



**Transportation Alternatives
Program Document**

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Executive Summary

The current transportation legislation, Fixing America's Surface Transportation (FAST) Act, maintains the Transportation Alternatives Program, or TA Program. The TA Program was known as the Transportation Enhancements program before it was rebranded by Moving Ahead for Progress in the 21st Century legislation to focus the funding toward the construction of bicycle and pedestrian facilities.

Eligible Activities under the SCDOT-defined TA Program include:

- Pedestrian and bicycle facilities, including non-motorized paths,
- Streetscape Improvements, and
- Safe Routes To School Program

Requirements for use of the Transportation Alternatives monies include:

- All projects for the TA program must be competitively applied for, ranked, and funded, with no dedicated allocations to any sub-jurisdiction
- No TA funds may be "banked" by local jurisdictions for use in future years.

South Carolina receives a total of \$7,434,153 per year from the FAST Act transportation legislation that is dedicated to the Transportation Alternatives Program. Of that fund, GPATS shall receive an allocation of \$656,199 this fiscal year.

GPATS shall allow for applications to request up to the current limit for the current fiscal year plus four (4) additional fiscal years, but only for large regional projects that cannot realistically be completed with one fiscal year's allocation. This tabulation shall be reflected in the current GPATS TIP.

TA funds are NOT provided up-front by SCDOT, but are *reimbursed* to local jurisdictions upon completion of project milestones, and as with all federal funding, require a 20% local match to be provided by the applicant Jurisdiction.

The Application Process shall proceed as follows:

Announcement of Funding	January
Pre-Application Deadline	March
Study Team Recommendation	April
Policy Committee Approval	May
Full Application Deadline	August 1, 2013
SCDOT Commission Approval	September

Introduction

History

In 1991, the United States Congress passed the Intermodal Surface Transportation Efficiency Act (ISTEA) that included a program known as the Transportation Enhancements (TE). This program continued in the subsequent legislation of TEA-21 and SAFETEA-LU, and provided funds for South Carolina and regional entities specifically for *non-motorized* transportation improvements.

The Moving Ahead for Progress in the 21st Century, or MAP-21, legislation rebranded the Transportation Enhancements program as the Transportation Alternatives program, or TA. This rebranding altered the eligibility requirements to focus the funding toward the construction of bicycle and pedestrian facilities.

MAP-21 was followed by the Fixing America's Surface Transportation (FAST) Act in 2015, which continued the TA program and provided long-term funding from fiscal year 2016 to 2020.

Background

The Transportation Alternatives program (TA) went into effect on October 1st, 2012, along with the rest of the MAP-21 transportation legislation. The Greenville-Pickens Area Transportation Study (GPATS) Metropolitan Planning Organization (MPO) worked with the South Carolina Department of Transportation (SCDOT) to receive guidance and funding information as to how to transition the TE program into TA. This guidance helped mold the program into the one presented in this document. The program is subject to change each fiscal year to improve efficiency.

SCDOT Eligibility Requirements

The following is the list of activities for the Transportation Alternatives Program as approved by the SCDOT Commission:

- Pedestrian and bicycle facilities, including non-motorized paths, that:
 - Connect and develop documented regional or statewide non-motorized transportation networks.
 - Are appropriate for the need and user types targeted.
 - Benefit state tourism or economic development initiatives.
 - If locally significant, have strong transportation connection and involve planning efforts or serve as connectors to regional networks.

- Are a priority on SCDOT, county or regional non-motorized transportation plans.
- Address documented safety deficiencies.
- Are part of a broader non-TAP funded non-motorized system.

For the Transportation Alternatives Program, a pedestrian is not only defined as a person traveling by foot but also “any mobility impaired person using a wheel chair.” The definition of a bicycle transportation facility is “a new or improved lane, path, or shoulder for use by bicyclists and a traffic control device, shelter, or parking facility for bicycles.” Bicycle and pedestrian projects must be “principally for transportation, rather than recreation purposes.” It must also demonstrate a logical sense of connectivity.

- Streetscape Improvements, that:
 - Are located in established traditional downtowns or historic districts.
 - Use a creative design approach that enhances pedestrian safety and takes into account the community identity, history, context, and the human environment.
 - Accomplish multiple goals (traffic calming, pedestrian safety, tied with other initiatives, etc.).
 - Receive input and support from citizens, local businesses, economic developers, traffic engineers, etc.

- Safe Routes To School Program, that:
 - Meet requirements that emerged under section 1404 of the SAFETEA-LU.

All projects for the TA program must be competitively applied for, ranked, and funded, with no dedicated allocations to any sub-jurisdiction

GPATS shall receive an allocation of \$656,199 per fiscal year. Funding details are discussed in the next section.

Funding

South Carolina receives a total of \$7,434,153 per year from the FAST Act transportation legislation that is dedicated to the Transportation Alternatives Program.

SCDOT allocates TA funds in the following manner:

1. \$2.999 Million - In urbanized areas of the State with an urbanized area population of over 200,000, also known as a Transportation Management Area;

TMA TARGET Allocations	
Area	Target Federal Allocation
ARTS	\$166,358
CHATS	\$881,427
RFATS	\$110,833
COATS	\$883,634
GPATS	\$643,694
GSATS	\$313,455
Total	\$2,999,401

2. \$1.835 Million - In areas of the State other than urban areas with a population greater than 5,000; and
3. \$2.6 Million - In areas of the state with a population less than 5,000.

GPATS can “bank” funds for larger projects and may allocate to projects *forward into future fiscal years*. This allows large regional projects to use funding larger than any current-year allocation, plus allows for the application and planning for projects to be initiated in sufficient time so as to avoid the rescission of funds GPATS experienced with the TE program. Local GPATS jurisdictions may not bank funds.

Funding Projection

The FAST Act provides a TA allocation to GPATS for FY 2016 through 2020. Using a “reasonable expectation of funding availability,” GPATS has been authorized by FHWA to project our funding through the life of the GPATS 2019-2024 Transportation Improvement Program (TIP), however staff feels that a more conservative approach is warranted, and shall allow funds to be projected through FY 2023, with an additional year to be utilized in each application cycle.

The resulting available funding for the FY 2019 GPATS TA Program Application Cycle shall total \$3.2 million:

<u>Fiscal Year</u>	<u>Funding Allocation</u>
2019	\$ 656,199
2020	\$ 656,199
2021	\$ 656,199
2022	\$ 656,199
2023	\$ 656,199
<u>Total</u>	<u>\$ 3,280,995</u>

NOTE: GPATS is assuming that the TA program will continue after the FAST Act is replaced, even if it is under another name.

GPATS shall allow for applications to request up to the limit for the current fiscal year plus the four (4) additional fiscal years, but only for large regional projects that cannot realistically be completed with one fiscal year’s allocation. This tabulation shall be reflected in the current GPATS TIP.

TA funds are ***NOT*** provided up-front by SCDOT, but are *reimbursed* to local jurisdictions upon competition of project milestones.

Local Match

TA funds require a 20% local match. This is a match of the *total project cost*, and not just of the TA funds provided. To calculate how much local match is required for an amount of funding, use the following formulas:

TA Funds Requested / 0.8 = Total Project Cost

Local Match Available / 0.2 = Total Project Cost

Total Project Cost – TA Funds Requested = Local Match Required

For example:

\$100,000 (TA Funds) / 0.8 = \$125,000 (Total), \$25,000 Match Required

\$20,000 (Local Available / 0.2 = \$100,000 (Total), \$80,000 TA Funds Possible

Reimbursement Limitation

Since GPATS shall program projects into the future, *before* the funding has been allocated, the limitation for projects shall be placed on the reimbursement ability by SCDOT.

GPATS staff shall maintain records (in conjunction with SCDOT) on the availability of funds for reimbursement. This amount shall be equal to the funds that remain allocated to projects from the fiscal year in which they were applied *and forward*.

Reimbursements shall be prioritized on a first-come, first-served basis, encouraging the expediency of projects. Once the available funding for reimbursement has been applied for, no further reimbursement requests shall be accepted until the following fiscal year. SCDOT may waive this limitation if funds are flexed around to make use of unspent funding elsewhere in South Carolina.

Please review the following example of how the Reimbursement Limitation may be applied:

	Fiscal Years				
	2013	2014	2015	2016	2017
Project A	\$ 1,200,000				
Project B	\$ 300,000				
Project C		\$ 100,000			
Project D			\$ 400,000		
Project E			\$ 250,000		
Annual Scheduled	\$ 1,500,000	\$ 100,000	\$ 650,000	\$ -	\$ -
Total Scheduled	\$ 1,500,000	\$ 1,600,000	\$ 2,250,000	\$ 2,250,000	\$ 2,250,000
Annual Allocation	\$ 621,818	\$ 621,818	\$ 621,818	\$ 621,818	\$ 621,818
Total Allocation	\$ 621,818	\$ 1,243,636	\$ 1,865,454	\$ 2,487,272	\$ 3,109,090

1. Projects A and B submit applications for FY 2013. When submitting requests for reimbursement, they draw from FY 2013 first, only drawing from FY 2014 once FY 2013 has been exhausted.

2. Project C, when submitting reimbursement requests, can not utilize FY 2013 funding, even if any is available, as it had applied in FY 2014.
3. It is conceivable that all FY 2015 funds are completely exhausted by the time Project D and/or E get around to submitting their requests. In which case they would proceed directly to future years.
4. In this example, GPATS could program another \$859,090 worth of projects to be funded with expectant allocations.

Funding Shortfalls

In the unlikely event that the TA program (or future equivalent funding source) is reduced in allocation amount or completely removed, all in-progress applications not yet approved by the SCDOT Commission will be stopped and amended out of the GPATS TIP.

For all approved and ongoing projects, if there is not enough TA funds remaining to cover complete reimbursement of the projects, GPATS staff will work with SCDOT to develop solutions to the funding shortfalls. This may include, but would not be limited to:

- Flexing of unspent Statewide/TMA TA funds to GPATS
- One-time use of GPATS Guideshare funds
- Short-term bond to cover the costs over a longer period of time.

Transportation Alternatives Program funding is subject to lapse after three years. Projects will not be stopped due to lapsing funds. In the unlikely event TAP funds lapse before being spent down by a project, the project will take funding from the next round. Lapsing funds are rare, but may occur when a project is held up due to right-of-way acquisition. The only risk associated with lapsing funds is potential increase in the amount of funding GPATS would need to pay in the case funds were rescinded.

Excess Funds

Excess funds at the end of an application cycle will roll over to the next fiscal year.

Eligibility

Eligible Activities

As mentioned above, Transportation Alternative activities fall into three categories as approved by the SCDOT Commission:

- Pedestrian and bicycle facilities, including non-motorized paths, that:
 - Connect and develop documented regional or statewide non-motorized transportation networks.
 - Are appropriate for the need and user types targeted.
 - Benefit state tourism or economic development initiatives.
 - If locally significant, have strong transportation connection and involve planning efforts or serve as connectors to regional networks.
 - Are a priority on SCDOT, county or regional non-motorized transportation plans.
 - Address documented safety deficiencies.
 - Are part of a broader non-TAP funded non-motorized system.

For the Transportation Alternatives Program, a pedestrian is not only defined as a person traveling by foot but also “any mobility impaired person using a wheel chair.” The definition of a bicycle transportation facility is “a new or improved lane, path, or shoulder for use by bicyclists and a traffic control device, shelter, or parking facility for bicycles.” Bicycle and pedestrian projects must be “principally for transportation, rather than recreation purposes.” It must also demonstrate a logical sense of connectivity.

- Streetscape Improvements, that:
 - Are located in established traditional downtowns or historic districts.
 - Use a creative design approach that enhances pedestrian safety and takes into account the community identity, history, context, and the human environment.
 - Accomplish multiple goals (traffic calming, pedestrian safety, tied with other initiatives, etc.).
 - Receive input and support from citizens, local businesses, economic developers, traffic engineers, etc.
- Safe Routes To School Program, that:
 - Meet the requirements under section 1404 of the SAFETEA-LU.

Eligible Applicants

The FAST Act authorizes the following entities to apply for Transportation Alternatives Funding:

- Local Governments

- Regional Transportation Authorities
- Transit Agencies
- Natural Resource or Public Lands Agencies
- School Districts, Local Education Agencies or Schools
- Tribal Governments
- Any other local or regional governmental entity with responsibility for oversight of transportation or recreational trails (other than a metropolitan planning organization or a State agency that the State determines to be eligible).

Eligible Costs

Only certain costs are eligible for reimbursement through the Transportation Alternatives program. An obligation occurs when a project is approved and a project agreement is executed between the Federal government (FHWA division offices) and the State. Although considerable time and money may have already been spent developing a project, an obligation marks the beginning of project costs which are eligible for reimbursement. Any design and feasibility studies conducted prior to receipt of a Notice to Proceed are not eligible.

After obligation many project specific costs are eligible. Preliminary and final engineering work including project development, environmental work, cost estimates, and construction plans are eligible after approval is received by the administering agency. Utility relocations, construction engineering, and construction costs would also be eligible. Right-of-way property rights required for TAP projects and the acquisition of this ROW may be an eligible expense. **The acquisition of real property is subject to the federal Uniform Act.**

Additional Eligibility Requirements

GPATS, in the course of developing the TA Program, has identified several other criteria to be used in determining eligibility of a project:

- Does the applicant jurisdiction currently have a TE or TA project in progress, and if so, is that project below the “50% completion” threshold SCDOT uses before allowing the jurisdiction to apply again?

- Does the project serve a relevant transportation need? Minimum thresholds shall be placed on project ranking, and if the project falls below the identified threshold, the jurisdiction will be asked to revisit the project and increase its significance.

Competitiveness

As mentioned above, the Transportation Alternatives Program is required by FHWA to be competitively applied for. Given the mechanism utilized for funding, the need for competition shall arise when the following conditions are met:

- When the applications for funding exceed the available and expectant funding.
- When there are competing applications from a single jurisdiction that cannot be resolved internally (reminder: a jurisdiction may only have one active application or project, until the prior project reaches 50% physical completion).

The results of competitive application may result in the following changes to applications:

- Rejection of an application – Application is denied and sent back to the jurisdiction for reapplication in the next cycle.
- Delay of funding – Application is eligible but not of high enough priority to compete with current projects. The project may be included into the GPATS TIP for future expectant funding, but not eligible for the current fiscal year.
- Adjustment of funding – Application is adjusted to utilize less funding in order to fit it into the current allocation amount.

The applications, when subjected to the competitive process, shall be ranked by GPATS Staff, judged by the TAP Subcommittee, and finally discussed subjectively and judged by the GPATS Study Team. The Study Team shall develop recommendations based upon the rankings for approval, change, or rejection by the GPATS Policy Coordinating Committee.

GPATS Criteria Ranking

The ranking process for TAP projects has been developed by GPATS in conjunction with the SCDOT Guidance (Appendix D).

- 1) Project Eligibility
 - a. Applicant is an eligible entity for TAP funding
 - b. Project Meets Eligibility Requirements
 - c. Applicant has no current TE or TAP project below 50% completion
- 2) Project Effectiveness
 - a. Project supporting a community's Complete Streets policy, is on a designated local, state, or national bicycle trail, or is part of a local, regional or statewide initiative, provides connectivity among other facilities or regions of activity, adds to or enhances existing network
 - b. Completes planned corridors, fills gaps in network(s)
 - c. Completes regional planned corridors, fills in gaps in regional network.
 - d. Connects users to a destination, acting as an alternate form of transportation that is not for recreational use only.
 - e. Paired with other infrastructure work (e.g., State Resurfacing or Guideshare project)
 - f. Part of an economic development or community improvement initiative (e.g., implementation of completed plan or study)
 - g. One or more jurisdiction (county, city etc.) is partnering on the project.
- 3) Safety and Livability
 - a. Project addresses safety
 - b. Enhances livability, demonstrates quality of experience, improves quality of life, and improves population health
 - c. Total population served and level of exposure or access including the amount or density of nearby population or employment
- 4) Constructability
 - a. Feasibility of project
 - b. Concurrence with SCDOT Design Standards
 - c. Realistic scope and schedule
 - d. Project Readiness – Is the project one that can start with relative ease? Are there complications that will postpone the project, such as excessive right-of-way acquisition? Could

these complications postpone the project for 3 years and cause lapsing funds?

5) Financials

- a. Realistic expectations and cost that are in agreement with SCDOT estimates
- b. Local match funding higher than the 20% minimum
- c. Secured match prior to application, if possible
- d. Other, Non-TAP work determined to be a benefit to the project (e.g., Local funds spent to improve infrastructure adjacent to TAP project)
- e. Evidence of a strong maintenance plan that includes tasks, schedule, cost, source of maintenance funding, and responsible parties

Please refer to Appendix B for the actual Criteria Ranking Form to be filled for each Pre-Application submittal.

The criteria chosen and their values are subject to change based upon their effectiveness and validity, in addition to further guidance from SCDOT.

In all cases, the objective criteria ranking shall be used as a guide and justification for discussion and selection, but not used as an absolute final decision. The Study Team shall use this criteria and discussion for making recommendations on which projects shall receive TAP funding, but the final decision shall always rest with the GPATS Policy Coordinating Committee.

Application Process

The following process will be subject to change based upon its effectiveness and ease of compliance, in addition to further guidance from SCDOT.

Announcement of Funding (January)

In each fiscal year cycle, SCDOT shall announce the available funding for the TAP program to be provided for GPATS. GPATS will incorporate this funding number into the TIP as "available" as opposed to "expectant" and inform the Policy Committee and Study Team that the application cycle has started.

Pre-Application Submittal (March)

GPATS shall provide the Policy Committee, Study Team, and other eligible recipients for TAP funding with an updated TA Program Document (this document) after receiving the funding announcement from SCDOT.

GPATS Staff shall work with potential applicants on developing eligible and effective projects to ensure that all funds are utilized and that potential projects provide a healthy benefit to the GPATS region.

Pre-Applications shall be due in March, in advance of the GPATS Study Team and Policy Committee meetings for that quarter.

The deadline for the 2019 cycle for all Pre-Applications to be submitted is March 16, 2019. No applications submitted past this date shall be accepted.

Project Selection (April-May)

The members of the Bicycle and Pedestrian Coordinating Committee (BPCC) shall evaluate each of the Pre-Applications and send the resulting recommendation to GPATS Staff to be presented at the Study Team Meeting.

The GPATS Study Team shall meet for their quarterly meeting to discuss agenda items for the May Policy Committee Meeting, including applications for TAP funding. **In 2019, this meeting will occur on April 29, 2019.** The Study Team shall provide a recommendation for amendment of the GPATS 5-year Transportation Improvement Program (TIP) to include the selected projects.

A GPATS Policy Coordinating Committee is held in advance of the end of the federal fiscal year, June 30, and considers amendments to the TIP as requested by the Study Team. **In 2019, this meeting will occur on May 20, 2019.** Once the TAP projects are amended into the TIP, their funding is approved by GPATS.

Project Approval (June-September)

Once amended into the TIP, projects proceed with full application to SCDOT. The Application form is included in this Program Document (Appendix C).

GPATS Staff shall assist applicants in the completion of the Application and submitting to SCDOT. These applications require an Original and six (6) bound copies of the application.

No hard application submittal date has been set by SCDOT, however for the sake of the process on the part of GPATS, applicants shall be required to have their Applications finalized and submitted to SCDOT **no later than August 1** of the calendar year. The SCDOT Commission approves projects for use of current fiscal year funds before the end of the state fiscal year on September 30.

Please note, approval by SCDOT does NOT constitute a TAP Participation Agreement or Notice to Proceed.

Post-Application

Once the SCDOT Commission approves a project for funding, the GPATS Staff will take a back seat and the applicant will deal directly with SCDOT for the duration of the project.

The applicant shall be required to either allow SCDOT to manage the TAP project (incurring additional costs for administration) or complete the Local Public Agency (LPA) process to certify the project complies with all federal procurement and implementation policies. Please note that the LPA process requires a significant amount of time and expertise to qualify (see LPA section below).

Once the Application is fully vetted by SCDOT and the project administration has been identified (and certified, if LPA), SCDOT and the applicant shall enter a Participation Agreement, and a Notice to Proceed shall be issued. From this time, it is required that all substantive work on the TAP project be completed within two (2) years of the Notice to Proceed. If a project has not been issued a notice to proceed in three years after the funds were awarded, the project will be cancelled unless given special permission to continue. This is to avoid the lapse of TAP funds after the three year mark. Previously awarded projects will be grandfathered.

LPA Process

Before you apply:

- Do you have at least one certified, full-time engineering staff member (P.E.) in house to manage the project? A consulting firm alone cannot qualify for LPA.
- Does this staff member have available time to manage the project in question on top of their daily responsibilities?

A Local Public Agency (LPA) is considered a county, municipal corporation, state, or local authority, board, commission, agency, department or political subdivision created under the authority of the state. An LPA must be approved by the Local Public Agency Administrator (LPAA).

The steps to apply for LPA are:

- Submit LPA request to manage the project to LPA Administrator.
- SCDOT evaluation of LPA qualifications
- Identification of funding
- Field Review and Scope Development
- Development of Participation Agreement
- Programming of the project
- Execution of Participation Agreement/Notice to Proceed

Work may not begin on a project until **after** the participation agreement has been executed and the LPA is issued a Notice to Proceed. Any work done before this point is not eligible for reimbursement.

See <https://www.scdot.org/business/lpa.aspx> or contact GPATS staff for more information.

Project Implementation

Once the project is underway, all participating jurisdictions must maintain contact with GPATS Staff to ensure concurrency and accountability:

- Copies of TAP Quarterly Reports sent to SCDOT
- Copies of Reimbursement Invoices
- Copies of any official communication regarding the project.

GPATS Staff will contact you on a quarterly basis for these materials.

Application Process Summary

Below is the table highlighting the milestones for the FY2019 TAP Application Cycle:

Announcement of Funding	January
Pre-Application Deadline	March 16, 2019
Study Team Recommendation	April 29, 2019
Policy Committee Approval	May 20, 2019
Full Application Deadline	August 1, 2019
SCDOT Commission Approval	September

Additional Information

Feel free to provide feedback and comments on the program to GPATS staff listed below, and we shall work to improve the program in future years.

Links

GPATS Transportation Alternatives Program Website

<http://www.gpats.org/programs/tap>

SCDOT Transportation Alternatives Program Website

<https://www.scdot.org/projects/community-transportation-alternatives.aspx>

Local Public Agency Website

<http://www.scdot.org/doing/localPublicAdmin.aspx>

National Transportation Alternatives Clearinghouse

<http://www.ta-clearinghouse.info/index>

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SCDOT TAP Program

Herb Cooper
SCDOT TAP Office
CooperHJ@dot.state.sc.us
(855) 467-2368

Appendix A

GPATS Criteria Ranking Form

GPATS Transportation Alternatives Program (TAP) Criteria Ranking Form

Project name: _____

1). ELIGIBILITY

A project must meet the following three eligibility requirements in order to be considered:

- Applicant is an eligible entity for TAP funding
- The project meets eligibility requirements
- The applicant has no current TAP or Transportation Enhancement-funded project below 50 percent completion

Mark if YES (1 point each)

2). EFFECTIVENESS

A. Project supports a community's Complete Streets policy, is on a designated local, state, or national bicycle trail, is part of a local, regional, or statewide initiative, and/or provides connectivity to other facilities or regions of activity

B. Completes planned corridors, fills gaps in network(s)

C. Completes regional planned corridors, fills in gaps in a regional network

D. Connects users to a destination, acting as an alternate form of transportation that is not for recreational use only.

E. In conjunction with other infrastructure work (e.g., State Resurfacing or a Guideshare project)

F. Part of an economic development or community

improvement initiative (e.g., implementation of completed plan or study)

G. One or more jurisdiction (county, city etc.) is partnering on the project

3). SAFETY AND LIVABILITY

A. Project addresses safety

B. Enhances livability, demonstrates quality of experience, improves quality of life, and/or improves population health

C. Serves and would benefit the local population and/or employees

4). CONSTRUCTABILITY

A. Project feasibility

B. Concurrence with SCDOT Design Standards

C. Realistic scope and schedule

D. Project readiness

5). FINANCIAL ELEMENTS

A. Realistic expectations and cost that are in agreement with SCDOT estimates

B. Local-match funding higher than the 20% minimum

C. Local match secured

D. Other, non-TAP work determined will benefit project (e.g., Local funds spent to improve infrastructure adjacent

to TAP project)

E. Evidence of a strong maintenance plan that includes tasks, schedule, cost, source of maintenance funding, and responsible parties

TOTAL (of 19 possible points)

Appendix B

SCDOT TAP Application

SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION

TRANSPORTATION ALTERNATIVES PROGRAM (TAP) APPLICATION

APPLICANT: _____ DATE: _____

ADDRESS: _____ PHONE: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT PERSON: _____ TITLE: _____

CONTACT EMAIL: _____

PROJECT INFORMATION:

NAME OF PROJECT: _____

BRIEF PROJECT DESCRIPTION: _____

PROJECT LOCATION: _____

LENGTH & TERMINI (i.e. where does project begin & end) (IF APPLICABLE): _____

COUNTY: _____ HOUSE DISTRICT: _____

SENATE DISTRICT: _____ CONGRESSIONAL DISTRICT: _____

PROJECT CATEGORY AND LOCATION OF PROJECT:

(CHECK ONLY THOSE APPLICABLE ACTIVITIES AND LOCATIONS)

- Provisions of facilities for bicycles
- Provisions for pedestrians
- Provisions for streetscaping
- In urbanized areas of the State with and urbanized area population of over 200,000, also known as a Transportation Management Area (application to be reviewed and approved by appropriate MPO)
- In areas of the State other than urban areas with a population greater than 5,000
- In areas of the State with a population less than 5,000

**Mail ORIGINAL and SIX(6) COPIES of application to:
South Carolina Department of Transportation
Local Program Administration Office
955 Park Street, Room 424
P.O. Box 191
Columbia, South Carolina 29202**

(PLEASE ANSWER THE FOLLOWING IN SPACES PROVIDED.)

A. ELIGIBILITY DEMONSTRATION: “SEE ATTACHED” IS NOT ACCEPTABLE.

1. Does the project meet the requirements outlined within the **FAST Act**?
 YES NO
2. Does project conform to applicable requirements of Americans with Disabilities Act and any other state or federal laws concurring accessibility?
 YES NO

EXPLAIN BRIEFLY:

B. PROJECT DESCRIPTION: “SEE ATTACHED” IS NOT ACCEPTABLE.

Does the applicant intend to apply to perform the administration and management functions for the project through the Local Public Agency (LPA) process?

- YES NO

Describe all necessary work needed to complete the proposed project. Description should reflect only activities checked under project category:

C. MAPS, PLANS, & PHOTOGRAPHS:

Attach project location map(s), project boundary map and site plan. Include photographs of the existing site and/or facility if applicable. COMMENTS: _____



D. PROJECT COST: “SEE ATTACHED” IS NOT ACCEPTABLE.

Itemize all project elements and costs. List item, description, quantity, unit price, amount, etc. Ensure costs shown are accurate and sufficient to satisfactorily complete all work anticipated in accordance with federal requirements. If the project is located in close proximity to a railroad crossing that does not have automatic gates with flashing light signals (within 500’ along the mainline roadway, and within 200’ of the mainline roadway on intersecting roads), project funds to upgrade the railroad signals may be required pursuant to federal regulations. All budget item costs for project administration and management to adequately accomplish the work must be shown. These expenses are to include engineering, inspection, and testing in accordance with state and federal requirements. **Applicants MUST show a 10% contingency fee for the project.** (Enter total project cost in Section I – Line 1, Page 9.) Itemize below:

--

E. PROPERTY OWNERSHIP:

Identify ownership of ALL property involved in the project. If additional property must be acquired to complete the project, identify ownership and value of property, either purchased or donated:

(NOTE: For all projects on SCDOT rights of way, include with your application either a copy of the approved SCDOT Encroachment Permit or a letter from your SCDOT County Maintenance Office or SCDOT District Office indicating your project appears feasible in concept with specific details to be worked out in an Encroachment Permit.)

F. LOCAL SUPPORT

Describe the level of local support for the proposed project. Attach letters from donors or sponsors committing non-federal share of project costs, commitment or support from sponsors, local government officials and regional organizations. Document the opportunities for public participation in the development of this project.

G.PROJECT MAINTENANCE & MANAGEMENT PLANS:

Describe maintenance and management of the project, including the yearly amount of funds to support activities:
Provide details for long-term maintenance of the project with project yearly maintenance costs.

H. DATA UNIVERSAL NUMBER (DUNS NUMBER): _____

(The federal government requires that all applications for Federal grants and cooperative agreements with the exception of individuals other than sole proprietors have DUNS number. The Federal government will use the DUNS number to better identify related organizations that are receiving funding under grants and cooperative agreements, and to provide consistent name of address data for electronic grant application systems. If an applicant needs to obtain a DUNS Number, please call the dedicated toll-free DUNS Number request line a 1-866-705-5711).

I. ENVIRONMENT ASSESSMENT:

Attach any previously prepared environmental documentation to this application. If no previously approved environmental documentation is available, the applicant must complete necessary studies if any, and have them approved prior to project implementation. This requirement does not apply if the application is for planning or feasibility studies only. Indicate below any impact the project is expected to cause.

	<u>IMPACT</u>	
	<u>YES</u>	<u>NO</u>
Displacement of residences or business	<input type="radio"/>	<input type="radio"/>
Disruption of neighborhoods.....	<input type="radio"/>	<input type="radio"/>
Impacts agricultural or recreational lands.....	<input type="radio"/>	<input type="radio"/>
Impacts historical/archaeological sites	<input type="radio"/>	<input type="radio"/>
Impacts wetlands, streams/lakes, floodplains	<input type="radio"/>	<input type="radio"/>
Within coastal zone	<input type="radio"/>	<input type="radio"/>
Endangered species	<input type="radio"/>	<input type="radio"/>
Air/water quality	<input type="radio"/>	<input type="radio"/>
Noise.....	<input type="radio"/>	<input type="radio"/>
Hazardous waste site.....	<input type="radio"/>	<input type="radio"/>

Any county, state, and/or federal permits required will have to be secured by the applicant prior to contract signing. These may include Army Corps of Engineers, Office of Coastal Resource Management, Coast Guard, Federal Energy Regulatory Commission, County Sediment and Erosion Control and Stormwater Management Ordinance, or State Budget and Control Board.

Comments:

J. FUNDS REQUESTED, LOCAL MATCH AND SOURCE

LINE 1 – Total project cost (From Section D; Page #5) \$ _____

LINE 2 – Funds requested by applicant \$ _____
(80%) of line 1, not to exceed \$400,000

LINE 3 – Local Match (Must be at least 20 % of Line 1 \$ _____
List source of match and amount from each
source

LIST SOURCES (Be Specific)

AMOUNT

A - _____ \$ _____

B - _____ \$ _____

C - _____ \$ _____

D - _____ \$ _____

E - _____ \$ _____

TOTAL AMOUNT OF MATCH (Should be equal to Line #3 above.) \$ _____

Is project within a Transportation Management Area (TMA) boundary? YES NO

If yes, is the project in the Transportation Improvement Program (TIP)? YES NO

List TMA _____ Amount in TIP for project: \$ _____

K. CERTIFICATION

The undersigned has authority to sign on behalf of the applicant and certifies that the applicant has legal authority to enter into contract to implement this project and that all information provided is complete and accurate to their best knowledge.

SIGNATURE

DATE

TITLE

PHONE NO.

PRINTED NAME

Appendix C

SCDOT TAP Guidance

Transportation Alternatives Program Guidance

The Transportation Alternatives Program (TAP):

The South Carolina Department of Transportation (SCDOT) partners with the Federal Highway Administration (FHWA) in facilitating and providing an opportunity for local governments to pursue non-traditional transportation related activities such as pedestrian facilities, bicycle facilities, and pedestrian streetscaping projects. TAP improves the quality of life for citizens in communities across the state by providing local governments the means to pursue projects that might not otherwise be possible. Since 1992, SCDOT has elected to allocate a portion of available federal funds for the Transportation Enhancement (TE) Program. The Federal Transportation Funding Act, Moving Ahead for Progress in the 21st Century (MAP-21), that was signed into law on July 6, 2012 authorized the Transportation Alternatives Program. TAP builds upon the legacy of the TE program by expanding travel choices, strengthening the local economy, improving the quality of life, and protecting the environment. The most recent Transportation Funding Act, Fixing America's Surface Transportation (FAST) Act, continues funding TAP through 2020.

SCDOT Awards TAP Funds to Local Governments through Two Divisions:

- **Transportation Management Areas** - Urbanized areas of the State with an area population greater than 200,000 are known as Transportation Management Areas (TMAs). The policy committees for the state's six TMAs determine how the funds are distributed among the projects throughout their Metropolitan Planning Organization (MPO) planning area through a competitive selection process in consultation with SCDOT. The amount of funding allocated to each MPO in these urban areas is based on proportion of population and specifically identified in the federal regulations. Applications for TAP funding located in an urbanized area for projects should be submitted to the MPO, and are considered separately from other statewide applications. MPOs in a TMA will submit the application to the SCDOT's Local Program Office for final approval. The proposed project should be identified in the area's Transportation Improvement Program (TIP) document. Once placed in the TIP, applications for TAP funds would be used to verify eligibility and prepare contracts.
- **Non-Transportation Management Areas** – Governmental bodies located within an MPO planning area not designated as a TMA, and all other applicants not located within an MPO planning area are eligible for funding consideration under the statewide

allocation through a competitive selection process. Applications are reviewed by SCDOT's staff to ensure eligibility under the Federal Highway Administration's guidelines for TAP Projects. Proposed projects under the statewide program are approved by SCDOT's Secretary of Transportation and limited to a maximum of \$400,000 for each project. Governmental bodies located outside of designated Transportation Management Areas (TMAs) are to coordinate through their respective MPO or Council of Governments (COG) prior to submitting an application to SCDOT, and if the project is awarded, it would then be incorporated in their TIP. If an applicant has an existing project that is less than 50% complete (less than 50% of the funds expended) then submittal of another application is not allowable. Projects are only approved up to the funds available on an annual basis.

Authorized Applicants:

- Local governments
- Regional Transportation Authorities
- Transit Agencies
- Natural Resources or public lands agencies
- School Districts, local education agencies or schools
- Tribal governments
- Any other local or regional governmental entity with responsibility for oversight of transportation or recreational trails (other than a TMA or a State agency that the State determines to be eligible).

Funding:

The divisions for the population-based suballocation per year are:

- \$2,999,401 - In urbanized areas of the State with an urbanized area population of over 200,000, also known as a Transportation Management Area;
- \$1,834,589 - In areas of the State other than urban areas with a population greater than 5,000; and
- \$2,600,164 - In areas of the state with a population less than 5,000.

Eligible Projects as Authorized by TAP:

Pedestrian and bicycle facilities, including non-motorized paths, that:

- Connect and develop documented regional or statewide non-motorized transportation networks
- Are appropriate for the need and user types targeted
- Benefit state tourism or economic development initiatives
- If locally significant, have strong transportation connection and involve planning efforts or serve as connectors to regional networks
- Are a priority on SCDOT, county or regional non-motorized transportation plans
- Address documented safety deficiencies
- Are part of a broader non-TAP funded non-motorized system

Streetscape Improvements, that:

- Are located in established traditional downtowns or historic districts
- Use a creative design approach that enhances pedestrian safety and takes into account the community identity, history, context, and the human environment
- Accomplish multiple goals (traffic calming, pedestrian safety, tied with other initiatives, etc.)
- Receive input and support from citizens, local businesses, economic developers, traffic engineers, etc.

Safe Routes to School Program, that:

- Meet the requirements under section 1404 of the SAFETEA-LU

For the Transportation Alternatives Program, a pedestrian is not only defined as a person traveling by foot but also “any mobility impaired person using a wheel chair.” The definition of a bicycle transportation facility is “a new or improved lane, path, or shoulder for use by bicyclists and a traffic control device, shelter, or parking facility for bicycles.” Bicycle and pedestrian projects must be “principally for transportation, rather than recreation purposes.” It must also demonstrate a logical sense of connectivity.

Project Competitive Factors:

Financial factors

- Realistic expectations and cost
- A high level of local match funding and ability to pay
- Non-participating work that is determined to be a benefit to the TAP project

Public input

- Consistency with adopted plans, policies, or other investments
- Opportunity and evidence of public involvement

Safety and Livability

- Addresses safety

- Enhances livability, demonstrates quality of experience, improves quality of life, and improves population health
- Total population served and level of exposure or access including the amount or density of nearby population or employment

Coordinated efforts

- Project supporting a community's Complete Streets policy, is on a designated state or national bicycle trail, or is part of a statewide initiative, provides connectivity among other facilities or regions of activity, adds to or enhances existing network
- Completes planned corridors, fills gaps
- Paired with other infrastructure work
- Part of an economic development or community improvement initiative

Constructability

- Technical Merit including feasibility, meeting design standards, realistic scope/schedule/budget and project readiness

Maintenance factors

- Evidence of a strong maintenance plan that includes tasks, schedule, cost, source of maintenance funding, and responsible parties

Previous Transportation Enhancement (TE) and TAP funding

- Number and scale of previously awarded projects
- Timely implementation and appropriate maintenance on previous projects

SCDOT has developed criteria to evaluate and rank a proposed TAP project as shown on the attached ranking sheet for those projects not located in a TMA. Qualified projects meeting the mandatory requirements are evaluated, scored and ranked. Only those projects scoring 20 and above will be considered eligible for funding. As funding is available projects are awarded to those applicants receiving the highest scores. Applicants not receiving funding during the year may resubmit their project the following year for consideration.

Applicant Responsibilities:

Application Submission:

SCDOT encourages LPAs to coordinate closely with the Department during the early stages of the development of a TAP application. This coordination is important to ensure the project satisfies state and federal requirements and is eligible and viable. Applications are accepted by SCDOT's Local Program Office throughout the year, and those meeting the state and federal requirements would be presented to the Secretary of Transportation as required by state law for review and approval as funding is available.

Regulatory Requirements:

The applicant must certify it complies or will comply with:

- All federally mandated requirements (such as FHWA, environmental, civil rights, debarment and fiscal management Standards)
- All mandatory codes and technical standards apply to the project, such as USDOT, AASHTO, and SCDOT
- Any other standards that may apply to the project to include state and federal procurement procedures

Applicants Must Demonstrate:

- That the project is financially feasible
- That they are capable of providing the required matching funds, completing the project and planning for its ongoing maintenance of required items; generally, SCDOT accepts responsibility for normal maintenance of standard transportation materials, structures and workmanship within SCDOT right of way according to common local practices
- That they will secure an approved Encroachment Permit outlining any desired extraordinary maintenance effort on SCDOT right of way that would include any special features or non-standard department materials that may have been incorporated into the project
- That they will arrange for payment of any taxes due on the property and adopt necessary ordinances or legal proceedings needed to implement, protect and maintain the project.
- That they will indemnify SCDOT of liability for the project or its maintenance and certify that there are no known or foreseeable legal impediments to the project

Project Administration:

Because the TAP is a reimbursement program, applicants performing the project administration as a Local Public Agency (LPA) should be prepared to pay for the project's completion. However, successful applicants may submit invoices for reimbursement as work is completed. Any work (advertising, design, or construction) started or completed before the applicant receives an executed contract with notice to proceed shall not be reimbursed with Federal-aid funds and will not count towards the program matching fund requirements.

LPAs may request to manage the project provided the following minimum conditions are met:

- The LPA must be adequately staffed and suitably equipped to undertake and satisfactorily complete the project.
- The LPA must provide a full-time employee to be in responsible charge of the project.
- The LPA must be approved by SCDOT according to Departmental policies and FHWA Guidelines.
- All applicable federal and state requirements shall be completed and documented.

If an LPA desires to manage a project, the LPA must make a written request to SCDOT to manage an identified project or phases of a project. Further information regarding this process is located at <http://www.scdot.org/doing/localPublicAdmin.aspx>.

If no request is received or SCDOT determines the LPA is not qualified to manage, SCDOT may manage the project through the Project Development Process or applicable standard and published guidelines. The LPA will be responsible for providing the matching funds at the time the initial project development stage begins.

Project Requirements:

Match Guidelines:

SCDOT encourages matching funds in excess of the minimum 20% required under federal code. At the same time, it is recognized that the capacity to raise matching funds varies among communities. Availability of matching funds is evaluated during the project review stage as well as the percentage of match to the overall project cost. To this end, Federal Highway Administration regulations allow and provide guidance for providing a “soft match” which considers donations of services, labor, materials, equipment, etc. However, SCDOT encourages the applicant to consider a hard match (cash) as their required participation due to stringent mandatory federal reporting requirements. Should an applicant be considering a soft match in lieu of a cash match, early communication and coordination with SCDOT’s staff is encouraged during the application process to ascertain its acceptability. Each instance of soft match in the project development process must be detailed in the application. Any design, labor, or work on a proposed project performed prior to receipt of an executed participation agreement and a formal notice to proceed from SCDOT is ineligible for reimbursement from the program and any federal transportation funds.

Limitations:

Funding can be approved for preliminary engineering, utility relocation, or property acquisition only when the applicant can demonstrate that the funds, combined with other existing resources, will result in a completed and fully funded project. The applicant acknowledges the Department’s resurfacing program does not account for the costs of protecting and/or replacement of enhancements. The above costs are the sole responsibility of the applicant.

SCDOT Rights of Way:

For projects located within SCDOT rights of way, an encroachment permit or similar arrangement will be required. If the proposed project falls on or near such property, applicants should contact the SCDOT Resident Maintenance Engineer in their county for details before completing an application.

Landscaping and Scenic Enhancements:

TAP funds cannot be used for landscaping and scenic enhancement as an independent project. However, landscaping is eligible as part of the construction of any TAP funded project. In these cases, details for long term maintenance must be provided along with details for the installation of an irrigation system if deemed necessary.

SCDOT Contact Information:

Mailing Address: SCDOT Local Program Administration Office, Room 424
PO Box 191
Columbia, SC 29202-0191

Street Address: SCDOT Local Program Administration Office, Room 424
955 Park Street
Columbia, SC 29201-3959

Phone: 803-737-1952

Website: <http://www.scdot.org/getting/community.aspx>

Transportation Management Areas:

ARTS – SC

Aiken County Planning &
Development
1680 Richland Avenue West
Suite 130
Aiken, SC 29801
803-642-1520
FAX: 803-436-2627

COATS

Central Midlands Council of
Governments
236 Stoneridge Drive
Columbia, SC 29210
803-376-5390
FAX: 803-376-5394

GPATS

Greenville County Planning
Commission
301 University Ridge, Suite
400
Greenville, SC 2960
864-467-7270
FAX: 864-467-5962

CHATS

Berkeley-Charleston-
Dorchester Council of
Governments
1362 McMillan Avenue
Suite 100
North Charleston, SC 29405
843-529-0400
FAX: 843-529-0305

GSATS

Waccamaw Regional Planning
and Development Council
1230 Highmarket Street
Georgetown, SC 29440
843-546-8502
FAX: 843-527-2302

RFATS

Rock Hill Planning and
Development
Post Office Box 11706
Rock Hill, SC 29731
803-326-2432
FAX: 803-329-7228

Application Checklist:

Not every item listed below will apply to all applicants. It can be helpful as a guide, however, make sure that all parts of the application process have been completed.

- Review eligibility requirements for the type of applicant.
- For projects on SCDOT right of way, obtain a letter indicating your project is feasible in concept from appropriate SCDOT local officials. Please provide as much detail about your project as possible and allow sufficient time to receive permit or letter.
- Verify project's conformance to disability regulations.
- Provide location maps, project boundary maps, site plan, and photographs of existing site or facility.
- Prepare an itemized list of all project elements and their costs, including quantity, unit prices, and so on. If the project is located in close proximity to a railroad crossing that does not have automatic gates with flashing light signals (within 500' along the mainline roadway, and within 200' of the mainline roadway on intersection roads), project funds to upgrade the railroad signals may be required pursuant to federal regulations.
- Identify ownership of all property and if property is to be acquired, the values of the property.
- Obtain documentation showing local support (letters, etc.).
- Provide description of plans for maintenance and management of the project including costs of maintenance and the sources of funding.
- Provide any previously prepared assessments of the impact of the project. (If none have been prepared, but are required, these impact assessments, such as environmental, archaeological, and so on, must be completed before the project is implemented)
- Provide a list of the source for matching funds and amounts along with letters of commitments from these sources.
- Provide certification with a signature of an individual authorized to commit the applicant to a contract.
- Send original and six copies to the SCDOT Local Program Office or your TMA, as appropriate.