



## **Transportation Alternatives Set-Aside FY2018 Applicant Workshop**

## Workshop Overview

- **Transportation Alternatives Basics**
  - **FAST Act**
  - **Population Areas**
  - **Sub-Allocation of Funds**
  - **Local Match Requirements**
- **Program Eligibility**
  - **Eligible Sponsors**
  - **Transportation Alternatives (TA) Activities**
  - **Safe Routes To School**
- **Application and Scoring**
- **Project Selection**
- **Timeline**

## **FAST Act Transportation Bill**

**New federal legislation was passed in December 2015 and will be effective 2016 – 2020. The legislation:**

- **Changed name of the Surface Transportation Program to the Surface Transportation Block Grant (STBG) program**
- **Established a set-aside within the STBG funding for Transportation Alternatives (TA Set-aside)**
- **Continued the eligibilities as set forth in MAP-21 including the same four (4) categories:**
  - **Transportation Alternatives activities**
  - **Safe Routes to School (SRTS) activities**
  - **Recreational Trails Program activities**
  - **Boulevards from Divided Highways activities**

## FAST Act Legislation Transportation Alternatives Set-Aside

- **Continues the mandatory funding distribution based on population areas**
- **Requires that MPOs make project selections in urban population areas**
- **Retains the 80% federal / 20% local match funding arrangement**
- **Retains requirement for state competitive process**
- **TA eligible activities as established in MAP-21 remain the same**

# Transportation Alternatives Set-Aside Population Areas

Less than 5,000

5,000 – 200,000

Greater than 200,000

**Four Transportation Management Areas (TMAs)**

Northern Virginia  
Hampton Roads  
Richmond  
Roanoke

**Four TMAs include six Metropolitan Planning Organizations (MPOs)**

**Metropolitan Washington Council of Governments (COG)**

Fredericksburg (North Stafford County)

Hampton Roads

Richmond

Tri-Cities

Roanoke

## Transportation Alternatives Set-aside 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

## Transportation Alternatives Set-aside Local Match Requirement

TA remains an 80 / 20 reimbursement program with a maximum 80% eligible for federal reimbursement

- Requires minimum 20% local match
- Local match can be provided as cash or in-kind

### Requirements for In-Kind Match:

- The expenses must be otherwise eligible for the program
- With exception of donated real property (buildings or land) in-kind costs cannot be incurred prior to fully executed project agreement , the project's obligation of funds and authorization by FHWA
- In-kind services that contribute to engineering activities must be performed after project agreement, obligation and authorization
- In-kind services that are construction activities must be performed after project agreement, obligation, authorization and NEPA (environmental document) approval

## Eligible In-Kind Match

### Eligible Examples

- ✓ Design services
- ✓ Attorney services
- ✓ Appraisal services
- ✓ Donated property
- ✓ Donated building
- ✓ Donated materials
- ✓ Construction services

### Ineligible Examples

- × Work / services not specific to the project
- × Land beyond that needed for the project
- × Items that do not have adequate documented cost / value
- × Work of a “temporary” nature and not part of permanent project
- × Costs for activities not eligible for the program
- × Services performed prior to project agreement, obligation and required phase authorization

## Eligible Sponsors

- **Local governments**
- **Regional transportation authorities – including PDC's**
- **Transit agencies**
- **Natural resource or public land 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 or Non-Profits (unless they qualify under one of the eligible sponsor categories)**

## Federal-Aid Project Development

TA funded projects are treated as projects on a Federal-aid highway under Title 23 CFR provisions, regardless of whether the projects are located within right of way of a Federal-aid highway.

**These provisions include:**

- **Federal Obligation and Authorization prior to incurring costs**
- **National Environmental Protection Act (NEPA)**
- **Uniform Act (RW Acquisition)**
- **Civil Rights requirements**
- **Americans with Disabilities Act (ADA)**
- **Davis-Bacon wage rates**
- **Buy America (Steel)**
- **Competitive bidding and other procurement requirements**

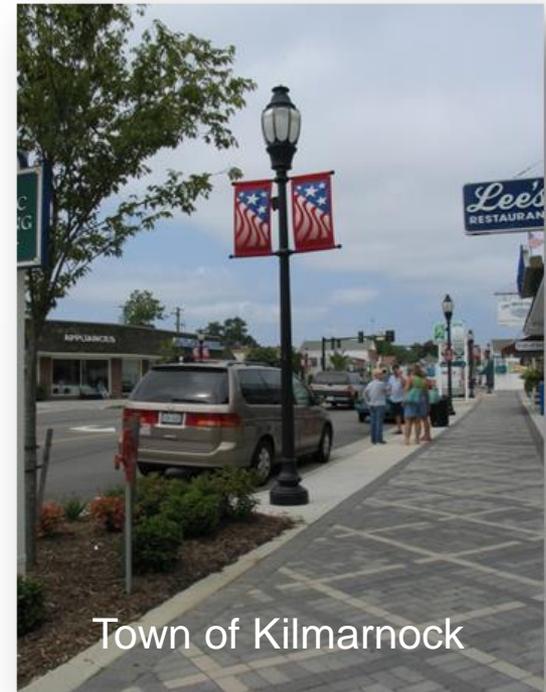
# Transportation Alternatives Set-aside Eligible Categories

**Eligible activity must relate to surface transportation AND qualify:**

- In one or more of the 10 Transportation Alternatives (TA) activities



- As a Safe Routes to School activity
- As a Boulevards from Divided Highway activity



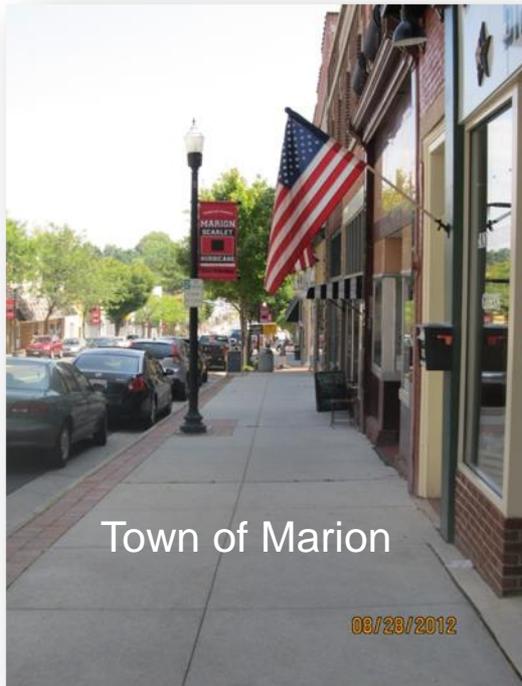
Town of Kilmarnock

- As a Recreational Trails Program activity – for these activities, a separate application must be submitted to the Department of Conservation & Recreation – VDOT does not administer this program

# Transportation Alternatives Activities

## Activity #1

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



### Project Examples:

- Rural Retreat Sidewalks
- Elizabeth River Trail, Norfolk
- Metro Bicycle Parking, Arlington
- UVA Bike Share System

# 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.**

### Eligible

- ✓ New or rehabilitated sidewalks and curb ramps
- ✓ Bicycle infrastructure including bike lanes, bike racks and shelters
- ✓ Off Road trails
- ✓ Pedestrian and bicycle bridges and underpasses

### Not Eligible

- × Sidewalk repair, drainage improvements or other maintenance activities
- × Circular trails / sidewalks
- × Facilities located wholly on one site or property that do not provide a connection to existing trails or sidewalks outside the site or property
- × Trails for equestrian use only
- × Recreational facilities
- × Any non-ADA compliant trail / sidewalk facility
- × Way-finding signage / program as a stand-alone project
- × Preliminary work including feasibility / location studies and master plans

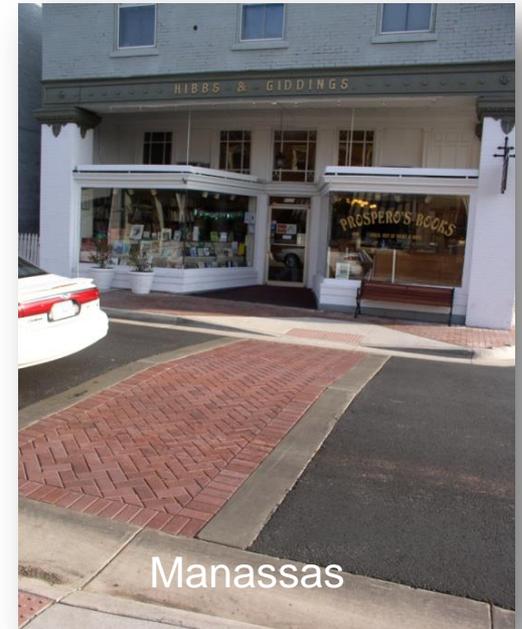
# Transportation Alternatives Activities

## Activity #2

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

### Project Examples:

- Rosslyn – Ballston Corridor Access Improvements, Arlington
- ADA Bus Access Improvements, Roanoke
- Loudoun SRTS Improvements



Manassas

# 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.

### Eligible

- ✓ Crosswalks and pedestrian refuge areas
- ✓ Pedestrian and bicycle signals
- ✓ Pedestrian lighting
- ✓ Safe connections to public transportation
- ✓ ADA Curb Ramps

### Not Eligible

- × Bicycle and pedestrian safety / educational programs, except as SRTS non-infrastructure project (applications taken separately by SRTS)
- × Roadway lighting
- × Lighting fixtures intended for aesthetic purposes only  
(instances where adequate lighting already exists and improvement is to beautify by adding an historic fixture)

# Transportation Alternatives Activities

## Activity #3

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



Virginia Blue Ridge Railway Trail  
Nelson & Amherst County



High Bridge Trail  
Cumberland, Nottoway and  
Prince Edward County

### Project Examples:

- Hanging Rock Trail
- Jackson River Scenic Trail
- Huckleberry Trail
- Sections of the Tobacco Heritage Trail

## Transportation Alternatives Activity #3

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

### Eligible

- ✓ Rails-to-Trails facilities

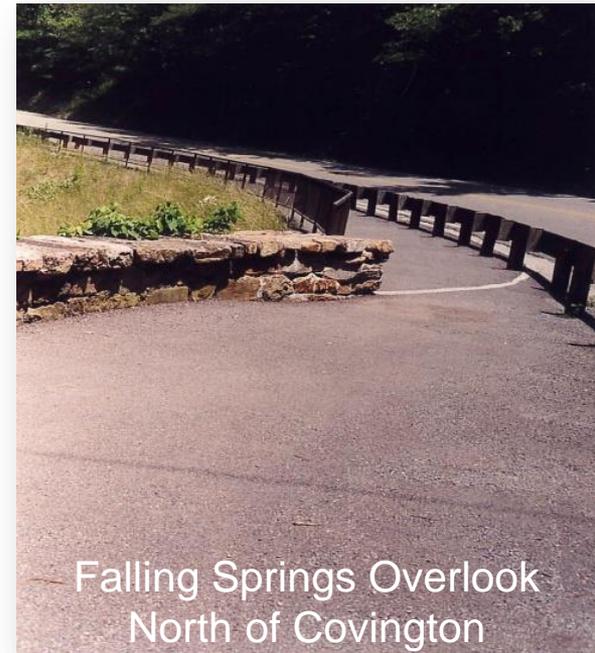
### Not Eligible

- × Projects 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 the purchase of equipment)

# Transportation Alternatives Activities

## Activity #4

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



### Project Examples:

- Ogg Farm Pull Off, Trevilian Station Battlefield
- Civil War Trails Pull Offs

# Transportation Alternatives

## Activity #4

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

### Eligible

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

### Not Eligible

- × Interpretation and other amenities installed without construction of a turnout, overlook or viewing area
- × Safety rest areas
- × Visitor / welcome centers
- × Farmers markets, entertainment pavilions, etc.
- × Staffing, operating or maintenance costs of the pull off
- × Marketing and promotional activities

# Transportation Alternatives Activities

## Activity #5

Inventory, control, or removal of outdoor advertising.



# Transportation Alternatives Activities

## Activity #6

Historic preservation and rehabilitation of historic transportation facilities.

Manassas Train Station



Blue Ridge / Afton  
Mountain Tunnel,  
Nelson County

Cape Henry Lighthouse,  
Virginia Beach



### Project Examples:

- Chilhowie Bridge, Town of Marion
- Pamplin Depot, Town of Pamplin City

# Transportation Alternatives

## Activity #6

Historic preservation and rehabilitation of historic transportation facilities.

### Eligible

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

### Not Eligible

- × Historic buildings not part of the historic transportation infrastructure (examples: inns and taverns, gas stations and carriage houses)
- × Operating costs for historic transportation facilities
- × Spaces not open / accessible to the public
- × Spaces used in for-profit enterprises
- × Constructing a replica of an historic transportation facility
- × Construction of new rail / passenger stations
- × Transportation infrastructure not related to surface transportation (i.e., air and space travel)

## Transportation Alternatives Activities Activities #7 and #8

**#7** Vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control.



Tree-of-heaven (*Ailanthus altissima*)

**#8** Archaeological activities relating to impacts from implementation of a transportation project eligible under this title.

## Transportation Alternatives Activities Activity #9 and #10

**#9 Environmental mitigation activity, including prevention and abatement activities to address storm water management, control, and water pollution related to highway runoff.**



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

## Transportation Alternatives Set-aside Safe Routes To School Activities

### Eligibility Requirements:



- **Must be within 2 miles of a K-8 school**
- **SRTS infrastructure activities are part of the TA Set-aside funding and are therefore reimbursed at 80 / 20 federal participation; they are no longer funded at 100%**
- **No School Travel Plan required**

# Safe Routes To School Activities

## Infrastructure Improvements



- **Eligible activities include:**
  - ✓ Sidewalk improvements
  - ✓ Traffic calming and speed reduction improvements
  - ✓ Pedestrian and bicycle crossing improvements
  - ✓ On-street bicycle facilities
  - ✓ Off-street bicycle and pedestrian facilities
  - ✓ Shared-use paths/trails
  - ✓ Secure bicycle parking facilities
  - ✓ Traffic Diversion improvements
  - ✓ Other projects that improve ped/bike safety and access
- **Ineligible activities include:**
  - × Bus stop improvements
  - × Improvements to traffic flow/kiss and ride for motorized vehicles
  - × Others not related to walking or biking

## Safe Routes To School Program (separate from the TA Set-aside funding)

SRTS continues to be a VDOT initiative through the Transportation and Mobility Planning Division

In addition, we provide:

- **Non-Infrastructure grants**
- **Mini-Grants (Quickstart and Walkabout)**
- **Technical Assistance**
- **Outreach**
- **Online Resources**



# Transportation Alternatives Set-aside

## Safe Routes To Schools

### Application Attachment B:



- **Principal letter of support**
- **Title-I status**
- **Travel modes**
- **Travel distance**
- **Parent survey**
- **Barriers to walking**
- **Efforts to promote walking/biking to school**

# Transportation Alternatives Set-aside

## Safe Routes To Schools



### Benefits of applying as an SRTS Project:

- Additional points
- Projects that may otherwise be ineligible (e.g. sidewalk repair)
- SRTS “Branding”
- Technical Assistance
- Opportunity for additional justification of need
- Allows for tracking / data collection by SRTS program

## Transportation Alternatives Set-aside Application Process

### Start now...

- Identify the needed improvements
- Develop a well-defined scope
- Develop an estimated project cost

### Schedule for...

- Public Information Meeting
- Resolution from Sponsor
- MPO Endorsement (if applicable)

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**Activities qualifying as a Recreational Trails project  
should apply directly to the Department of  
Conservation and Recreation (DCR)**

# Transportation Alternatives Set-aside Application Details



**PROJECT APPLICATION FOR  
FISCAL YEAR 2018**

**APPLICATION DEADLINE  
NOVEMBER 1, 2016**

Use TAB KEY to reach each field

<b>1. Project Sponsor</b>	Name and Title:	<input style="width: 100%;" type="text"/>
	Organization:	<input style="width: 100%;" type="text"/>
	Address:	<input style="width: 100%;" type="text"/>
	City, State, Zip+4:	<input style="width: 100%;" type="text"/>
	Telephone/Fax:	<input style="width: 100%;" type="text"/>
	E-mail Address:	<input style="width: 100%;" type="text"/>

<b>2. Project Manager</b>	Name and Title:	<input style="width: 100%;" type="text"/>
	Organization:	<input style="width: 100%;" type="text"/>
	Address:	<input style="width: 100%;" type="text"/>
	City, State, Zip+4:	<input style="width: 100%;" type="text"/>
	Telephone/Fax:	<input style="width: 100%;" type="text"/>
	E-mail Address:	<input style="width: 100%;" type="text"/>

<b>3. Sponsor DUNS Number</b> <input style="width: 100%;" type="text"/>	<b>4. Project UPC Number</b> (Existing Projects Only) <input style="width: 100%;" type="text"/>
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<b>5. Project Title</b> <input style="width: 100%;" type="text"/>
<b>5a. Provide a description of the project and a clearly defined scope of the improvements to be made utilizing Transportation Alternatives funds.</b>
<input style="width: 100%; height: 20px;" type="text"/>

<b>6. Identify beginning and ending termini and provide a location map with the project area clearly marked.</b>	
Start Location: <input style="width: 100%;" type="text"/>	End Location: <input style="width: 100%;" type="text"/>
<b>6a. Provide ZIP+4 for project location</b> <input style="width: 100%;" type="text"/>	

# Transportation Alternatives Set-aside Application Categories – Project Funding

## Project Funding

<b>11. Total project cost (*) is to be limited to the project described in this application and based on the beginning and ending termini provided. This should not be considered the "whole" of a multi-phased project. According to the attached Project Budget - Attachment C, the following project costs can be demonstrated:</b>		
<b>11a. Total TA Funding Needed For This Project</b>	Cannot exceed 80% of total project cost	█
<b>11b. Total Local 20% Match Required</b>	Based on the anticipated TA funds above	█
<b>11c. Other Project Funds (Non-TA funds)</b>	Include local funds, other grants and donations	█
<b>11d. Total Project Cost (*)</b>	Sum of above; should match Attachment C	█

<b>12. Federal Transportation Alternatives Funding</b>		
	<u>This Application</u>	<u>Prior TA Funding Received</u>
<b>12a. Federal TA Funds</b>		█
<b>12b. Local 20% Match</b>		█

<b>13. Do you plan to use in-kind to meet all or part of the 20% local match requirement?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>13a. If yes, provide the estimated value of services and / or donations to be applied as in-kind match. Include this amount in Item 11b. AND 12b.</b>	Value: \$ █
<b>13b. If planning to use in-kind match, explain in detail the services and/or donations to be provided.</b>	
█	

# Transportation Alternatives Set-aside Application Categories – Project Funding (cont.)

<b>14. If not in-kind, identify the proposed funding source(s) for the required match on this project.</b>	
<b>15. A local 20% match contribution is required – how much additional <u>local</u> contribution (above the required 20%) is proposed? Include this amount in Item 11c.</b>	
<b>16. Is there additional (above the 20% match) non-sponsor or <u>non-local</u> funding secured at this time – other grants, state funds, corporate donations, etc.?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
16a. If yes, provide the amount of non-local funds secured at this time. Include this amount in Item 11c.	Value: \$
16b. Identify the source of this funding and provide the deadline or expiration date for these funds (if applicable).	
16c. Identify any additional funding that is being applied for and when these awards will be announced. Note whether these funds are contingent upon receipt of the TA funding.	
<b>17. If federal funds are expended on PE, regulations require that the project progress to a completed construction phase. In the event that additional TA funding is not secured, what funding source(s) will be utilized to complete this project?</b>	

# Transportation Alternatives Set-aside Application Categories – Project Concept

## Project Concept

<b>18. Has the sponsor performed an on-site evaluation of the project to determine the project's constructability and cost?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide date and attendees.	
<b>19. Describe any possible challenges or obstacles that could require additional design consideration, cost or design waivers.</b>	
<b>20. Has the local VDOT Office had an opportunity to offer comments regarding the project scope, conceptual project plans, preliminary drawings or cost estimate? Have these comments been incorporated into this application?</b>	
<b>21. The use of federal transportation funds requires compliance with the <i>Americans with Disabilities Act (ADA)</i>; describe how this project will meet these design requirements.</b>	
If this is a pedestrian and/or bicycle facility, include a description of the proposed surface (concrete, asphalt, etc.) and width of the completed facility including any bridges.	
<b>22. Describe any anticipated challenges to meeting ADA design requirements including slope / terrain, width/clearance limitations, historic features, etc.</b>	

# Transportation Alternatives Set-aside Application Categories – Network

## Project Improves Transportation Network

<b>31. Does the project provide new access (access that does not currently exist) to transit stations, commuter lots, bus stops, etc.?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide a description of the public transportation links and explain how this TA project will improve the existing network.	
<div style="background-color: #cccccc; height: 20px; width: 100%;"></div>	
<b>32. Does the project provide connections to existing regional trails or pedestrian / bicycle facilities? Does the project provide a "missing link" in the existing transportation network?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, explain making sure to identify the specific location and connections provided and the missing links addressed. Include a location map to demonstrate the connections and/or missing link.	
<div style="background-color: #cccccc; height: 20px; width: 100%;"></div>	
<b>33. Does the project provide bicycle/pedestrian facilities where none previously existed?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, explain why this location was chosen and include pictures of the proposed location.	
<div style="background-color: #cccccc; height: 20px; width: 100%;"></div>	
<b>34. Does this project increase opportunities to meet daily needs without motorized transportation?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, give specific destinations served including schools, libraries, shopping, healthcare, etc. and the anticipated number of persons that will benefit or use the facility.	
<div style="background-color: #cccccc; height: 20px; width: 100%;"></div>	

# Transportation Alternatives Set-aside Application Categories – Experience

## Sponsor's Ability to Administer Federal Project



**38. Federal regulations require that the sponsor provide a full-time employee who is responsible for all major project decisions as explained in Chapter 3.1 of the LAP Manual. This person is referred to as the sponsor's Responsible Person (RP) and may, or may not, be the project manager. Failure to provide a qualified RP may eliminate the project from consideration.**

Identify the full-time staff member assigned as the "Responsible Person" for this project:

Name:

Title:

Years in this position:

**39. Describe the experience and / or training that qualifies this individual to be the responsible person for a federal-aid transportation project.**

Education / Certifications:

Training / Classes:

Project Related Experience:

**40. Select from the following the best choice describing the RP's experience:**

- The RP has successful experience providing oversight or administering a federal aid transportation project within the previous five years.
- The RP has successful experience participating as a team member, but not a RP, for a federal aid transportation project.
- The RP has no experience with federal aid projects, but has provided oversight for a state-aid transportation project.
- The RP has no experience providing oversight for a transportation project.

Regarding the experience noted above, briefly describe the two (2) most recent federal-aid projects including project scope, phases included (PE, RW, CN), cost and whether or not the project finished on-time and on-budget.

# Transportation Alternatives Set-aside Application Categories – Readiness

## Project's Readiness to Proceed



<b>50. Design / engineering will be performed:</b>	
<input type="checkbox"/> In-house by local staff <input type="checkbox"/> In-house utilizing a current on-call contract <input type="checkbox"/> Utilizing an outside consultant firm yet to be procured <input type="checkbox"/> Utilizing an outside consultant firm already procured for use on this project	
<b>51. Is this project part of a larger / multi-phased construction project?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, include a map clearly identifying the proposed phases and their status, and describe how the prior / future phases relate to this project.	
<input type="text"/>	
<b>52. These funds will not participate in the costs of master plans, feasibility and/or preliminary engineering studies. Has this work been completed using other funding source(s)?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, attach a copy of the plan / study and briefly summarize the results below.	
<input type="text"/>	
<b>53. Has design work started?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Design has been started, and <input type="checkbox"/> 30% plans / <input type="checkbox"/> 50% plans / <input type="checkbox"/> 100% plans have been completed.	
<b>53a. Have these plans been reviewed by appropriate state / local official?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

## **Additional Funding Source** **Open Container Funding**

### **Open Container Project Eligibility:**

- **Provides pedestrian and/or bicycle safety treatment at locations with history of crashes**
- **Provides infra-structure that connects pedestrian/bicycle generating land uses**
- **Road diet that creates bicycle lanes**
- **Reduces conflict points between motorists, bicycles and pedestrians**
- **Improves the opportunity for pedestrians and/or cyclists to safely cross a roadway**
- **Eliminates a barrier for non-motorized traffic**
- **Provides separation or dedicated space for non-motorized travel along a high-speed or congested route**



**NEW!**

## **Additional Funding Source** **Open Container Funding**

- **100% Federal Funding**
- **Focuses on improving safety for pedestrian and / or bicyclists along active roadways**
- **Must demonstrate safety need and the improvement being made**
- **Requires a SEPARATE application submission using the application portal – from home page select “Bike / Pedestrian Safety”**
- **Application deadline for TA sponsors: November 1, 2016**

# Transportation Alternatives Set-aside Sponsor Certification

<b>Sponsor Certification</b>		
<b>Public Hearing / Information Meeting Held</b>	Date: <input style="width: 50px;" type="text"/>	Public Notice Attached: <input type="checkbox"/>
<b>MPO Endorsement (if applicable)</b>	Date: <input style="width: 50px;" type="text"/>	Endorsement Attached: <input type="checkbox"/>
<b>Resolution from Project Sponsor</b>	Date: <input style="width: 50px;" type="text"/>	Resolution Attached: <input type="checkbox"/>
<p><b>Sponsor certifies the following:</b> (Read and check each statement below)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> We are familiar with Transportation Alternatives eligibility criteria and the Locally Administered Projects (LAP) Manual.</li> <li><input type="checkbox"/> We will provide technical guidance and oversight to staff and/or consultants throughout project development.</li> <li><input type="checkbox"/> Budget accurately reflects cost of proposed project based on preliminary work performed.</li> <li><input type="checkbox"/> Project development will comply with all state and federal regulations, including ADA requirements.</li> <li><input type="checkbox"/> We understand this project must be substantially complete and/or ready for construction within four (4) years of the initial federal funding.</li> <li><input type="checkbox"/> We will be responsible for ensuring future maintenance and operating costs of the completed project.</li> </ul>		
<b>Sponsor Signature</b> (Authorized Official) _____		Date _____

# Application – Attachment C

## Project Budget Template

Task by Project Development Phase	Project Costs
<b>PRELIMINARY ENGINEERING PHASE</b>	
Engineering/Design Fees	
Environmental Document	
Surveying	
Estimated VDOT review charges (we recommend budgeting for 3-5% of total project cost)	
Grant Administrative Costs	
<i>Add rows as needed</i>	
<b>PE Phase TOTAL COSTS</b>	
<b>RIGHT OF WAY PHASE</b>	
Right of Way Purchase	
Utility Relocation	
<i>Add rows as needed</i>	
<b>RW Phase TOTAL COSTS</b>	
<b>CONSTRUCTION PHASE</b>	
<i>*Include construction line items from engineer's estimate, add rows as needed</i>	
Construction Management	
Inspection Fees	
Materials Testing	
Contingency	
Construction VDOT oversight charges	
<b>CN Phase TOTAL COSTS</b>	
<b>TOTAL COSTS (PE, RW &amp; CN)</b>	

## **Application – Attachment E** **Request for VDOT Administration**

### **Option of VDOT administering your TA project**

#### **Available only to localities** **with population less than 5,000**

- **Project agreement still required**
- **Local match paid to VDOT *prior* to project authorization**
- **No in-kind match available**
- **Any costs above federal and match amounts will be 100% responsibility of Sponsor; there is no VDOT funding**
- **Sponsor is responsible for submitting subsequent TA applications if additional funding is required.**

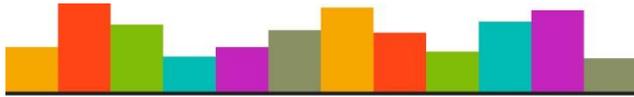
## Transportation Alternatives Set-aside On-line Application Process



- How many of you applied for HB2 funds last year?
- If applied for HB2 funds – do you have an Organizational Administrator?
- One Organizational Administrator for each locality
- This Organizational Administrator can assign permissions so others can manage the TA application development
- The Organizational Administrator will be the point of contact regarding the online submission

## **Transportation Alternatives Set-aside On-line Application FAQs**

- **When can I begin completing the online application?**
- **When is the application deadline?**
- **Can I submit a hardcopy of the application instead of the online application?**
- **What steps should I take if my locality does not have an Organizational Administrator?**
- **Can the locality or agency applying have more than one Organizational Administrator?**
- **Where can I go if I need technical assistance when completing the online application?**



# SMART SCALE

*Funding the Right  
Transportation Projects  
in Virginia*



Home

Applications

Applicant Sign-In

## HB2 Public Application Tool Home

House Bill 2 (HB2) is about investing limited tax dollars in the right projects that meet the most critical transportation needs in Virginia. The project application submission period for fiscal year 2017 was closed on September 30, 2015. A total of 321 applications were received. As a result of validation and screening, 287 applications were advanced for further evaluation. A list of applications that were screened out may be found at [http://virginiahb2.org/documents/screened\\_out\\_hb2apps\\_updated12-22-15.pdf](http://virginiahb2.org/documents/screened_out_hb2apps_updated12-22-15.pdf). Each application advanced in the process was evaluated to assess the project benefits relative to its cost.

The HB2 Application Tool displays the screened in applications in both list and map form. The tool allows the public to view the scores and applications for each screened in project, and allow users to drill down into the cohort list of applications with multiple filter options. Users have access to the data that VDOT and DRPT professionals used to score the projects, which is available [here](#).

In addition to the filtering and display capabilities of the HB2 Application Tool, each screened in project has a print friendly one page summary (the scorecard) that gives an overview of the project boundaries, the measures values for each factor used in scoring, project application information, project scoring information, and the project's rank on a statewide and district basis. Users may access scorecards from the map widget at <http://www.virginiahb2.org/projects> or within the HB2 Application Tool.

If you need assistance with this site, send your requests to [HB2@CTB.Virginia.gov](mailto:HB2@CTB.Virginia.gov).

[CHECK OUT HB2 PUBLIC](#)

## Welcome

The ProjectPortal is about investing limited tax dollars in the right projects that meet the most critical transportation needs in Virginia. This site is where eligible entities enter, manage, and submit project applications for funding as well as identify project priority when multiple projects are submitted. Stakeholders desiring to submit project applications must identify one person as the Administrator for the entity (organization, agency).

The Administrator will obtain the initial Log-In credentials to obtain access, manage access for other entity personnel, and determine user access roles (edit, review, submit). The Administrator is also used as the default point of contact for each project application submitted. Another responsible charge individual, who will be the contact for evaluation teams and oversight agencies, may be entered on project applications.

Please Log In using your credentials.

<input type="text"/>	Username
----------------------	----------

<input type="password"/>	Password
--------------------------	----------

Login

[Forgot password?](#)

## Select a program

### HB2

[More Info](#)

[View Applications](#) [Apply Now](#)

### Revenue Sharing

[More Info](#)

[View Applications](#) [Apply Now](#)

### TAP

[More Info](#)

[View Applications](#) [Apply Now](#)

### Highway Safety

[More Info](#)

[View Applications](#) [Apply Now](#)

### Bike/Pedestrian Safety

[More Info](#)

[View Applications](#) [Apply Now](#)

One stop shop  
for most of the  
Department's  
grant programs

### Alerts

7

- HB2
- VB Light Rail Extension **Pending**
- Turn Lanes and Access - Rt 8 **Submitted**
- Middle Peninsula Commuter **Pending**
- Revenue Sharing
- TAP
- Highway Safety
- Bike/Pedestrian Safety

### Comments

19

- HB2
- VB Light Rail Extension **14**
- Turn Lanes and Access - Rt 8 **2**
- Middle Peninsula Commuter **1**

## New Application

Select your options below to begin a new application

Program

2015 House Bill 2

Use Previous Application

Create New Application

Ability to apply for grant using previous year's application or application from another program.



Virginia Department of Rail and  
Public Transportation  
600 East Main Street, Suite 2102  
Richmond, VA 23219  
(804) 786-4440

#### DISCLAIMER:

This site includes links to sites neither controlled nor sponsored by the Commonwealth Transportation Board or the Commonwealth of Virginia. Links may open in a new window. This web site is Federal Section 508 Compliant, to receive details on the compliance test results, call 1-800-FOR-ROAD (1-800-367-7623).



VDOT Central Office  
1401 East Broad Street  
Richmond, VA 23219  
(804) 367-7623 (toll-free)  
711 (hearing impaired)

## Application Portal Dashboard VDOT

Show Filters

ID	Program	Name	Organization	Status	<input type="checkbox"/>	<input type="checkbox"/>	Last Updated	<input type="checkbox"/>
987	HB2	VB Light Rail Extension	Org1	Pending	<input type="checkbox"/>	14	09/28/2015 @ 11:24AM	<input type="checkbox"/>
321	Revenue Sharing	Turn Lanes and Access - Rt 8	Org1	Submitted	<input type="checkbox"/>	2	09/27/2015 @ 11:15AM	<input type="checkbox"/>
654	TAP	Middle Peninsula Commuter	Org2	Pending	<input type="checkbox"/>	1	09/24/2015 @ 10:37AM	<input type="checkbox"/>

START A NEW APPLICATION.

New Application 

VIEW EXISTING APPLICATIONS.

Applications 

**1** Prioritize Submitted Apps

609 Results | Results per page:

Page 1 of 31

Next

Last

All your grant request applications managed in one system

Project Point of Contact Name

Point of Contact Phone

Point of Contact Email

Project Title

Principal Improvement

Does this project

### Project Point of Contact Name

3

**3. Ed Luiz | OIPI Validator** 09/28/2015 @ 11:24AM

Collaboratively administrate empowered markets via plug-and-play networks. Dynamically procrastinate B2C users after installed base benefits. Dramatically visualize customer directed convergence without revolutionary ROI.

**2. Jane Submitter | Application Submitter** 09/29/2015 @ 08:15AM

Efficiently unleash cross-media information without cross-media value. Quickly maximize timely deliverables for real time schemas. Dramatically maintain clicks-and-mortar solutions without functional solutions.

**1. Ed Luiz | OIPI Validator** 09/28/2015 @ 11:24AM

Select Field

Type comment

Comment and alerts incorporated to streamline review and collaboration

Add Comment

# Transportation Alternatives Set-aside Application Scoring

## ALL Projects will be evaluated on:

- Project Concept
- Funding / Resources
- Effect on the Transportation Network
- Sponsor's Experience Administering Federal-aid Projects
- Project's Readiness to Proceed

**These scores will be averaged**

## EXISTING projects will also be evaluated on:

- Progress being made through project development  
**This score will be provided by the VDOT Project Coordinator**

# Transportation Alternatives Set-aside Application Scoring



Project Screening & Scoring Criteria Sheet

Application No: \_\_\_\_\_ Project Title: \_\_\_\_\_

STEP 1: INITIAL SCREENING			
Application Requirements		Check	OK
Project is eligible for Transportation Alternatives funding		<input type="checkbox"/>	<input type="checkbox"/>
Project Sponsor is eligible to apply for Transportation Alternatives funding		<input type="checkbox"/>	<input type="checkbox"/>
Project has acceptable beginning and ending termini (has independent utility)		<input type="checkbox"/>	<input type="checkbox"/>
Acceptable project budget provided		<input type="checkbox"/>	<input type="checkbox"/>
Acceptable in-kind match documentation provided (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
Sponsor resolution provided including 20% match commitment		<input type="checkbox"/>	<input type="checkbox"/>
Public hearing /information meeting held or documentation provided		<input type="checkbox"/>	<input type="checkbox"/>
MPO resolution attached (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>
STEP 2: PROJECT RATING			
Project Funding	Max Score	(Y/N)	Point allocation (max. 50)
Accurate / All-inclusive Budget	10		
Match commitment will be met in cash; no in-kind	10		
Evidence of cash available to move project forward	5	(Y / N)	
Sponsor participation will exceed 20% match requirement including other funding	20		
Request fully funds project or evidence provided indicating project can realistically be funded within 2 funding cycles	5	(Y / N)	
<b>Project Funding Score:</b>			

## **Transportation Alternatives Set-aside Project Selections**

### **Statewide Funds (50%)**

- **Divided amongst District CTB members for project selections – maximum \$1 Million per member**
- **Secretary of Transportation and CTB At-Large members will select projects with any remaining statewide funds (any funds over \$9 Million)**

### **Population Based Funds (50%)**

- **MPOs will make selections in the 4 TMAs**
- **If not met by District CTB members, the Secretary of Transportation and CTB At-Large members will select projects to complete the population-based distribution**

## Transportation Alternatives Set-aside CTB Selection Process

### CTB policy approved July 2013:

- 4 years to have project under construction
- CTB must fund at least 50% of the federal amount requested
- If CTB member wants to select a project requesting \$200,000 or less, they must fund 100% of that amount if it will complete the project
- Updated de-allocation, project transfer and inactive project process

## **Transportation Alternatives Set-aside FY2018 Timeline**

**July / August 2016**

**November 1, 2016**

**February 2017**

**April 2017**

**April / May 2017**

**June 2017**

- **Applicant Workshops**
- **Application Deadline**
- **Scores presented to TMA and CTB**
- **Tentative Selections**
- **VDOT Six-Year Plan Public Hearings**
- **Final CTB Approval**

## **Transportation Alternatives Set-aside Important Points To Remember**

- **This is a federally funded reimbursement program**
- **These are federal transportation funds**
- **These are locally administered projects**
- **Non-profits cannot sponsor or be direct recipients of funding**
- **Smaller project scope with ability to get to construction within 4 years**
- **No more carry-over or “banking” funds for future phases**
- **Separate projects / applications required for multiple phases; cannot apply for secondary phases until prior project under CN**

# Transportation Alternatives Program Resources



**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>



**Transportation Alternatives Data Exchange website:**

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



**Safe Routes to Schools website:**

[http://www.virginiadot.org/programs/ted\\_Rt2\\_school\\_pro.asp](http://www.virginiadot.org/programs/ted_Rt2_school_pro.asp)

## **Transportation Alternatives Set-aside Contacts**

### **Transportation Alternatives**

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

**Winky Chenault, Federal Programs Manager**  
**[H.Chenault@VDOT.Virginia.gov](mailto:H.Chenault@VDOT.Virginia.gov) or (804) 786-2264**

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

### **Safe Routes to School**

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

2016 Network for Success  
**Local Programs Workshop**  
The VDOT logo, consisting of a stylized 'V' followed by 'DOT' and the text 'Virginia Department of Transportation' below it.

**September 13 – September 15**  
**Hotel Roanoke**



# **Transportation Alternatives Set-aside**

## **FY2018 Applicant Workshop**