



# **Transportation Alternatives Program Document**

**Prepared by GPATS Staff for the  
FY2013 Application Cycle**

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## Executive Summary

The current transportation legislation, Moving Ahead for Progress in the 21<sup>st</sup> Century, or MAP-21, rebrands the Transportation Enhancement program as the Transportation Alternatives Program, or TA Program. This rebranding altered the eligible activities 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

Policy Changes from the Enhancements program, required 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” for use in future years. All funds not associated with a project by the end of the current fiscal year shall be removed from the available pot of funding to GPATS.

South Carolina receives a total of \$7,181,000 per year from the MAP-21 transportation legislation that is dedicated to the Transportation Alternatives Program. Of that fund, GPATS shall receive an allocation of \$621,818 per fiscal year.

GPATS shall allow for applications to request up to the current limit for the current fiscal year plus the four (4) additional fiscal years. 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:

<b>Announcement of Funding</b>	<b>January</b>
<b>Pre-Application Submittal</b>	<b>March-May</b>
<b>Pre-Application Deadline</b>	<b>May 22, 2013</b>
<b>Study Team Recommendation</b>	<b>June 3, 2013</b>
<b>Policy Committee Approval</b>	<b>June 24, 2013</b>
<b>Full Application Deadline</b>	<b>August 1, 2013</b>
<b>SCDOT Commission Approval</b>	<b>September</b>

# 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 current transportation legislation, Moving Ahead for Progress in the 21<sup>st</sup> Century, or MAP-21, rebrands 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.

## Background

The Transportation Alternatives program (TA) went into effect on October 1<sup>st</sup>, 2012, along with the rest of the MAP-21 transportation legislation. Since that time, the Greenville-Pickens Area Transportation Study (GPATS) Metropolitan Planning Organization (MPO) has 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. Guidance is still forthcoming in some aspects, and in many cases GPATS staff is making assumptions based upon Federal Highway Administration (FHWA) guidance and best planning practices to develop this program. Changes to this program may be made each fiscal year as guidance from SCDOT becomes clearer.

## From TE to TAP

Many changes have occurred with the change from “Enhancements” to “Alternatives.” These, as they are known, are detailed below:

### Eligibility Changes

The following is the list of 13 eligible activities under the Transportation Enhancements program:

1. Provision of facilities for pedestrians and bicycles.
2. Provision of safety and educational activities for pedestrians and bicyclists.
3. Acquisition of scenic easements and scenic or historic sites (including historic battlefields).
4. Scenic or historic highway programs (including the provision of tourist and welcome center facilities).
5. Landscaping and other scenic beautification.
6. Historic preservation.
7. Rehabilitation and operation of historic transportation buildings, structures, or facilities (including historic railroad facilities and canals).
8. Preservation of abandoned railway corridors (including the conversion and use of the corridors for pedestrian or bicycle trails).
9. Inventory, control, and removal of outdoor advertising.
10. Archaeological planning and research.
11. Environmental mitigation--
  - a. to address water pollution due to highway runoff; or,
  - b. reduce vehicle-caused wildlife mortality while maintaining habitat connectivity.
12. Establishment of transportation museums.

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 the requirements under section 1404 of the SAFETEA-LU.

## Policy Changes

The Transportation Enhancements program was administered by GPATS in a fairly open manner, with FHWA and SCDOT allowing each MPO and COG to administer their allocations as the Policy Committees and Board of Directors saw fit.

GPATS had chosen to pre-allocate funding to the counties and municipalities within GPATS, encouraging annual usage of those funds but allowing jurisdictions to “bank” funds for several years in order to amass funds for larger TE projects.

With the change in transportation legislation, all “banked” TE funds were rescinded by SCDOT, and all access to Fiscal Year 2012 and earlier TE funds were negated. Any project that did not have SCDOT Commission approval or a Participation Agreement with SCDOT was cut off from TE funding on September 30, 2012.

At the time the GPATS TA program is being written, FHWA and SCDOT has provided the following guidance on all TA monies:

- 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” for use in future years. All funds not associated with a project by the end of the current fiscal year shall be removed from the available pot of funding to GPATS.

SCDOT may choose to loosen these restrictions as the available TA funding is known in each fiscal year, but for the purposes of the GPATS TA Program, all funding shall be allocated with this guidance in mind.

## Funding Changes

With the Transportation Enhancements Program, GPATS received an allocation of \$643,639 per fiscal year.

For the Transportation Alternatives Program, GPATS shall receive an allocation of \$621,818 per fiscal year. Funding details are discussed in the next section.

## Funding

South Carolina receives a total of \$7,181,000 per year from the MAP-21 transportation legislation that is dedicated to the Transportation Alternatives Program.

Unlike in previous years, when the Transportation Enhancements were allocated to each MPO and COG in the state, SCDOT has decided to allocate the TA funds in the following manner:

1. \$2.897 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	\$160,704
CHATS	\$851,471
RFATS	\$107,067
COATS	\$853,603
<b>GPATS</b>	<b>\$621,818</b>
GSATS	\$302,803
Total	\$2,897,466

2. \$1.772 Million - In areas of the State other than urban areas with a population greater than 5,000; and
3. \$2.512 Million - In areas of the state with a population less than 5,000.

GPATS can no longer “bank” funds for larger projects and rely on previous fiscal years of funding to still be available, however funding can be allocated to projects *forward into future fiscal years*. This will allow projects to use funding larger than any current-year allocation, plus allow 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.

## Funding Projection

The MAP-21 legislation, being a 2-year bill, provides a TA allocation to GPATS for FY 2013 and 2014. Using a "reasonable expectation of funding availability," GPATS has been authorized by FHWA to project our funding through the life of the GPATS 2014-2019 Transportation Improvement Program (TIP), however staff feels that a more conservative approach is warranted, and shall allow funds to be projected through FY 2017, with an additional year to be utilized in each application cycle.

The resulting available funding for the FY 2013 GPATS TA Program Application Cycle shall total \$3.1 million:

Fiscal Year	Funding Allocation
2013	\$ 621,818
2014	\$ 621,818
2015	\$ 621,818
2016	\$ 621,818
2017	\$ 621,818
Total	\$ 3,109,090

GPATS shall allow for applications to request up to the limit for the current fiscal year plus the four (4) additional fiscal years. 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.

## Local Match

As with the Transportation Enhancement program before it, the 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.

## Excess Funds

In the equally unlikely event that the application deadline has passed without the current fiscal year's allocation being tied to a project, GPATS staff will solicit "regionally significant" projects from the local jurisdictions and attempt to acquire the match from those jurisdictions. These projects will be managed by GPATS staff (Greenville County) unless the jurisdiction(s) providing the match desire the responsibility.

# 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

MAP-21 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 judged by the GPATS Study Team and ranked objectively before being discussed subjectively. 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 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. Paired with other infrastructure work (e.g., State Resurfacing or Guideshare project)
  - d. Part of an economic development or community improvement initiative (e.g., implementation of completed plan or study)
- 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/schedule/budget
  - d. Project Readiness – How soon can project be begun once funding is approved?
- 5) Financials
  - a. Realistic expectations and cost
  - b. A high level of local match funding
  - 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-May)

GPATS shall provide the Policy Committee, Study Team, and other eligible recipients for TAP funding with an updated TA Program Document (this document) by March of the Calendar Year.

**\*The delay in 2013 in getting the Program Document sent out is due to the TA Program being established during this time period.\***

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 May, in advance of the GPATS Study Team and Policy Committee meetings for that quarter.

**The deadline for the 2013 cycle for all Pre-Applications to be submitted is May 22, 2013.** No applications submitted past this date shall be accepted.

### Project Selection (May-June)

The GPATS Study Team shall receive a blank Criteria Ranking Form and copies of each Pre-Application with their Agenda Packet for that quarter's meeting. The members of the Study Team shall evaluate each of the Pre-Applications and send the results to GPATS Staff for tabulation prior to the Study Team Meeting.

The GPATS Study Team shall meet for their quarterly meeting to discuss agenda items for the June Policy Committee Meeting, including applications for TAP funding. **In 2013, this meeting will occur on June 3, 2013.** The Study Team shall provide a recommendation for amendment of the GPATS 5-year Transportation Improvement Program (TIP) to include the selected projects.

The June GPATS Policy Coordinating Committee is held in advance of the end of the federal fiscal year, June 30, and consider amendments to the TIP as requested by the Study Team. **In 2013, this meeting will occur on June 24, 2013.** Once the TAP projects are amended into the TIP, their funding is approved by GPATS.

#### Project Approval (July-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 upon completion shall be the submitting agency to SCDOT. These applications require an Original and six (6) bound copies of the application.

At this time, 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 GPATS **no later than August 1** of the calendar year.

Once the Applications are submitted, GPATS Staff will work with SCDOT in confirming that the submittals are eligible and qualified for SCDOT approval. 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 up to 25% of the total project cost 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.

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.

### 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.

### Application Process Summary

Below is the table highlighting the milestones for the FY2013 TAP Application Cycle:

<b>Announcement of Funding</b>	<b>January</b>
<b>Pre-Application Submittal</b>	<b>March-May</b>
<b>Pre-Application Deadline</b>	<b>May 22, 2013</b>
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<b>SCDOT Commission Approval</b>	<b>September</b>

## Additional Information

Please note that because the 2013 Application Cycle is the first year of the Transportation Alternatives Program, there are many aspects of the program which need further clarification and guidance from SCDOT. The above program achieves the requirements for establishing a program that uses maximum amount of funding while at the same time providing all jurisdictions with an opportunity to apply, however the process is not set in stone and will need revision prior to the 2014 Application Cycle.

To that end, feel free to provide feedback and comments on the program to GPATS staff as listed below, and we shall work to improve the program in future years.

### Links

GPATS Transportation Alternatives Program Website

<http://www.gpats.org/programs/transportation-enhancement/>

SCDOT Transportation Alternatives Program Website

[http://www.scdot.org/getting/community\\_BikePedFacilitySafety.aspx](http://www.scdot.org/getting/community_BikePedFacilitySafety.aspx)

Local Public Agency Website

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

National Transportation Alternatives Clearinghouse

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

### GPATS Staff

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(864) 467-7270

### SCDOT TAP Program

Herb Cooper

SCDOT TAP Office

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(855) 467-2368

## Appendix A

### GPATS Pre-Application form

**GPATS Metropolitan Planning Organization  
Transportation Alternatives Program (TAP) Application Summary**

**Applicant:** \_\_\_\_\_

**Contact Person and Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Project Location:** \_\_\_\_\_

**Total Project Cost:** \_\_\_\_\_

**Local Match (must be at least 20% of total cost):** \_\_\_\_\_

**Project Length and Termini (if applicable):** \_\_\_\_\_

**Does jurisdiction have an existing TAP or Transportation Enhancement-funded project below 50 percent completion?**      **Yes**      **No**

**County:** \_\_\_\_\_

**House District:** \_\_\_\_\_

**Senate District:** \_\_\_\_\_

**Congressional District:** \_\_\_\_\_

**Brief Description of Project:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Appendix B

### 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 statewide initiative, and/or provides connectivity to other facilities or regions of activity
- B.** Completes planned corridors, fills gaps in network(s)
- C.** In conjunction with other infrastructure work (e.g., State Resurfacing or a Guideshare project)
- D.** Part of an economic development or community improvement initiative (e.g., implementation of completed plan or study)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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4). CONSTRUCTABILITY

- A. Project feasibility
- B. Concurrence with SCDOT Design Standards
- C. Realistic scope/schedule/budget
- D. Project readiness

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5). FINANCIAL ELEMENTS

- A. Realistic expectations and cost
- B. High level of local-match funding
- 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

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**TOTAL (of 16 possible points)**

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**Appendix C**  
**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 the project begin & end): \_\_\_\_\_  
\_\_\_\_\_

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 an 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 in MAP-21

YES     NO

2. Does project conform to applicable requirements of Americans with Disabilities Act and any other state or federal laws concerning accessibility?

YES     NO

EXPLAIN BRIEFLY:

**B. PROJECT ADMINISTRATION AND DESCRIPTION:**

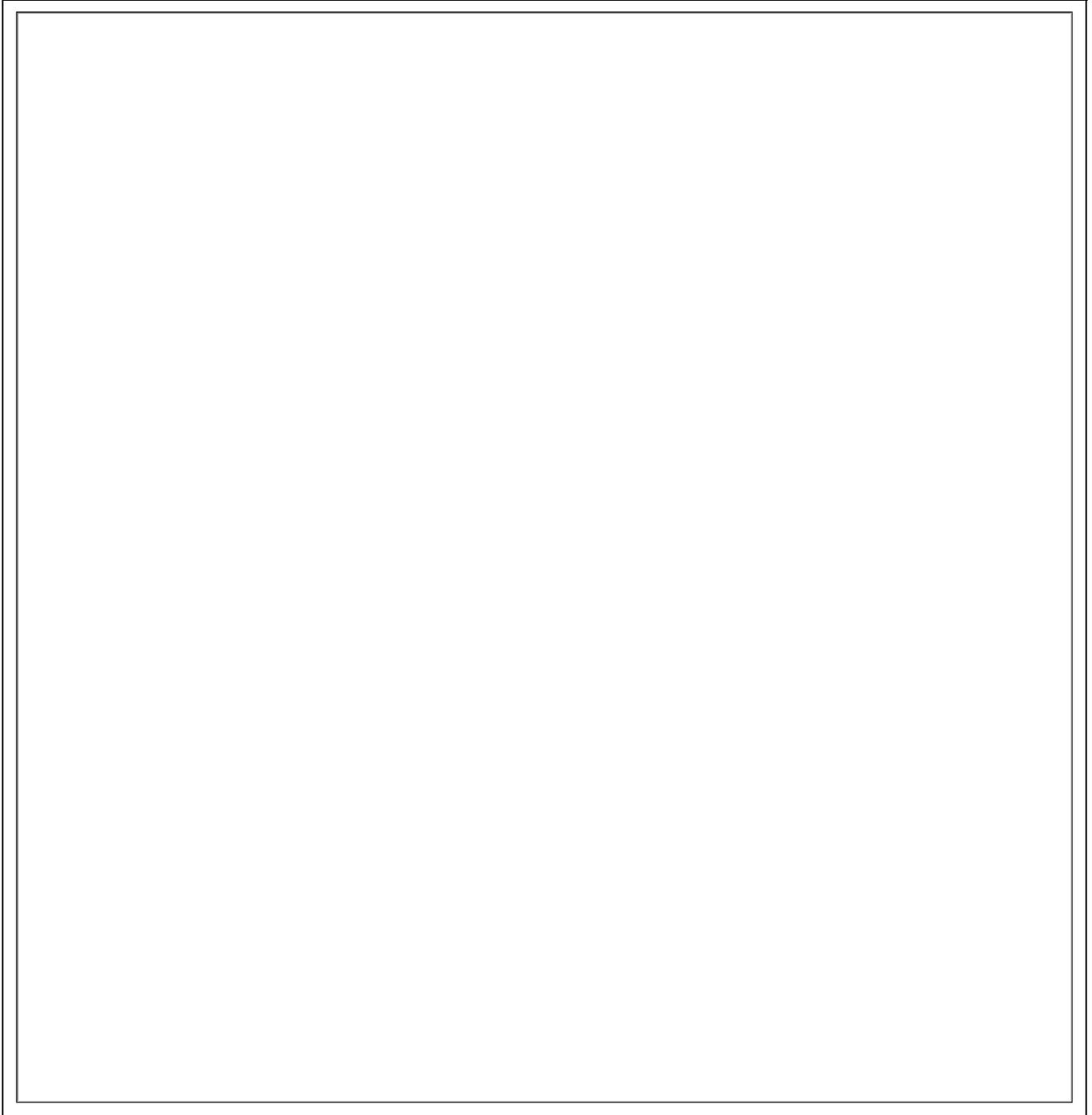
Does the applicant intend to apply to SCDOT to perform the administration and management functions of the project through the Local Public Agency (LPA) process?

- 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 COSTS: “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. 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. (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, a letter from the appropriate SCDOT County Maintenance Office, or a letter from the appropriate SCDOT District Office indicating that the project appears feasible in concept with specific details to be approved in an Encroachment Permit.)**

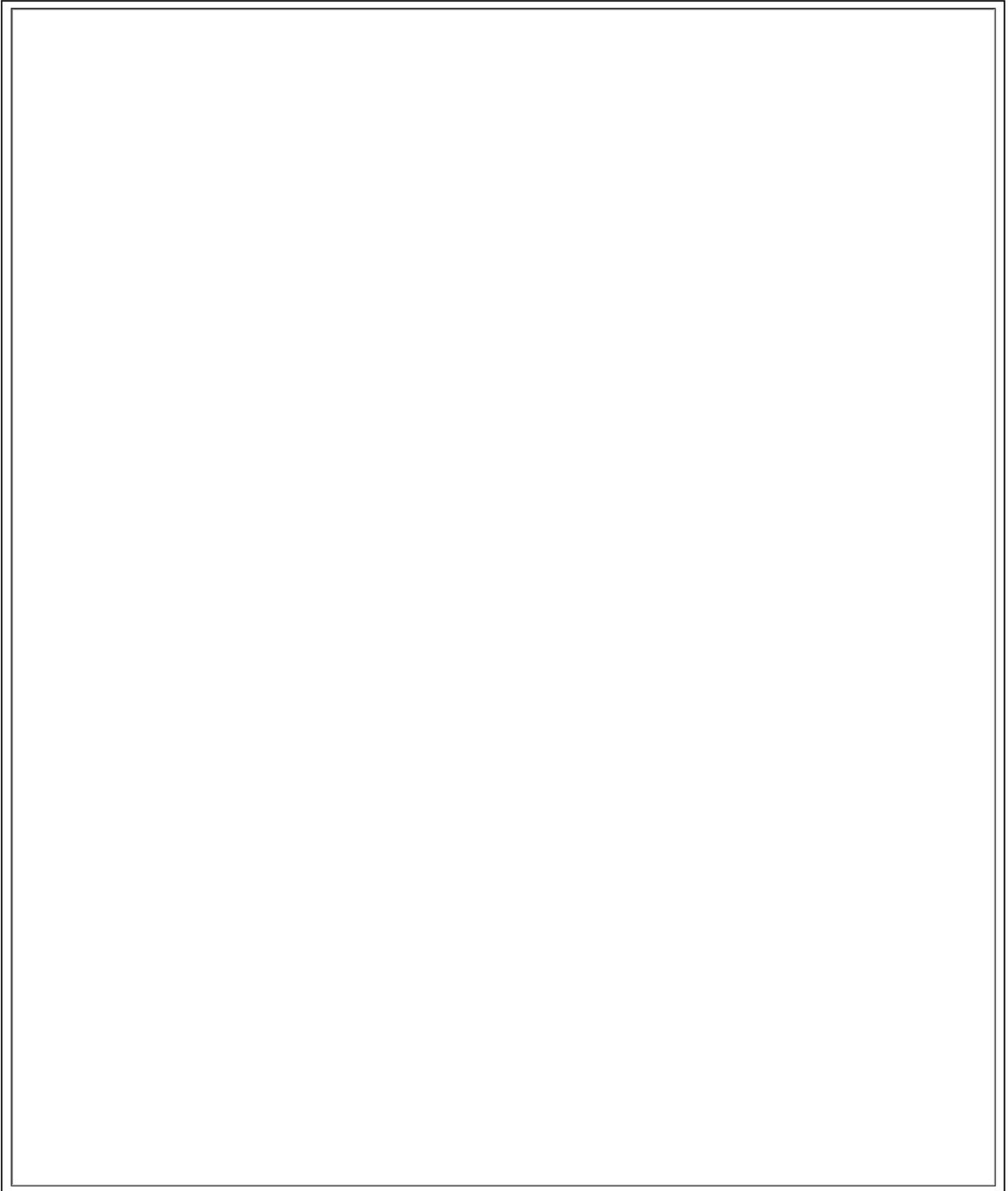
**F. LOCAL SUPPORT:**

Describe the levels 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 details for the project, including the expected yearly amount of funds and the source of funds to support activities:

Provide details for long-term maintenance of the project with projected yearly maintenance costs.



**H. 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:**

**I. 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 maximum)**

\_\_\_\_\_

LINE 3 – Local Match (Must be at least 20 % of Line 1)

List source of match and amount from each source

\_\_\_\_\_

**LIST SOURCES**

**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 MPO \_\_\_\_\_ Amount in TIP for project:

\_\_\_\_\_

**J. 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 D**  
**SCDOT TAP Guidance**

# **Transportation Alternatives Program Guidance**

## **Introduction**

### **The Transportation Alternatives Program (TAP)**

The South Carolina Department of Transportation (SCDOT) partners with the Federal Highway Administration 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 in communities across the state by providing citizens the means to take on projects that might not otherwise be possible. Since 1992, the SCDOT Commission has elected to allocate a portion of available funds for the Transportation Enhancement (TE) Program. The most recent 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. Beginning in 2013, 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.

## **Project Qualifications**

### **What Projects Qualify?**

The following eligibilities are authorized in MAP-21 for the TAP and adopted 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.

## **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

### **Applicant Requirements**

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 perform the administration and management of the work provided the following minimum conditions are met:

- All applicable federal and state requirements shall be completed and documented
- 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.

If an LPA desires to administer a project, the LPA must make a written request to SCDOT to administer and 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 perform the administration, 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.

**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 it is anticipated those meeting the federal requirements outlined in MAP-21 would be presented to

the Commission for review and approval in January and July of each year as Commission schedules allow and funding is available.

**Applicants:** MAP-21 authorizes the following entities to apply for TAP Funding:

- 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 Transportation Metropolitan Area or a State agency that the State determines to be eligible).

### **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 believed to apply to the project to include state and federal procurement procedures.

### **Applications must demonstrate:**

- That the project is financially feasible.
- That the applicant is capable of providing the required matching funds, completing the project and planning for its ongoing maintenance; generally, SCDOT accepts responsibility for normal maintenance of standard transportation materials, structures and workmanship within SCDOT right of way according to common local practices.

**Applicants' responsibilities:** Applicants must show they are willing to assume full responsibility for:

- Providing for the perpetual maintenance of required items.
- Securing 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.
- Arrangement for payment of any taxes due on the property.
- Adopting necessary ordinances or legal proceedings needed to implement, protect and maintain the project.
- Indemnifying SCDOT of liability for the project or its maintenance.
- Certifying that there are no known or foreseeable legal impediments to the project.

## **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:**

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.

### **Funding:**

The divisions for the population-based suballocation are:

- \$2.897 Million - In urbanized areas of the State with an urbanized area population of over 200,000, also known as a Transportation Management Area;
- \$1.772 Million - In areas of the State other than urban areas with a population greater than 5,000; and
- \$2.512 Million - In areas of the state with a population less than 5,000.

## **SCDOT awards TAP funds to local governments through two segments:**

- **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 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 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 would 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 would be eligible for funding under the statewide allocation through a competitive selection process. All applications would be 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 the SCDOT Commission and limited to a maximum of \$400,000 for each project. SCDOT's Commission would determine how the funds are distributed. Governmental bodies located within MPO areas that are not designated Transportation Management Areas (TMAs) would coordinate through their respective MPO prior to submitting an application to SCDOT, and if the project is awarded, it would then be incorporated in the MPO's TIP. If an applicant has an existing project that is less than 50% complete then submittal of another application is not allowable. Projects would only be approved up to the funds available on an annual basis.

### **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

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### **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 in the list that follows 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 an Encroachment Permit or 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.
- 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.
- 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.