



Wilmington Urban Area Metropolitan Planning Organization
Coronavirus Response & Recovery Supplemental Appropriations Act
(CRRSAA)

Submittal Guide
Fiscal Year 2021

Date of Release: June 2021

Pre-application Review: July 9, 2021

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Submit one hard copy and one digital copy to:

Wilmington MPO
305 Chestnut Street, 4th Floor
Wilmington, NC 28401

CD should be labeled with the following:

Project Name
Name of Government Agency
Requested Funding Source
Date of Application

Table of Contents

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

Introduction

The Coronavirus Response and Recovery Supplemental Appropriations Act of 2021 (CRRSAA) appropriated an additional \$10,000,000,000 for Highway Infrastructure Programs (HIP). Of this amount, \$9,840,057,332 shall be set aside and apportioned for activities eligible under section 133(b) of Title 23, United State Code (U.S.C.) and such other purposes as specified in the CRRSAA. The Wilmington Urban Area Metropolitan Planning Organization (WMPO) is the recipient of a COVID Direct Attributable (hereafter Covid-19 DA) funding allocation in the amount of \$1,333,044.

The CRRSAA funds will be awarded in a manner similar to past allocations made via the Surface Transportation Block Grant Program (STBGP) and amended the provisions contained in 23 U.S.C. 133. 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).

The CRRSAA funds are available for obligation until September 30, 2024, with any amounts not obligated on or before this date to be returned. Furthermore, the Federal share payable shall be up to 100% percent of qualifying costs. All projects requesting COVID-19 DA funds must submit a formal funding request. A competitive process will be used to determine which projects are funded.

Eligibility Criteria

In order to be eligible for CRRSSA 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>)

2) Locally Administered

The applicants (if awarded) shall be responsible for all federal and state reporting requirements associated with STBGP- DA funding. The local government entities are also expected to make progress reports to the Board upon request. An inter-local agreement between the North Carolina Department of Transportation (NCDOT) and the designated recipients will outline a reimbursement schedule; local sponsors will be required to front all project costs, invoice NCDOT, and then receive reimbursement for 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 period, 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 CRRSSA dollars will not require a minimum 20% local match. The funds **are payable up to 100% percent of qualifying costs.** 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

For example, if the total project cost is estimated at \$125,000, the amount requested would be \$125,000.

Program Administrative Details

1) Project Submittal Limits

For the CRRSSA disbursement, no limit applies to the 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)
- Supporting documentation and summary statement of hardship(s) endured due to Covid-19 pandemic or related consequences.
- 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.)
- Additional supporting documents – exhibits, additional maps, prior resolutions adopting plans that specify a need for the project, etc.

Funding Request Submittal Form

The following descriptions are to help completion of this form:

Project Name – A descriptive name of your project.

Project Location – physical location of the 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. 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 CRRSSA Funding – This amount is the “total project cost”

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 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. **Statement of hardship due pandemic** – must present documented evidence of hardship(s) as a result of consequences related to the COVID -19 pandemic.
- c. **Project Manager Experience** – please check the appropriate box. NCDOT/FHWA experience is not limited to this program.
- d. **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 / Under Construction*– Select if all documents have been completed and project is ready for bid, or is already under construction.
- b. **Right-of-Way / Easement Dedication**
 - i. *Significant right-of-way needed* - Select if 5 or more parcels will become right-of-way or require easements.
 - ii. *Minimal additional right-of-way is needed* – Select if fewer than 5 parcels will become right-of-way or require easements.
 - iii. *No Additional right-of-way needed* – Select if all needed right-of-way and/or easements have been obtained.

c. Utility Impact/Relocation

- i. *Significant impacts* – Items include relocation of transmission lines, transformers, duct banks, etc.
- ii. *Minimal impacts* – Items include relocation of small services lines, etc.
- iii. *No significant impacts* – Items would be a part of the construction of the project. This includes adjustment of manholes, valves, minor boxes, 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. **Travel Demand** – If checking yes, provide photos, traffic counts (including pedestrian/bicycle counts) to document that there is a need.
- d. **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 > 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.
 - ii. *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
 - iii. *No gap and proposed total facility length < 2 miles* - Select if project will not share an endpoint with an existing bicycle or pedestrian facility.
 - iv. *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
- e. **Major Obstacles** – 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 three (3) 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. *No crashes recorded within project limits*
- ii. *Fewer than five (5) reported crashes within the project limits*
- iii. *Between five and fourteen (5 – 14) reported crashes within project limits*
- iv. *More than fourteen (14) crashes or one (1) fatality 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.
- 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. *No*
- ii. *Yes - provide maintenance plan as an attachment.*

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.

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

The CRRSAA will follow the STBGP-DA program structure. The intention of this call is to award all available funds, with the requirement to use said funds by September 30, 2024.

Projects of this nature typically take multiple years to complete from application to construction. An application should request all of the funding so that all funds will be committed at the time of award per the resolution.

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. 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

Exhibits or site photos (with labels), additional maps, resolutions adopting plans that specify a need for the project, etc. Resolutions in support of project must have been adopted prior to call for projects.

Tiebreaker elements

In the event the number of applications exceeds the funding amount available, and one or more selected projects receive the same number of points using the evaluation matrix, the following elements will be used as a tiebreaker:

- 1) Existing projects will have priority over newly proposed projects, and
- 2) The project closest to bid phase will have priority, and
- 3) If necessary, the project with the lower cost shall have priority.