



Wilmington Urban Area Metropolitan Planning Organization  
Surface Transportation Block Grant Program – Direct Attributable and  
Transportation Alternatives Set Aside-Direct Attributable Project

Submittal Guide  
Fiscal Year 2021

Date of Release: November 23, 2020

Pre-application Review: January 4, 2021

Electronic Application Submittal Deadline: 5 pm February 5, 2021

Submit one CD to:  
Wilmington MPO  
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

## Table of Contents

<b>Introduction .....</b>	<b>3</b>
<b>Eligibility Criteria .....</b>	<b>4</b>
<b>Program Administrative Details .....</b>	<b>5</b>
<b>Application Materials .....</b>	<b>6</b>
<b>Funding Request Submittal Form.....</b>	<b>6</b>
<b>GIS File of Project .....</b>	<b>12</b>
<b>Map of Project.....</b>	<b>12</b>
<b>Signed Resolution of Support.....</b>	<b>12</b>
<b>Detailed Opinion of Probable Construction Costs.....</b>	<b>12</b>
<b>Project Schedule.....</b>	<b>12</b>
<b>Supporting Documents.....</b>	<b>12</b>
<b>Appendix</b>	
<b>Proposed Project Map Requirements.....</b>	<b>13</b>
<b>Exhibit A – Map of Proposed Project.....</b>	<b>14</b>
<b>Closing a Gap Map Requirements.....</b>	<b>15</b>
<b>Exhibit B – Closing a Gap Map.....</b>	<b>16</b>
<b>Proximity of a School Map Requirements.....</b>	<b>17</b>
<b>Exhibit C– Proximity of a School Map.....</b>	<b>18</b>
<b>Bicycle and Pedestrian Generator Map Requirements.....</b>	<b>19</b>
<b>Exhibit D – Bicycle and Pedestrian Generator Map.....</b>	<b>20</b>
<b>Sample Resolution.....</b>	<b>21</b>
<b>Example Opinion of Probable Construction Cost.....</b>	<b>22</b>

## Introduction

On December 4, 2015, the Fixing America's Surface Transportation (FAST) Act was signed into law. The FAST Act changed the Surface Transportation Program (STP) name to the Surface Transportation Block Grant Program (STBGP) and amended the provisions contained in 23 U.S.C. 133. Each state is apportioned STBGP funds for the state's entire Federal-aid system, and a portion the FAST Act allocates STBGP funds directly to Metropolitan Planning Organizations (MPO) that are designated as a Transportation Management Area (TMA). STBGP funds have broad latitude for use on metropolitan transportation planning and projects 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)).

On October 1, 2020, the President signed a continuing resolution authorizing a one year extension to the Fixing America's Surface Transportation (FAST) Act. This extension provides for funding thru the federal fiscal year 2021 (October 1, 2020 – September 30, 2021) and thereby makes eligible funds from the Surface Transportation Block Grant Program (STBGP) and amended the provisions contained in 23 U.S.C. 133. Due to the short term extension, the funding will be awarded in one allocation.

As a Transportation Management Area (TMA), the Wilmington Urban Area Metropolitan Planning Organization (WMPO) receives a direct allocation of STBGP funding annually. This direct allocation is referred to by the WMPO as Surface Transportation Block Grant Program Direct Attributable (STBGP-DA). All projects, including public transportation projects, requesting STBGP-DA funds must submit a formal funding request. A competitive process is to determine which projects are funded.

The FAST Act also 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 STBGP funds to each state or MPO, a portion the FAST Act sets aside STBGP funds specifically for Transportation Alternatives, 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](http://www.fhwa.dot.gov)).

As a Transportation Management Area (TMA), the Wilmington Urban Area Metropolitan Planning Organization (WMPO) receives a direct allocation of 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 is used to determine which projects are funded.

## **Eligibility Criteria**

In order to be eligible for either Surface Transportation Block Grant Program – Direct Attributable (STBGP – DA) or 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 may be submitted in a primary applicant and secondary applicant format. Incomplete applications will not be considered. These criteria meet federal and state funding requirements, as well as the goals of the WMPO for STBGP-DA and 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 Surface Transportation Block Grant Program can be found in 23 USC §133

(<https://www.fhwa.dot.gov/specialfunding/stp/160307.cfm>) and Transportation Alternative Set-Aside funding can be found in 23 USC §133(h)

([http://www.fhwa.dot.gov/environment/transportation\\_alternatives/](http://www.fhwa.dot.gov/environment/transportation_alternatives/))

**2) Locally Administered**

By submitting a project for STBGP-DA or TASA-DA funding, the municipality or local government entity commits funds to sponsor said project. The applicants (if awarded) shall be responsible for all federal and state reporting requirements associated with STBGP-DA or TASA-DA funding. The local government entities are also expected to make progress reports to the Board upon request. An inter-local agreement between the North Carolina Department of Transportation (NCDOT) and the designated recipients will outline a reimbursement schedule; local sponsors will be required to front all project costs, invoice NCDOT, and then receive reimbursement 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). For this submittal the MTP is the Cape Fear Moving Forward 2045 Plan. A copy of the current plan can be found here: <http://wmpo.org/plans/regionwide-plans>.

**4) Locally funded with funding commitment**

All funds programmed with STBGP-DA or TASA-DA dollars require a **minimum** 20% local match, 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 without a signed resolution will be considered incomplete.

In addition to the provision of the match commitment submitted as part of the STBGP-DA or 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 be waived with the approval from the WMPO 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 note 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**

Total Cost of Project = Total funding requested from WMPO Board + Total Local Match

For example, if the total project cost is estimated at \$125,000, the minimum local match would be \$25,000 and the amount requested would be \$100,000.

### **Program Administrative Details**

**1) Project Submittal Limits**

For FY 2021-2022, there is not a limit on the amount of projects submitted.

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

Projects submitted that are not prioritized for 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 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 be waived by the approval for additional funding from the WMPO Board and through additional STIP amendments by the Board of Transportation, on a case by case basis.

## **Application Materials**

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

- Funding Request Submittal Form
- GIS file of project
- Map of project (See Exhibit A for an example)
- Signed resolution of support from local government(s) to apply and provide financial commitment (See Exhibit B for an example)
- Detailed Opinion of Probable Construction Costs (prepared and sealed by a licensed Professional Engineer)
- Project Schedule highlighting key milestone dates (i.e. deadlines for plan submittals at applicable stages, dates for requesting funding authorizations, etc.)
- Supporting documents – Pictures with labels, additional maps, resolutions adopting plans that specify a need for the project, etc. (Resolutions supporting plans must have been adopted prior to call for projects)

### **Funding Request Submittal Form**

The following descriptions are to help completion of this form:

**Project Name** – A short descriptive name of your project.

**Project Location** – The physical location of the proposed project, including project extents followed by the jurisdiction or area name.

**TIP ID#** - For projects 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, and Construction). Note: local jurisdictions are responsible for 100% of actual project costs exceeding the estimations programmed through this process into the STIP. 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. If design has not been started on the project, it is recommended to use a 45% contingency. Also, note that this cost should include inspection and contract administration costs during construction.

**Requested DA Funding** – This amount is the “total project cost minus the % local match”

**DA Funding Program:** review eligibility requirements to choose the appropriate option.

**Primary Applicant** – The name of the agency submitting the application.

**Secondary Applicant** – If the applicant is a joint application include the name of the second entity applying for the funds. For example, local governments may partner with NCDOT, the WMPO, or an adjacent jurisdiction based on funding and project location.

**Project Manager** – The main point of contact throughout the life of the project. This person is typically a representative of the primary applicant.

**Contact Person** – The person WMPO staff should contact with questions.

**Project Description** – A specific description of your project, including beginning and end points of the project and specific facility type. This should include a broad overview of the required work.

**Problem Statement** – This can be a “Preliminary Purpose and Need Statement” 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 supporting information for the proposed project.

**Eligibility Requirements** – The Eligibility Matrix should be reviewed to determine if your project is eligible for this funding source. *Projects not meeting the eligibility requirements will not be considered.*

## **1. Project Preference Points**

- a. *Number of Years Project Application has been submitted and has not been awarded* – check the appropriate box
- b. *Local Match Percentage* – Check the appropriate box for the local match.
- c. *Mandatory Project Manager Training Attendance* – Do to time constraints the mandatory training will be offered after award of projects. If the Project Manager of an awarded project does not attend, the project will be forfeited.
- d. *Project Manager Experience* – please check the appropriate box. NCDOT/FHWA experience is not limited to this program.
- e. *Project Horizon Year on MTP* - request this information from WMPO.

## **2. Project Readiness**

### **a. Project Development stage –**

- i. *Has not started* – Select if project is a concept.
- ii. *Design/Survey/Construction Documents* – Project is currently under design by a Professional Engineering Firm. Project documents must reflect NCDOT design standards and general layout.
- iii. *ROW acquisition* – Select if project has been certified by NCDOT that no additional ROW is needed or all ROW needs have been determined and needed right-of-way and/or easements have been obtained.
- iv. *Bid Phase* – Select if all documents have been completed and project is ready to be bid once project is awarded.

### **b. Right-of-Way / Easement Dedication**

- i. *No Additional right-of-way needed* – Select if all needed right-of-way and/or easements have been obtained.
- ii. *Minimal additional right-of-way is needed* – Select if fewer than 5 parcels will become right-of-way or require easements.

- iii. *Significant right-of-way needed* - Select if 5 or more parcels will become right-of-way or require easements.

**c. Utility Impact/Relocation**

- i. *No significant impacts* – Items would be a part of the construction of the project. This includes adjustment of manholes, valves, minor boxes, etc.
- ii. *Minimal impacts* – Items include relocation of small services lines, etc.
- iii. *Significant impacts* – Items include relocation of transmission lines, transformers, duct banks, etc.

**3. Congestion and Mobility**

- a. **Congestion Management Plan** – Please refer to most recent adopted WMPO Congestion Management Plan Biennial Data Report. This can be found at: <https://www.wmpo.org/plans/regionwide-plans/>.
- b. **Volume to Capacity Ratio of Roadway/Intersection or adjacent/Parallel Roadway Segment** – Current volume and capacity will be provided by the WMPO upon request. Please note that if this requires a special count it will take time to obtain traffic volumes.
- c. **Estimated Volume to Capacity Ratio Reduction resulting from Project** – Documentation should be provided to justify increase in capacity.
- d. **Travel Demand** – If checking yes, provide photos, traffic counts (including pedestrian/bicycle counts) to document that there is a need.
- e. **Closing a Gap / Extensions** - (see Appendix B for map requirements and how to provide map per details under ‘Closing a Gap’ Map)

Choose one of the following choices on the sheet:

- i. *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, once completed, would form a network of over 2 miles in continuous length.
- ii. *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, once completed, would form a network of over 1/2 mile in continuous length.
- iii. *Providing an extension making total facility length > 2 miles* - Select if project is an addition to an endpoint of an existing facility to create a total continuous facility length of over 2 miles.
- iv. *No gap and proposed total facility length < 2 miles* - Select if project will not share an endpoint with an existing bicycle or pedestrian facility.
- f. **Major Obstacle** – Choose one of the following choices on the sheet:  
**NOTE:** If a major obstacle is present it should be shown on the Map of Proposed Project (see Exhibit A for an example).
  - i. *Provides/improves connection/route across or along a river, railroad or limited-access freeway*
  - ii. *Provides proper connection across a multi-lane facility*
  - iii. *Separates transit from other traffic* – e.g. bus pullouts, transit lanes, etc.

#### 4. Accessibility

##### a. ADA Compliance

- i. *Project provides upgrades to existing facilities to be ADA compliant – includes bringing curb ramps and/or walkable surfaces to current ADA design standards.*
- ii. *Project provides ADA compliant connection to transit or pedestrian facility –includes the addition of ramps, walkable surfaces, or additional access to transit to meet current ADA design standards and requirements.*
- iii. *No improvements to bring facility into ADA compliance*

##### b. Proximity to School - only for projects that include pedestrian facility improvements – item a

(See appendix B for map requirements and example map)

- i. *Project is located within ½ mile of a school - provide a map listing the school and location. See appendix for example map.*
- ii. *Project is located within 1 mile of a school - provide a map listing the school and location. See appendix for example map.*
- iii. *Projected is located within 1 ½ miles of a school - provide a map listing the school and location. See appendix for example map.*
- iv. *Project is **NOT** located within 1 ½ miles of a school - provide a map listing the school and location. See appendix for example map.*

##### c. Bicycle / Pedestrian Generators - only for projects that include pedestrian / transit facility improvements

(See appendix B for map requirements and example map)

- i. *Project is located within ½ mile of a Residential Area, Park/Playground, Recreation Center, Library, Shopping/Retail & Services, or Business Park/ Office, Medical Services or Hospital. – Each category receives one point. Provide a map listing each category. See appendix for example map.*
- ii. *Project is **NOT** located within ½ mile of a Residential Area, Park/ Playground, Recreation Center, Library, Shopping/Retail & Services, or Business Park/ Office, Medical Services or Hospital. – Each category receives one point. See appendix for example map.*

#### 5. Safety

- a. **Number of Reported Crashes** – Provide percentage of bicycle/pedestrian crashes and vehicle only crashes. The applicant shall use a TEAAS report for the previous five (5) calendar years. Reported crashes must occur within ¼ mile of the proposed facility. The WMPO will provide this data upon request. Please allow time to provide this report information.

- i. *More than 14 crashes or 1 fatality recorded within project limits*
- ii. *From 5 to 14 crashes recorded within project limits*
- iii. *Less than 5 crashes recorded within the project limits*
- iv. *No crashes recorded within project limits*

- b. **Crash Reduction Factors** Crash reduction factor percentages can be determined by using FHWA Report No FHWA-SA-08-11. This document can be found at: [http://www.cmfclearinghouse.org/collateral/FHWA\\_Desktop\\_Reference\\_Guide.pdf](http://www.cmfclearinghouse.org/collateral/FHWA_Desktop_Reference_Guide.pdf).
- i. *CRF <10%*
  - ii. *CRF >10%*
  - iii. *CRF >20%*
  - iv. *CRF >30%*
  - v. *CRF >40%*
  - vi. *CRF >50%*

## 6. Sustainability

**Maintenance Plan - Project has a documented maintenance plan** - Identify the entity that will be responsible for maintenance of a project after construction is completed.

- i. *Yes - provide maintenance plan as an attachment.*
- ii. *No*

## 7. Project Cost Table

**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, engineering, and bid document preparation (including specifications). 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.” Estimates 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 includes the cost for right-of-way acquisition 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”. Estimates 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** – This is a sum of the cost of NEPA/Design, Right-of-Way and Construction. The estimate used to generate the associated costs should be provided as an attachment. See appendix for example.

**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: 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 the fiscal year. Any costs that exceed the original estimate will be the responsibility of the applicant and will not be provided additional funding. Estimates must be prepared by a licensed Professional Engineer in the State of North Carolina. A signed resolution on letterhead specifically including the commitment of funds is required for the application to be complete. See Exhibit C for an example of a resolution.

**Total Fund Request** – Total Cost of Contract minus the Local Match. This amount cannot exceed 80% of the total cost of project.

**8. Funding Year Request – Federal Amount requested per Phase and Fiscal year**

The STBGP/TASA-DA program has been modified to allow for a 5 year award program with a recurring call for projects every 2 years. The first 2 years of the program are considered committed. If a project receives funding for design, then construction and/or Right-of-Way of that project will also be considered committed. Years 3 thru 5 of the program will compete in the next call for projects but will receive points in the application for being previously programmed.

Projects of this nature take multiple years to complete from application to construction. An application may either divide the project phases into fiscal funding years or request all of the funding in one fiscal year. If a project is funded in a single fiscal year then all matching funds will need to be committed at the time of award per the resolution. If a project is funded over multiple fiscal years the resolution may show the funding per fiscal year as well. Note: an application may choose the requested fiscal years and need not apply for Year 1 funds.

Please see attached example funding breakdown.

**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 multiple files for a single project to include .mxd files and associated data
- Reasonable and concise metadata must be documented for all files submitted:
  - 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

**Note** – An existing mapping template exists for any user with access to ArcGIS Pro. This project document has much of the related information and an existing layout for each of the required maps. Please contact WMPO staff about access to these templates.

**Proposed Project Map** – See Appendix and Exhibit A for criteria and example map.

### **Signed Resolution of Support**

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

### **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 (approximately 15% of project cost), and NCDOT project administration (currently set at 3% of project cost) in a line-item cost form.

### **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 in the appendix.

### **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)

## STBGP/TASA-DA Submittal Guide Appendix

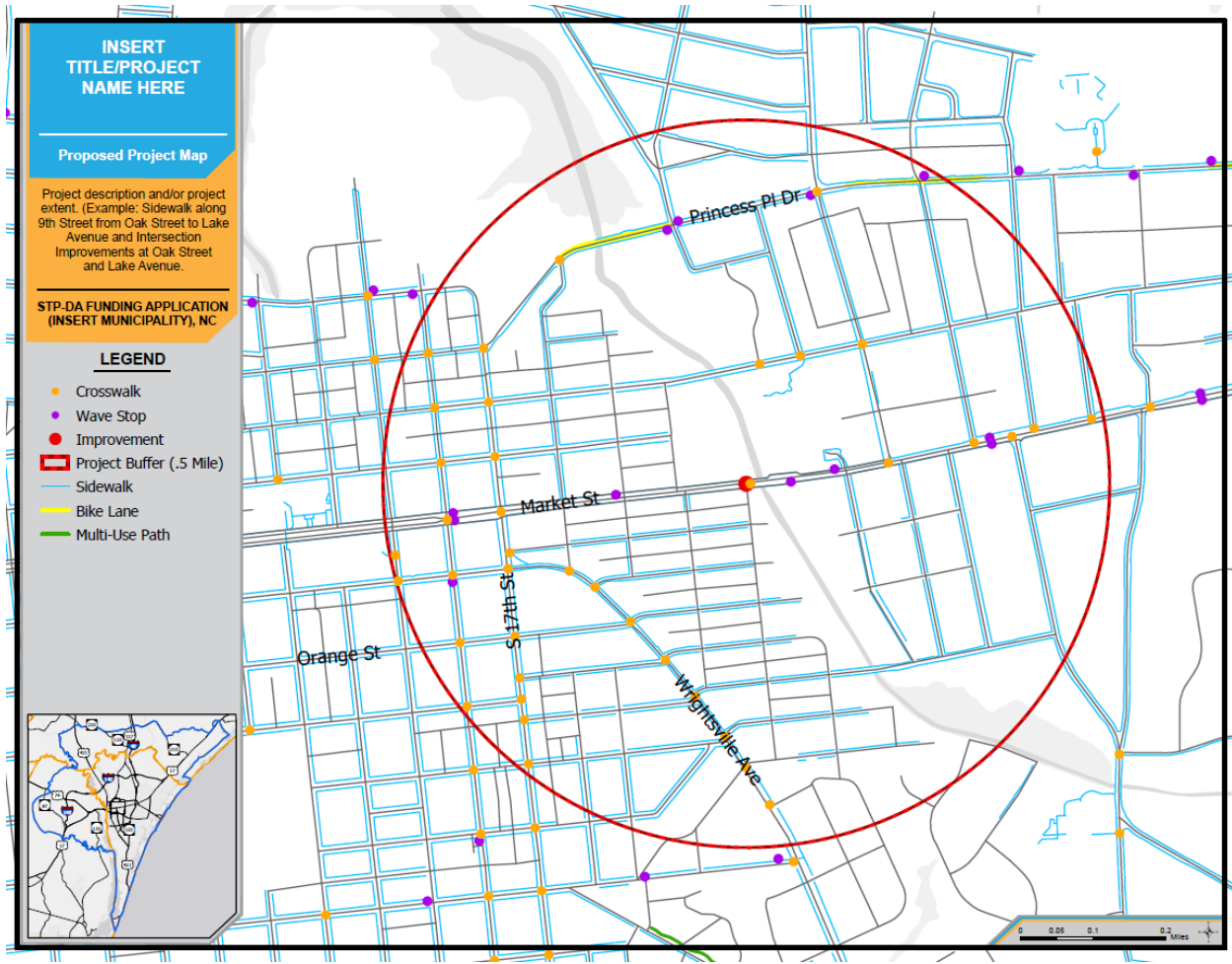
**Proposed Project Map** – This map is required with all applications. Map should include project and map title along with a project description and/or project extent explanation (minimum one sentence). Include below the description the following statement to indicate the effected municipality/county “STBGP-DA or TASA-DA FUNDING APPLICATION (INSERT MUNICIPALITY/COUNTY), NC.” Choose STBGP or TASA based on the funds you are requesting. On an 8.5 x 11 or 11 x 17 sheet of paper include the following:

- 1) Full extent of proposed project
- 2) Inset Extent map – use the WMPO boundary Highlighted in **DARK BLUE**
- 3) ½ mile buffer around proposed project drawn in **RED**
- 4) Existing roadways drawn in **DARK GREY**
- 5) Existing Water Features in **LIGHT GREY**
- 6) Proposed project drawn in **RED DOTTED LINE** (linear projects) or **RED CIRCLE** (intersection or point projects)
- 7) Existing sidewalk drawn in **BLUE**
- 8) Existing bike lanes drawn in **YELLOW**
- 9) Existing greenway/multi-use path drawn in **GREEN**
- 10) Existing bus stop drawn as **PURPLE CIRCLE**
- 11) Existing crosswalks (improved intersections) drawn as **ORANGE CIRCLE**
- 12) Major obstacle drawn in **BROWN**
- 13) Mapping Elements
  - a) Title
  - b) Legend
  - c) North Arrow
  - d) Scale
  - e) Length of project (if applicable)
  - f) Label at minimum **5 street names** for reference on the map in **BLACK**

Note: if you are suggesting the proposed project should receive points for providing a new connection over a major obstacle, be sure to illustrate this on this map.

See Exhibit A for an example of a ‘Proposed Project’ Map

Exhibit A

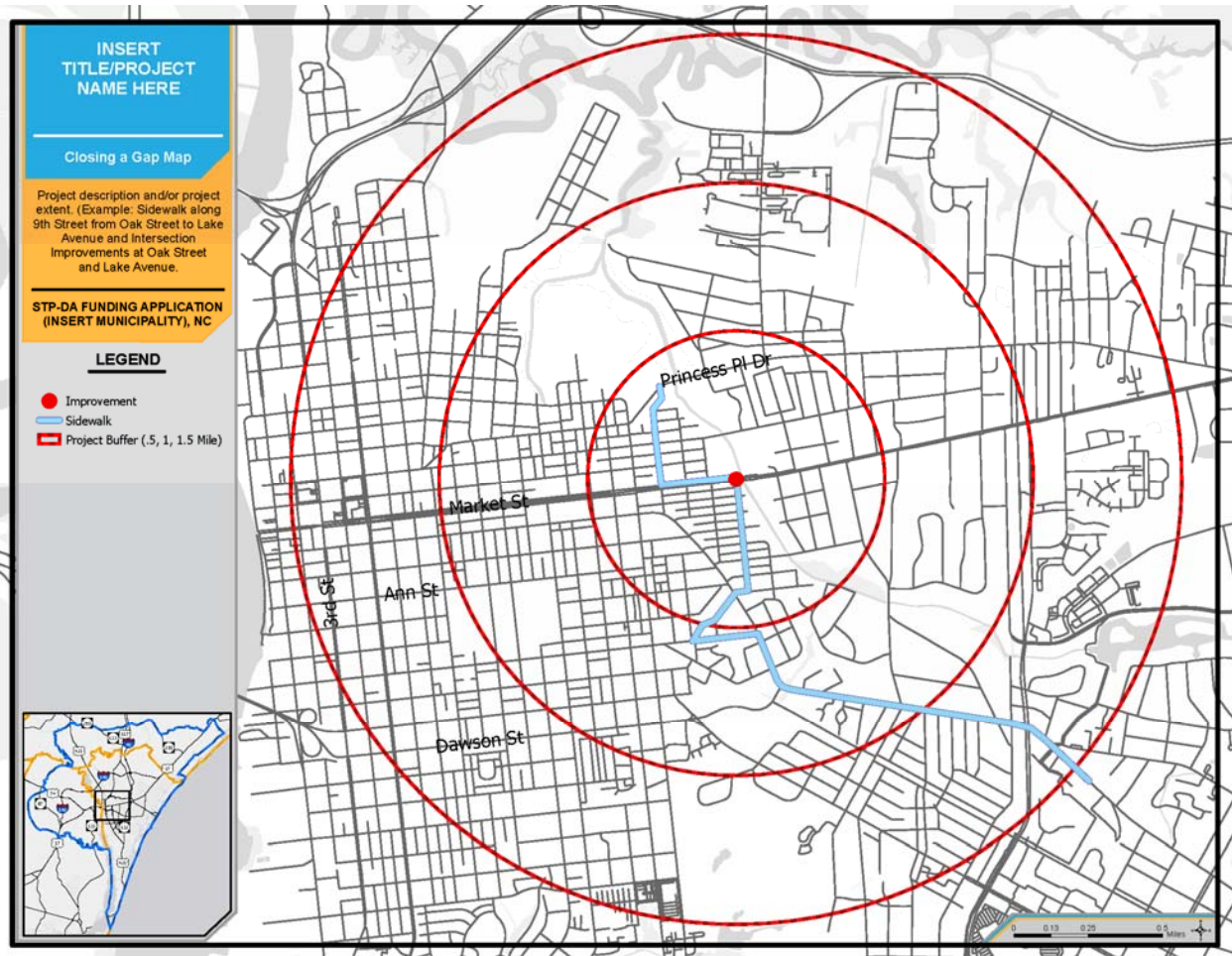


**Closing a Gap (Not required):** If you are suggesting the proposed project should receive points for closing a gap, a separate map is required. Map should include project and map title along with a project description and/or project extent explanation (minimum one sentence). Include below the description the following statement to indicate the effected municipality/county “STBGP-DA or TASA-DA FUNDING APPLICATION (INSERT MUNICIPALITY/COUNTY), NC.” On an 8.5 x 11 or 11 x 17 sheet of paper include the following:

- 1) Full extent of proposed project
- 2) Inset vicinity map – use the WMPO boundary in **DARK BLUE**
- 3) ½ mile – 2 mile buffer around proposed project drawn in **RED**
- 4) Existing roadways drawn in **DARK GREY**
- 5) Existing Water Features in **LIGHT GREY**
- 6) Proposed project drawn in **RED DOTTED LINE** (linear projects) or **RED CIRCLE** (intersection or point projects)
- 7) 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**
- 8) Mapping Elements
  - a) Title
  - b) Legend
  - c) North Arrow
  - d) Scale
  - e) Length of project (if applicable)
  - f) Label at minimum **5 street names** for reference on the map in **BLACK**

See Exhibit B for an example of a ‘Closing a Gap’ Map

Exhibit B



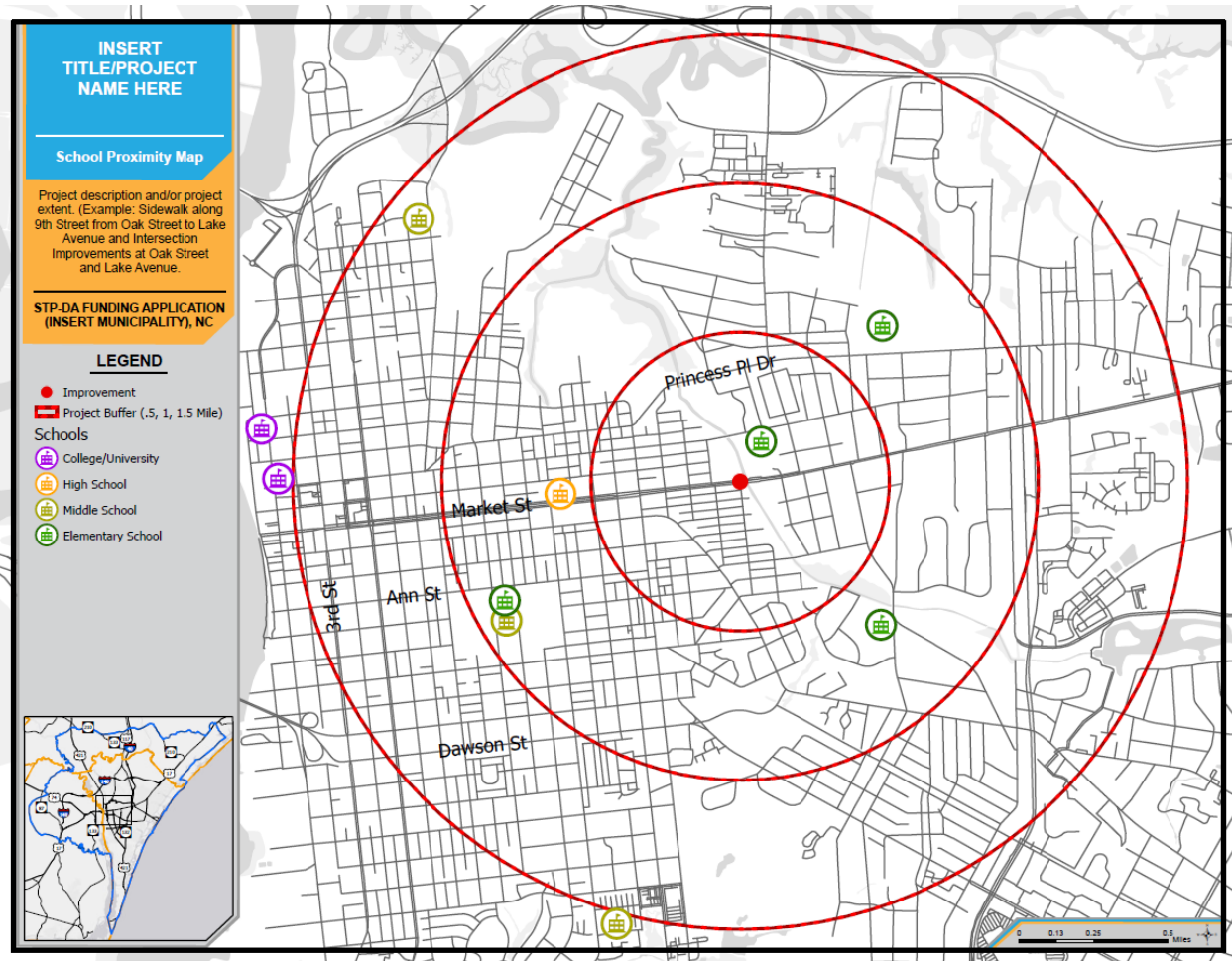
## STBGP/TASA-DA Submittal Guide Appendix

**SCHOOL PROXIMITY MAP** – 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. Map should include project and map title along with a project description and/or project extent explanation (minimum one sentence). Include below the description the following statement to indicate the effected municipality/county “STBGP-DA or TASA-DA FUNDING APPLICATION (INSERT MUNICIPALITY/COUNTY), NC.” On an 8.5 x 11 or 11 x 17 sheet of paper include the following:

- 1) Full extent of proposed project
- 2) Inset Extent map – use the WMPO boundary in **DARK BLUE**
- 3) ½ mile – 1.5 mile buffer around proposed project drawn in **RED**
- 4) Existing roadways drawn in **DARK GREY**
- 5) Existing Water Features in **LIGHT GREY**
- 6) Proposed project drawn in **RED DOTTED LINE** (linear projects) or **RED CIRCLE** (intersection or point projects)
- 7) Schools located within the ½ mile, 1 mile and 1.5.
  - a) Include school type:
    - i) College/University in **PURPLE**
    - ii) High School in **ORANGE**
    - iii) Middle School in **DARK YELLOW**
    - iv) Elementary school in **GREEN**
- 8) Mapping Elements
  - a) Title
  - b) Legend
  - c) North Arrow
  - d) Scale
  - e) Length of project (if applicable)
  - f) Label at minimum **5 street names** for reference on the map in **BLACK**

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

Exhibit C



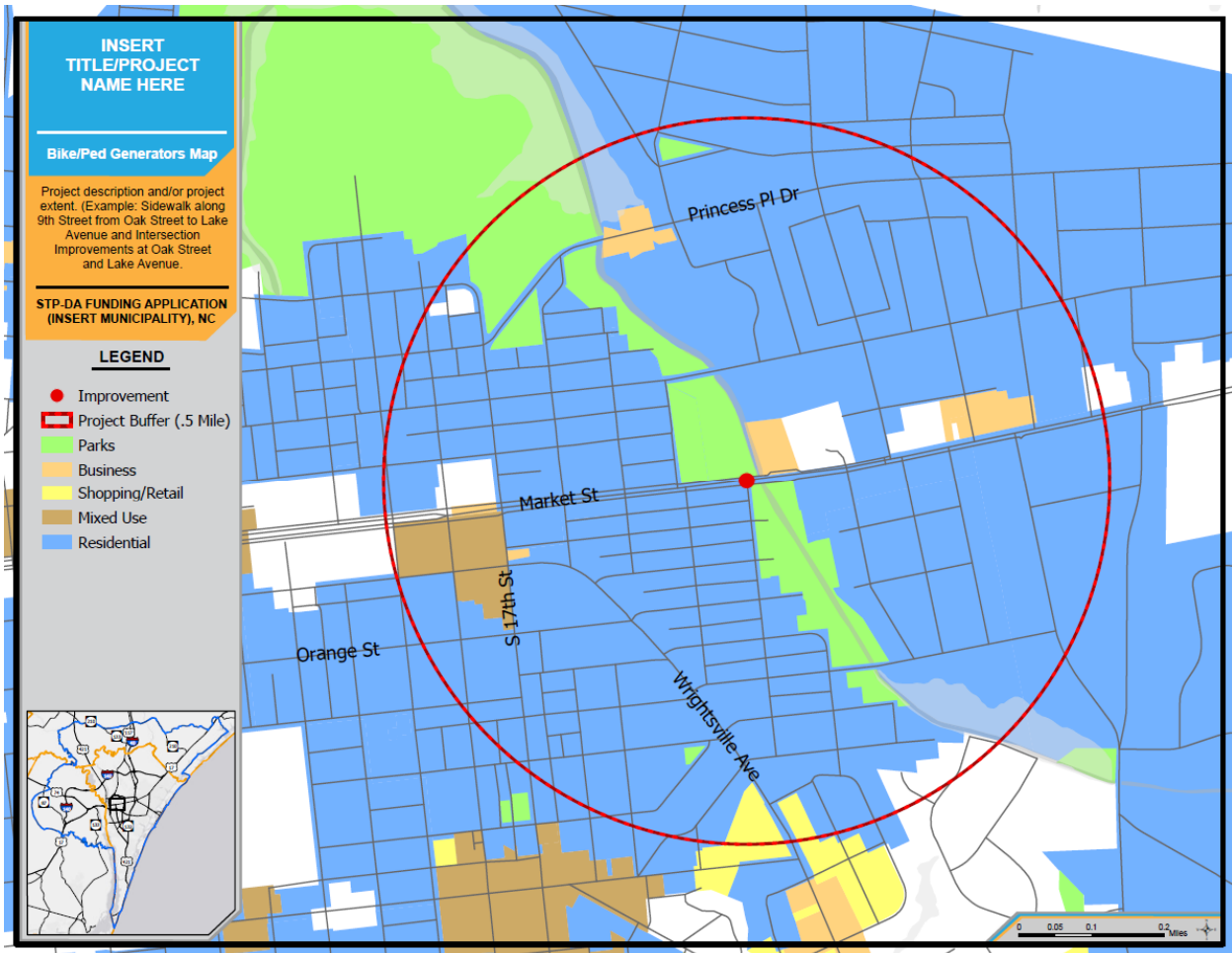
**Bicycle/Pedestrian Generators** – Indicate if projects are within ½ mile of each of the following facility types as determined by their current tax assessment-based land use code: residential, public park/playground/recreation center, shopping/retail & services, public library, or business park/office/hospital. Map should include project and map title along with a project description and/or project extent explanation (minimum one sentence). Include below the description the following statement to indicate the effected m municipality/county “STBGP-DA or TASA-DA FUNDING APPLICATION (INSERT MUNICIPALITY/COUNTY), NC.”

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:

- 1) Full extent of proposed project
- 2) Inset Extent map – use the WMPO boundary in **DARK BLUE**
- 3) ½ mile buffer around proposed project drawn in **RED**
- 4) Existing roadways drawn in **DARK GREY**
- 5) Existing Water Features in **LIGHT GREY**
- 6) Proposed project drawn in **RED DOTTED LINE** (linear projects) or **RED CIRCLE** (intersection or point projects)
- 7) Only include the bicycle/pedestrian generators within ½ mile of the proposed facility:
  - a) Public Park/Public Playground/Recreational Area/Cemeteries 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**
  - f) Mixed Use in **BROWN**
- 8) Mapping Elements
  - a) Title
  - b) Legend
  - c) North Arrow
  - d) Scale
  - e) Length of project (if applicable)
  - f) Label at minimum **5 street names** for reference on the map in **BLACK**

See Exhibit D for an example of a ‘Bicycle and Pedestrian Generator’ Map

## Exhibit D



## STBGP/TASA-DA Submittal Guide Appendix

(sample)

Resolution authorizing (a local government) to submit an application to the Wilmington Urban Area Metropolitan Planning Organization in the Amount of \$\_\_\_\_\_ for Surface Transportation Block Grant Program - Direct Attributable Funds or Transportation Alternative Set Aside – Direct Attributable for Name of Project

### LEGISLATIVE INTENT/PURPOSE:

On (date) the Wilmington Urban Area Metropolitan Planning Organization (WMPO) issued a call for projects to agencies in its jurisdiction for Surface Transportation Block Grant Program- Direct Attributable Funding (STBGP-DA) or Transportation Alternative Set Aside – Direct Attributable (TASA-DA). A total of \$\_\_\_\_\_ is available to award. STBGP-DA and TASA-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). 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 DA funds requesting, and proposed match (percentage and amount).

### THEREFORE, BE IT RESOLVED:

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

## STBGP/TASA-DA Submittal Guide Appendix

<b>STBGP - DA/TASA FY21 PROJECT</b>					
<b>WMPO MEMBER JURISDICTION</b>					
<b>Opinion of Probable Construction Cost - <span style="color: red;">EXAMPLE</span></b>					
<b>Item #</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total Cost</b>
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>Contingency (10%)</b>		<b>\$ 39,566.70</b>
			<b>Inspection/DOT Fees (18%)</b>		<b>\$ 78,342.07</b>
			<b>Total Construction Cost</b>		<b>\$ 513,575.77</b>

Note: Contingency percentage should be based on the stage of the project. If design has not been started the contingency should be higher and should be determined by the engineer performing the estimate. If the project is ready for bid the contingency should be a minimum of 10%. Also, if funding is not being requested in the first two years inflation should be taken into account as part of the contingency.