP	C	1200	C	1200	C	1200	C	1200	C	1200	C	1200	C	1200	C	1200	C	1200			
IN PROGRESS																												
STATEWIDE	VARIOUS	EB-3314 TRN	STATEWIDE PEDESTRIAN FACILITIES PROGRAM.		5260	5260																						
UNDER CONSTRUCTION																												
STATEWIDE	VARIOUS	EB-4411	ROADWAY IMPROVEMENTS FOR BICYCLE SAFETY ON STATE AND LOCAL DESIGNATED BIKE ROUTES.																									
IN PROGRESS																												
STATEWIDE	VARIOUS	EB-5542 DIV	STATEWIDE BICYCLE-PEDESTRIAN PROGRAM.		10000		STP	PE	1000	PE	1000	PE	1000	PE	1000	PE	1000	PE	1000	PE	1000	PE	1000	PE	1000			
STATEWIDE	VARIOUS	ER-2971 TRN	SIDEWALK PROGRAM IN ALL FOURTEEN HIGHWAY DIVISIONS.		25408	25408																						
IN PROGRESS - \$182,000 IN STPDA FUNDS ALLOCATED TO ER-2971E																												
PUBLIC TRANSPORTATION PROJECTS																												
STATEWIDE	GREYHOUND LINES	TI-6108 HF	INTERCITY BUS SERVICE FROM RALEIGH TO JACKSONVILLE VIA WILMINGTON ALONG US 70, US 117, AND US 17 AND FROM JACKSONVILLE TO MYRTLE BEACH VIA WILMINGTON ALONG US 17		4081	4081	FNU																					
STATEWIDE	GREYHOUND LINES	TI-6107 HF	INTERCITY BUS SERVICE from RALEIGH TO JACKSONVILLE ALONG US 70 AND US 17 WITH STOPS AT RALEIGH, SMITHFIELD, GOLDSBORO, KINSTON, AND NEW BERN		1910	1910	FNU																					
STATEWIDE	GREYHOUND LINES	TI-6106 HF	INTERCITY BUS SERVICE FROM RALEIGH TO WILMINGTON ALONG US 70 AND US 117 WITH STOPS AT RALEIGH, SMITHFIELD, GOLDSBORO, WALLACE, AND WILMINGTON		1592	1592	FNU																					
STATEWIDE	GREYHOUND LINES	TI-6105 HF	INTERCITY BUS SERVICE FROM RALEIGH TO NORFOLK ALONG US 64 AND US 258 WITH STOPS AT RALEIGH, ROCKY MOUNT, AHOSKIE, AND SUFFOLK		1402	1402	FNF																					
STATEWIDE	NCDOT FERRY DIVISION	TA-6535 HF	CAPITAL		789	789	FNF																					

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TRN - Transition Project

STATEWIDE PROJECTS

NON HIGHWAY PROGRAM

TYPE OF WORK / ESTIMATED COST IN THOUSANDS / PROJECT BREAKS																																
COUNTY	ROUTE/CITY	ID NUMBER	LOCATION / DESCRIPTION	LENGTH	TOTAL PROJ COST (THOU)	PRIOR YEARS COST (THOU)	FUNDS	STATE TRANSPORTATION PROGRAM										DEVELOPMENTAL PROGRAM										UNFUNDED				
								FY 2016		FY 2017		FY 2018		FY 2019		FY 2020		FY 2021		FY 2022		FY 2023		FY 2024		FY 2025		FUTURE YEARS				
PUBLIC TRANSPORTATION PROJECTS																																
STATEWIDE	REGIONAL COORDINATED AREA TRANSPORTION	TP-4901	PLANNING ASSISTANCE - RESEARCH SUPPORT ACTIVITIES		7739	4139	FSPR	CP	600		CP	600		CP	600		CP	600														
							S	CP	120		CP	120		CP	120		CP	120		CP	120											
		HF																														
STATEWIDE	REGIONAL COORDINATED AREA TRANSPORTION	TT-9702A	TECHNOLOGY - ADMINISTRATION (ITRE)		50	50	UTCH																									
		HF																														
STATEWIDE	STATEWIDE	TA-6520	SECTION 5317 NEW FREEDOM CAPITAL FUNDING ASSISTANCE TO COMMUNITY TRANSPORTATION SYSTEMS AND NON- PROFIT AGENCIES ACROSS THE STATE		443	443	FNF																									
		HF																														
STATEWIDE	STATEWIDE	TK-4902	STATE ADMINISTRATION OF APPALACHIAN DEVELOPMENT TRANSPORTATION ASSISTANCE PROGRAM		145		ADTAP	AD	145																							
		HF																														
STATEWIDE	STATEWIDE	TK-4900Z	STATE ADMINISTRATION - RURAL AREA GENERAL PUBLIC TRANSIT SERVICES		17091	7446	FNU	AD	1945		AD	1100		AD	1100		AD	1100		AD	1100											
		HF																														
STATEWIDE	STATEWIDE	TM-6155	OPERATING FUNDING FOR EXISTING PROJECTS STATEWIDE		350		JARC	O	175																							
							L	O	175																							
		HF																														
STATEWIDE	STATEWIDE	TP-4902	STATEWIDE SUPPORT TO UPDATE LOCAL COMMUNITY TRANSPORTATION SERVICE PLANS - 5311		3710	3010	FNU	PL	700																							
		HF																														
STATEWIDE	STATEWIDE	TS-7000	DEVELOP AND IMPLEMENT AN ENHANCED STATE SAFETY OVERSIGHT PROGRAM		844	844	SSO																									
		HF																														
STATEWIDE	STATEWIDE	TS-4900Z	STATEWIDE TRAINING AND SUPPORT SERVICES RTAP (RURAL, SMALL-URBAN AND PARATRANSIT)		1472	1057	RTAP	AD	415																							
		HF																														
STATEWIDE	SUB REGIONAL	TM-5301	STATE ADMINISTRATION - JOB ACCESS NON- URBAN		5592	3092	JARC	AD	500		AD	500		AD	500		AD	500		AD	500											
		HF																														
STATEWIDE	SUB REGIONAL	TN-5112	STATE ADMINISTRATION - NEW FREEDOM - 5317		4270	2412	FNF	AD	386		AD	386		AD	386		AD	350		AD	350											
		HF																														

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STATEWIDE PROJECTS

NON HIGHWAY PROGRAM

										TYPE OF WORK / ESTIMATED COST IN THOUSANDS / PROJECT BREAKS																																								
COUNTY	ROUTE/CITY	ID NUMBER	LOCATION / DESCRIPTION	LENGTH	TOTAL PROJ COST (THOU)	PRIOR YEARS COST (THOU)	FUNDS	STATE TRANSPORTATION PROGRAM										DEVELOPMENTAL PROGRAM										UNFUNDED																						
								FY 2016		FY 2017		FY 2018		FY 2019		FY 2020		FY 2021		FY 2022		FY 2023		FY 2024		FY 2025		FUTURE YEARS																						
PUBLIC TRANSPORTATION PROJECTS																																																		
STATEWIDE	SUB REGIONAL	TV-4903 HF	STATE ADMINISTRATION - ELDERLY AND DISABLED PERSONS (federal PROGRAM)		9959	5147	FEPD	AD	262		AD	650		AD	650		AD	650		AD	650		AD	650																										
PASSENGER RAIL PROJECTS																																																		
STATEWIDE	VARIOUS	P-5602	STATEWIDE RAIL PRELIMINARY ENGINEERING		10000		T	PE	300	DIV	PE	300	DIV	PE	300	DIV	PE	300	DIV	PE	300	DIV	PE	300	DIV	PE	300	DIV	PE	300	DIV	PE	300	DIV																
							T	PE	300	RE	PE	300	RE	PE	300	RE	PE	300	RE	PE	300	RE	PE	300	RE	PE	300	RE	PE	300	RE	PE	300	RE																
							T	PE	400	SW	PE	400	SW	PE	400	SW	PE	400	SW	PE	400	SW	PE	400	SW	PE	400	SW	PE	400	SW	PE	400	SW																
							DIV	DIV	STATEWIDE RAIL PRELIMINARY ENGINEERING																																									
							REG	REG	STATEWIDE RAIL PRELIMINARY ENGINEERING																																									
							SW	SW	STATEWIDE RAIL PRELIMINARY ENGINEERING																																									
STATEWIDE	VARIOUS	Y-5500	TRAFFIC SEPARATION STUDY IMPLEMENTATION AND CLOSURES.		30000		RR	R	150	DIV	R	150	DIV	R	150	DIV	R	150	DIV	R	150	DIV	R	150	DIV	R	150	DIV	R	150	DIV	R	150	DIV																
							RR	C	750	DIV	C	750	DIV	C	750	DIV	C	750	DIV	C	750	DIV	C	750	DIV	C	750	DIV	C	750	DIV	C	750	DIV																
							RR	R	150	RE	R	150	RE	R	150	RE	R	150	RE	R	150	RE	R	150	RE	R	150	RE	R	150	RE	R	150	RE																
							RR	C	750	RE	C	750	RE	C	750	RE	C	750	RE	C	750	RE	C	750	RE	C	750	RE	C	750	RE	C	750	RE																
							RR	R	200	SW	R	200	SW	R	200	SW	R	200	SW	R	200	SW	R	200	SW	R	200	SW	R	200	SW	R	200	SW																
							RR	C	1000	SW	C	1000	SW	C	1000	SW	C	1000	SW	C	1000	SW	C	1000	SW	C	1000	SW	C	1000	SW																			
							DIV	DIV	TRAFFIC SEPARATION STUDY IMPLEMENTATION AND CLOSURES.																																									
							REG	REG	TRAFFIC SEPARATION STUDY IMPLEMENTATION AND CLOSURES.																																									
							SW	SW	TRAFFIC SEPARATION STUDY IMPLEMENTATION AND CLOSURES.																																									
IN PROGRESS																																																		
STATEWIDE	VARIOUS	Z-5400	HIGHWAY-RAIL GRADE CROSSING SAFETY IMPROVEMENTS.		41817	7517	RR	R	150	DIV	R	150	DIV	R	150	DIV	R	150	DIV	R	150	DIV	R	150	DIV	R	150	DIV	R	150	DIV	R	150	DIV																
							RR	C	900	DIV	C	900	DIV	C	900	DIV	C	900	DIV	C	900	DIV	C	900	DIV	C	900	DIV	C	900	DIV	C	900	DIV																
							RR	R	150	RE	R	150	RE	R	150	RE	R	150	RE	R	150	RE	R	150	RE	R	150	RE	R	150	RE	R	150	RE																
							RR	C	900	RE	C	900	RE	C	900	RE	C	900	RE	C	900	RE	C	900	RE	C	900	RE	C	900	RE	C	900	RE																
							RR	R	200	SW	R	200	SW	R	200	SW	R	200	SW	R	200	SW	R	200	SW	R	150	SW	R	150	SW																			
							RR	C	1200	SW	C	1200	SW	C	1200	SW	C	1200	SW	C	1200	SW	C	1200	SW	C	900	SW	C	900	SW																			
							DIV	DIV	HIGHWAY-RAIL GRADE CROSSING SAFETY IMPROVEMENTS.																																									
							REG	REG	HIGHWAY-RAIL GRADE CROSSING SAFETY IMPROVEMENTS.																																									
							SW	SW	HIGHWAY-RAIL GRADE CROSSING SAFETY IMPROVEMENTS.																																									
IN PROGRESS																																																		
STATEWIDE	NORTH CAROLINA RAILROAD	C-5571  EX	NCDOT PIEDMONT AND CAROLINIAN PASSENGER RAIL SERVICES. PUBLIC OUTREACH AND AWARENESS PROGRAM.		1637	819	CMAQ	I	818																																									

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COST AND SCHEDULES ARE PRELIMINARY AND SUBJECT TO  
SIGNIFICANT CHANGE AS MORE INFORMATION BECOMES  
AVAILABLE

**WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION  
TRANSPORTATION ADVISORY COMMITTEE**

**RESOLUTION ADOPTING THE WILMINGTON URBAN AREA  
METROPOLITAN AND STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM FOR  
FY 2016-2025**

**WHEREAS**, the Wilmington Urban Area Metropolitan Planning Organization provides transportation planning services for the City of Wilmington, Town of Carolina Beach, Town of Kure Beach, Town of Wrightsville Beach, Town of Belville, Town of Leland, Town of Navassa, New Hanover County, Brunswick County, Pender County, Cape Fear Public Transportation Authority and the North Carolina Board of Transportation; and

**WHEREAS**, the Transportation Advisory Committee has found that the Wilmington Urban Area Metropolitan Planning Organization is conducting transportation planning in a continuous, cooperative, and comprehensive manner; and

**WHEREAS**, the Draft 2016-2025 Metropolitan and State Transportation Improvement Program was released on December 4, 2014; and

**WHEREAS**, the Wilmington Metropolitan Planning Organization conducted a public hearing on the Draft 2016-2025 Metropolitan and State Transportation Improvement Program; and

**WHEREAS**, the 2016-2025 Metropolitan and State Transportation Improvement Program, for years one through three, will serve as the project selection document for transportation projects within the Wilmington Urban Area Boundary.

**NOW THEREFORE**, be it resolved by the Wilmington Urban Area Metropolitan Planning Organization's Transportation Advisory Committee hereby adopts the FY 2016-2025 Metropolitan and State Transportation Improvement Program.

**ADOPTED** at a regular meeting of the Wilmington Urban Area Metropolitan Planning Organization Transportation Advisory Committee on June 24, 2015.

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Laura Padgett, Chair  
Transportation Advisory Committee

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Mike Kozlosky, Secretary

**WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION  
TRANSPORTATION ADVISORY COMMITTEE**

**RESOLUTION ENCOURAGING THE CITY OF WILMINGTON, WILMINGTON MPO,  
NORTH CAROLINA DEPARTMENT OF TRANSPORTATION AND CAPE FEAR PUBLIC  
TRANSPORTATION AUTHORITY TO DEVELOP A MEMORANDUM OF UNDERSTANDING  
FOR THE FUTURE DEVELOPMENT OF THE WILMINGTON MULTI-MODAL  
TRANSPORTATION CENTER**

**WHEREAS**, the Wilmington Urban Area Metropolitan Planning Organization provides transportation planning services for the City of Wilmington, Town of Carolina Beach, Town of Kure Beach, Town of Wrightsville Beach, Town of Belville, Town of Leland, Town of Navassa, New Hanover County, Brunswick County, Pender County, Cape Fear Public Transportation Authority and the North Carolina Board of Transportation; and

**WHEREAS**, the Wilmington Multi-modal Transportation Center will be located between North 3<sup>rd</sup> Street and North 4<sup>th</sup> Street and between Red Cross Street and Hanover Street; and

**WHEREAS**, the Wilmington Multi-modal Transportation Center is anticipated to bring together local bus service, inter-city bus service, the downtown trolley, human transportation services and taxis; and

**WHEREAS**, the Wilmington Multi-modal Transportation Center will also serve as the downtown station for future passenger rail service to/from Wilmington; and

**WHEREAS**, Martin/Alexiou/Bryson completed the Transit Needs Study for the Wilmington Multi-modal Transportation Center in 2009 that evaluated the current and future service needs at the Multi-modal Transportation Center site; and

**WHEREAS**, the study's recommended option for the facility included a transit portion, which is expected to be constructed first and a passenger rail service that is expected to be constructed in the future; and

**WHEREAS**, the study also included a recommended site layout for the transportation center; and

**WHEREAS**, the North Carolina Department of Transportation in partnership with the City of Wilmington have acquired or are in the process of taking ownership of all of the properties necessary to construct the Wilmington Multi-modal Transportation Center; and

**WHEREAS**, the North Carolina Department of Transportation has demolished the buildings between Campbell Street and the rail corridor and are taking certain steps toward the stabilization of the Neuwirth and Thomas Grocery buildings; and

**WHEREAS**, City of Wilmington, North Carolina Department of Transportation, Cape Fear Public Transportation Authority and Wilmington MPO desire for the transportation center to progress forward toward construction and each entity proposes to take certain steps toward the completion of the transit portion of the transportation center; and

**WHEREAS**, a Memorandum of Understanding would outline the responsibilities for each party in the progression and development of the transit portion of the transportation center.

**NOW, THEREFORE**, be it resolved that the Wilmington Metropolitan Planning Organization's Transportation Advisory Committee hereby encourages the City of Wilmington, Wilmington MPO, North Carolina Department of Transportation and Cape Fear Public Transportation Authority to develop a Memorandum of Understanding for the future development of the transit portion of the Wilmington Multi-modal Transportation Center.

**ADOPTED** at a regular meeting of the Wilmington Urban Area Metropolitan Planning Organization Transportation Advisory Committee on June 24, 2015.

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Laura Padgett, Chair  
Transportation Advisory Committee

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Mike Kozlosky, Secretary



# Cape Fear Crossing

## STIP U-4738

### Brunswick and New Hanover Counties

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#### STATUS REPORT

#### CAPE FEAR CROSSING WORKGROUP

June 1, 2015

##### Project Description

Roadway extending from the vicinity of US 17 Bypass and I-140 in Brunswick County to US 421 in New Hanover County, including a crossing of the Cape Fear River.

##### Current Status

The following list includes completed and ongoing tasks during the month of May:

- The project team continues to coordinate and correspond with project stakeholders.
- Functional Design Plans for the 12 detailed study alternatives (DSAs) have been submitted to NCDOT for review.
- The draft Traffic Capacity Analysis Report was submitted to NCDOT for review on May 29, 2015.
- Hydraulic analysis of the DSAs is ongoing.
- The Historic Architecture Report has been accepted by NCDOT. The report has been sent to the North Carolina State Historic Preservation Office for review.
- Studies for the Traffic Noise Analysis and Air Quality Analysis are ongoing.
- Studies for the Community Impact Analysis and the Land Use Scenario Assessment are ongoing.
- Additional natural resource surveys (wetland, streams, and protected species) are ongoing.
- It is anticipated that the next workgroup meeting will be held no later than September 2015.
- The draft STIP released by NCDOT in December 2014 does not include the Cape Fear Crossing project; the final STIP will be released on July 1, 2015.
- NCDOT is currently evaluating an additional alternative proposed by the WMPO. There are currently 12 alternatives being designed and evaluated for inclusion in the draft environmental document. If it is determined this alternative is feasible, studies may need to be redone to include this alternative.
- The WMPO TAC agreed on April 22, 2015 to support allocation of \$100,000 of STP-DA funds for completion of the environmental document.

##### Contact Information

NCDOT – Charles Cox, [ccox@ncdot.gov](mailto:ccox@ncdot.gov), 919.707.6016

AECOM – Joanna Rocco, [joanna.rocco@aecom.com](mailto:joanna.rocco@aecom.com), 919.461.1434

Website: <http://www.ncdot.gov/projects/capefear/>

Email: [capefear@ncdot.gov](mailto:capefear@ncdot.gov)

Hotline: 1.800.233.6315

**WILMINGTON MPO**  
**TRANSPORTATION PLANNING**  
**JUNE 2015**

**CONGESTION MANAGEMENT PROCESS**

Project Description/Scope: Comply with a Federal mandate to create and adopt a process to evaluate the region's most congested corridors through locally-defined multi-modal performance measures in an effort to suggest improvements that would alleviate traffic congestion in the region. The CMP was adopted by the TAC on December 11, 2013. Data collection procedures have been developed. A schedule for collection logistics has been drafted and data collection will continuously be monitored and updated as needed.

Next Steps:

- Continue data collection and monitoring of congestion

**COLLEGE ROAD UPGRADES (U-5702) AND (U-5704)**

The Strategic Transportation Investments is a new formula to determine how the North Carolina Department of Transportation (NCDOT), in partnership with local governments, will fund and prioritize transportation projects in the state of North Carolina. The Strategic Transportation Investment Formula allocates funding at the statewide, regional and division tiers. Prioritization 3.0 was the process used to determine the projects that are to be funded in the State's Transportation Improvement Program (STIP). The draft STIP was released on December 4th and identifies all of the projects that will be funded in the NCDOT program. There are several projects on College Road.

U-5704: Construction of an interchange at College Road and Oleander Drive

U-5702: Construction of Access Management Improvements on College Road between Gordon Road and Carolina Beach Road. The Department has several spot safety and intersection improvements that are anticipated would be completed under this project. This project may also include median modifications, access management strategies, etc. to improve traffic flow and safety on College Road. Another project that may be funded in the Statewide Mobility Category is an Upgrade of College Road between New Centre Drive and Gordon Road to include an additional through lane and an interchange at College Road and the Martin Luther King Jr. Parkway.

Due to the project overlaps, NCDOT and Wilmington MPO staffs agree that the best solution is to prepare the planning and environmental documentation for two separate projects. The first project is for College Road from Gordon Road to Carolina Beach Road excluding the section between Wilshire Boulevard and Shipyard Boulevard. The second project is for the planning and environmental analysis of College Road between Wilshire Boulevard and Shipyard Boulevard. NCDOT has selected Stantec to complete the work for U-5702 and HDR to complete the work for U-5704.

**METROPOLITAN TRANSPORTATION PLAN**

Project Description/Scope: Update the Federally-mandated Metropolitan Transportation Plan/Long-Range Transportation Plan for the Wilmington Urban Area Metropolitan Planning Organization. Project lists were created and ranked in December 2014 and finalized by the board in February 2015. Public outreach on the draft plan occurred in March and April 2015. The public comment period for the draft plan was open from April 1 through April 30 2015 and comments were received through 7 regional open houses, through the plan's website, and through an online comment form.



**Next Steps:**

- Review of public comments and revision of draft plan to occur in May/June
- Finalization of draft plan for adoption to occur in July 2015
- Adoption process to occur August 2015 to December 2015

**MILITARY CUTOFF ROAD/EASTWOOD ROAD**

The DRAFT 2015-2025 State Transportation Improvement Program identified funding to upgrade the intersection of Military Cutoff Road/Eastwood Road to an interchange. The current STIP has been amended for the planning and environmental analysis only to expedite delivery of the new STI Statewide project. NCDOT's Program Development and Environmental Analysis Branch has begun to study the proposed improvements. HDR has been selected by NCDOT to complete this work. The Department desires to host a small group meeting(s) with adjacent property owners/HOAs and anticipates a June public meeting on the project.

**17<sup>TH</sup> STREET STREETScape**

**Project Descriptions/Scope:** The 17<sup>th</sup> Street streetscape project will include upgrades to 17<sup>th</sup> Street between Wrightsville Avenue and Princess Place Drive. The project will provide for a more efficient transportation system by reduced travel speeds, removal of the lateral shift, improved pedestrian crossings, improved safety and enhance the aesthetics of the area. The project may also include aesthetic improvements that will enhance the entryway into Carolina Heights and provide a pocket park. NCDOT has approved the revised signal plans and encroachment agreement.

**Next Steps:**

- City staff will incorporate the final designs into the bid package
- Bid, Award and Construct the streetscape enhancements

**Pender County Collector Street Plan**

The Wilmington MPO and Pender County have partnered to update the Coastal Pender County Collector Street Plan and to create a collector street plan for the area that was not previously part of the MPO. The City, acting on behalf of the MPO, awarded the contract on May 19th to Stantec Consulting Services Inc. to manage the project and complete the plan. Project management has begun as the team generates a project milestone schedule, gathers research and data, and begins the process for assembling a steering committee in Pender County to advise the plan.

**SITE DEVELOPMENT REVIEW**

**Project Descriptions/Scope:** The Wilmington MPO assists with site development and transportation impact analysis review for the MPO's member jurisdictions. During the last month, staff has reviewed the following development proposals:

- New Hanover County Development Plan Reviews: 4 reviews
- New Hanover County Informal Plan Reviews: 1 reviews
- New Hanover Concept Reviews: 1 reviews
- Town of Leland Formal Reviews: 3 reviews
- Town of Leland Informal Reviews: 0 reviews
- Brunswick County Formal Plan Reviews: 0 reviews
- Brunswick County Informal Plan Reviews: 0 reviews

- TIA Reviews: 22 total (New Hanover County 7, City of Wilmington 10, Carolina Beach 1, Brunswick County 2, and Pender County 2) new 5 and ongoing 17
- Pender County Development Plan Reviews: 10 reviews
- Pender County Informal Plan Reviews: 3 reviews
- Pender County Concept Reviews: 1 reviews
- City of Wilmington Formal Reviews: 26 (11 new, 15 on-going)
- City of Wilmington Informal Reviews: 14 ( 5 new, 9 on-going)
- City of Wilmington Concept Reviews: 18 new concept reviews- 2 on-going concept
- COW Project Releases: 6 Full releases

### **STP-DA/TAP-DA FY 2013 and 2014 Project Status**

#### **STP-DA**

**U-5534A - TOWN OF NAVASSA – MAIN STREET BICYCLE LANES** –This project will include planning, design, and construction of an additional 4 feet on either side of Main Street for bike lanes starting at the existing Navassa bike path east of Brooklyn Street to Old Mill Road. The Letter of Interest (LOI) has been advertised.

#### Next Steps:

- 100% Design anticipated July 2015
- Letting date anticipated in September 2015

**U-5534B - CITY OF WILMINGTON- HEIDI TRASK DRAWBRIDGE** – This project consists of construction of a public walkway/pier underneath the Heidi Trask Drawbridge to provide for a safe crossing for cyclists and pedestrians across US 74 (Wrightsville Avenue) on the mainland side of the drawbridge in Wilmington.

#### Next Steps:

- KHA working on final comments
- Letting date anticipated August 2015.

**U-5534C - WRIGHTSVILLE AVENUE/GREENVILLE AVENUE TO HINTON AVENUE** – The project is for construction of intersection re-alignment improvements at the intersection of Wrightsville Avenue/Greenville Avenue and bike lanes and sidewalks along Greenville Avenue from Wrightsville Avenue to Hinton Avenue.

#### Next Steps:

- Comments from PEDAs are being addressed
- ROW date anticipated July 2015
- Letting anticipated July 2015

**U-5534D - TOWN OF LELAND - OLD FAYETTEVILLE ROAD MUP** – This project is for design and construction of a ten foot (10') wide multi use path, separate but adjacent to Old Fayetteville Road, beginning at or around the corner of the Leland Town Hall Campus and ending at the driveway of the North Brunswick High School.

Next Steps:

- ROW documents anticipated September 2015
- Letting date is anticipated Jan 2016

**U-5534E - TOWN OF CAROLINA BEACH - ISLAND GREENWAY AND HARPER AVENUE** – This project is for the design and construction of an off-road multi-use path that begins at Mike Chappell Park and winds along the existing cleared fire path and terminates at Greenville Avenue and the Harper Avenue bike lanes will consist of a bicycle boulevard on existing pavement on each side of Harper Avenue from Dow Road to Lake Park Boulevard. The Town desires to combine the project with the awarded 2014 STP-DA project.

Next Steps:

- 100% design plan review anticipated in July 2015
- U-5534 E and U-5534 L – combined-Right of Way and Planning date of July 2015

**U-5534M - CAUSEWAY DRIVE, WAYNICK BLVD./N. LUMINA AVE./STONE ST.**–The construction of dual left turns from Waynick Blvd. to Causeway Dr., channelizing the one-way entrance to Lumina Ave. and improving lane markings, adjusting stop bar, straightening crosswalks at Waynick Blvd and installing bulb-outs at Lumina Ave./Stone St., and adding ADA compliant curb ramps at all crosswalks within the project area.

Next Steps:

- Project funds will be reallocated to the Coral Drive sidewalk project.
- Staff is awaiting NCDOT input on the next steps.

**U-5534H – HINTON AVE MULTI-USE PATH** – This project consists of the construction of a 10' wide multi-use path along Hinton Avenue from Park Avenue to Greenville Avenue.

Next Steps:

- NCDOT reviewing man hour estimates
- Survey to begin June 2015
- R/W Plans complete July 31, 2015
- Anticipated Let Date of January 26, 2016

**U-5534G –HOOKER ROAD MULTI-USE PATH** - The project consist of the construction of a 10' wide multi-use path along Hooker Road from Wrightsville Avenue to Mallard Drive/Rose Ave intersection

Next Steps:

- NCDOT reviewing man hour estimates
- Survey to begin June 2015
- Right of Way Plans anticipated to be complete: August 30, 2015
- Anticipated Let Date: September 17, 2016

**U-5534K –LELAND MIDDLE SCHOOL SIDEWALK** - The construction of 5 foot wide concrete sidewalk adjacent to Old Fayetteville Road from Ricefield Branch Rd to the Hwy 74/76 overpass after Glendale Drive with connections to Leland Middle School and the surrounding neighborhoods.

Next Steps:

- Right of Way Plans anticipated to be complete: September 25, 2015
- Anticipated Let Date: January 26, 2016

**U-5534J –OLD FAYETTEVILLE LOOP ROAD PEDESTRIAN LOOP** - The construction of 5 foot wide sidewalks in three locations: along Village Road from Town Hall Drive going southeast to the existing sidewalk in front of the apartment complex, along Town Hall Drive from Village Road NE to the sidewalk currently under construction by the new Town Hall, and along Old Fayetteville Road from the existing sidewalk in front of the apartment complex to Village Road NE

Next Steps:

- Right of Way Plans anticipated to be complete: September 25, 2015
- Let Date: January 26, 2016

**U-5534I –VILLAGE ROAD MULTI-USE PATH EXTENSION** - The construction of a 10 foot wide asphalt multi-use path routed across Perry Ave, behind the library, out to Village Road, down Village Road ending on the western edge of the First Baptist Church property before the Sturgeon Creek Bridge

Next Steps:

- Right of Way Plans anticipated to be complete: September 25, 2016
- Anticipated Let Date: January 26, 2016

**SHIPYARD BOULEVARD SIDEWALK-** Project Description: The construction of a sidewalk and bus pull-out along Shipyard Boulevard between Vance Street and Rutledge Drive. This will be a partnership between the City of Wilmington, Cape Fear Public Transportation Authority and Wilmington MPO.

Next Steps:

- NCDOT reviewing man hour estimates
- Survey to design conceptual plans anticipated June 2015
- R/W plans anticipated August 2015

#### **TAP-DA**

**CITY OF WILMINGTON – MILITARY CUTOFF ROAD MULTI-USE PATH** – This project is for the design and construction of a 10-foot wide, asphalt multi-use path on Military Cutoff Road from Gordon Road to Eastwood Road.

Next Steps:

- NCDOT reviewing man hour estimates
- Survey to design conceptual plans anticipated June 2015
- R/W plans anticipated August 2015

**U-5527B CITY OF WILMINGTON – 5<sup>th</sup> AVE INTERSECTION UPGRADES** – This project is for the construction of high visibility crosswalks, curb ramps, and pedestrian activated signals on 5th Ave at the Dawson Street and Wooster Street intersections.

Next Steps:

- Right of Way Plans anticipated to be complete: May 23, 2016
- Anticipated Let Date: September 26, 2016

**U-5527C NEW HANOVER COUNTY – MIDDLE SOUND GREENWAY – EXTENSION TO MIDDLE SOUND VILLAGE**– This project is for the construction of a multi-use path along Middle Sound Loop Road from Oyster Lane to the Middle Sound Village driveway

Next Steps:

- Finalize preliminary easements
- Right of Way Plans anticipated to be complete: Sept. 30, 2015
- Anticipated Let Date: Jan. 26, 2016

#### **TRANSPORTATION DEMAND MANAGEMENT PROGRAM**

Project Description/Scope: UNCW is taking the role as lead employer for the Cape Fear region. The WMPO will coordinate with UNCW to work with other major employers in the region to identify opportunities for public outreach, marketing, carpooling, vanpooling, alternative/compressed work schedules, Emergency Guaranteed Ride Home, park and ride lots, etc. The MPO established 2 park and ride lots in Brunswick County and a ridesharing program that began on January 5<sup>th</sup>. The MPO adopted “Work Cape Fear: Expanding Commuter Options in the Cape Fear Region” TDM Short Range Plan on January 28<sup>th</sup> and also authorized staff to apply for a TDM grant through NCDOT that if approved would fund a full-time TDM Coordinator position

Next Steps:

- Finalize drafting the 25-year TDM plan
- Promote 2 Park & Ride Lots in Brunswick County
- Await an agreement from NCDOT on the full-time TDM Coordinator position

#### **US 17 BUSINESS CORRIDOR STUDY**

In 2007 the Wilmington MPO, in cooperation with NCDOT and the City of Wilmington completed the US 17 Business Corridor Study. The Corridor Study recommended the implementation of a “road diet.” This recommendation included a requirement to construct Independence Boulevard Extension prior to implementation. Citizens have continued to request the implementation of the “road diet,” however the construction of Independence Boulevard extension is now many years off. The City of Wilmington and Wilmington MPO requested an update of this study to re-examine the feasibility of implementing the road diet without first constructing Independence Boulevard extension. The MPO has hired Parsons Brinkerhoff (PB) to develop the update of this study. PB continues to finalize the traffic modeling. The project is anticipate to be completed in June.



## **Cape Fear Public Transportation Authority**

### **Project Update**

**June 2015**

- 1. Operations center** - construction of 37,621 square foot maintenance and operations facility located on Castle Hayne Road which will serve as operation center for all Wave Transit fixed route and Paratransit operations. Will include compressed natural gas fueling station. Facility dedication occurred in late April and building turnover occurred May 2015. First day of operation out of the new facility will be Monday, June 29, 2015.
- 2. Fleet replacement & conversion to CNG** – First CNG bus delivered late May 2015! Second CNG fueled bus is scheduled to arrive June 2015. Staff is identifying state and federal funding opportunities to replace 19 thirty-five foot buses. FTA funding for 80% of two CNG buses has been identified under FTA §5316 and §5317 program and local funding is included in City of Wilmington FY 2015 budget. New buses to be fueled by compressed natural gas. Fleet replacement programmed at a cost of \$8,100,000. Bid awarded to Gillig, LLC on June 26, 2014. Purchase order for six buses issued February 26, 2015. Production schedule for these vehicles still pending.
- 3. FTA §5310 Program** - Designation from NC Governor as designated recipient for FTA §5310 Elderly and Disabled Transportation Program designated recipient completed in July. Section 5310 Program Management Plan (PMP) notification of approval from FTA received June 3, 2015. Staff to proceed with grant application. Mobility Manager scheduled to be hired in summer 2015.



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

PAT MCCRORY  
GOVERNOR

ANTHONY J. TATA  
SECRETARY

June 4, 2015

**TIP Projects:**

**R-3601 (US 17/74/76):** Widening across the "CAUSEWAY", between Leland/Belville and the Cape Fear River. Replacing the bridges over the Brunswick River and one of the bridges over Alligator Creek.

**Estimated Contract Completion Date November 15, 2016**

**R-2633 BA – (Wilmington Bypass)** construct a 4-lane divided highway from US 74/76 (near Malmo) to SR 1430 (Cedar Hill Road).

**Estimated Contract Completion Date April 30, 2018**

**Open to traffic on November 1, 2017**

**R-2633 BB – (Wilmington Bypass: Bridge over Cape Fear River)** construct a 4-lane divided highway from SR 1430 (Cedar Hill Road) to US 421 (where I-140 currently ends in New Hanover County...this includes the large bridge over the Cape Fear River).

**Estimated Contract Completion Date April 30, 2018**

**Open to traffic on November 1, 2017**

**R-3324 – Long Beach Road Extension** construct a 2-lane, 2-way roadway from NC 133 (near Jump & Run Creek) to NC 87. Most of this roadway will be on new location.

**Estimated Contract Completion Date May 13, 2016**

**R-3432 – SR 1163 (Georgetown Road)** extend from SR 1184 (Ocean Isle Beach Road) to NC 179.

**Estimated Contract Completion Date May 13, 2016**

**Market Street Wal-Mart Development:** construct a median on Market Street from Marsh Oaks Drive to the existing median at Porter's Neck. Install bulb-outs, on Market Street, at Marsh Oaks Drive & Porter's Neck Road intersections. A signal will be installed on Market Street at the main entrance to the new Wal-Mart.

**Estimated Completion Date Summer 2015**

**B-5103:** replace bridge #35 over the abandoned railroad on SR 1627 (3<sup>rd</sup> Street), in Wilmington.

**Estimated Contract Completion Date September 28, 2016**

**U-3338 B:** Widening of Kerr Ave. from Randall Parkway to Martin Luther King, Jr. Parkway.

**Let Date August 2015**

**B-4440:** replace bridge #163 over Mulberry Branch, on SR 1349 (Bridger Road)

**DRAFT TIP Construction 2016**

**U-4751: Military Cutoff Road Extension:** extending Military Cutoff Road from Market Street to the Wilmington Bypass, with an interchange at the Bypass.

**Let Date October 2017**

**R-5021 (NC 211):** widening to a 4-lane divided highway from NC 87 (near Southport) to SR 1500 (Midway Road).

**DRAFT TIP Construction 2018**

**B-4929: Bridge @ Surf City NC 50/210** - replace bridge #16 over the inter-coastal waterway with a fixed span high rise structure.

**DRAFT TIP Construction 2017**

**B-5236:** replace bridge #19 over Lords Creek on SR 1100 (River Road)

**DRAFT TIP Construction 2017**

**U-3831: SR 2048 (Gordon Road)** widen Gordon Road from NC 132 (College Road) to US 17 Business (Market Street)

**DRAFT TIP Construction 2019**

**B-4590:** replace bridge #29 over Smith Creek on NC 133 (Old Castle Hayne Road)

**DRAFT TIP Construction 2019**

**R-5701:** construct a roundabout at the intersection of US 117 Business, Walker Street & Wilmington Street

**DRAFT TIP Construction 2020**



**B-5540:** replace bridge #202 over branch of Shallotte River, on SR 1357 (Smith Ave.)  
**DRAFT TIP Construction 2020**

**U-5729: US 421 (Carolina Beach Road)** from Burnett Avenue to US 117 (Shipyard Blvd) upgrade the roadway  
**DRAFT TIP Construction 2020**

**U-5790: US 421 (Carolina Beach Road)** widen existing US 421 from Sanders Road to NC 132 (College Road) and construct fly-overs at Monkey Junction intersection  
**DRAFT TIP Construction 2020**

**B-5156:** replace bridge #28 over Long Creek on NC 210  
**DRAFT TIP Construction 2020**

**U-5792: NC 132 (College Road)** from SR 1272 (New Center Drive) to SR 2048 (Gordon Road) widen to multi-lanes and upgrade at-grade intersection at College & Martin Luther King Parkway to an interchange  
**DRAFT TIP Construction 2022**

**U-5710: US 74 (Eastwood Road)** upgrade at-grade intersection at Eastwood Road & Military Cutoff Road to an interchange  
**DRAFT TIP Construction 2022**

**B-5644:** replace bridge #15 over Sill's Creek on NC 11  
**DRAFT TIP Construction 2022**

**W-5306 Castle Hayne Roundabout:** construct a roundabout at the intersection of US 117, NC 132 & NC 133.  
**Estimated Contract Completion Date January 18, 2016**

**Greenfield Lake Culvert:** replace the large culvert under 3<sup>rd</sup> Street and US 421 Truck/Front Street...Utility relocation work will begin late 2013 and finish prior to let date  
**November 2015**



## **Resurfacing Contracts:**

**Resurfacing Contract:** C-203480 3CR.10101.150, 3CR.20101.150, 3CR.10651.150, 3CR.20651.150 & 3CR.10711.150 Barnhill Contracting

### **Brunswick County primary routes:**

**US 17 Business** – mill & resurface from US 17 (south end of US 17 Bus.) to US 17 (@ nose of concrete island)...Bolivia area

**US 17 Bypass (Southbound lanes)** – patch, mill & resurface from 0.17 miles north of SR 1401 (Galloway Road) to 0.09 miles south of SR 1401

### **Brunswick County secondary routes:**

**SR 1104 (Beach Drive)** – patching, milling, resurface & leveling from beginning of curb & gutter section to end of SR 1104

**SR 1828 (Kings Lynn Drive)** – patching, mill & resurface from SR 1104 (West Beach Drive) to SR 1828

**SR 1401 (Galloway Road)** – resurface from US 17 to SR 1402 (Randolphville Road)

**SR 1435 (North Navassa Road)** – patching, mill & resurface from SR 1472 (Village Road Northeast) to SR 1432 (Old Mill Road Northeast)

**SR 1430 (Cedar Hill Road)** – patching, mill & resurface from SR 1435 (North Navassa Road) to 0.58 miles south of SR 1431 (Royster Road Northeast)

**SR 1430 (Cedar Hill Road)** – patching, mill & resurface from 0.54 miles north of SR 1431 (Royster Road Northeast) to SR 1426 (Mount Misery Road)

### **Mill & resurface the following primary routes in New Hanover County:**

**US 421 (Carolina Beach Road)** – from 0.26 miles south of Independence Blvd. (non-system portion) to west of Lake Shore Drive (non-system)

**US 117 Northbound Lanes (Shipyard Blvd)** – from US 421 to 0.05 miles east of US 421 (Carolina Beach Road)

**US 117 Southbound Lanes (Shipyard Blvd)** – from 0.20 miles east of US 421 to US 421 (Carolina Beach Road)

**US 421 Southbound Lanes (South 3<sup>rd</sup> Street)** – from US 76 (Dawson Street) to Greenfield Street (non-system)

**US 421 Northbound Lanes (South 3<sup>rd</sup> Street)** – from Greenfield Street (non-system) to US 76 (Dawson Street)

**US 17 Business (South 3<sup>rd</sup> Street)** – from US 76 eastbound lanes to US 76 westbound lanes

**Mill & resurface the following secondary routes in New Hanover County:**

**SR 1218 (16<sup>th</sup> Street)** – from US 76 westbound lanes (Wooster Street) to US 76 eastbound lanes (Dawson Street)

**SR 1371 (16th St.)** - from Grace Street (non-system) to US 17 Business (Market Street)

**SR 2816 (16th St.)** - from US 17 Business (Market Street) to US 76 westbound lanes (Wooster Street)

**SR 1301 (17<sup>th</sup> Street)** - from US 17 Business (Market Street) to Grace Street (non-system)

**SR 2817 (17th Street)** - from US 76 eastbound lanes (Dawson Street) to US 17 Business (Market Street)

**SR 1411 (Wrightsville Avenue)** - from Dawson Street Extension (non-system) to SR 1209 (Independence Blvd.)

**Resurface the following secondary routes in New Hanover County:**

**SR 2699 (Amsterdam Way)** - from SR 2700 (Old Dairy Rd.) to SR 2048 (Gordon Rd.)

**SR 2701 (Antilles Ct.)** - from SR 2698 (Netherlands Dr.) to end maintenance

**SR 2698 (Netherlands Dr.)** - from SR 2048 (Gordon Rd.) to SR 2700 (Old Dairy Rd.)

**SR 2700 (Old Dairy Rd.)** - from US 17 Bus. (Market St.) to SR 2699 (Amsterdam Way)

**SR 2220 (Windmill Way)** - from SR 2219 (N. Green Meadows Dr.) to SR 2700 (Old Dairy Rd.)

**SR 2183 (Spring Rd)** - from NC 133 (Castle Hayne Rd.) to SR 2184 (Fairfield Rd.)

**SR 2184 (Fairfield Rd.)** - from SR 2183 (Spring Rd) to SR 1318 (Blue Clay Rd)

**Widen & resurface following routes in New Hanover County:**

**SR 1940 (Covil Farm Rd)** - from SR 1409 (Military Cut-Off Rd) to SR 1916 ( Red Cedar Rd)

**SR 2717 (Torchwood Blvd.)** - from US 17 Bus. (Market St.) to SR 2718 (Beacon Dr.)

**Mill & resurface a section & just resurface another section of SR 1363 (Bayshore Dr.)** from US 17 Bus. (Market St.) to SR 1393 (Biscayne Dr.)

**Pender County primary routes:**

**US 117** - mill & resurface from 0.30 miles north of NC 210 to 0.026 miles north of

US 117 Business

**NC 11/53** - mill & resurface from begin curb & gutter @ western city limits of Town of Atkinson to end curb & gutter @ the eastern city limits of Town of Atkinson.

**NC 53** - Patch ONLY from I-40 to US 117 (Town of Burgaw).

**Estimated Contract Completion Date Fall 2015**

**Resurfacing Contract: DC-00089 3CR.10651.166**

**Carolina Beach:**

US 421 – mill & resurface from E Avenue (Kure Beach) to Cardinal Sands Drive in Carolina Beach.

**Work Complete**

**Resurfacing Contract: DC-00090 3CR.10101.165**

**Brunswick County:**

NC 211 – mill & resurface from NC 87 to end of system at Fort Fisher Ferry Terminal.

**Estimated Contract Completion Date November 2015**

**Resurfacing Contract: DC-00091 3CR.10711.165**

**Pender County:**

NC 53 – resurface from US 117 to I-40.

NC 210 – mill & resurface from NC 210/NC 50 (in Town of Surf City) to Onslow County line.

**Estimated Contract Completion Date October 2015**

**Resurfacing Contract: C203839 3CR.10651.170**

**New Hanover County:**

US 117 – milling & resurfacing from I-40 to bridge at Market Street

US 74 – milling & resurfacing from Kornegay Avenue to Cardinal Drive

**Availability Date March 30, 2015**

**Estimated Contract Completion Date September 2015**

**Resurfacing Contract: C203630 WBS #46176.3.FS1**

**New Hanover & Pender Counties:**

I-40 – milling & resurfacing from Gordon Road interchange to NC 210 interchange

I-40 – milling & resurfacing from US 117 interchange to mile post 393 (approximately 3.5 miles east of US 117 interchange)

**Availability Date March 30, 2015**

**Estimated Contract Completion Date September 2016**

**Resurfacing Contract: DC-00103 3CR.20711.173**

**Pender County:**

**SR 1104 (Canetuck Road)** from SR 1103 (Heading Bluff Road) to  
SR 1103 (Heading Bluff Road) other end of loop.

**SR 1103 (Heading Bluff Road)** from SR 1104 (Canetuck Road) to end of system

**SR 1336 (Horse Branch Road)** from SR 1319 (Pelham Road) to SR 1209  
(Shiloh Road)

**SR 1407 (Scott Road)** from NC 210 to SR 1400 (Highsmith Road)

**SR 1510 (East Wilmington Street)** from US 117 to NC 53

**SR 1349 (Johnston Avenue)** from US 117 to NC 11

**Availability Date June 1, 2015**

**Estimated Contract Completion Date August 2015**

If you have any questions, please contact Patrick Riddle at the Division 3 Office:

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