



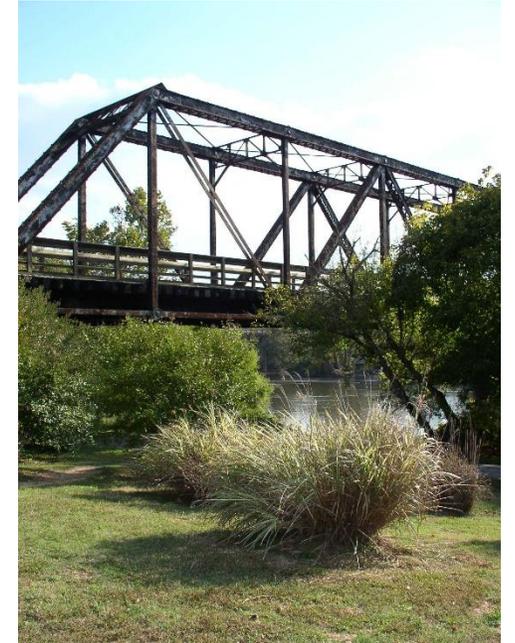


# TRANSPORTATION ALTERNATIVES SET-ASIDE

| Applicant Workshop

# Transportation Alternatives Set-aside Program Overview

- **Federal funding available to localities**
- **Non-traditional transportation projects**
- **Reimbursement program (80 / 20)**
- **Projects locally administered; oversight provided by VDOT**
- **Four years to reach construction**
- **Small localities can request that VDOT administer the project on their behalf**



# Pre-Application Process Smart Portal



## Portal Access

- Organizational Administrator
- Need “permission” for TA Program

## Pre-application submission **\*\*MANDATORY\*\***

- Portal opens May 15, 2019 at 8am
- From May 15 – July 1 will be a “rolling submission” period
- Locality is “owner” of the pre-application and can make changes until it is SUBMITTED
- Portal closes to pre-applications July 1, 2019 at 5pm



# Pre-Application Process Validation Period

## Submission of Pre-Application – by July 1, 2019

- After submission by locality, pre-application fields are “locked”
- To make changes after this point, the locality will need to notify District PC and request changes be made

## VDOT Validation – completed no later than August 15, 2019

- LAD and VDOT District will begin reviewing pre-applications as they are submitted; validations will occur on a “rolling” basis
- Two levels of validation: District and CO LAD (can be done concurrently)
- All pre-applications will be validated by August 15
- Locality will be notified via email of validation and authorized to proceed with the full application

# Pre-Application

## What does it look like?

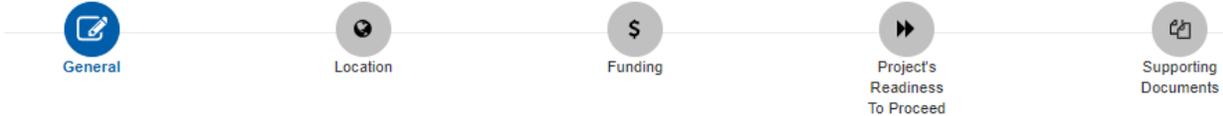
### Viewing TA Set-Aside Pre-Application

UAT Test 5

Project Status: Pre-Screenin  
Organization: Richmond City  
Project ID: 5449-Pre

[Edit Pre-Application](#) [Print Version](#) [Save as PDF](#)

Created: 03/07/2019 @ 1:14PM by Suneela Nekk  
Last Updated: 03/07/2019 @ 1:14PM by Suneela Nekk



**General**

**Project Sponsor**

<b>Organization</b> Richmond City Organization	<b>Point of Contact</b> Suneela Nekkanti
<b>Email</b> Nekkanti@gmail.com	<b>Phone</b> (222) 222-2222

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**Project Information**

**Project Title**  
UAT Test 5

Provide a description of the project and a clearly defined scope of the improvements to be made utilizing Transportation Alternatives funds. Should additional space be needed, please use the Upload Supporting Documents feature. Label the document "Project Description".  
This is a project description

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Select primary category of eligibility even if other categories may apply.  
Environmental mitigation activity focused on wildlife mortality or habitat connectivity

Does this project qualify as a "Safe Routes to School" project based on this criteria?

- Eligible infrastructure activity
- Project is located within 2 miles of an elementary / middle school (K-8th)

Yes

Do you wish to pursue this as a SRTS project?  
Yes

# Pre-Application

## What do I need to provide?

### Basic project information:

- Project applicant and contact information
- Project title and accurate description
- Eligibility category – what activity does it qualify under
- Project termini
- Will you use third-party donations as part / all of your match?
- Has design started and status of right of way?
- Attachment Required: detailed project cost estimate
- Attachment Required: map / sketch of proposed project

# Final Application Process Smart Portal



## Final Application **\*\*MANDATORY\*\*** - no later than October 1, 2019

- Cannot submit final application if no pre-application was submitted
- Locality has from date of validation to October 1 to work on and complete full application
- Pre-application fields are “locked” after validation; most importantly, the project scope / description
- Attachments (estimate and sketch) can be updated after validation
- Important to incorporate District and LAD comments / suggestions
- Clarifications / details should be conveyed via Smart Portal “Alerts”
- **DEADLINE:** Portal closes October 1, 2019 at 5pm

# Final Application Documented Pre-requisites

**The final application submission must include:**

- **Current local resolution**
- **Current MPO endorsement (if applicable) except NOVA / COG**
- **Evidence of public meeting**

**With the pre-application requirement, any exception to including these documents in the final application will be addressed on a case-by-case basis; there will be no “blanket” grace period.**



# What Makes a Good Application? Scoring Criteria

**All applications scored on five (5) criteria:**

- **Project Resources**
- **Project Concept**
- **Improvement to Transportation Network**
- **Sponsor's Experience Administering Federal-aid Projects**
- **Project's Readiness to Proceed**

**Existing projects are also evaluated on progress:**

- **What has been achieved in project development?**



# Project Resources / Funding

## What funding resources are available?

- Does locality have a detailed / accurate cost estimate?
- Have all developmental phases – PE, RW, CN – been adequately addressed?
- Does estimate include costs for 5' wide sidewalk, 10' wide shared-use path, 14' wide pedestrian bridge? Firm, stable and slip resistant surface? ADA standards...
- Are additional funding sources / contributions identified? Have they been secured?
- Will match be in the form of cash or third-party donations (in-kind)? Are proposed donations eligible?
- Does the locality have a strategy for fully funding the project?



## Third-Party Donations Formerly Referred to as “In-Kind” Match

- In accordance with federal guidance, donations must come from entity other than VDOT (pass-thru agency) or the Locality (sub-recipient)
- Must otherwise be eligible for reimbursement
- With the exception of RW, the value must be used in the same developmental phase (i.e. value of PE donations can only be applied as match to PE expenditures)
- With the exception of RW, the costs being donated cannot be *incurred* prior to the project agreement and federal phase authorization
- The *estimated* value for donations should be included in the phase estimate used to secure federal authorization (must plan ahead !) so costs are included in authorization and 2) so costs are not incurred too early)

# Project Concept

**Have you done your homework? Do you have a viable project and an accurate cost estimate?**

- Does project have a well defined, finite scope?
- Has locality performed a site visit – who attended?
- What was identified and have any mitigating factors been included in the cost estimate and / or design plan?
- Have ADA design standards been specified and prepared (estimated) for?
- Does the proposed improvement meet a transportation need?
- Does the locality have a maintenance plan / budget for upkeep?

# Improvement to the Transportation Network

## What and who does the project benefit?

- Does it provide connectivity to existing transportation facilities? Does it provide facilities where none existed?
- Will it serve multiple neighborhoods, schools, or places of work?
- Will it get riders to public transportation?
- For non-drivers, what services will the proposed improvements provide access to? Will it improve safety?
- Will it enhance the driving experience – scenic viewing areas, improvements to historic districts or transportation structures?

# Ability to Administer Federal Aid Funding

## What demonstrated experience does the locality have in managing federal funds?

- Identify staff that will be working on the project day-to-day
- Provide specific project examples; focus on federal funding
- Provide specific examples of mitigating situations and / or changed conditions; experience meeting budgets and bringing a project back on schedule
- Identify specific education and / or training – FHWA courses, certifications, subject-specific webinars, etc.
- Illustrate knowledge of federal financing and / or reimbursement requirements

# Readiness to Proceed

## What steps has the locality taken to prepare?

- What conceptual design, master plan or engineering work has been completed?
- Have right of way surveys been completed and / or required RW been identified?
- Has right of way been secured? Any evidence?
- Have prior segments of the project been built? What was learned?
- Will design be done in-house or will procurement be required?

# What Makes a Good Application?

## Details

**Details are critical to scoring. Not all reviewers are familiar with the area or the proposed changes.**

### **Include:**

- **Map and / or sketches**
- **Detailed cost estimate**
- **Clear and logical termini**
- **Full answers all to questions**
- **Support documentation for additional funding, RW, donations, etc.**
- **Pictures**



# Who Can Apply?

## Eligible Sponsors:

- Local governments
- Regional transportation authorities – including PDC's
- Transit agencies
- Natural resource or public and agencies
- School districts, local education agencies or schools
- Tribal governments
- Other local or regional governmental entity with responsibility for oversight of transportation or recreational trails

**NOT ELIGIBLE – State DOTs, MPOs and Non-Profits**

# What is Eligible?

Eligible activity must relate to surface transportation AND qualify under one of more of the following:

## Eligible Categories:

- Transportation Alternatives (TA) Activities
- Safe Routes to School (SRTS) Activities
- Highway to Boulevard Activities \*\*

Recreational Trails Activities – administered separately by the Virginia Department of Conservation and Recreation (DCR)

**\*\* These will be evaluated by VDOT on a case-by-case basis**

# Eligible Activities

## Transportation Alternatives

### Activity #1

Construction, planning and design of on-road and off-road trail facilities for pedestrians, bicyclists and other non-motorized forms of transportation



# Activity #1 – Pedestrian and Bicycle Facilities

## Eligible

- **New or rehabilitated sidewalks**
- **Bicycle infrastructure including bike lanes, bike racks, shelters, bikeshare systems**
- **Off Road trails**
- **Pedestrian and bicycle overpasses and underpasses**
- **Pedestrian plazas, wider sidewalks to allow a sense of “space” including street trees and benches**

## Not Eligible

- **Circular trails / sidewalks**
- **Facilities located on one site or property, that do not provide connections to existing trails or sidewalks outside the site / property**
- **Maintenance and / or repairs to existing facilities**
- **Recreational facilities including boat launches, grills, basketball courts, etc.**
- **Operation and/or maintenance costs for bike programs, trails, etc.**
- **Wayfinding signage / program as a stand-alone project**
- **Preliminary work including feasibility / location studies and master plans**

# Eligible Activities

## Transportation Alternatives

### Activity #2

Construction, planning and design of infrastructure-related projects and systems that will provide safe routes for non-drivers to access daily needs



# Activity #2 – Safe Routes for Non-Drivers

## Eligible

- **Crosswalks and pedestrian refuge areas / raised medians / bump outs**
- **ADA Curb ramps**
- **Pedestrian / Bicycle Signal Heads**
- **Pedestrian scale lighting**
- **Safe connections to public transportation**

## Not Eligible

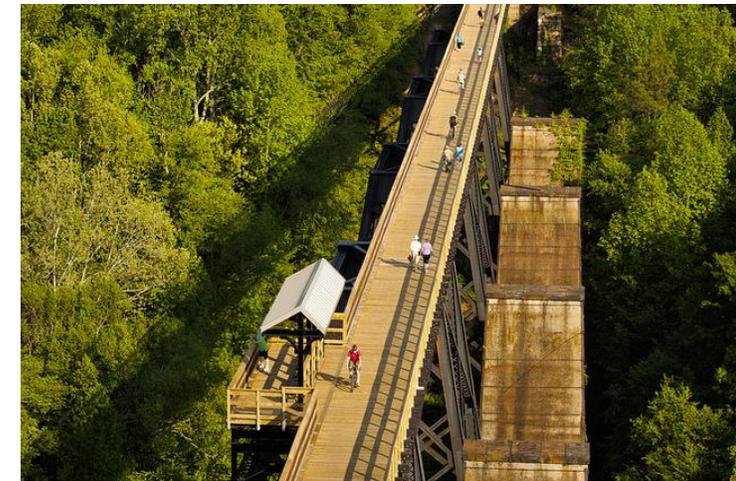
- **Bicycle and pedestrian safety / educational programs**
- **Roadway lighting / street lights**
- **Traffic signals**
- **Intersection re-alignment to add turn lanes and / or improve vehicular traffic movement**
- **Replacing existing lighting fixtures for betterment**
- **Facilities that are not ADA compliant**
- **Signage as a stand-alone project**
- **Bus lanes**

# Eligible Activities

## Transportation Alternatives

### Activity #3

Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists and other non-motorized transportation users



# Activity #3 – Rails to Trails

## Eligible

- Trails built within abandoned railway right-of-way
- Trails built within existing railroad right-of-way (rails-with-trails)

## Not Eligible

- Projects / acquisition solely to preserve abandoned railroad right-of-way
- Trail facilities for motorized vehicles (ATVs, dirt bikes, snowmobiles, etc.)
- Maintenance and / or upkeep of trails (including purchase of equipment)

# Eligible Activities

## Transportation Alternatives

### Activity #4

Construction of turn-outs, overlooks and viewing areas to promote the scenic and historic character of local roads



# Activity #4 – Turnouts and Overlooks

## Eligible

- Turnouts, overlooks and viewing areas that interpret a scenic or historic site

## Not Eligible

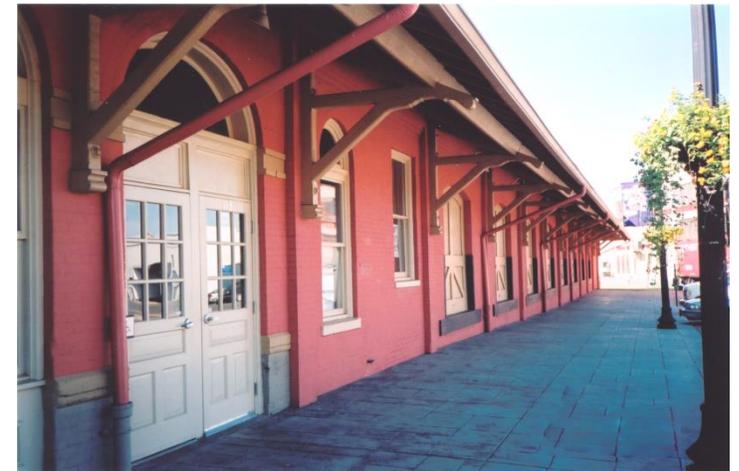
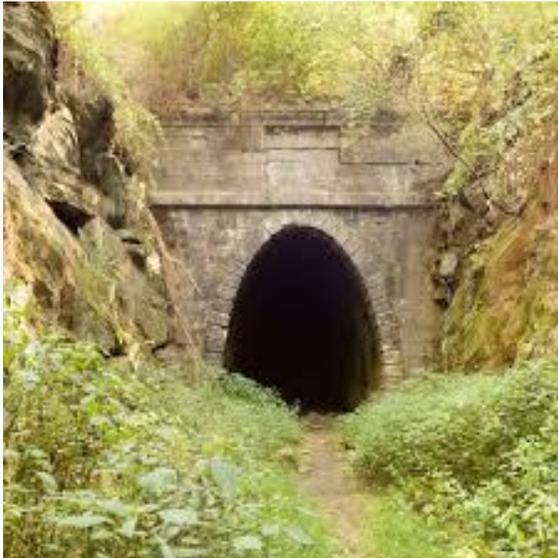
- Safety rest areas
- Visitor / welcome centers
- Farmers markets, entertainment pavilions, amphitheaters, etc.
- Staffing, operating or maintenance costs of the turnout
- Marketing and promotional activities

# Eligible Activities

## Transportation Alternatives

### Activity #6

Historic preservation and rehabilitation of historic transportation facilities



# Activity #6 – Historic Preservation

## Eligible

- Rehabilitation and / or restoration of historic transportation facility including train depots, rail trestles, bridges, lighthouses, bus terminals, tunnels, canals including locks and tow paths
- Property previously owned and operated by the railroad (example: railway offices, station master's house, railway hotels)
- Historic toll and ferry facilities

## Not Eligible

- Historic buildings not part of the historic transportation infrastructure (example: inns, taverns, gas stations and carriage houses)
- Operating costs for historic transportation facilities
- Construction of “replica” transportation facilities
- Construction of new rail / passenger facilities
- Facilities that are not related to “surface” transportation including air and space travel
- Spaces not open to the general public
- Spaces used as for-profit enterprises

# Eligible Activities

## Transportation Alternatives

### Activity #5

Inventory, control or removal of outdoor advertising



# Eligible Activities Transportation Alternatives

## Activity #7

Vegetation management practices in transportation right-of-way to improve roadway safety, prevent against invasive species and provide erosion control



## Activity #8

Archeological activities related to impacts from implementation of a transportation project eligible under this title (CFR 23)



# Eligible Activities

## Transportation Alternatives

### Activity #9

Environmental mitigation activity including prevention and abatement activities to address storm water management control and water pollution related to highway runoff



### Activity #10

Wildlife mortality mitigation to reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats



# Safe Routes to School Program Administration



**SRTS continues to be a VDOT initiative through the Transportation and Mobility Planning Division (TMPD)**

**SRTS program established two different project types:**

- **Infrastructure Improvements**
- **Non-infrastructure Improvements\*\***



**Currently in Virginia, the infrastructure projects (concrete) are solicited and administered by VDOT's Local Assistance Division under the TAP umbrella. The non-infrastructure projects (education, training, planning, etc.) however, are *solicited and administered* by TMPD\*\***

# Safe Routes to School Application Attachment



**To be eligible for federal Transportation Alternatives funding as a SRTS project, the planned improvements must be located within 2 miles of a K-8 school and related to walking and biking to school**

- **For SRTS projects, select Activity #2 from the application drop down menu (safe routes for non-drivers)**

**To ultimately be successful, SRTS projects should include coordination with the school and an active SRTS program**

- **The coordination efforts will be documented in the SRTS “attachment” in the TA application. You will automatically be prompted for this if you respond “YES” to the question – do you want to pursue this as a SRTS project?**

# Safe Routes to School Attachment Information

- Letter of support from school principal
- Title-1 status of school
- Current travel modes (i.e. how many students walk, bike, bus, carpool, etc.)
- Current travel distances (i.e. how many students live within  $\frac{1}{4}$  mile,  $\frac{1}{2}$  mile, 1 mile and 2 miles from the school)
- Parent survey – get input from parents regarding issues with walking / biking to school (can be informal or formal)
- Describe current barriers to walking / biking to school
- Describe efforts to promote walking / biking to school

# Safe Routes to School Infrastructure Activities

## Eligible

- Sidewalk improvements
- Traffic calming and speed reduction improvements
- Pedestrian and bicycle crossing improvements
- On street bicycle facilities
- Off street bicycle and pedestrian facilities
- Bicycle parking facilities
- Traffic Diversion improvements
- Flashing beacons



## Not Eligible

- Bus stop improvements
- Improvements to traffic flow / kiss and ride for motorized vehicles
- Other improvements not related to walking or biking



# Transportation Alternatives Set-Aside

## How Much Funding is Available?

**Applications should include the locality's request for BOTH FY21 and FY22 funds**

- **Historically approximately \$20 million is available annually**
- **Current FAST ACT legislation expires September 30, 2019**
- **New legislation, or an extension to the existing federal legislation, will be required before future funds can be awarded by the Commonwealth Transportation Board (CTB)**
- **With federal legislation, next CTB award will be made June, 2020**

# Project Selections

## Funding

**Current CTB policy requires that if selected, member(s) must award a minimum 50% of the requested federal amount**

- **This policy does not apply to MPO selections**
- **This can be spread over the two-year cycle or may be allocated from just one fiscal year**
- **Prepare a funding “strategy” if the project does not receive full funding; there is no guarantee**
- **FHWA expects a completed project**
- **Keep in mind the 4 year time limit to reach construction on TA projects**

# Funding Distribution

## Sub-allocation of Funds

### Example

FY16 – approx. \$22.3M

Rec Trails – \$1.5M – **off the top to DCR**

50/50 distribution – \$20.8M

**\$10.4M**

**\$10.4M**

- Allocated based on population
  - **\$6.3M** to 4 Transportation Management Areas (TMAs)
  - **\$4.1M** to other areas of the state based on population
- Allocated to any area of the state
  - These are funds CTB Policy will govern distribution of
  - State DOT can transfer these funds to other Highway Programs



# Population Areas

**Less than 5,000 population**  
**5,000 to 200,000 population**  
**Greater than 200,000 population (TMAs)**

**Four (4) Transportation Management Areas (TMA)**

**Northern Virginia**  
**Hampton Roads**  
**Richmond and Roanoke**

**Four TMAs include all or part of six (6) MPOs:**

**Metropolitan Washington Council of Governments (COG)**  
**Hampton Roads**  
**Richmond and Tri-Cities**  
**Fredericksburg (North Stafford County)**  
**Roanoke**

# Award Priorities – Year 1 versus Year 2

The amount included in application for “This Application Amount” must include sufficient funding request for the next two (2) years; no applications will be accepted in 2020. Note that applications may or may not receive an award for both years.

Maximum request is \$1M per year = \$2M per application cycle

The following “priorities” will be considered when determining projects to receive funding in the first year:

- Existing projects that are close to construction (Priority score of 1 or 2)
- Existing projects that need additional funding to complete the current developmental phase (PE, RW, CN)
- Existing projects that are progressing and have an established advertisement date for construction within the next 12 months
- New projects that provide a well defined scope of work and a schedule indicating advertisement for construction within the next 12 months

# Important Points to Remember

## When preparing a project application:

- Develop finite scope capable of starting construction within 4 years
- Project cost estimate must address ALL developmental phases – PE, RW and CN even if other funding is anticipated
- No carry-over or “banking” of funds for future project segments; the application and costs must address specified termini
- Separate applications are required for multiple project segments; each must have independent utility
- The more details / engineering provided early; the better the project

**\*\* AN ACCURATE COST ESTIMATE IS KEY \*\***

# Transportation Alternatives Set-aside Program Resources



Local Assistance

**Local Assistance Division website:**

<http://www.virginiadot.org/business/local-assistance.asp>

**Virginia's Transportation Alternatives Set-aside website:**

<http://www.virginiadot.org/business/prehancegrants.asp>

**VDOT Smart Portal website:**

<http://smartscale.org>

**Transportation Alternatives Data Exchange website:**

<http://trade.railstotrains.org/index>

**Safe Routes to Schools website:**

<http://www.virginiadot.org/saferoutes>



# Transportation Alternatives Set-aside Central Office Contacts

**Pam Liston, Transportation Alternatives Program Manager**  
**[Pamela.Liston@VDOT.Virginia.gov](mailto:Pamela.Liston@VDOT.Virginia.gov) or (804) 786-2734**

**Kelly Waldrop, Federal Programs Manager**  
**[Kelly.Waldrop@VDOT.Virginia.gov](mailto:Kelly.Waldrop@VDOT.Virginia.gov) (804) 371-6180**

**Virginia's TAP contact address**  
**[EnhancementProgram@VDOT.Virginia.gov](mailto:EnhancementProgram@VDOT.Virginia.gov)**

**Rob Williams, Safe Routes to School Coordinator**  
**[RobertJ.Williams@VDOT.Virginia.gov](mailto:RobertJ.Williams@VDOT.Virginia.gov) or (804) 371-4868**

# Local Programs Workshop 2019

## Colonial Williamsburg

September 9 – 11

Williamsburg Lodge

