



Wilmington Urban Area Metropolitan Planning Organization
Transportation Alternatives Set Aside-Direct Attributable
Project Submittal Guide
Fiscal Year 2019

Date of Release: November 15, 2018

Pre-application Review: December 18, 2018

Electronic Application Submittal Deadline: 5 pm January 25, 2019

Submit one CD to:
WMPO
305 Chestnut Street, Fourth Floor
Wilmington, NC 28401

CD should be labeled with the following:

Project Name
Name of Government Agency
Requested Funding Source
Date

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Introduction

On December 4, 2015, the President signed the Fixing America's Surface Transportation (FAST) Act into law. The FAST Act changed the Surface Transportation Program (STP) name to the Surface Transportation Block Grant Program (STBG), combined the former STP and former TAP programs at the federal level, and amended the provisions contained in 23 U.S.C. 133. Prior to apportioning the STBG funds to each state or MPO, a portion the FAST Act sets aside STBG funds specifically for Transportation Alternatives which is now referred to as the Transportation Alternative Set Aside (TASA). From the TASA funds apportioned to each state, a portion of the FAST Act allocates TASA funds directly to any Metropolitan Planning Organization (MPO) that is designated as a Transportation Management Area (TMA). Specific eligibility criteria and guidance can be found through the Federal Highways Administration (FHWA www.fhwa.dot.gov). Eligible uses for TASA funds include:

- Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclist, and other nonmotorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety related infrastructure, and transportation projects to achieve compliance with the Americans with Disability Act of 1990 (42 U.S.C. 12101 et seq.).
- 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 \$255,447 in TA Set Aside funding annually. This direct allocation is referred to by the WMPO as Transportation Alternative Set Aside Direct Attributable (TASA-DA). A competitive process has been adopted to determine which projects are funded. At this time the WMPO will be awarding approximately \$898,000.00.

Eligibility Criteria

In order to be eligible for Transportation Alternatives Set Aside – Direct Attributable (TASA-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 TASA-DA dollars as adopted by the Board. Projects that do not meet these criteria will not be considered for funding.

1) Federal Aid Eligible Projects

The federal eligibility requirements associated with Transportation Alternative Set-Aside funding can be found in 23 USC §133(h)
(http://www.fhwa.dot.gov/environment/transportation_alternatives/)

2) Locally Administered

By submitting a project for TASA-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 TASA-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 (MTP)/Long-Range Transportation Plan (LRTP) (Cape Fear Transportation 2040 Plan). Any project not identified in the above plan is not eligible for funding.

4) Locally funded with funding commitment

All funds programmed with TASA-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 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

TASA-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 the Board and through additional Surface Transportation Improvement Program (STIP) amendments by the Board of Transportation if needed.

- 5) **Transportation Improvement Program (TIP)**
Projects not in compliance with an existing TIP category will require a TIP amendment. Applicants should consider that the TIP amendment process could delay the funding obligation timeline.
- 6) **Project Design Intent**
Project design intent must meet Federal and State guidelines.
- 7) **Project Cost**
Minimum amount requested will be \$50,000.

Total Cost of Project = Total TASA-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 20179, there is not a limit on the amount of projects submitted.
- 2) **No Unfunded Project Carry-Over**
Projects submitted in FY 2017 that are not prioritized for TASA-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 TASA-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 the Board 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 (prepared by a Licensed Professional Engineer)
- 7) Project Schedule highlighting key milestone dates (i.e. deadlines for plan submittals at applicable stages, dates for requesting funding authorizations, etc.)
- 8) Supporting documents – Pictures with labels, additional maps, resolutions adopting plans that specify a need for the project, etc. (Resolutions supporting plan must have been adopted prior to call for projects)

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

1) Map of Proposed Project – See Exhibit A

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

include the following:

- a. Full extent of proposed project
- b. Inset vicinity map – use your jurisdictions boundary
- c. ½ mile buffer around proposed project drawn in **BLACK**
- d. Existing roadways drawn in **GREY**
- e. Proposed project drawn in **RED DOTTED LINE** (linear projects) or **RED CIRCLE** (intersection or point projects)
- f. Existing sidewalk drawn in **BLUE**
- g. Existing bike lanes drawn in **YELLOW**
- h. Existing greenway/multi-use path drawn in **GREEN**
- i. Existing bus stop drawn as **PURPLE STAR**
- j. Existing crosswalks (improved intersections) drawn as **ORANGE CIRCLE**
- k. Major obstacle drawn in **BROWN** (refer to #2 in 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 Board). Local match and requested funding should be broken out. Estimated project costs must be prepared by a Licensed Professional Engineer in the State of North Carolina.

Total TASA-DA funding requested from the Board = 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 and Need Statement used to justify expenditure of funds to address a problem in a WMPO member jurisdiction. The problem statement should state the transportation problem to be solved as well as a minimal amount of data needed to support the problem statement.

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

4) Funding Request Submittal Form – 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.

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 net-works 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 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 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 TASA-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. Estimated project costs must be prepared by a Licensed Professional Engineer in the State of North Carolina. 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. Said resolution must also commit a staff member from the local municipality/county or otherwise identify who will be administering the project on behalf of the local municipality/county.

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

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

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

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

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

Proximity of a School – Indicate if a project is within ½ mile, 1 mile or 1.5 miles of each school type. If you are suggesting the proposed project should receive points for

proximity of a school, a separate map is required. On an 8.5 x 11 or 11 x 17 sheet of paper include the following:

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

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

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

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

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

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

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

Note: To receive points, the proposed project must directly connect to a bus stop or a park and ride lot. 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.

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
TOTAL	/135

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

7) Project Schedule

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

8) Supporting Documents

Pictures with labels, additional maps, resolutions adopting plans that specify a need for the project, etc. (Resolutions supporting plan must have been adopted prior to call for projects)

EXAMPLE SCHEDULE:

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