



## 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

### Meeting Agenda

#### Wilmington Urban Area MPO Transportation Advisory Committee

**TO:** Transportation Advisory Committee Members  
**FROM:** Mike Kozlosky, Executive Director  
**DATE:** June 16, 2015  
**SUBJECT:** June 24<sup>th</sup> meeting

A meeting of the Wilmington Urban Area MPO Transportation Advisory Committee will be held on Wednesday, June 24<sup>th</sup> at 3 pm. The meeting will be held in the Lord Spencer Compton Conference Room in downtown Wilmington.

The following is the agenda for the meeting:

- 1) Call to Order
- 2) Conflict of Interest Statement
- 3) Approval of Minutes:
  - a. 5/27/15
- 4) Public Comment Period
- 5) Presentations
  - a. Cape Fear Transportation 2040 Plan, Suraiya Rashid, WMPO
  - b. STP-DA and TAP-DA 2016 Submittal Guides and Processes, Corey Knight, WMPO
- 6) 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
- 7) 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
  - c. Amendment to the Meeting Calendar for a July Meeting (July 22)
- 8) 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

- 9) Announcements
  - a. Wilmington MPO Bike/Ped Committee- August 20, 2015
- 10) Next meeting –July 22, 2015

**Attachments:**

- Minutes 5/27/15 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
- STIP Financial Information and Inflated Funding Summaries
- 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)

**Meeting Minutes**  
**Wilmington Urban Area Metropolitan Planning Organization**  
**Transportation Advisory Committee**  
**Date: May 27, 2015**

**Members Present:**

Laura Padgett, Chair, City of Wilmington  
Pat Batleman, Town of Leland  
Pat O'Brian, Town of Belville  
Earl Sheridan, City of Wilmington  
Frank Williams, Brunswick County  
David Piepmeyer, Pender County  
Skip Watkins, New Hanover County  
Dean Lambeth, Town of Kure Beach  
Hank Miller, Town of Wrightsville Beach  
Jonathan Barfield, Cape Fear Public Transportation Authority

**Staff Present:**

Mike Kozlosky, Executive Director

**1. Call to Order**

Ms. Padgett called the meeting to order at 3:02pm.

**2. Conflict of Interest Reminder**

Ms. Padgett asked if any members had a conflict of interest with any items on the meeting agenda. No members reported having a conflict of interest.

**3. Approval of Minutes**

The minutes for the April 22<sup>nd</sup> meeting were approved unanimously.

**4. Public Comment Period**

No members of the public wished to speak.

**5. Presentations**

**a. Grow America and Beyond Traffic, John Sullivan, FHWA**

Mr. John Sullivan, Division Administration with Federal Highway Administration gave a presentation on Grow America. Mr. Sullivan told members the Grow America would provide \$468 billion over the next 6-years and will increase investments in surface transportation by 45%. Mr. Sullivan noted that Secretary Foxx's main priority is highway safety. Grow America will look at how do we improve our nation's highways to reduce the number of fatalities. The second priority is closing the gap on infrastructure investment – reducing the backlog for needed capacity and physical infrastructure.

Mr. Sullivan told members that the Grow America Act will establish a new \$18 billion freight program to create incentives for regions to reach out to freight stakeholders. The program will also include innovative financing programs that include expanding financing options available under the Transportation Infrastructure Finance and Innovation Act. He said Railroad Rehabilitation and the TIGER grant programs will also be strengthened over the six year period.

Mr. Sullivan told members that the Grow America Act will increase funding incentives to MPOs and encourage creation of high-performing metropolitan planning organizations. These high-performing MPOs will work cooperatively with other MPOs in their regions in creating regional long-range plans that would provide performance goals for our national highway system.

In closing, he told members that a key component will be to identify the revenue sources needed to fund the program. Grow America is currently under review by the Senate Finance Committee and the House Way and Means Committee.

**b. Cape Fear Transportation 2040 Plan Survey Results, Suraiya Rashid**

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. Following those meetings, the comments will go to the CAC for review and consideration.

**c. Review of CAMPO's Surface Transportation Program-Direct Attributable (STP-DA) and Transportation Alternatives Program-Direct Attributable (TAP-DA) Process, Corey Knight**

Mr. Knight told members that he and Ms. Strait attended the Capital Area MPO's training session on their STP-DA and TAP-DA program processes. He said CAMPO established their Locally Administered Projects Program (LAPP) in 2009.

Mr. Knight told members that CAMPO's implementation process requires all applicants for direct attributable funds attend annual training. He noted that the WMPO staff will model its STP-DA and TAP-DA processes after CAMPO's program and that we will also include requiring applicants to attend the annual training prior to submitting applications for DA funds. Training will also include use of the Partner Connect software used by NCDOT.

Mr. Knight reviewed CAMPO's implementation process flow chart that staff will use as a pattern for establishing a more transparent process for applying for the STP-DA and TAP-DA funds.

Mr. Kozlosky told members staff will bring a draft submittal guide to the Board in June for review.

**6. Consent Agenda**

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

Ms. Batleman made the motion to approve the items on the consent agenda. Mr. Watkins seconded the motion and it carried unanimously.

**7. Discussion**

**a. Communication between MPO and member jurisdictions**

Mr. Kozlosky told members that at the last meeting there was some discussion about communication and opportunities for the Board to make more informed decisions. He asked members if they had suggestions for staff on how to improve communication.

Mr. Watkins told members he was concerned that information be made available to members prior to voting on items on the TAC's agenda. He said he would like to request that information be provided in advance on items that directly affect New Hanover County. That would allow him an opportunity to put the information before his fellow Commissioners and ask for their input prior to him casting a vote on an item.

Ms. Padgett told members that the TAC is one of the more complicated boards that council members and commissioners are asked to serve on. Because transportation funding is extremely complex and the decision making has so many layers, it's complicated to figure it out. Members are all tasked to use some level of judgement for many of the items on the agenda. However, there are some major items that affect individual areas that require input from individual boards.

Mr. Williams suggested holding discussion on items at meetings prior to the meeting where members are being asked to vote on these major items. He noted that will give members the opportunity to talk to their jurisdiction's board prior to voting.

Ms. Padgett suggested that if an item is judged to be significant, members and staff should plan a two-meeting session, one to discuss the item and one to vote. Mr. Williams said it should also include the items that require the individual jurisdictional boards to vote on at a later time.

**b. Memorandum of Understanding**

Mr. Kozlosky told members there is a potential conflict with the legislation that was introduced by Senator Lee regarding the proposed name change for the WMPO. He said the current statute acknowledges that the Wilmington Urban Area Metropolitan Planning Organization has the authority to file the maps. He noted that if Board changes its name, there is potential legal consequences as it relates to the bill.

Mr. Kozlosky said he would like to offer three potential alternatives. The first alternative is to use the new MOU that was crafted, but change the name back to the Wilmington Urban Area Metropolitan Planning Organization. The second alternative would be to rescind the MOU, which will take us back to the MOU that was adopted in 2007. The third alternative would be to wait and not have any of the boards adopt the MOU until we find out what happens with the legislation that introduced in the current session.

Mr. Kozlosky told members he has had discussions with Mr. Matt Nichols regarding the name change. Mr. Kozlosky asked Mr. Nichols to address the Board.

Mr. Nichols told members he would suggest that members error on the side of not creating an issue with a name change. He said his advice to Mr. Kozlosky was to not change the name.

Following additional discussion, Mr. Watkins made the motion to rescind the MOU that was adopted by the TAC in April. Mr. Miller seconded the motion and it carried unanimously.

**c. Amendment to the Meeting Calendar – July Meeting**

Mr. Kozlosky told members staff would like to request a meeting be added to the calendar for July in order to meet the schedule to adopt the MTP. Staff suggested meeting on July 15<sup>th</sup> or 22<sup>nd</sup>. Mr. Kozlosky said staff send out an email to poll members on the preferred date for the meeting.

**d. Wilmington MPO FY 2015 Financial Review Budget**

Ms. Padgett told members staff had inquires as the how the MPO budget is established. Mr. Kozlosky told members that the chart demonstrates the contributions that each of the entities makes toward the operations of the MPO.

**8. Updates**

Project updates for the Crossing over the Cape Fear River Work Group, Wilmington MPO, CFPTA and NCDOT Division are included in the agenda packet.

**Closed session**

Ms. Padgett told members there is a need to waive the rules and enter into a closed session pursuant to the provisions of GS #143-318.11 A3 in order to consult with Attorney Matt Nichols regarding the following legal matters: Jamestown Pender, LP v. North Carolina Department Of Transportation and Wilmington Urban Area Metropolitan Planning Organization, 14CVS528 filed in Pender County, North Carolina; Noelle Holdings, LLC v. North Carolina Department of Transportation and Wilmington Urban Area Metropolitan Planning Organization, 14CVS1036 filed in Pender County, North Carolina; Hanpen Land Co. LLC v North Carolina Department of Transportation and Wilmington Area Metropolitan Planning Organization, 15 CVS 433 filed in Pender County; Buyers Brokers & Consultants v North Carolina Department of Transportation and Wilmington Area Metropolitan Planning Organization, 15 CVS 494 filed in Pender County and Hanpen Land Co. LLC v North Carolina Department of Transportation and Wilmington Area Metropolitan Planning Organization, 15 CVS 1579 filed in New Hanover County.

Mr. Miller made the motion to waive the rules and enter into a closed session. Mr. Lambeth seconded the motion and it carried unanimously.

**Call back to order**

Ms. Padgett called the meeting back into open session. She stated that no action was taken other than to provide directions to Attorney Matt Nichols regarding the MPO's responses to the legal matters of Jamestown Pender, LP v. North Carolina Department Of Transportation and Wilmington Urban Area Metropolitan Planning Organization, Noelle Holdings, LLC v. North Carolina Department of Transportation and Wilmington Urban Area Metropolitan Planning Organization, Hanpen Land Co. LLC v North Carolina Department of Transportation and Wilmington Area Metropolitan Planning Organization, Buyers Brokers & Consultants v North Carolina Department of Transportation and Wilmington Area Metropolitan Planning Organization, and Hanpen Land Co. LLC v North Carolina Department of Transportation and Wilmington Area Metropolitan Planning Organization.

**11. Adjournment**

With no further business, the meeting was adjourned at 4:53pm

Respectfully submitted  
Mike Kozlosky  
Executive Director  
Wilmington Urban Area Metropolitan Planning Organization

**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.**



**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 is 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 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 Manger, 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 are 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 (SRTP) 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 - SRTP**

At least every five years, the Authority undertakes a comprehensive short range planning process. The SRTP 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 SRTP and the Authority works closely with the board to ensure that the recommendations of the SRTP are implemented as much as possible.

Elderly and disabled transportation is broadly included in the Authority's current SRTP. The SRTP contains a financial plan which is fiscally constrained. Future SRTP'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

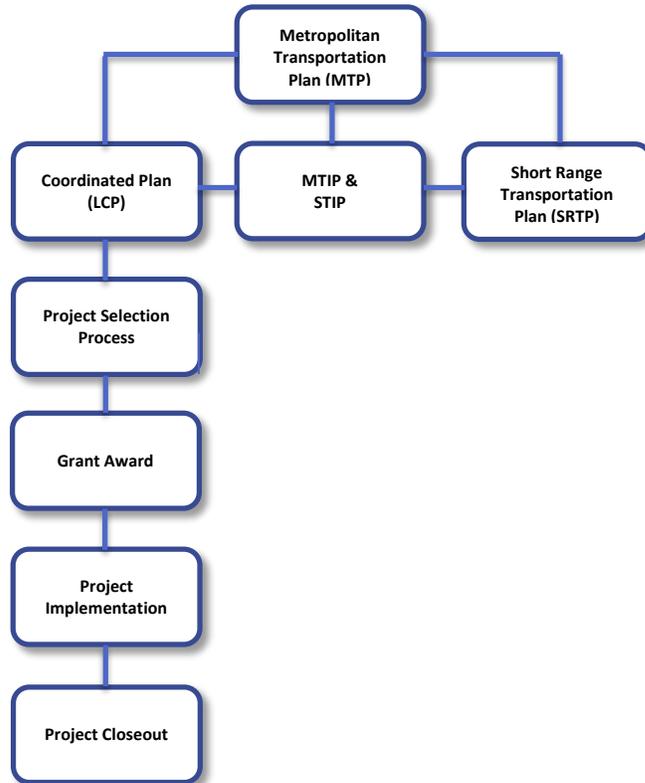
- Economic development organizations
- Faith-based and community-based organizations
- Representatives of the business community (e.g., employers)
- Appropriate local or state officials and elected officials
- Veterans Administration and other recognized veterans support agencies
- School districts
- 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
<b>Project Administration (max 10% of allocation)</b>	100%	0%
<b>Operating (net deficit)</b>	50%	50%
<b>Capital</b>	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

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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 ¼ 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

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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

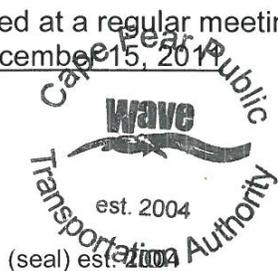
**WHEREAS**, the Authority assumed the role of lead agency in coordinating and preparing the plan to ensure eligibility of funds that required adoption of said plan; and

**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



  
Don Betz, Chairman

Attest:  
  
for Andy Koepfel, Secretary

## APPENDIX A

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### 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*

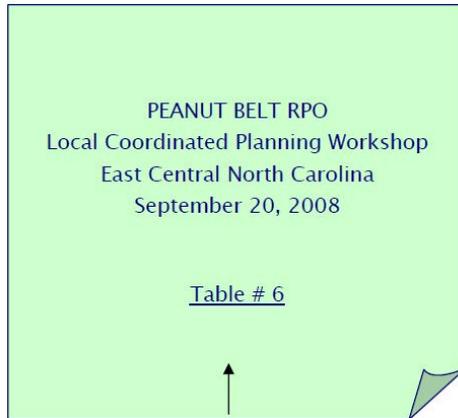
<http://www.unitedweride.gov/FFA-Communities.pdf>

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.

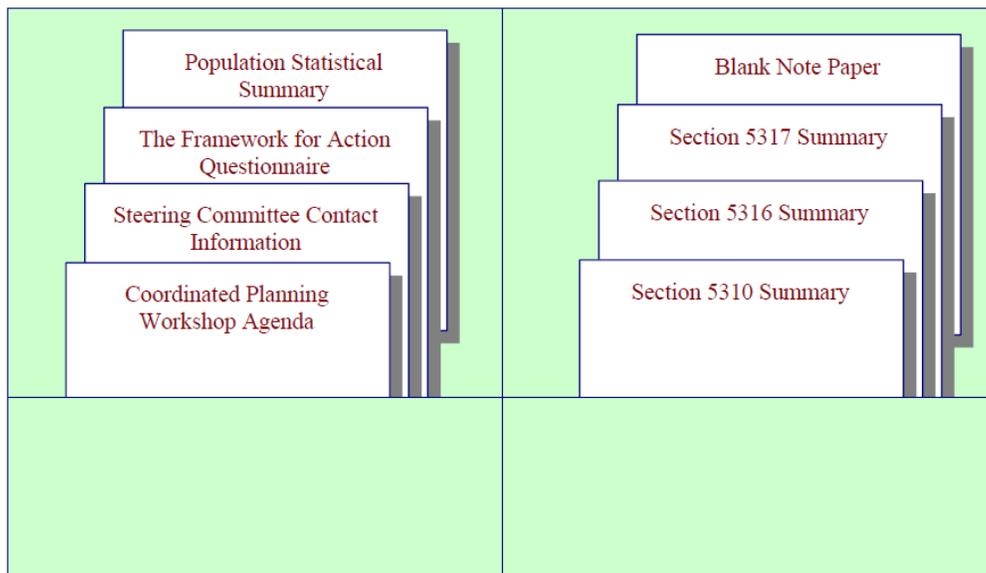
Prepare a packet of information for each participant. Make table assignments prior to the beginning of the workshop to ensure that each table has representatives from a variety of areas to facilitate an exchange of ideas during the planning process.



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



## 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.

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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.

---

**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

- 
- 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.

---

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)

---

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)



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

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.\*\*\*\***

<b>1. Project Readiness: (5 point maximum)</b>	
a. <input type="checkbox"/> <b>Environmental Investigation/Permitting</b> – Project is in the stages of Environmental documentation and/or permitting	(1 point)
b. <input type="checkbox"/> <b>Design/Survey/Construction Documents</b> – Project has or is in the process of surveying or construction Document preparations	(1 point)
c. <input type="checkbox"/> <b>ROW acquisition</b> – Project is in stages of Right-of-Way acquisition	(1 point)
d. <input type="checkbox"/> <b>Bid Phase</b> – Project has been./or is in the stages of obtaining construction bids	(1 point)
e. <input type="checkbox"/> <b>Partial Construction</b> – Project has begun construction or has been awarded and contract has been Executed.	(1 point)
<b>(WMPO INTERNAL USE ONLY) Total Project Readiness Points: / 5</b>	

<b>2. Closing a Gap: (5 point maximum)    **Include on a separate 'Closing a Gap' Map – Exhibit C**</b>	
a. <input type="checkbox"/> Closing an internal gap in total facility length > 2 miles	(5 points)
<b>or</b>	
b. <input type="checkbox"/> Closing an internal gap in total facility length > 0.5 miles	(3 points)
<b>or</b>	
c. <input type="checkbox"/> Providing an extension making total facility length > 2 miles	(3 points)
<b>or</b>	
d. <input type="checkbox"/> 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 (5 points)  
       Note: Signed resolution must be attached

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 \*\*\*\*

**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

		(3 points for each)
c.	The project is located within 1½ mile of: (check all that apply)	
	<input type="checkbox"/> Elementary School <input type="checkbox"/> Middle School <input type="checkbox"/> High School <input type="checkbox"/> 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) <b>**Include on a separate 'Bicycle/Pedestrian Generator Map' – see Exhibit E**</b>		
a.	The project is located within a ½ mile radius of: (check all that apply)	
	<input type="checkbox"/> Residential Areas <input type="checkbox"/> Park/Playground/Recreation Center <input type="checkbox"/> 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) <b>**Include on required 'Map of Proposed Project' – Exhibit A Map**</b>		
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>	
	/ 7

<b>13. Right-of-Way/Easement Dedication: (5 point maximum)</b>	
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>	
	<b>/120</b>

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.\*\*\*\***

<b>1. Project Readiness: (5 point maximum)</b>	
a. <input type="checkbox"/> <b>Environmental Investigation/Permitting</b> – Project is in the stages of Environmental documentation and/or permitting	(1 point)
b. <input type="checkbox"/> <b>Design/Survey/Construction Documents</b> – Project has or is in the process of surveying or construction Document preparations	(1 point)
c. <input type="checkbox"/> <b>ROW acquisition</b> – Project is in stages of Right-of-Way acquisition	(1 point)
d. <input type="checkbox"/> <b>Bid Phase</b> – Project has been./or is in the stages of obtaining construction bids	(1 point)
e. <input type="checkbox"/> <b>Partial Construction</b> – Project has begun construction or has been awarded and contract has been Executed.	(1 point)
<b>(WMPO INTERNAL USE ONLY) Total Project Readiness Points: / 5</b>	

<b>2. Volume to Capacity Ratio: (5 point maximum)</b>	
a. <input type="checkbox"/> $V/C < 0.2$	(0 points)
b. <input type="checkbox"/> $V/C < 0.4$	( 2 points)
c. <input type="checkbox"/> $V/C < 0.6$	( 3 points)
d. <input type="checkbox"/> $V/C < 0.8$	( 4 points)
e. <input type="checkbox"/> $V/C > 0.8$	( 5 points)
<b>(WMPO INTERNAL USE ONLY) Total Volume to Capacity Ratio Points: / 5</b>	

**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**

<b>6. Right-of-Way/Easement Dedication: (5 point maximum)</b>	
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>and/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>7. Project Cost Table</b>	
Cost of NEPA/Design Phase:	
Cost of Right-of-way Phase:	
Cost of Construction Phase:	
<b>Total Cost of Project:</b>	

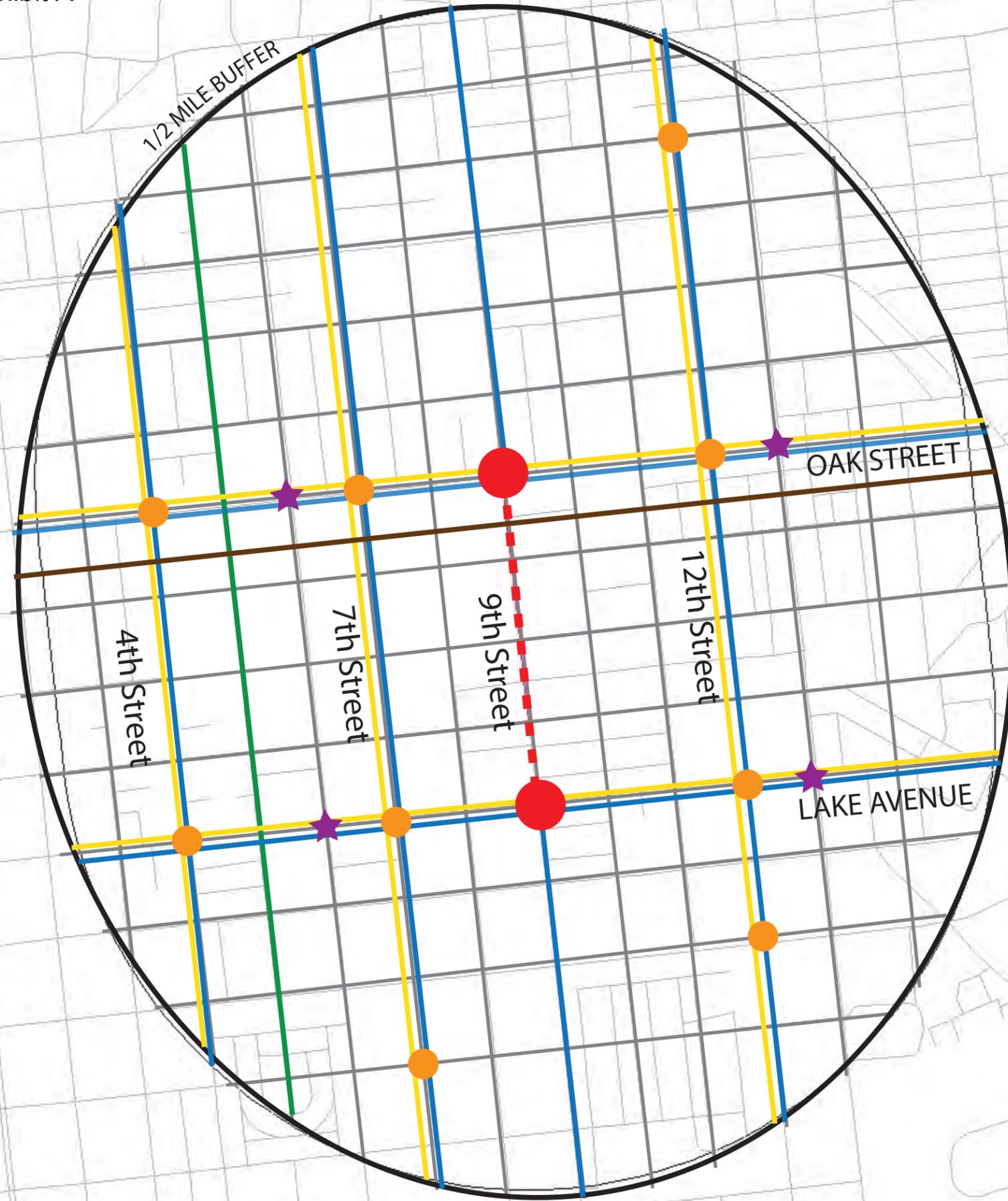
<b>8. Cost Effectiveness: (13 point maximum)</b>	
<p>The following formula will be used to calculate the cost –effectiveness score. These points will be scaled based on all candidate project’s cost effectiveness scores, with the highest project earning 13 points and the lowest project scoring 0 points</p>	
$\frac{\text{(Total Points – Local Match Points)}}{\text{WMPO STP-DA Local Prioritization Process Cost Share}}$	
<b>(WMPO INTERNAL USE ONLY) Total Cost Effectiveness Points:</b>	/13

<b>(WMPO INTERNAL USE ONLY) Total Project Points:</b>	/ 53
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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)

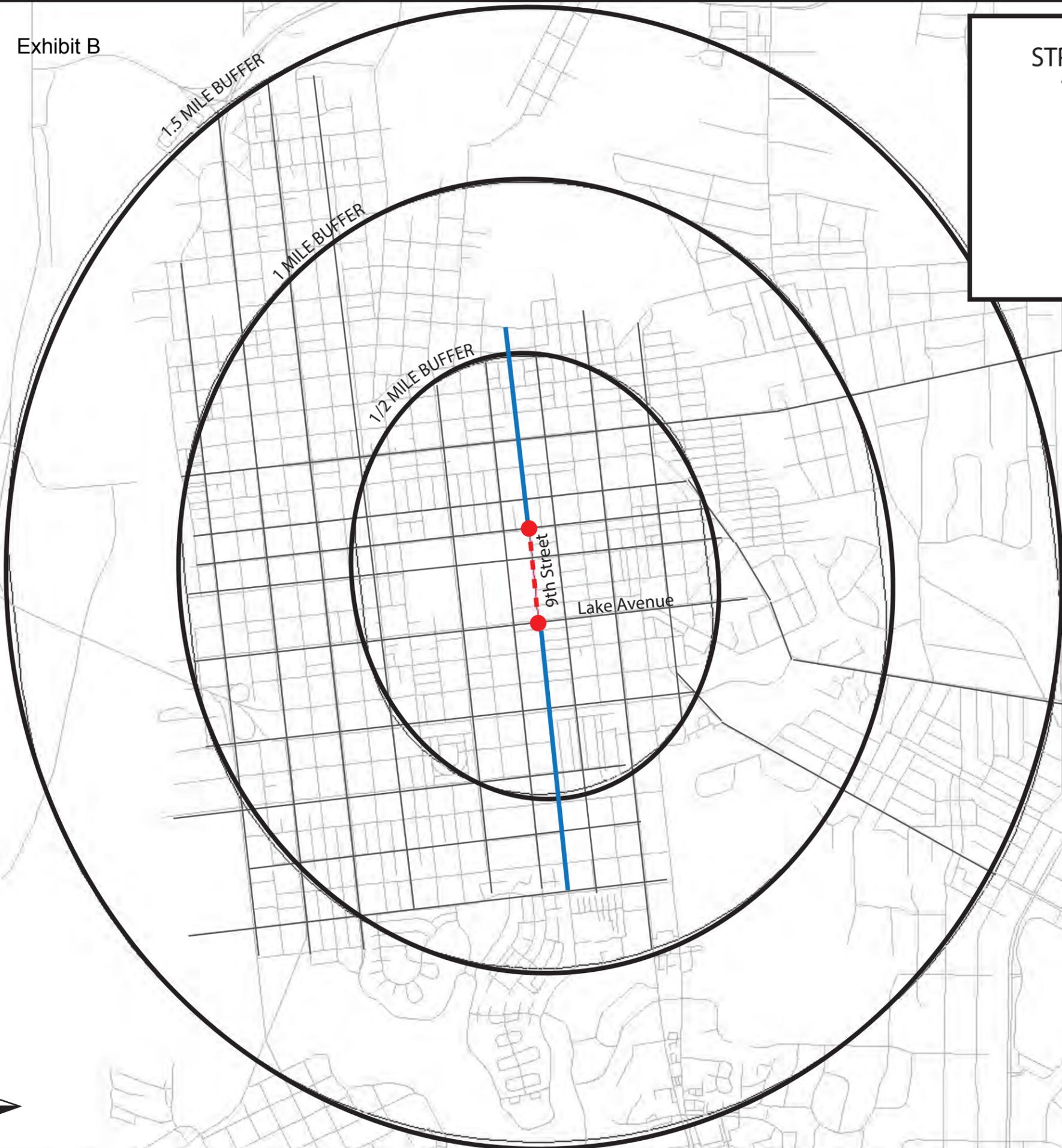


NOTE: This map is not intended to represent a specific project or location in the WMPO. Street names and projects are fictional. Its purpose is to provide an example for STP-DA applicants. This map is required for application to be complete. Not all components in legend are applicable to every proposed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

# STP-DA FUNDING APPLICATION TOWN OF ANYWHERE, NC

## Closing a Gap Map -

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



1 1/2 MILE BUFFER

1 MILE BUFFER

1.5 MILE BUFFER

NORTHERN  
UNIVERSITY

CENTRAL  
ELEMENTARY  
SCHOOL

9th Street

Oak Street

Lake Avenue

SOUTHERN  
MIDDLE  
SCHOOL

### LEGEND

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

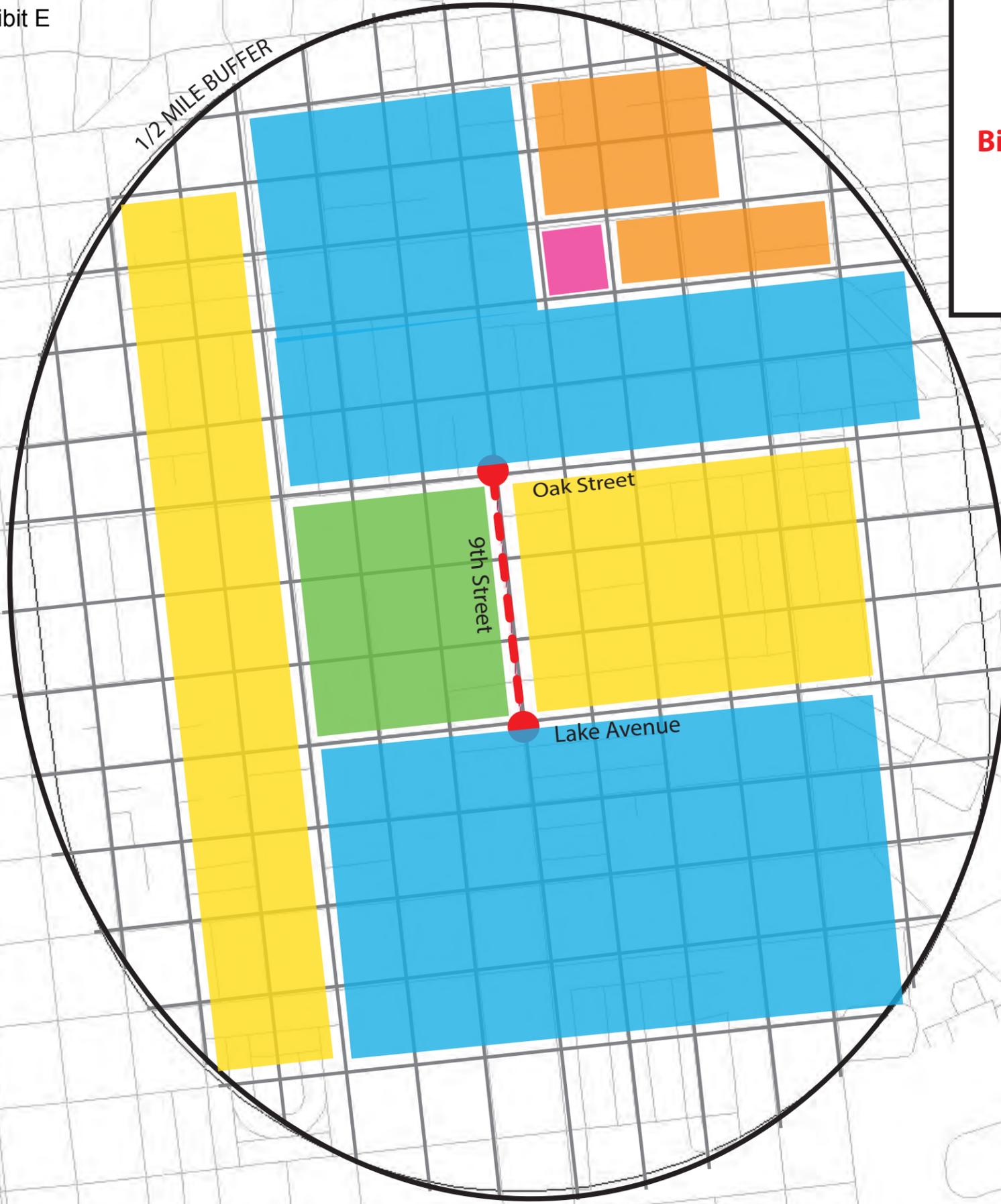


NOTE: This map is not intended to represent a specific project or location in the WMPO. Street names and projects are fictional. Its purpose is to provide an example for STP-DA applicants applying for 'Proximity of a School' points. As an example, this project would receive 9.75 points - 5.75 points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

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

**Opinion of Probable Construction Cost-EXAMPLE**

<b>Item #</b>	<b>Description</b>	<b>Quantity</b>	<b>UOM</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>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.

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Laura Padgett, Chair  
Transportation Advisory Committee

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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.

DRAFT

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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

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- 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.

**LRTP Status** – Insert the page number where the project is referenced in the current LRTP. If the project is not in the current 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.

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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 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

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- 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 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

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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:

<b>Total Estimated Cost of Project:</b>	
<b>Total Local Match:</b>	
<b>Total TAP-DA Funding Requested:</b>	

**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

- or** (1 point for each)
- d.  The project is located more than 1½ mile from any schools: (0 points)

**(WMPO INTERNAL USE ONLY) Total Proximity to School Points: / 23**

**10. Bicycle / Pedestrian Generators:** (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)
- Residential Areas       Public Park/Playground/Recreation Center       Public Library
- Shopping/Retail & Services       Business Park/Office/Hospital
- (5 points for each)
- b.  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)

**(WMPO INTERNAL USE ONLY) Total Bicycle/Pedestrian Generator Points: / 25**

**11. Connection to Transit:** (10 point maximum) **\*\*Include on required 'Map of Proposed Project' – See Exhibit A\*\***

- a.  The project will connect to a bus stop (10 points)
- or**
- b.  The project will connect to a park and ride lot (5 points)
- or**
- c.  The project does not offer any connection to transit locations (0 points)

**(WMPO INTERNAL USE ONLY) Total Connection to Transit Points: / 10**

**12. WMPO Parallel Function Class:** (7 point maximum)

- a.  Primary Arterial (7 points)
- or**
- b.  Minor Arterial (5 points)
- or**
- c.  Collector Street (3 points)
- or**
- d.  Local Street (1 point)
- or**
- e.  Cul-de-Sac/Dead-end

(0 points)

**(WMPO INTERNAL USE ONLY) Total Points for Associated Parallel Function Class:**

/ 7

**13. Right-of-Way/Easement Dedication and Utility Relocation: (10 point maximum)**

a.  No additional right-of-way and/or easement (5 points)

**or**

b.  No major utility relocation (5 points)

**or**

c.  Minimal additional right-of-way and/or easements needed (3 points)

**or**

d.  Minimal utility relocation (3 points)

**or**

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

**or**

f.  Major utility relocations needed (1 point)

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

/10

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

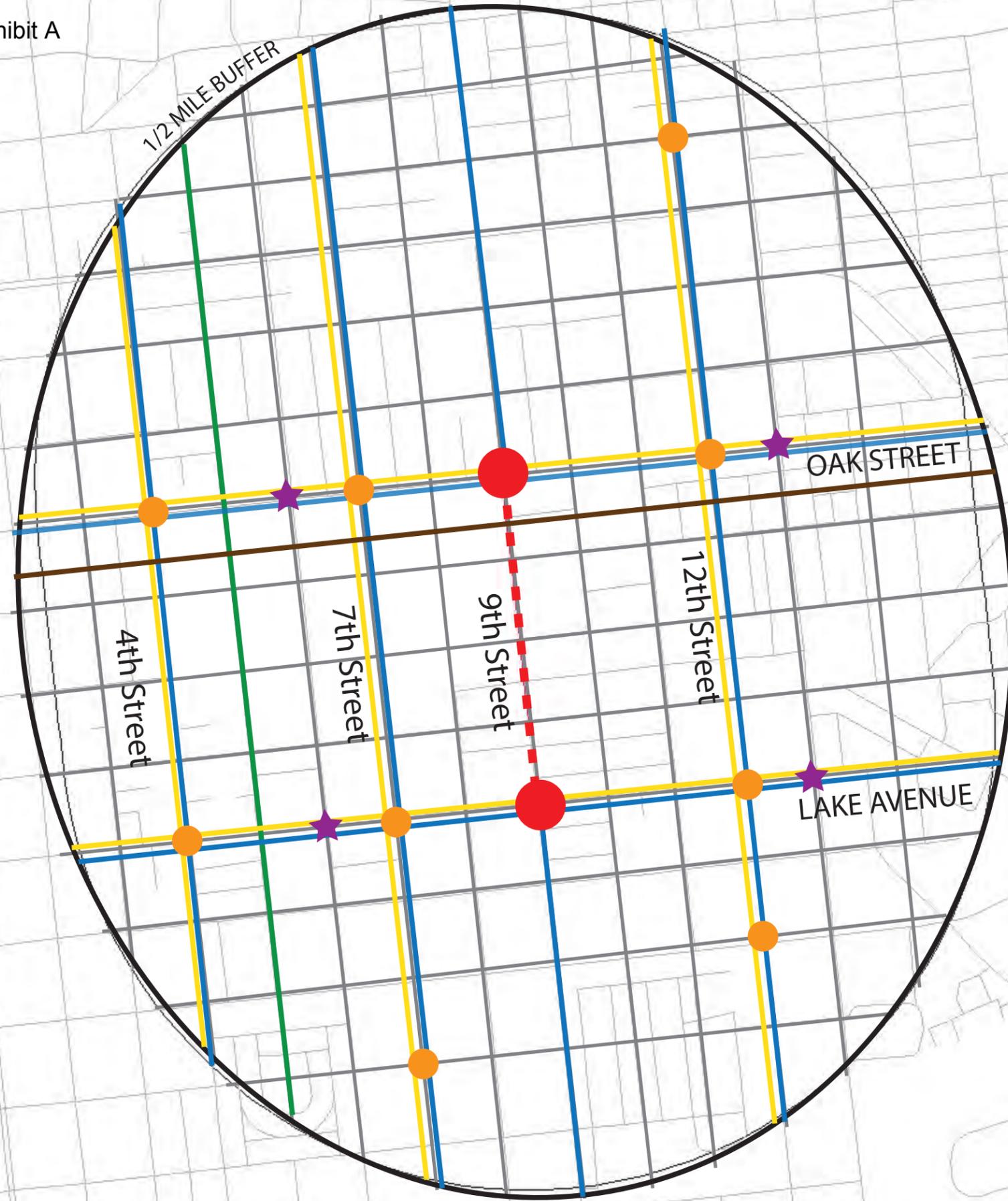
/ 135

Exhibit A

# 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 Intersection Improvements at  
Oak Street and Lake Avenue



1/2 MILE BUFFER

1 MILE BUFFER

1.5 MILE BUFFER

### 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 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



1.5 MILE BUFFER

1 MILE BUFFER

1/2 MILE BUFFER

NORTHERN  
UNIVERSITY

CENTRAL  
ELEMENTARY  
SCHOOL

Oak Street

Lake Avenue

9th Street

SOUTHERN  
MIDDLE  
SCHOOL

### LEGEND

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

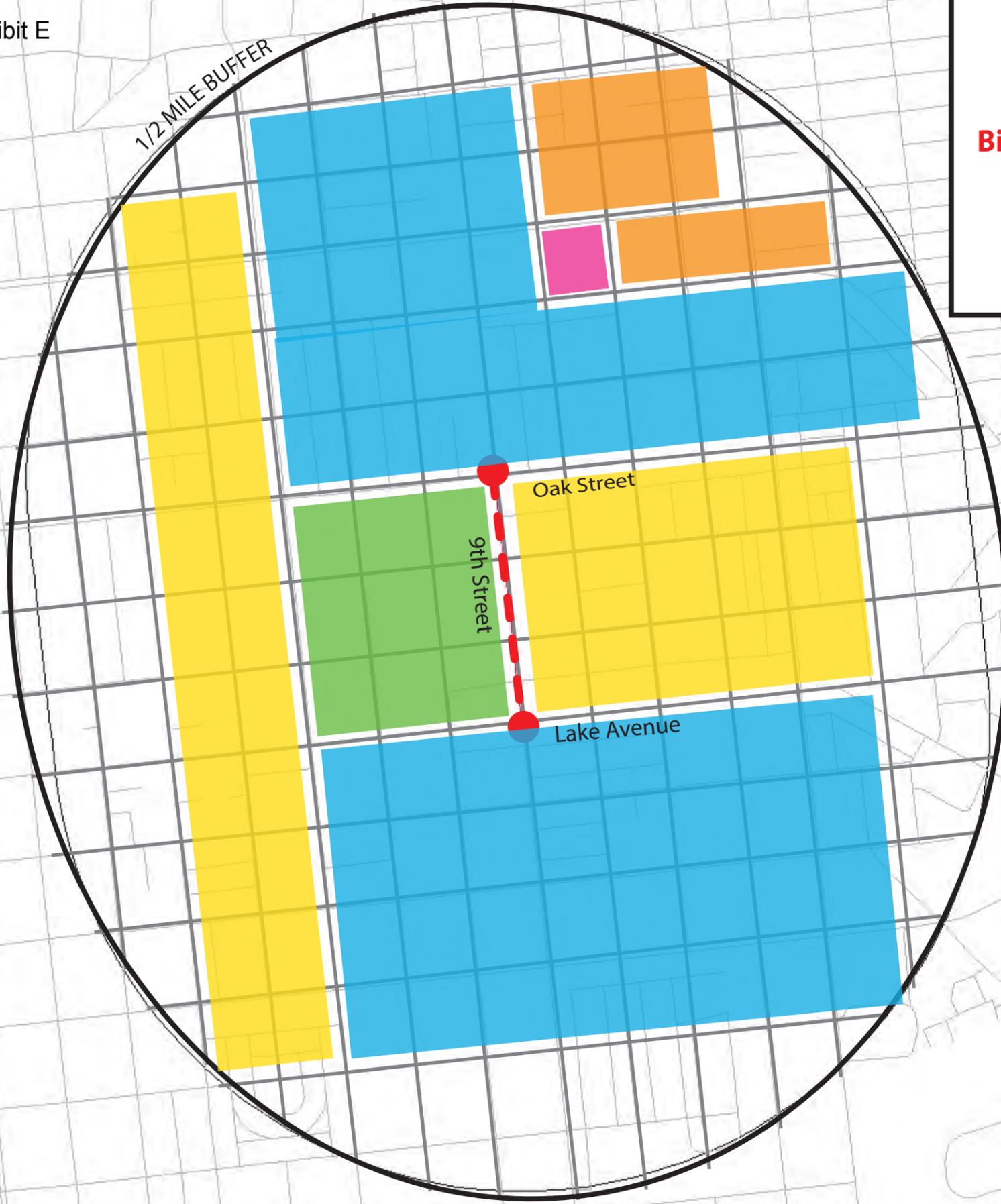


2,000 Feet



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.

1/2 MILE BUFFER



### 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.

**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

## NORTH CAROLINA 2016 – 2025

### STATE TRANSPORTATION IMPROVEMENT PROGRAM

#### **What is a State Transportation Improvement Program (STIP)?**

The STIP is a multi-year capital improvement document which denotes the scheduling and funding of construction projects across the state over a minimum 4 year time period as required by State and Federal laws. North Carolina's STIP covers a 10 year period, with the first five years (2016-2020 in this version) referred to as the delivery STIP and the latter five years (2021-2025 in this version) as the developmental STIP. Per 23 CFR 450.216 & 23 U.S. Code § 135 STIP's must also:

- Be submitted to Federal Highway Administration (FHWA) & Federal Transit Administration (FTA) for approval at least every 4 years
- Be fiscally constrained by year
- Include all capital and non-capital projects using Title 23 USC or Title 49 USC funds, other than certain safety, planning, and research funds
- Include metropolitan TIPs from Metropolitan Planning Organizations
- Provide public comment opportunity on STIP document
- And include the following information:
  - Project description and termini
  - Estimated total cost (NCDOT includes Utility, R/W, and Construction costs)
  - Federal funds to be obligated
  - Responsible agency (such as municipality)

North Carolina's STIP is updated every two years and developed in concert with federal and state revenue forecasts, North Carolina Department of Transportation's (NCDOT's) Strategic Prioritization process, preconstruction and project development timetables, and in adherence with federal and state laws. North Carolina state law requires Board of Transportation (BOT) action to approve the STIP.

This is the first STIP developed under the new Strategic Transportation Investments (STI) law passed in June 2013. This landmark legislation elevates the use of transportation criteria and the input of local communities to determine project priorities and directs the use of dollars from the state's Highway Trust Fund for construction. The result has generated one of the largest STIP's in recent memory with projects in all transportation modes represented and projects in all 100 counties of the state.

## **How is the STIP organized?**

The STIP contains funding information and schedules for transportation modes and programs including: Highways, Aviation, Bicycle and Pedestrian, Ferry, Public Transportation, Rail, Governor's Highway Safety and statewide related programs. The Appendix also contains a reference list of project accomplishments, completions and deletions since the 2012-2015 STIP which was approved in 2011.

The transportation program in the STIP is organized by the 14 transportation divisions. Each Division section includes a funding source reference table and is divided between highway and non-highway project schedules. Projects are also listed by county within each division. This results in some duplication since transportation projects frequently extend across county and division lines. When this duplication occurs, a project is listed in each county in which it is found.

Projects are further subdivided by category: interstate, rural, urban, federal bridge, municipal bridge, bicycle and pedestrian (& Safe Routes to School), congestion mitigation, highway safety improvement program, ferry, passenger rail, and roadside environmental. Interstate, rural, urban, federal bridge, and ferry projects are described by route number. Municipal bridge, bike and pedestrian projects are listed by city or county. Congestion mitigation and passenger rail projects are listed alphabetically by city or county. Highway safety improvement program projects may be listed by route, city or county. The Public Transportation program list projects first by the transportation partners and providers then by identification numbers. *(Note: Highway Funded (HFB) bridge projects are funded from maintenance funds and are not selected through the STI process. Therefore they are shown in the STIP for information only.)*

Projects are also listed by the STI category they are funded from, i.e., by Statewide Mobility, Regional Impact, or Division Needs. The phases of projects (such as Right of Way (R), Utility relocation (U), and Construction (C) are listed by Fiscal Year along with their costs and anticipated funding sources.

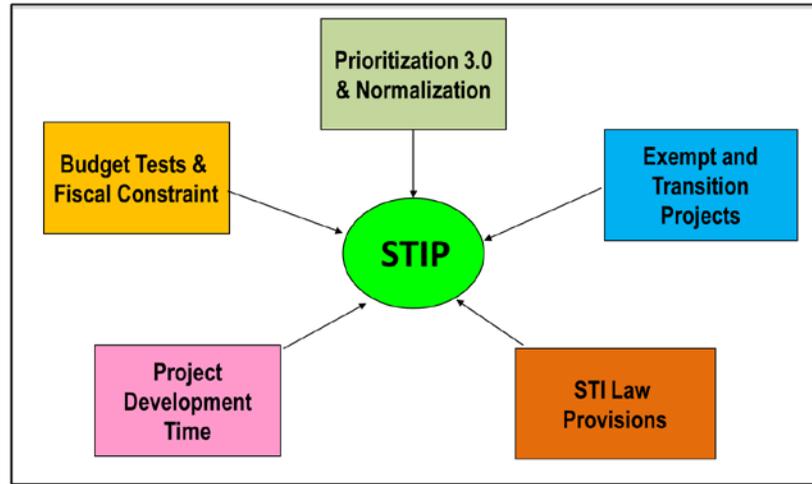
All projects require extensive planning, environmental impact and design studies. The location and exact type of improvements are subject to refinement and modification during the planning and design phases.

## **Strategic Prioritization**

The Department manages a strategic project prioritization process. The 3rd generation of this process, Prioritization 3.0 or P3.0 was underway during the passage of STI and was a significant component of this STIP development. Strategic prioritization uses transportation data and the input of local government partners and the public to generate scores and rankings of projects across the state. Multiple public input opportunities were provided during the spring and summer of 2014 regarding the submittal of new projects and the assignment of local points to projects. This input assisted each Metropolitan Planning Organization (MPO) and Rural Planning Organization (RPO) and NCDOT's transportation divisions to produce criteria based methodologies which directed how local points were allocated.

The P3.0 process resulted in each transportation mode using different quantitative criteria, measures and weights to provide technical scores for projects. Also, per the intent of STI for transportation modes to compete for funding, a normalization process was recommended to create minimum percentages of funding for highway and non-highway projects in the combined Regional Impact and Division Needs categories. The minimum percentage for highways was 90% and minimum percentage for non-highways was 4%. These percentages guided the programming process, which ultimately yielded a 95% to 5% highway vs non-highway programmed amount in the combined Regional Impact and Division Needs categories.

Figure A



The results of the P3.0 process do not necessarily mean that projects will be programmed in the order of their score and rank. Over a 10-year time frame, funding was provided to the highest scoring projects. However, there are other considerations and factors in developing the actual program (Figure A). A major factor in deciding when the top scoring projects are funded is project delivery time. Projects need to fulfill a series of environmental and preliminary engineering requirements, right-of-way must be purchased, utility relocation (where applicable) must be addressed, and final plans must be developed for lettings. The time period to accomplish these activities can be lengthy. Construction funding cannot be allocated to projects before these preconstruction activities have taken place.

There were also STI law provisions (including a corridor cap and individual modal caps) which directed programming decisions and the entire program had to meet budget tests and fiscal constraint per state and federal requirements. STI law also included a provision to exempt from prioritization select projects (Transition Period Projects) scheduled to be obligated for construction prior to July 1, 2015. The funding required for these projects was accounted for when budgeting for other projects.

### **Public Involvement – Draft STIP**

After the release of the Draft STIP in December 2014, NCDOT hosted 10 public information sessions – nine regional and one statewide - across the state from March 17 to April 23, 2015. The purpose of these sessions was to inform citizens about projects in the Draft STIP and to gather input on the process which produced the Draft STIP. Nearly 160 individuals participated in these sessions and citizens also provided feedback via online. As noted in the Strategic Prioritization section multiple public input opportunities were also available ahead of the development of the Draft STIP and from the beginning of the STI implementation process.

Each session was structured as a 3-hour open house format to allow participants to view a brief video, study maps of projects in the Draft STIP, and review proposed project schedules and information with Department staff. Sessions were held in transit accessible locations and the Department provided auxiliary aids for participants under the Americans with Disabilities Act as well as special services for English limited participants.

A public engagement tool (referred to as “MindMixer”) was deployed to create an active social media presence with citizens and to act as an additional venue for feedback and posting of session materials. Consultation was conducted with stakeholder groups (traditional and non-traditional) throughout North Carolina via emails and direct mailing to encourage participation via multiple feedback options.

**Transportation Conformity**

Each Metropolitan Planning Organization (MPO) is required to develop a 20+ year Metropolitan Transportation Plan (MTP). In MPOs that are listed as either a non-attainment or maintenance air quality area, Transportation Conformity must be demonstrated on all plans, projects and TIPs. This ensures that transportation projects that receive federal funding do not negatively impact an area’s ability to meet air quality goals. Projects must be grouped by horizon year and the travel demand model must be run for each horizon year. From the travel demand model, speeds and Vehicle Miles Traveled (VMT) are obtained and used in the air quality model to calculate emissions that are compared to the budgets approved by the US EPA. As long as the calculated emissions are less than the budget, the area can make a conformity finding. If the area cannot meet the budget, then the MPO’s project list does not meet the transportation conformity test and the area may be subject to lapse. A lapse can delay projects as federal actions cannot take place during a lapse and only exempt projects can move forward. A revised Transportation Conformity analysis can be triggered whenever a project is delayed or accelerated such that it crosses a horizon year. Whenever an MPO develops a new MTP, a new conformity analysis must be performed. When a new TIP comes out, the new TIP must be checked to make sure it is consistent with the MTP. If there is any inconsistency between the TIP and the MTP (conformity finding) then FHWA cannot take any federal action including approval of the TIP until this inconsistency is resolved.

**North Carolina Air Quality Non-Attainment/Maintenance Area Summary**

Region	Counties	Pollutant(s)	
		8- Hour Ozone	PM 2.5
Metrolina	Cabarrus (Partial)	✓	
	Gaston (Partial)	✓	
	Iredell (Partial)	✓	
	Lincoln (Partial)	✓	
	Mecklenburg	✓	
	Rowan (Partial)	✓	
	Union (Partial)	✓	
Triad	Guilford		✓
	Davidson		✓
Greater Hickory/Unifour	Catawba		✓

*Note: Forsyth County is under a limited maintenance plan for Carbon Monoxide until 11/7/15*

**Project Descriptions**

EPA’s Transportation Conformity Regulation states “The degree of specificity required in the transportation plan and the specific travel network assumed for air quality modeling do not preclude the consideration of alternatives in the NEPA process of other project development studies.” In an effort to not unduly influence the outcome of NEPA studies the STIP has used fairly generic descriptions of proposed work although the cost estimates were derived from specific future cross sections. In future documents, more specific descriptions will be used as the NEPA process determines a preferred alternative. So while the out years 6 through 10 may use a description like “widen to multi-lanes” as the NEPA process defines a recommended cross section this may become “widen to 4 lane median-divided cross section” as the project comes closer to having right of way and construction actually funded.

## PROGRAM BUDGETS

### Transportation Revenue Forecast

#### State Budget

State transportation revenues are derived from user fees in the form of Motor Fuel Tax (MFT), driver and vehicles fees collected by the NC Division of Motor Vehicles (DMV Fees) and a Highway Use Tax (HUT) on vehicle title transfers. Federal transportation revenues are derived from a federal MFT tax, vehicle fees (mostly on trucks) and since 2008 it has included transfers from the U.S. General Fund. North Carolina's transportation funding consists of roughly 75 percent state revenues and 25 percent federal.

State revenue projections are obtained from a consensus forecast by the Office of State Budget and Management (OSBM), Legislative Fiscal Research Division and NCDOT. Budget estimates developed for the Governor's biennial budget serves as a base from which NCDOT staff develops the forecast for the remaining years. Motor Fuel revenues are forecasted based on crude oil prices and expected consumption, derived from information from the US Department of Energy and IHS Global Insight, a private financial forecasting company. DMV fee revenue forecasts are based on historical transactional information, vehicle registration, licensed driver numbers and Office of State Budget and Management projected population growth in the age range 19–84. Highway Use Tax revenue is forecasted based on the number of vehicles purchased or traded in, vehicle price and the statutory rate. The number of vehicles sold and the price depend on economic conditions. Regarding DMV/Title Fees, the two variables are statutory rates and the number of transactions, which is based on licensed drivers and vehicle registration. Generally, DMV fees correlate with projected changes in population. Title fees correlate closer to forecasted changes in car sales.

#### Previous Federal Budget

MAP-21, the Moving Ahead for Progress in the 21st Century Act (P.L. 112-141), was signed into law by President Obama on July 6, 2012. Funding surface transportation programs at over \$105 billion for fiscal years (FY) 2013 and 2014, MAP-21 was the first new highway authorization enacted since 2005 and its policies and funding were extended through May 31, 2015.

MAP-21 is a milestone for the U.S. economy and the Nation's surface transportation program. By transforming the policy and programmatic framework for investments to guide the system's growth and development, MAP-21 created a streamlined and performance-based surface transportation program and built upon many of the highway, transit, bike, and pedestrian programs and policies established in 1991.

MAP-21 restructured core highway formula programs. Activities carried out under some existing formula programs – the National Highway System Program, the Interstate Maintenance Program, the Highway Bridge Program, and the Appalachian Development Highway System Program – are incorporated into the following new core formula program structure:

- National Highway Performance Program (NHPP)
- Surface Transportation Program (STP)
- Congestion Mitigation and Air Quality Improvement Program (CMAQ)
- Highway Safety Improvement Program (HSIP)
- Railway-Highway Crossings (subset of the HSIP)
- Metropolitan Planning

It created two new formula programs:

- Construction of Ferry Boats and Ferry Terminal Facilities – replaces a similarly purposed discretionary program.
- Transportation Alternatives (TA) – a new program, with funding derived from the NHPP, STP, HSIP, CMAQ and Metropolitan Planning programs, encompassing most activities funded under the Transportation Enhancements, Recreational Trails, and Safe Routes to School programs under the previous reauthorization bill (known as SAFETEA-LU.)

Federal transportation funding is distributed by Congress based on multi-year reauthorization bills and annual appropriations. Federal-Aid revenues are assumed to remain at the FY 2014 level through 2025.

The primary variables for both state and federal revenues are the MFT rate and fuel consumption. The state MFT rate, under state law, has a fixed portion and variable portion that is based on wholesale prices and can adjust every six months, on January 1st and July 1<sup>st</sup>.

*Note* – the passage of S.L. 2015-2 / S20 altered the variable MFT rate formula starting April 1, 2015. The new variable rate formula is based on changes in population and the Consumer Price Index for Energy (CPI-E) beginning on January 1, 2017. The federal MFT rate, set by Congress in 1993, is 18.4 cents per gallon for gasoline and 24.4 cents for diesel. Fuel consumption is affected by fuel prices, which are determined by world markets and economic domestic output, vehicle fuel efficiency and alternate fuel vehicles.

### **Federal Aid Program**

The Federal Aid Construction Program consists of many funding categories. Funding in most of these individual categories is subject to overall federal budget constraints and Federal Obligation Limitation. The obligation limitation effectively limits the amount of federal funds that can be utilized in any one year.

North Carolina's availability of federal funds for the STIP in FFY 2016 is expected to be about \$886.7 million, excluding CMAQ and State Planning and Research funds.

Virtually all federal-aid projects require a local or state fund contribution. Most highway and transit programs require a 20% local or state share. The amount of state matching funds needed for the Federal Aid Program is expected to be \$239 million, which will be funded by the State Highway Trust Fund.

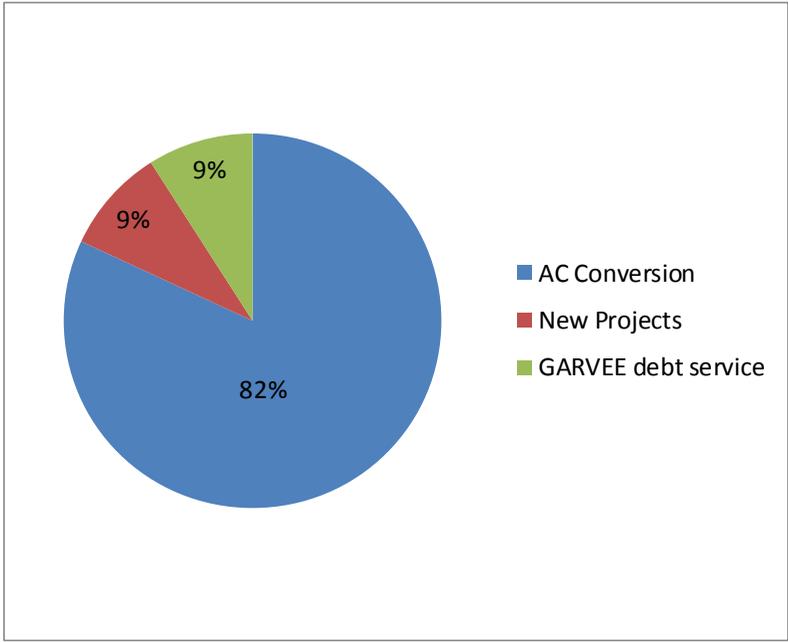
### **Public Transportation Project Funding**

The projects listed in the STIP are funded from several different FTA Funds and State Funds. In addition, many of the FTA Funds require a match to the project. Annually, the NCDOT Public Transportation Division conducts a call for projects to provide state funds to assist with part of the match requirements. The amount available for state match is limited to the amount provided in the approved state budget for that year. All of the FTA program funding amounts are published annually in the Federal Register and posted to the FTA website. NCDOT uses these apportionments to distribute the various funding sources overseen by the Department. Most of the funding for programs in the MPO's with a population of 200,000 or greater is managed directly by the MPO. The MPO's develop projects to list in the STIP from the total apportioned amount received from FTA. NCDOT allocates federal funds to small urban areas less than 200,000 population and for the rural areas. The small urban MPO's then develop projects to list in the STIP within the total allocated amount received from NCDOT and any prior year funding that is unspent. For the rural areas, the NCDOT applies directly to FTA for the funds. The NCDOT funds rural projects to match the total apportioned amount and any available prior year funding. These rural projects are listed in the STIP. Planning Funds (5303) are allocated by NCDOT to urbanized areas from a formula based on transit service hours. The allocated amounts are then provided by NCDOT to the urbanized areas and are programmed in the MPO Planning Work Programs to match the allocation amount. NCDOT applies to FTA for the 5303 funds for the urbanized areas. Section 5310 Funds are allocated for small urbanized and rural areas by NCDOT. A competitive call for projects is announced for specific projects and those projects must be included as an unmet need in the Locally Coordinated Plan for the area. Projects are selected and funded based on the total available budget for the funds. These projects are included in the STIP.

**Federal Aid Construction Program - FFY 2016**  
**(\$ in Millions)**

<b>Category</b>	<b>Federal Funds</b>	<b>Required State Matching Funds</b>	<b>Total</b>
National Highway Performance Program	420	105	525
Rail Hwy Crossing	6	2	8
Statewide Planning	14	4	18
TAP	22	6	28
Research Development	5	1	6
Metropolitan Planning	6	2	8
Congestion Mitigation	50	12	62
Surface Transportation Program	424	106	530
Highway Safety Improvement	40	10	50
<b>Total Apportionment</b>	<b>987</b>	<b>248</b>	<b>1235</b>
 <b>Obligation Limitation</b>	 <b>956</b>	 <b>239</b>	 <b>1195</b>

**Proposed Use of FFY 2016 Obligation Authority**



The program is fiscally constrained to the amount of funds projected to be available each year in order to prevent the Department from over committing future revenues. “Advance Construction” (AC) allows states to begin a project even in the absence of sufficient Federal-aid obligation authority to cover the Federal share of project costs. It is codified in Title 23, Section 115. Advance construction eliminates the need to set aside full obligational authority before starting projects. As a result, a state can undertake a greater number of concurrent projects than would otherwise be possible. In addition, advance construction helps facilitate construction of large projects, while maintaining obligational authority for smaller ones. At some future date when the state does have sufficient obligation authority, it may convert an advance-constructed project to a Federal-aid project by obligating the permissible share of its Federal-aid funds and receiving subsequent reimbursements. Advance construction allows a state to conserve obligation authority and maintain flexibility in its transportation funding program. NCDOT uses AC both to support its GARVEE Bond program and to assist in its cash management.

## **GARVEE Bonds**

In 2005, House Bill 254 authorized NCDOT to issue Grant Anticipation Revenue Vehicles (GARVEE bonds) to finance federal aid highway projects. All funds derived from GARVEE bonds are backed by the receipt of future federal funds and no state funds may be committed to the debt service. In October 2007, the Department received \$287.6 million in GARVEE bond proceeds, \$242.5 million in 2009, \$145.5 million in 2011, and \$179.5 million in 2012. The Department is expected to sell \$300 million in 2015 and \$300 million in 2016.

### **GARVEE Bond Program \$ in Millions**

<b>State Fiscal Year</b>	<b>Proceeds Including Premium</b>	<b>Debt Service</b>
2008	\$299.80	\$ 5.06
2009		59.33
2010	263.14	67.17
2011		82.00
2012	364.90	59.84
2013		86.33
2014		86.33
2015	*300.00	86.32
2016	*300.00	100.00
2017		111.07
2018		112.18
2019		112.19
2020		90.03
2021		90.03
2022		90.02
2023		90.03
2024		74.38
2025		74.37
2026		74.38
2027		74.38
2028		74.38
2029		74.38
2030		74.37
2031		74.38

\*Proceeds and debt service for proposed 2015 & 2016 sales are estimated

**State Highway Trust Fund**

The 1989 General Assembly created the North Carolina Highway Trust Fund to complete a 3,600-mile intrastate system of four-lane roads; widen and improve 113 miles of existing interstate highways; build multi-lane loops and connectors near seven major cities (now expanded to ten); provide additional funds in order to pave all unpaved secondary roads and provide additional funds for municipal streets. In 2013 the General Assembly passed HB 817, creating the STI law and establishing a strategic mobility formula for the prioritization of projects.

Revenues for the Trust Fund are generated from the state motor fuels tax, the 3 percent use tax on the transfer of motor vehicle titles, DMV titles and other fees, and interest income. \$49 million of Trust Fund revenues are transferred each year to the NCTA for project funding.

The STIP budget is based on a consensus forecast by the OSBM, Legislative Fiscal Research Division, and NCDOT. These estimates were used to develop the draft program and are the basis for air quality and fiscal constraint tests. The Trust Fund revenues are projected to be about \$1,160.4 million for FY 2016 and \$12.8 billion during the 10-year period. Of this \$12.8 billion in revenue, \$490 million goes to NCTA, \$654 million is used for debt service on previous GO bonds and Administration, and \$4 million is transferred to the Highway Fund for Visitor Centers. The remaining \$11.7 billion is available for STIP purposes. After preliminary engineering and a reserve for construction cost overruns, \$18.5 billion is available for programming. *(Note – funds available for programming and used in the development of the 2016-2025 STIP were prior to the actions of the 2015 General Assembly.)*

State Fiscal Year	Funds Available for Programming										10 Year STIP Total
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	
Motor Fuels Tax	\$ 454.7	\$ 479.5	\$ 502.6	\$ 512.8	\$ 493.6	\$ 499.5	\$ 504.4	\$ 512.4	\$ 517.7	\$ 523.8	\$ 5,001.0
Investment Income	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	10.0
Certificates of Title Fees	88.5	90.9	92.3	93.7	92.3	93.5	94.6	95.5	96.6	97.7	935.6
Miscellaneous Fees	15.7	16.1	16.4	16.6	16.2	16.4	16.6	16.8	16.9	17.2	164.9
Use Tax	600.5	627.7	643.8	659.7	667.9	682.4	695.0	706.5	719.4	733.2	6,736.1
<b>Total State Trust Fund Revenues</b>	<b>\$1,160.4</b>	<b>\$1,215.2</b>	<b>\$1,256.1</b>	<b>\$1,283.8</b>	<b>\$1,271.0</b>	<b>\$1,292.8</b>	<b>\$1,311.6</b>	<b>\$1,332.2</b>	<b>\$1,351.6</b>	<b>\$1,372.9</b>	<b>\$12,847.6</b>
NCTA GAP Funding	(49.0)	(49.0)	(49.0)	(49.0)	(49.0)	(49.0)	(49.0)	(49.0)	(49.0)	(49.0)	(490)
GO Debt Service	(48.6)	(61.0)	(52.2)	(50.0)	(59.8)	-	-	-	-	-	(272)
Visitors Center	(0.4)	(0.4)	(0.4)	(0.4)	(0.4)	(0.4)	(0.4)	(0.4)	(0.4)	(0.4)	(4)
Program Administration	(34.5)	(36.2)	(37.4)	(38.2)	(37.8)	(38.5)	(39.0)	(39.7)	(40.2)	(40.9)	(382)
<b>Available Trust Fund Revenues</b>	<b>\$1,027.8</b>	<b>\$1,068.6</b>	<b>\$1,117.2</b>	<b>\$1,146.2</b>	<b>\$1,124.0</b>	<b>\$1,204.9</b>	<b>\$1,223.2</b>	<b>\$1,243.1</b>	<b>\$1,262.0</b>	<b>\$1,282.6</b>	<b>\$11,699.6</b>
Federal Aid	956.0	956.0	956.0	956.0	961.0	1,016.0	1,021.0	1,026.0	1,031.0	1,036.0	9,915.0
Less SPR Funds	(24.3)	(24.3)	(24.3)	(24.3)	(24.4)	(24.6)	(26.0)	(26.1)	(26.2)	(26.3)	(250.8)
Less CMAQ	(30.0)	(30.0)	(30.0)	(30.0)	(30.0)	(30.0)	(30.0)	(30.0)	(30.0)	(30.0)	(300.0)
Less EEP	(25.0)	(25.0)	(25.0)	(25.0)	(25.0)	(25.0)	(25.0)	(25.0)	(25.0)	(25.0)	(250.0)
<b>Available Federal Aid</b>	<b>\$ 876.7</b>	<b>\$ 876.7</b>	<b>\$ 876.7</b>	<b>\$ 876.7</b>	<b>\$ 881.6</b>	<b>\$ 936.4</b>	<b>\$ 940.0</b>	<b>\$ 944.9</b>	<b>\$ 949.8</b>	<b>\$ 954.7</b>	<b>\$ 9,114.2</b>
<b>Total Available Funds</b>	<b>\$1,904.5</b>	<b>\$1,945.3</b>	<b>\$1,993.9</b>	<b>\$2,022.9</b>	<b>\$2,005.6</b>	<b>\$2,141.4</b>	<b>\$2,163.2</b>	<b>\$2,188.1</b>	<b>\$2,211.8</b>	<b>\$2,237.3</b>	<b>20,813.8</b>
Preliminary Engineering	\$ (165.0)	\$ (165.0)	\$ (165.0)	\$ (165.0)	\$ (165.0)	\$ (165.0)	\$ (165.0)	\$ (165.0)	\$ (165.0)	\$ (165.0)	\$ (1,650.0)
Construction Cost Overruns	\$ (59.6)	\$ (61.2)	\$ (63.2)	\$ (64.3)	\$ (63.6)	\$ (69.1)	\$ (69.9)	\$ (70.9)	\$ (71.9)	\$ (72.9)	\$ (666.6)
<b>Funds Available for Programming</b>	<b>\$1,680.0</b>	<b>\$1,719.1</b>	<b>\$1,765.7</b>	<b>\$1,793.5</b>	<b>\$1,776.9</b>	<b>\$1,907.3</b>	<b>\$1,928.3</b>	<b>\$1,952.1</b>	<b>\$1,974.9</b>	<b>\$1,999.4</b>	<b>\$18,497.2</b>

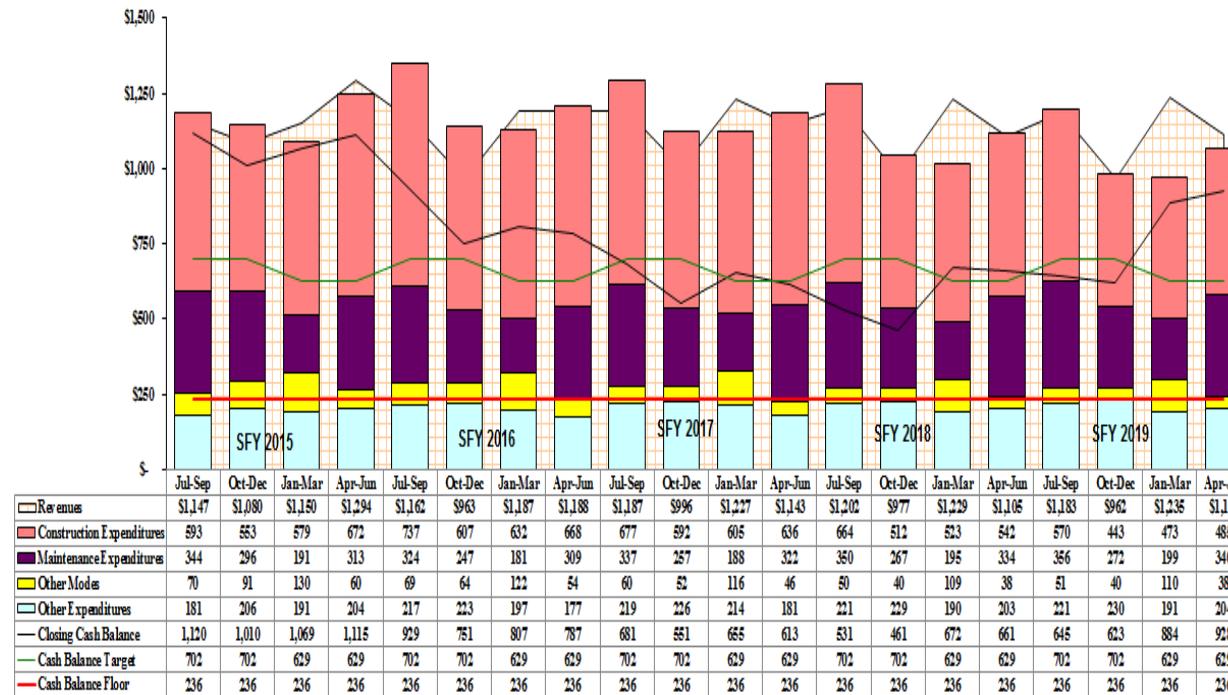
**Anticipated Inflation Impact**

Inflation is not explicitly factored into the above revenue estimates. However, before programming projects in the STIP, available funds were reduced by an amount for inflation. The following inflation factors for future construction and right of way cost increases were used: 2016 - 1.0608, 2017 - 1.1032, 2018 – 1.1474, 2019 through 2025 - 1.1933. This allows project costs used in the Program to be shown in current (2015) dollars.

**Cash Model**

NCDOT uses a cash model to manage its operations on a cash-flow basis; the Department uses statistical models that were developed specifically to support NCDOT programs. The models are used to forecast future cash demands and financial capacity. These projections serve as the basis for the dollar values found herein.

60 Month Cash Model  
Sample View  
(\$ in Millions)



NCGS §143C:6-11 revised the cash target to between 15% and 20% of the total appropriations from the Highway Fund and Highway Trust Fund for the current fiscal year. Any federal funds on hand shall not be considered as cash for this purpose. The target shall include an amount necessary to make all municipal-aid funding requirements. Also, NCGS §143C:6-11 revised the cash balance floor to at least 7.5% of the total appropriations for the current fiscal year. If this floor is not maintained, no further transportation project contract commitments may be entered into until the floor is restored. Session Law 2014-100 Senate Bill 744 Section 34.23(c) established a cash balance ceiling of one billion dollars. If the balance exceeds the ceiling, the Department must report to the General Assembly and Fiscal Research the reasons for exceeding the ceiling and the plans to reduce the balance.

The proposed STIP was modeled to insure that the department would have adequate cash to pay for all programmed projects, operations and maintenance activities. Based on the program of projects and anticipated revenue, it appears that there should be adequate funding available to support the program.

### **The North Carolina Turnpike Authority (NCTA)**

NCTA is a public agency of the State of North Carolina located within NCDOT. The Triangle Expressway, the first toll facility in North Carolina was completed January 2, 2013. It is approximately 18.8 miles of new highway construction, extending the partially complete "Outer Loop" around the greater Raleigh area from I-40 in the north to the NC 55 Bypass in the south.

Two projects will be built with the remaining funds from the Triangle Expressway. The new exchanges are within the existing footprint of the Triangle Expressway: the Holly Springs-Apex Road Interchange and the Morrisville Parkway Interchange.

Total revenues, inclusive of toll revenue and processing fees but excluding transponder revenues were \$24.3 million and \$13.0 million for fiscal year 2014 and 2013. Fiscal year 2014 revenues increased \$11.3 million from the prior year. Operating expenses totaled \$13.4 million and \$9.7 million for fiscal year 2014 and 2013. Fiscal year 2014 costs increased \$3.7 million from the prior year reflecting the increased number of transactions. Sales of transponders peaked with the opening of the final phase in January 2013 and remained steady through the end of fiscal year 2014.

**(INFLATED) STIP FUNDING SUMMARY 2016 - 2019 (JUNE 2015)**

**WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION**  
**HIGHWAY PROGRAM**

**(ESTIMATED COST ARE IN THOUSANDS OF DOLLARS)**

FUNDING	FUND_DESCRIPTION	FUNDING				
		TYPE	FY 2016	FY 2017	FY 2018	FY 2019
HFB	Highway Fund Bridge Replacement Program	S	266	1103	590	6331
L	Local	O	589	612	637	662
NHP	National Highway Performance Program	F	19921	20716	25645	32629
NHPIM	National Highway Performance Program (Interstate Maintenance)	F	2917	3033		
STP	Surface Transportation Program	F	6789	7060	5670	4668
STPDA	Surface Transportation Program (Direct Attributable)	F	748	777	809	841
T	Highway Trust Funds	S			24382	25357

**WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION**  
**NON-HIGHWAY PROGRAM**

**(ESTIMATED COST ARE IN THOUSANDS OF DOLLARS)**

FUNDING	FUND_DESCRIPTION	FUNDING				
		TYPE	FY 2016	FY 2017	FY 2018	FY 2019
DP	Discretionary or Demonstration	F	175			
FBUS	Capital Program - Bus Earmark (5309)	F	266	276		
FEPD	Elderly and Persons with Disability (5310)	F	90	93		
FMPL	Metropolitan Planning (5303)	F	407	423	440	458
FNF	New Freedom Program	F	189			
FNU	Non Urbanized Area Formula Program (5311)	F	184	242	250	262
FUZ	Capital Program - Bus Earmark (5309)	F	3004	3037	2467	2566
L	Local	O	3717	3599	3246	3603
O	Local, Non Federal or State Funds	O	1060	2096	5163	
S	State	S	35	15	16	16
SMAP	Operating Assistance and State Maintenance	S	896	932	969	1008
STPDA	Surface Transportation Program (Direct Attributable)	F	281	292		
STPEB	Surface Transportation Program (Enhancement)	F		94		890
T	Highway Trust Funds	S	530	551	573	
TAP	Transportation Alternatives Program	F				21
TAPDA	Transportation Alternatives Program (Direct Attributable)	F	238	247	257	267



# STATE TRANSPORTATION IMPROVEMENT PROGRAM (STIP)

WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION



2016-2025

# 2015

JUNE 2015

North Carolina Department of Transportation







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	
<b>INTERSTATE PROJECTS</b>																			
NEW HANOVER PENDER	I-40	I-5357	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													
		SW																	
UNDER CONSTRUCTION																			
NEW HANOVER	I-140	I-5760	I-40 TO US 421. PAVEMENT REHABILITATION.	6.6	5500		NHPIM	C	2750		C	2750							
		SW																	
<b>RURAL PROJECTS</b>																			
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
							NHP	CG	5125	BA	CG	5125	BA	CG	5125	BA	CG	5125	BA
							NHP	CG	10250	BB	CG	10250	BB	CG	10250	BB	CG	10250	BB
							NHP							C	2700	D			
							TRN	AA	NC 87 SOUTH OF BISHOP TO US 74/US 76 EAST OF MALMO IN BRUNSWICK COUNTY - COMPLETE										
								AB	NC 87 SOUTH OF BISHOP TO US 74/US 76 EAST OF MALMO IN BRUNSWICK COUNTY - COMPLETE										
							TRN	BA	US 74/US 76 EAST OF MALMO IN BRUNSWICK COUNTY TO SR 1430 (CEDAR HILL ROAD) - UNDER CONSTRUCTION										
							TRN	BB	SR 1430 (CEDAR HILL ROAD) TO WEST OF US 421 NORTH OF WILMINGTON - UNDER CONSTRUCTION										
								BC	US 74/US 76 EAST OF MALMO IN BRUNSWICK COUNTY TO WEST OF US 421 NORTH OF WILMINGTON										
								CA	WEST OF US 421 NORTH OF WILMINGTON TO WEST OF NC 133 - COMPLETE										
								CB	WEST OF NC 133 TO US 117 - COMPLETE										
								CC	US 117 TO EAST OF I-40 SOUTH OF CASTLE HAYNE - COMPLETE										
							TRN	D	IMPLEMENTATION OF INTELLIGENT TRANSPORTATION SYSTEMS (ITS)										
PLANNING/DESIGN IN PROGRESS; GARVEE BOND FUNDING \$31.05 M FOR SEGMENT AA; PAYBACK FY 2010-2021 - GARVEE BOND FUNDING \$50 M FOR SEGMENT BA; PAYBACK FY 2013-2024 - GARVEE BOND FUNDING \$100 M FOR SEGMENT BB; PAYBACK FY 2013-2024																			
BRUNSWICK NEW HANOVER	US 17/US 74/US 76	R-3601	NC 133/SR 1472 (VILLAGE ROAD) INTERCHANGE TO THE US 421/NC 133 INTERCHANGE. ADD ADDITIONAL LANES ON NORTH AND SOUTHBOUND LANES AND WIDEN BRIDGE 090107 AND BRIDGE 090108.	1.5	65042	65042													
		TRN																	
UNDER CONSTRUCTION																			
<b>URBAN PROJECTS</b>																			
NEW HANOVER	US 17 BUSINESS (MARKET STREET)	U-4902	COLONIAL DRIVE TO SR 1402 (PORTERS NECK ROAD). ACCESS MANAGEMENT IMPROVEMENTS.	8.6	15982	2157	NHP						R	500	B				
							NHP									C	3250	B	
							NHP						R	125	C				
							NHP									C	1700	C	
							NHP						R	250	D				
							NHP									C	3150	D	
								A	SR 1272 (NEW CENTRE DRIVE) TO MARTIN LUTHER KING JR., BOULEVARD - COMPLETE										
								REG	COLONIAL DRIVE TO MARTIN LUTHER KING JR., BOULEVARD										
								SW	MARTIN LUTHER KING JR., BOULEVARD TO STATION ROAD										
								SW	LENDIRE ROAD TO SR 2734 (MARSH OAKS DRIVE)										
PLANNING/DESIGN IN PROGRESS																			
NEW HANOVER	US 17 BUSINESS	U-5869	US 17 (SOUTH 17TH STREET) TO COVIL AVENUE IN WILMINGTON. CONSTRUCT A ROAD DIET.	1.3	6940		NHP									R	100		
		DIV					NHP										C	6840	

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

HIGHWAY PROGRAM

COUNTY	ROUTE/CITY	ID NUMBER	LOCATION / DESCRIPTION	LENGTH	TOTAL PROJ COST (THOU)	PRIOR YEARS COST (THOU)	TYPE OF WORK / ESTIMATED COST IN THOUSANDS / PROJECT BREAKS													
							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			
<b>FEDERAL BRIDGE PROJECTS</b>																				
NEW HANOVER	SR 1242 (NORMANDY PLACE)	B-5649	REPLACE BRIDGE 640078 OVER MOTT CREEK.	660			HFB													
		HF					HFB													
BRUNSWICK	SR 1432 (OLD MILL ROAD)	B-4928	REPLACE BRIDGE 090028 OVER MILL CREEK.	1215	60		HFB					R	105							
		HF					HFB						C	1050						
BRUNSWICK	SR 1437 (OLD FAYETTEVILLE ROAD)	B-5622	REPLACE BRIDGE 090181 OVER STURGEON CREEK.	601			HFB								R	55				
		HF					HFB									C	546			
DIVISION PURCHASE ORDER CONTRACT																				
BRUNSWICK	SR 1472 (VILLAGE ROAD)	B-5637	REPLACE BRIDGE 090208 OVER STURGEON CREEK.	1870			HFB								R	170				
		HF					HFB									C	1700			
NEW HANOVER	SR 1627 (3RD STREET)	B-5103	REPLACE BRIDGE 640035 OVER ABANDONED RAILROAD.	5828	5828															
		DIV																		
UNDER CONSTRUCTION																				
BRUNSWICK DUPLIN NEW HANOVER ONSLow PENDER SAMPSON	VARIOUS	BD-5103	DIVISION 3 PURCHASE ORDER CONTRACT BRIDGE REPLACEMENT PROJECTS AT SELECTED LOCATIONS.	16152	16152															
		DIV																		
UNDER CONSTRUCTION - BRIDGE PURCHASE ORDER CONTRACT (BPOC)																				
<b>MITIGATION PROJECTS</b>																				
BRUNSWICK DUPLIN NEW HANOVER ONSLow PENDER SAMPSON	VARIOUS	EE-4903	ECOSYSTEMS ENHANCEMENT PROGRAM FOR DIVISION 3 PROJECT MITIGATION.	3365	3365															
IN PROGRESS																				
<b>HIGHWAY SAFETY PROJECTS</b>																				
NEW HANOVER	US 76 (OLEANDER DRIVE)	W-5132	US 117/NC 132 (COLLEGE ROAD) IN WILMINGTON. CONSTRUCT A RIGHT TURN LANE ON US 76 WEST-BOUND ONTO US 117/NC 132.	591	591															
UNDER CONSTRUCTION																				

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

COUNTY	ROUTE/CITY	ID NUMBER	LOCATION / DESCRIPTION	LENGTH	TOTAL PROJ COST (THOU)	PRIOR YEARS COST (THOU)	FUNDS	TYPE OF WORK / ESTIMATED COST IN THOUSANDS / PROJECT BREAKS								UNFUNDED FUTURE YEARS		
								STATE TRANSPORTATION PROGRAM					DEVELOPMENTAL PROGRAM					
								FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	
<b>HIGHWAY SAFETY PROJECTS</b>																		
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											
<b>ENHANCEMENT (CALL PROJECTS)</b>																		
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    EX - Exempt Category  
 HF - State Dollars (Non STI)    REG - Regional Category  
 SW - Statewide Category    TRN - Transition Project

**DIVISION 00**

**NON HIGHWAY PROGRAM**

**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	TYPE OF WORK / ESTIMATED COST IN THOUSANDS / PROJECT BREAKS											
							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.			FUZCP 4000 A												
						FUZCP 700 A												
									CP 9000 A									
												CP 5000 B			CP 5000 B	CP 5000 B	CP 5000 B	
																	CP 10000 C	
																	CP 20000 C	

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

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

**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.

**DIV A** BUS STOP SHELTER AND BENCHES LOCATED AT HOLLOWAY STREET  
**DIV B** BUS STOP SHELTER AND BENCHES LOCATED AT GREGSON AVENUE  
**DIV C** SHOP EQUIPMENT, SPARE PARTS, ENGINES, SERVICE VEHICLES, ETC.

**PROJECT BREAKS**  
 One or two letter designation for project break.

**WORK TYPE (ACTIVITY) (3)**  
 Phases of implementation: Preliminary Engineering, Right of Way, Mitigation, Utilities or Construction.  
**For other work types or activities see Work Type (Activity) box below**

**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
DIV - Division
HF - State Dollars (Non-STI)
REG - Regional
SW - Statewide

(2) FUNDING SOURCES KEY	
ADTAP - Appalachian 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
<b>AVIATION PROJECTS</b>																		
NEW HANOVER	WILMINGTON INTERNATIONAL (ILM)	AV-5702	REHABILITATE GA APRON NORTH.		3500	3500												
			SW															
UNDER CONSTRUCTION																		
NEW HANOVER	WILMINGTON INTERNATIONAL (ILM)	AV-5713	PIPE DITCHES IN FBO #2 AREA.		1500			T	C	500								
			SW					O	C	1000								
NEW HANOVER	WILMINGTON INTERNATIONAL (ILM)	AV-5704	UPGRADE AIRFIELD LIGHTING VAULT.		2400			T			C	500						
			SW					O			C	1900						
NEW HANOVER	WILMINGTON INTERNATIONAL (ILM)	AV-5730	EXTEND RUNWAY 6-24 PHASE 1		5000			T			C	500						
			SW					O			C	4500						
<b>BICYCLE AND PEDESTRIAN PROJECTS</b>																		
NEW HANOVER	US 76 (WOOSTER STREET)	EB-5764	8TH STREET TO US 76 (OLEANDER DRIVE). CONSTRUCT SIDEWALK.	0.7	113			TAP										
			DIV					L										
								TAP							C	81		
								L							C	20		
NEW HANOVER	NC 132 (NORTH COLLEGE ROAD)	EB-5765	SR 2208 (NEW TOWN DRIVE) TO DANNY PENCE DRIVE. CONSTRUCT MULTI-USE PATH.	0.3	148			TAP										
			DIV					L										
								TAP							C	107		
								L							C	26		
NEW HANOVER	SR 1219 (SOUTH 17TH STREET)	EB-5600	HOSPITAL PLAZA TO INDEPENDENCE BOULEVARD. CONSTRUCT MULTI-USE PATH.	1.7	1040			STPEB			PE	86						
			DIV					L			PE	21						
								STPEB					C	746				
								L					C	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.		307	101		DP	C	165								
			TRN					L	C	41								
RIGHT OF WAY IN PROGRESS																		

DIV - Division Category    EX - Exempt Category  
 HF - State Dollars (Non STI)    REG - Regional Category  
 SW - Statewide Category    TRN - Transition Project

COST AND SCHEDULES ARE PRELIMINARY AND SUBJECT TO SIGNIFICANT CHANGE AS MORE INFORMATION BECOMES AVAILABLE

















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																				
<b>RURAL PROJECTS</b>																																						
STATEWIDE	VARIOUS	M-0391	STRUCTURE DESIGN, PRELIMINARY ENGINEERING FOR MISCELLANEOUS PROJECTS.		8478	4478		T	PE	120	DIV	PE	120	DIV	PE	120	DIV	PE	120	DIV	PE	120	DIV	PE	120	DIV	PE	120	DIV	PE	120	DIV	PE	120	DIV			
								T	PE	120	RE	PE	120	RE	PE	120	RE	PE	120	RE	PE	120	RE	PE	120	RE	PE	120	RE	PE	120	RE	PE	120	RE			
								T	PE	160	SW	PE	160	SW	PE	160	SW	PE	160	SW	PE	160	SW	PE	160	SW	PE	160	SW	PE	160	SW	PE	160	SW			
		SW																																				

STATEWIDE PROJECTS

HIGHWAY PROGRAM

COUNTY	ROUTE/CITY	ID NUMBER	LOCATION / DESCRIPTION	LENGTH	TOTAL PROJ COST (THOU)	PRIOR YEARS COST (THOU)	FUNDS	TYPE OF WORK / ESTIMATED COST IN THOUSANDS / PROJECT BREAKS										UNFUNDED					
								STATE TRANSPORTATION PROGRAM					DEVELOPMENTAL PROGRAM						FUTURE YEARS				
								FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025						
<b>FEDERAL BRIDGE PROJECTS</b>																							
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	ESTABLISH BRIDGE MANAGEMENT SYSTEM.		5000	5000																	
								DIV															
								IN PROGRESS															
STATEWIDE	VARIOUS	BK-5101	DECK PRESERVATION AT 15 SELECTED LOCATIONS.		7747	7747																	
								DIV															
								UNDER CONSTRUCTION															
STATEWIDE	VARIOUS	BK-5132	IN-DEPTH ENGINEERING EVALUATION OF WEIGHT RESTRICTIONS ON LOAD POSTED BRIDGES ON US AND NC DESIGNATED ROUTES.		1000	1000																	
								REG															
								IN PROGRESS															
STATEWIDE	VARIOUS	BK-5102	BRIDGE PAINTING AT 19 SELECTED LOCATIONS.		2027	2027																	
								DIV															
								IN PROGRESS															
STATEWIDE	VARIOUS	BK-5131	BRIDGE PRESERVATION AT SELECTED LOCATIONS.		1500	1500																	
								DIV															
								UNDER CONSTRUCTION															
STATEWIDE	VARIOUS	BP-5500	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.															
STATEWIDE	VARIOUS	M-0379	SCOUR EVALUATION PROGRAM OF EXISTING BRIDGES.		3100	3100																	
								DIV															
								IN PROGRESS															
STATEWIDE	VARIOUS	M-0418	STORM WATER RUNOFF. RESEARCH, DESIGN, CONSTRUCT, MAINTAIN AND MONITOR STORM WATER DRAINAGE FROM 50 BRIDGES OVER WATERWAYS. (HB 2346, SECTION 25.18)		5860	5860																	
								DIV															
								UNDER CONSTRUCTION															

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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																				
<b>MITIGATION PROJECTS</b>																																						
STATEWIDE	VARIOUS	R-9999MW	ENVORINMENTAL MITIGATION AND MINIMIZATION.		73971	63971		NHP	M	150	DIV	M	150	DIV	M	150	DIV	M	150	DIV	M	150	DIV	M	150	DIV	M	150	DIV	M	150	DIV	M	150	DIV			
								NHP	M	150	RE	M	150	RE	M	150	RE	M	150	RE	M	150	RE	M	150	RE	M	150	RE	M	150	RE	M	150	RE			
								NHP	M	200	SW	M	200	SW	M	200	SW	M	200	SW	M	200	SW	M	200	SW	M	200	SW	M	200	SW	M	200	SW			
								T	M	150	DIV	M	150	DIV	M	150	DIV	M	150	DIV	M	150	DIV	M	150	DIV	M	150	DIV	M	150	DIV	M	150	DIV			
								T	M	150	RE	M	150	RE	M	150	RE	M	150	RE	M	150	RE	M	150	RE	M	150	RE	M	150	RE	M	150	RE			
								T	M	200	SW	M	200	SW	M	200	SW	M	200	SW	M	200	SW	M	200	SW	M	200	SW	M	200	SW	M	200	SW			
		SW						DIV DIV ENVIRONMENTAL MITIGATION AND MINIMIZATION REG REG ENVIRONMENTAL MITIGATION AND MINIMIZATION SW SW ENVIRONMENTAL MITIGATION AND MINIMIZATION																														
IN PROGRESS																																						
<b>HIGHWAY SAFETY PROJECTS</b>																																						
STATEWIDE	VARIOUS	W-5517	SAFETY MANAGEMENT PROGRAM, PROJECT IDENTIFICATION, ANALYSIS AND PRELIMINARY ENGINEERING.		66000	11000		HSIP	PE	1650	DIV	PE	1650	DIV	PE	1650	DIV	PE	1650	DIV	PE	1650	DIV	PE	1650	DIV	PE	1650	DIV	PE	1650	DIV	PE	1650	DIV			
								HSIP	PE	1650	RE	PE	1650	RE	PE	1650	RE	PE	1650	RE	PE	1650	RE	PE	1650	RE	PE	1650	RE	PE	1650	RE	PE	1650	RE			
								HSIP	PE	2200	SW	PE	2200	SW	PE	2200	SW	PE	2200	SW	PE	2200	SW	PE	2200	SW	PE	2200	SW	PE	2200	SW	PE	2200	SW			
								DIV DIV SAFETY MANAGEMENT PROGRAM, PROJECT IDENTIFICATION, ANALYSIS AND PRELIMINARY ENGINEERING. REG REG SAFETY MANAGEMENT PROGRAM, PROJECT IDENTIFICATION, ANALYSIS AND PRELIMINARY ENGINEERING. SW SW SAFETY MANAGEMENT PROGRAM, PROJECT IDENTIFICATION, ANALYSIS AND PRELIMINARY ENGINEERING.																														
STATEWIDE	VARIOUS	W-9999	HIGHWAY SAFETY IMPROVEMENT PROGRAM BALANCE.		186200			HSIP							C	6450	DIV	C	6750	DIV	C	7110	DIV	C	7110	DIV	C	7110	DIV	C	7110	DIV	C	7110	DIV			
								HSIP							C	6450	RE	C	6750	RE	C	7110	RE	C	7110	RE	C	7110	RE	C	7110	RE	C	7110	RE			
								HSIP							C	8600	SW	C	9000	SW	C	9480	SW	C	9480	SW	C	9480	SW	C	9480	SW	C	9480	SW			
		SW						DIV DIV HIGHWAY SAFETY IMPROVEMENT PROGRAM BALANCE. REG REG HIGHWAY SAFETY IMPROVEMENT PROGRAM BALANCE. SW SW HIGHWAY SAFETY IMPROVEMENT PROGRAM BALANCE.																														
STATEWIDE	VARIOUS	W-5300	SIGNAL RETIMING TO IMPROVE SAFETY.		15808	5808		HSIP	C	300	DIV	C	300	DIV	C	300	DIV	C	300	DIV	C	300	DIV	C	300	DIV	C	300	DIV	C	300	DIV	C	300	DIV			
								HSIP	C	300	RE	C	300	RE	C	300	RE	C	300	RE	C	300	RE	C	300	RE	C	300	RE	C	300	RE	C	300	RE			
								HSIP	C	400	SW	C	400	SW	C	400	SW	C	400	SW	C	400	SW	C	400	SW	C	400	SW	C	400	SW	C	400	SW			
								DIV DIV SIGNAL RETIMING TO IMPROVE SAFETY. REG REG SIGNAL RETIMING TO IMPROVE SAFETY. SW SW SIGNAL RETIMING TO IMPROVE SAFETY.																														
IN PROGRESS																																						
STATEWIDE	VARIOUS	W-5601	RUMBLE STRIPS, GUARDRAIL, SAFETY AND LIGHTING IMPROVEMENTS AT SELECTED LOCATIONS.		105078	7078		HSIP	R	420	DIV	R	420	DIV	R	420	DIV	R	420	DIV	R	420	DIV	R	420	DIV	R	420	DIV	R	420	DIV	R	420	DIV			
								HSIP	C	2520	DIV	C	2520	DIV	C	2520	DIV	C	2520	DIV	C	2520	DIV	C	2520	DIV	C	2520	DIV	C	2520	DIV	C	2520	DIV			
								HSIP	R	420	RE	R	420	RE	R	420	RE	R	420	RE	R	420	RE	R	420	RE	R	420	RE	R	420	RE	R	420	RE			
								HSIP	C	2520	RE	C	2520	RE	C	2520	RE	C	2520	RE	C	2520	RE	C	2520	RE	C	2520	RE	C	2520	RE	C	2520	RE			
								HSIP	R	560	SW	R	560	SW	R	560	SW	R	560	SW	R	560	SW	R	560	SW	R	560	SW	R	560	SW	R	560	SW			
								HSIP	C	3360	SW	C	3360	SW	C	3360	SW	C	3360	SW	C	3360	SW	C	3360	SW	C	3360	SW	C	3360	SW	C	3360	SW			
		SW						DIV DIV RUMBLE STRIPS, GUARDRAIL, SAFETY AND LIGHTING IMPROVEMENTS AT SELECTED LOCATIONS ON DIVISION CATEGORY. REG REG RUMBLE STRIPS, GUARDRAIL, SAFETY AND LIGHTING IMPROVEMENTS AT SELECTED LOCATIONS ON REGIONAL CATEGORY. SW SW RUMBLE STRIPS, GUARDRAIL, SAFETY AND LIGHTING IMPROVEMENTS AT SELECTED LOCATIONS ON STATWIDE CATEGORY.																														
IN PROGRESS																																						
STATEWIDE	VARIOUS	W-5508	HIGHWAY SYSTEM DATA COLLECTION. TRAFFIC ENGINEERING BRANCH TO PARTICIPATE IN A THREE YEAR DATA COLLECTION PROGRAM.		1500	1500																																

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 SW - Statewide Category TRN - Transition Project

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STATEWIDE PROJECTS

HIGHWAY PROGRAM

COUNTY	ROUTE/CITY	ID NUMBER	LOCATION / DESCRIPTION	LENGTH	TOTAL PROJ COST (THOU)	PRIOR YEARS COST (THOU)	TYPE OF WORK / ESTIMATED COST IN THOUSANDS / PROJECT BREAKS														UNFUNDED FUTURE YEARS				
							STATE TRANSPORTATION PROGRAM					DEVELOPMENTAL PROGRAM													
							FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025									
<b>CONGESTION MITIGATION PROJECTS</b>																									
STATEWIDE	VARIOUS	C-5600 EX	STATEWIDE CMAQ PROJECTS TO IMPROVE AIR QUALITY WITHIN NONATTAINMENT AND MAINTENANCE AREAS.		31342		CMAQ	C	15671	C	15671														
STATEWIDE	VARIOUS	C-5601 EX	CMAQ PROJECTS TO IMPROVE AIR QUALITY ACROSS MULTIPLE NONATTAINMENT AND MAINTENANCE AREAS.		4500		CMAQ	C	2250	C	2250														
STATEWIDE	VARIOUS	C-5554 EX	DIVISION OF AIR QUALITY SCHOOL BUS REPLACEMENT PROGRAM. REPLACE BUSES WITH NEW BUSES THAT MEET THE NEW HEAVY DUTY DIESEL TRUCK AND BUS STANDARDS.		1775	1775	IN PROGRESS																		
STATEWIDE	VARIOUS	C-3600 EX	DEPARTMENT OF MOTOR VEHICLES (DMV), VEHICLE EMISSION COMPLIANCE SYSTEM. UPGRADE NORTH CAROLINA'S MOTOR VEHICLE EMISSIONS INSPECTION AND MAINTENANCE (I/M) PROGRAM.		6702	6702	IN PROGRESS BY DEPARTMENT OF MOTOR VEHICLES																		
STATEWIDE	NORTH CAROLINA STATE UNIVERSITY	C-4902 EX	NORTH CAROLINA STATE UNIVERSITY SOLAR CENTER CLEAN TRANSPORTATION PROGRAM. DEVELOP AND ADMINISTER A SEVEN YEAR CLEAN FUEL-ADVANCED TECHNOLOGY REBATE PROGRAM IN ALL CMAQ ELIGIBLE COUNTIES TO REDUCE EMISSIONS.		4694	4694	IN PROGRESS BY NORTH CAROLINA STATE UNIVERSITY																		
STATEWIDE	NORTH CAROLINA DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES	C-4903 EX	NORTH CAROLINA AIR AWARENESS OUTREACH PROGRAM TO PROVIDE EDUCATION AND PRODUCE DAILY AIR QUALITY FORECAST.		2125	1500	CMAQ	I	500	O	I	125													
STATEWIDE	STATEWIDE	C-9999 EX	CONGESTION MITIGATION AIR QUALITY (CMAQ) PROGRAM BALANCE IN NON-ATTAINMENT AREAS.		240000		CMAQ			C	30000	C	30000	C	30000	C	30000	C	30000						
<b>ENHANCEMENT (ROADSIDE PROJECTS)</b>																									
STATEWIDE	VARIOUS	ER-5600	VEGETATION MANAGEMENT - CLEAR ZONE IMPROVEMENT AND MANAGEMENT STATEWIDE.		40000		STP	C	4000	DIV	C	4000	DIV	C	4000	DIV	C	4000	DIV	C	4000	DIV	C	4000	DIV
DIV DIV VEGETATION MANAGEMENT - CLEAR ZONE IMPROVEMENT AND MANAGEMENT STATEWIDE. - IN PROGRESS																									
STATEWIDE	VARIOUS	M-0451 SW	STATEWIDE LANDSCAPE PLANS FOR STIP CONSTRUCTION PROJECTS.		1112	412	T	PE	21	DIV	PE	21	DIV	PE	21	DIV	PE	21	DIV	PE	21	DIV	PE	21	DIV
REG REG STATEWIDE LANDSCAPE PLANS FOR STIP CONSTRUCTION PROJECTS.																									
SW SW STATEWIDE LANDSCAPE PLANS FOR STIP CONSTRUCTION PROJECTS.																									

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 HF - State Dollars (Non STI)  
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 EX - Exempt Category  
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STATEWIDE PROJECTS

HIGHWAY PROGRAM

COUNTY	ROUTE/CITY	ID NUMBER	LOCATION / DESCRIPTION	LENGTH	TOTAL PROJ COST (THOU)	PRIOR YEARS COST (THOU)	FUNDS	TYPE OF WORK / ESTIMATED COST IN THOUSANDS / PROJECT BREAKS										
								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
<b>SAFE ROUTES TO SCHOOLS PROJECTS</b>																		
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																		
<b>ROADSIDE ENVIRONMENTAL PROJECTS (REST AREA)</b>																		
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
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SW - Statewide Category	TRN - Transition Project

**DIVISION 00**

**NON HIGHWAY PROGRAM**

**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	TYPE OF WORK / ESTIMATED COST IN THOUSANDS / PROJECT BREAKS												
							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.			FUZCP 4000 A													
						FUZCP 700 A													
									CP 9000 A										
												CP 5000 B			CP 5000 B	CP 5000 B			
																	CP 5000 B	CP 10000 C	
																	CP 20000 C		

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

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

**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.

DIV A BUS STOP SHELTER AND BENCHES LOCATED AT HOLLOWAY STREET  
 DIV B BUS STOP SHELTER AND BENCHES LOCATED AT GREGSON AVENUE  
 DIV C SHOP EQUIPMENT, SPARE PARTS, ENGINES, SERVICE VEHICLES, ETC.

**PROJECT BREAKS**  
 One or two letter designation for project break.

**WORK TYPE (ACTIVITY) (3)**  
 Phases of implementation: Preliminary Engineering, Right of Way, Mitigation, Utilities or Construction.  
 For other work types or activities see Work Type (Activity) box below

**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
DIV - Division
HF - State Dollars (Non-STI)
REG - Regional
SW - Statewide

(2) FUNDING SOURCES KEY	
ADTAP - Appalachian 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



STATEWIDE PROJECTS

NON HIGHWAY PROGRAM

COUNTY	ROUTE/CITY	ID NUMBER	LOCATION / DESCRIPTION	LENGTH	TOTAL PROJ COST (THOU)	PRIOR YEARS COST (THOU)	TYPE OF WORK / ESTIMATED COST IN THOUSANDS / PROJECT BREAKS															UNFUNDED FUTURE YEARS								
							STATE TRANSPORTATION PROGRAM					DEVELOPMENTAL PROGRAM																		
							FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025														
<b>BICYCLE AND PEDESTRIAN PROJECTS</b>																														
STATEWIDE	VARIOUS	E-4018	NATIONAL RECREATIONAL TRAILS. DIV		12645	645	TAP	C	1200	C	1200	C	1200	C	1200	C	1200	C	1200	C	1200	C	1200	C	1200	C	1200			
IN PROGRESS																														
STATEWIDE	VARIOUS	EB-3314	STATEWIDE PEDESTRIAN FACILITIES PROGRAM. TRN		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	STATEWIDE BICYCLE-PEDESTRIAN PROGRAM. DIV		10000		STP	PE	1000	PE	1000	PE	1000	PE	1000	PE	1000	PE	1000	PE	1000	PE	1000	PE	1000	PE	1000			
STATEWIDE	VARIOUS	ER-2971	SIDEWALK PROGRAM IN ALL FOURTEEN HIGHWAY DIVISIONS. TRN		25408	25408																								
IN PROGRESS - \$182,000 IN STPDA FUNDS ALLOCATED TO ER-2971E																														
<b>PUBLIC TRANSPORTATION PROJECTS</b>																														
STATEWIDE	GREYHOUND LINES	TI-6108	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 HF		4081	4081	FNU																							
STATEWIDE	GREYHOUND LINES	TI-6107	INTERCITY BUS SERVICE from RALEIGH TO JACKSONVILLE ALONG US 70 AND US 17 WITH STOPS AT RALEIGH, SMITHFIELD, GOLDSBORO, KINSTON, AND NEW BERN HF		1910	1910	FNU																							
STATEWIDE	GREYHOUND LINES	TI-6106	INTERCITY BUS SERVICE FROM RALEIGH TO WILMINGTON ALONG US 70 AND US 117 WITH STOPS AT RALEIGH, SMITHFIELD, GOLDSBORO, WALLACE, AND WILMINGTON HF		1592	1592	FNU																							
STATEWIDE	GREYHOUND LINES	TI-6105	INTERCITY BUS SERVICE FROM RALEIGH TO NORFOLK ALONG US 64 AND US 258 WITH STOPS AT RALEIGH, ROCKY MOUNT, AHOSKIE, AND SUFFOLK HF		1402	1402	FNF																							
STATEWIDE	NCDOT FERRY DIVISION	TA-6535	CAPITAL HF		789	789	FNF																							

DIV - Division Category    EX - Exempt Category  
 HF - State Dollars (Non STI)    REG - Regional Category  
 SW - Statewide Category    TRN - Transition Project

COST AND SCHEDULES ARE PRELIMINARY AND SUBJECT TO SIGNIFICANT CHANGE AS MORE INFORMATION BECOMES AVAILABLE

STATEWIDE PROJECTS

NON HIGHWAY PROGRAM

COUNTY	ROUTE/CITY	ID NUMBER	LOCATION / DESCRIPTION	LENGTH	TOTAL PROJ COST (THOU)	PRIOR YEARS COST (THOU)	FUNDS	TYPE OF WORK / ESTIMATED COST IN THOUSANDS / PROJECT BREAKS										UNFUNDED FUTURE YEARS		
								STATE TRANSPORTATION PROGRAM					DEVELOPMENTAL PROGRAM							
								FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FUTURE YEARS		
<b>PUBLIC TRANSPORTATION PROJECTS</b>																				
STATEWIDE	REGIONAL COORDINATED AREA TRANSPORTION	TP-4901	PLANNING ASSISTANCE - RESEARCH SUPPORT ACTIVITIES		7739	4139	FSPR	CP	600	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											
			HF				L	O	175											
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																	

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  
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; the downtown trolley; taxis; other public, private and tourist transportation facilities; pedestrian and bike path connections and connections to inter-city and Amtrak buses; 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 PEDDA 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 12, 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**

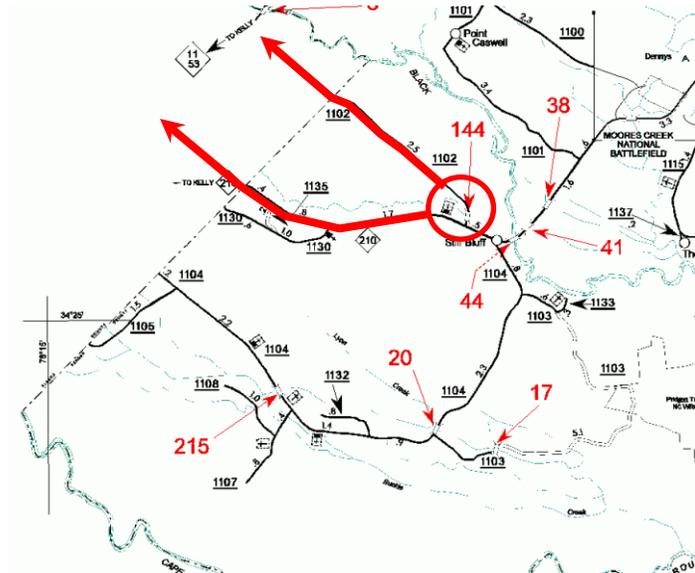
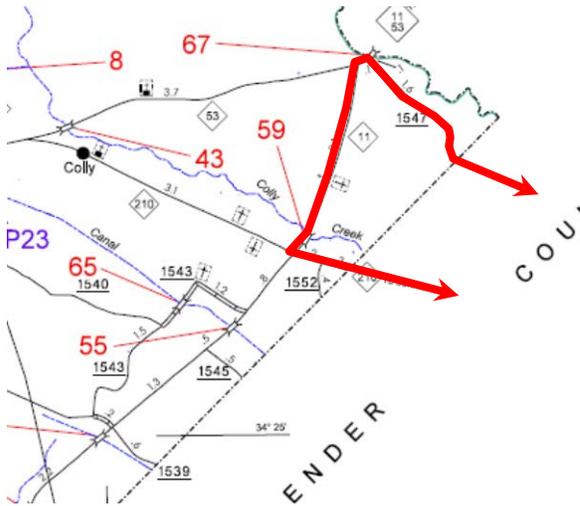
**Low Impact Bridge Program:**

**Design/Build contract to replace 9 bridges in Brunswick & Pender Counties:  
Estimated Contract Completion Date November 1, 2015 (for all 9 bridge  
replacements)**

**17BP.3.R.26: replace bridge #144 over branch of the Black River on SR 1102  
(Morgan Road)**

**Pender Bridge 144**

Detour Route



SR 1102 (Morgan Road) to NC 210, crossing into Bladen County to NC 11 to NC 11 / 53  
to SR 1547 (Kelly Road), crossing into Pender County SR 1102 (Morgan Road)

**Open to Traffic**

**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:

[priddle@ncdot.gov](mailto:priddle@ncdot.gov)