



Planning & Transportation

Greater Hickory Metropolitan Planning Organization

Local Administered Project Program (LAPP) Project Submittal Guide

FYs 2025, 2026, 2027, & 2028

Release Date: Wednesday, March 27, 2024

Submittal Deadline: Tuesday, April 30, 5 pm

Local Resolution Deadline: Wednesday, May 29

Submit PDF application packet to: daniel.odom@wpcog.org

All submissions should be labeled with the following:

Project Name

Name of Government Agency

Date of Submission

MPO Staff Contacts

Averi Ritchie	828.485.4248	averi.ritchie@wpcog.org
Daniel Odom	828.485.4225	daniel.odom@wpcog.org

Table of Contents

Introduction	3
Federal Funding Overview	3
Local Funding Details.....	4
Eligibility Criteria.....	6
Program Administrative Details	8
Application Material Information	9
Funding Request Submittal Form – Background Information.....	9
Application Material Access Info.....	
Ranking Criteria.....	10
Example Local Resolution.....	12
Bicycle and Pedestrian Improvements Submittal Form	12

Introduction

The Locally Administered Projects Program (LAPP) was adopted by the Greater Hickory Metropolitan Planning Organization (GHMPO) and will be used by the GHMPO to prioritize and program all projects in the region that will utilize federal funding that is the responsibility of the GHMPO. This process will involve a once-a-year call for all new local highway, transit, bicycle and pedestrian projects, and will result in an annual program of projects added to the GHMPO's Metropolitan Transportation Improvement Program (MTIP). A call for supplemental requests only will occur in the fall of each calendar year (as funds are available).

Federal Funding Overview

Surface Transportation Block Grant Program – Direct Attributable

In addition to apportioning Surface Transportation Block Grant Program (STBG) funds to each state for the state's entire Federal-aid system; the Infrastructure Investment and Jobs Act, Moving Ahead for Progress in the 21st Century (MAP-21) and FAST ACT allocates STBG Direct Attributable (STBG-DA) funds directly to any Metropolitan Planning Organization (MPO) that is designated as a Transportation Management Area (TMA). STBG funds have broad latitude for use on metropolitan transportation planning and projects along and in support of the Federal-aid system per 23 U.S. C. 133. Specific eligibility criteria and guidance can be found through the Federal Highways Administration (FHWA www.fhwa.dot.gov).

Transportation Alternatives Program

The Transportation Alternatives Program (TAP) was authorized under Section 1122 of Moving Ahead for Progress in the 21st Century Act (MAP-21) and Fast Act and is codified at 23 U.S.C. sections 213(b), and 101(a)(29). Section 1122 provides for the reservation of funds apportioned to a State under section 104(b) of title 23 to carry out the TAP. The national total reserved for the TAP is equal to 2 percent of the total amount authorized from the Highway Account of the Highway Trust Fund for Federal-aid highways each fiscal year. (23 U.S.C. 213(a))

The TAP provides funding for programs and projects defined as transportation alternatives, including:

- Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation.
- Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
- Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other nonmotorized transportation users.
- Construction of turnouts, overlooks, and viewing areas.
- Community improvement activities, including—
 - inventory, control, or removal of outdoor advertising;
 - historic preservation and rehabilitation of historic transportation facilities;

- vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control; and
- archaeological activities relating to impacts from implementation of a transportation project eligible under 23 USC.
- Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to—
 - address stormwater management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff; or
 - reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats.

Carbon Reduction Program (CRP)

The Carbon Reduction Program (CRP) provides funding for road projects designed to reduce carbon dioxide emissions.

- CRP funds may be obligated for projects that support the reduction of transportation emissions, including, but not limited to— [except as noted, § 11403; 23 U.S.C. 175(c)(1)]
 - a project described in 23 U.S.C. 149(b)(4) to establish or operate a traffic monitoring, management, and control facility or program, including advanced truck stop electrification systems;
 - a public transportation project eligible under 23 U.S.C. 142;
 - a transportation alternative (as defined under the Moving Ahead for Progress under the 21st Century Act [23 U.S.C. 101(a)(29), as in effect on July 5, 2012]), including, but not limited to, the construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation;
 - a project described in 23 U.S.C. 503(c)(4)(E) for advanced transportation and congestion management technologies;
 - deployment of infrastructure-based intelligent transportation systems capital improvements and the installation of vehicle-to-infrastructure communications equipment;
 - a project to replace street lighting and traffic control devices with energy-efficient alternatives;
 - development of a carbon reduction strategy developed by a State per requirements in 23 U.S.C. 175(d);
 - a project or strategy designed to support congestion pricing, shifting transportation demand to nonpeak hours or other transportation modes, increasing vehicle occupancy rates, or otherwise reducing demand for roads, including electronic toll collection, and travel demand management strategies and programs;
 - efforts to reduce the environmental and community impacts of freight movement;
 - a project that supports deployment of alternative fuel vehicles, including—
 - acquisition, installation, or operation of publicly accessible electric vehicle charging infrastructure or hydrogen, natural gas, or propane vehicle fueling infrastructure; and

- purchase or lease of zero-emission construction equipment and vehicles, including the acquisition, construction, or leasing of required supporting facilities;
- a project described in 23 U.S.C. 149(b)(8) for a diesel engine retrofit;
- certain types of projects to improve traffic flow that are eligible under the CMAQ program, and that do not involve construction of new capacity; [§ 11403; 23 U.S.C. 149(b)(5); and 175(c)(1)(L)]
- a project that reduces transportation emissions at port facilities, including through the advancement of port electrification; and
- any other STBG-eligible project, if the Secretary certifies that the State has demonstrated a reduction in transportation emissions, as estimated on a per capita and per unit of economic output basis. (Note: FHWA will issue guidance on how the Secretary will make such certifications.) [§ 11403; 23 U.S.C. 133(b) and 175(c)(2)]

Congestion Mitigation & Air Quality in North Carolina (CMAQ)

Congestion Mitigation & Air Quality (CMAQ) is a Federal program that funds transportation projects and programs in air quality nonattainment and maintenance areas to help achieve and maintain national standards for air quality pollutants. GHMPO is considered a maintenance area.

- The Bipartisan Infrastructure Law continues all prior CMAQ eligibilities, and adds four new eligibilities:
 - shared micromobility, including bikesharing and shared scooter systems; [§ 11115(1); 23 U.S.C. 149(b)(7)]
 - the purchase of diesel replacements, or medium-duty or heavy-duty zero emission vehicles and related charging equipment; [§ 11115(1); 23 U.S.C. 149(b)(8)]
 - modernization or rehabilitation of a lock and dam, or a marine highway corridor, connector, or crossing if functionally connected to the Federal-aid highway system and likely to contribute to attainment or maintenance of national ambient air quality standards (capped at 10% of CMAQ apportionment); and [§ 11115(1) and (2); 23 U.S.C. 149(b)(10), (b)(11), and (c)(4)]
 - in alternative fuel projects, vehicle refueling infrastructure that would reduce emissions from nonroad vehicles and nonroad engines used in construction projects or port-related freight operations. [§ 11115(3); 23 U.S.C. 149(f)(4)(A)]

Local Funding Details

As a Transportation Management Area (TMA), the Greater Hickory Metropolitan Planning Organization (GHMPO) receives a direct allocation in Surface Transportation Block Grant Program Direct Attributable (STBG-DA) and in Transportation Alternatives Program (TAP) funding annually. Because of the Bipartisan Infrastructure Law (BIL), GHMPO has recently started receiving Carbon Reduction Program (CRP) funding. Because the GHMPO is in maintenance for air quality, Congestion Mitigation and Air Quality (CMAQ) funds are also available annually.

The following modes are encouraged to apply for LAPP funds:

- Bicycle and Pedestrian

- Roadways (smaller road projects)
- Intersections
- Public Transportation

A competitive process has been adopted to determine which projects are funded. Each jurisdiction is able to submit one project of not less than \$200,000 for possible award.

Eligibility Criteria

In order to be eligible for Locally Administered Project Program (LAPP) funding, a project must meet the minimum criteria outlined in this section. Also, a completed application must be submitted by the applicant(s). Co-applications can be submitted by a combination of municipalities in a primary applicant and secondary applicant format. Incomplete applications will not be considered. These criteria meet federal and state funding requirements, as well as the goals of the GHMPO for LAPP dollars as adopted by the Transportation Advisory Committee (TAC). Projects that do not meet these criteria will not be considered for funding.

1) Federal Aid Eligible Projects

The federal eligibility requirements associated with federal funding can be found below:
 STBG: <https://www.fhwa.dot.gov/specialfunding/stp/>
 TA: https://www.fhwa.dot.gov/environment/transportation_alternatives/
 CRP: https://www.fhwa.dot.gov/bipartisan-infrastructure-law/crp_fact_sheet.cfm
 CMAQ: <https://www.fhwa.dot.gov/bipartisan-infrastructure-law/cmaq.cfm>

The GHMPO will only award STBG-DA funding through the spring 2024 call for projects. Please review STBG requirements prior to submitting project applications. FHWA will not authorize funding for STBG funds if the project is not eligible. Prior to submitting an application, please ensure that the project area is part of the Federal-Aid System at: <https://www.arcgis.com/apps/mapviewer/index.html?layers=0148e9338bfe443987c5c43a954c07cc>

2) Locally Administered

By submitting a project for STBG-DA funding, the municipality (or municipalities) or local government entity (or entities) are committing funds to sponsor said project. The applicants (if awarded) shall be responsible for all federal and state reporting requirements associated with STBG-DA funding. The local government entities are also expected to make progress reports to the TAC upon request. An inter-local agreement between the North Carolina Department of Transportation (NCDOT) and the designated recipients will outline a reimbursement schedule; local sponsors will be required to front all project costs, invoice NCDOT, and then get reimbursed for the federal percentage dedicated to the project. The GHMPO may assist in coordination between NCDOT and the local government entities, however, the ultimate

responsibility and the signatories on the NCDOT agreements will be the local government entities.

3) Locally funded with funding commitment

All funds programmed with STBG-DA dollars require a minimum 20% local cash match. The funding application must include a resolution supporting this financial commitment. If an application is a primary/secondary applicant format, a resolution by all parties involved must be submitted with the application. [See Exhibit F for an example resolution]

In addition to the provision of the match commitment submitted as part of the STBG-DA/TAP application, local government entities are responsible for funding cost overruns on projects in excess of the final programmed cost estimate. This provision may only be waived through the approval for additional funding from TAC and through additional Surface Transportation Improvement Program (STIP) amendments by the Board of Transportation if needed.

4) Transportation Improvement Program (TIP)

Projects not in compliance with an existing TIP category will require a TIP amendment. Applicants should consider that the TIP amendment process could delay the funding obligation timeline.

Project Design Intent

Project design intent must meet Federal and State guidelines.

5) Project Cost

- Minimum amount requested will be \$200,000.
- Total Cost of Project = Total LAPP funding requested from TAC + Total Local Match
- *For example, if \$200,000 is requested, the minimum local match will be \$40,000 for a minimum total project cost of \$160,000.*

Program Administrative Details

1) Project Scope

Modal mix eligible to apply:

- Bicycle and Pedestrian
- Roadways (smaller roadways)
- Intersections
- Transit

The modal mix may be revisited on an annual basis at the discretion of the TAC. Due to the high administrative burden associated with projects funded with STBG-DA/TA dollars, the minimum estimated project cost shall be \$200,000.

2) Project Submittal Limits

For FY 2023, the maximum number of project submittals allowed per jurisdiction is three (3). Each jurisdiction may submit 0, 1, 2, or 3 projects under any one category as long as the total number of projects submitted by any jurisdiction is no more than three.

3) No Unfunded Project Carry-Over

Projects submitted in FY 2023 that are not prioritized for LAPP funding are not automatically considered for funding in subsequent years. Any unfunded project may be resubmitted in subsequent years for funding.

4) Construction Requirement within 5 years

As a federal funding source, the use of STBG-DA/TAP funds must result in achieving Construction Authorization of the project within 5 years of the fiscal year when Preliminary Engineering was authorized. As a result, projects that have cost overruns must be accounted for through a commitment of local funds through the construction phase. This provision may only be waived by the approval for additional funding from TAC and through additional STIP amendments by the Board of Transportation if needed.

Application Materials

Applicants are required to submit the following materials:

1. Map(s) of proposed project
2. GIS file of project
3. Completed Funding Request Submittal Form – Background Information
4. Completed mode specific criteria form (either bicycle and pedestrian or roadways and intersections)
5. Resolutions of support from local government agency to apply for LAPP funding AND committing a minimum 20% match. Signature must be provided. (See Exhibit E for an example)
6. Supporting documents – Pictures with labels, additional maps, resolutions adopting plans that specify a need for the project, etc. (Resolutions supporting plan must have been adopted prior to call for projects)
7. Cost Estimate which includes the required contingencies. The GHMPO prefers Cost Estimates completed by a professional engineer/engineering firm. If you are planning to apply but do not have a cost estimate completed by a PE/PEF, please contact GHMPO staff.

Details and descriptions for the Background Information form and required maps are supplied in the sections to follow.

Funding Request Submittal Forms – Background Information

The following descriptions of items are to help describe how you should complete this form:

- **Type of Project** – Indicate here what type of project you are submitting. Keep in mind that all projects must comply with eligibility criteria as defined on page 4.
- **Project Name** – A descriptive name of your project.
- **Project Municipality** – The physical location of the proposed project (city/town or county).
- **TIP ID#** - In the case that your project is for work on a project that is already in the TIP, the TIP number here.
- **Primary Applicant/Secondary Applicant** – The name of each municipality or agency applicant submitting the application.
- **Managing Agency** – The managing agency will typically be the Primary/Secondary Applicant; in some cases, however, local governments could partner with NCDOT to administer a project. Coordination would be required in advance of project submittal in

cases where the local jurisdiction requests assistance from NCDOT. ***A letter of agreement from each municipality or agency should be included in the application materials.***

- **Costs**
 - Local Match Percentage – full matching contributed by municipality
 - **Total LAPP funding requested from TAC** = Total Cost of Project – Total Local Match
 - **Total Project Cost** – An estimate of the total cost of the project for all phases needing completion (Design/NEPA, Right-of-Way, Construction). Note that local jurisdictions are responsible for 100% of actual project costs exceeding the estimations programmed through this process into the STIP (unless otherwise approved by the TAC). Local match and requested funding should be broken out.
- **Contact Person** – This is the person GHMPO staff will contact with questions regarding the application.
- **Project Location & Description** – The specific location and description of your project, including beginning and end points of the project and specific facility type.
- **Problem Statement** – This can be thought of as a preliminary Purpose & Need Statement used to justify expenditure of funds to address a problem in a GHMPO member jurisdiction. The problem statement should state the transportation problem to be solved as well as a minimal amount of data needed to support the problem statement.

Once the call for projects has been announced, the GHMPO will make all necessary application materials available on the Western Piedmont Council of Governments website:

<https://www.wpcog.org/local-admin-project-program>

Bicycle and Pedestrian Methodology

Criteria and Maximum Points	0 points	5 points	10 points	15 points	<u>Notes:</u>
Crash Exposure* (15 max)	All other projects.	AADT \leq 2,000 (separated facility - multi-use path, cycle tracks, planning strip sidewalks)	AADT = 2,001 \leq 4,999 (separated facility - multi-use path, cycle tracks, planning strip sidewalks)	AADT > 5,000 (separated facility - multi-use path, cycle tracks, planning strip sidewalks)	Based on traffic volume along the current bike/ped route
		AADT = 5,000 \leq 10,000 (non separated facility)	AADT = 2,001 \leq 4,999 (non separated facility)	AADT \leq 2,000 (non separated facility)	
Dedicated ROW Availability (10 points)	No	Some ROW available	Majority of ROW available		Proof of dedicated ROW and plan for acquiring remaining ROW
Feasibility Score (10 points)		Design by engineer			Project can select one for 5 points or both for a max of 10 points
		Cost estimate by engineer			
Supports community goals and initiatives (10 max)		Project is in an adopted Plan	Project has letters of support, survey interest, community walk audit, NCDOT support etc.		For a maximum of 10 points, 2 or more criteria must be met
Safety Benefit (15 max)	No crash data.	Addresses proposed project location with documented bicycle or pedestrian crash data (based on 10 year data).	Addresses project location with 3+ crashes or crash causing Fatal/Serious Injury	Addresses project location with 3+ crashes and a crash causing fatal/serious injury	NCDOT Bicycle and Pedestrian Crash Data
Closing A Gap (15 Max)	All other projects	Closing an internal gap and creating a total facility length less than 1 mile.	Closing an internal gap and creating a total facility length 1-2 miles.	Closing an internal gap and creating a total facility length greater than 2 miles.	
Connects to homes & School (10 max)	All other projects.	Connects residential development to a K-12 school, community college, or university	Connects 2 or more residential developments to a K-12 school, community college, or university OR connects a residential development to 2 or more K-12 schools, community colleges, or universities.		
Economic Development & Points of Interest (10 max)	All other projects.		Project connects to 5 or more points of interest. I.e. connects to a retirement community, central business district, shopping center, park, hospital, or employment Location		

Supports Transportation Integrity (20 Max)	All other projects.	Serves a census block group with a Transportation Disadvantaged Index Score of 11-13.	Serves a census block group with a Transportation Disadvantaged Index Score of 14-16.	Serves a census block group with a Transportation Disadvantaged Index score of 17-19. 20 points awarded if a census block group with a TDI score of 20+ is served.	NCDOT TDI Index. Composite score includes mobility groups and EJ/T6. GHMPO Regional TDI Index data will be the first source. If Regional Index is unavailable, statewide index will be used.
Cost Effectiveness (15 Max)	All other projects.			<p>Projects submitted within each call for projects will be scored for cost effectiveness competitively.</p> <p>Cost effectiveness formula: Total Points/Total Cost x 50,000. Result is points achieved by the project per \$50,000 in funding.</p> <p>Highest scoring project receives 15 points. Each project ranking below that project will receive points based on the percentage of cost effectiveness achieved by the project compared to the highest scoring project.</p>	

Roadway & Intersection Project Ranking Methodology

Criteria and Maximum Points	0 points	5 points	10 points	15 points	20 points
Local Match (10 max)	20% match		30% match		
Project Readiness (20 Max)	All other projects.	ROW Acquired	Design/Survey/Construction Documents Completed	Bid Phase	Partial Construction of Project
Supports Local Initiatives (15 Max)	All other projects	Project is in an adopted Plan	Project has letters of support, survey interest, NCDOT support etc.	Project is both in an adopted plan and has letters of support, survey interest, NCDOT Support.	

Crash Exposure* (15 max)	All other projects.	AADT ≤ 2,000	AADT = 2,001 ≤ 4,999	AADT = 5,000 ≤ 10,000	
Safety (20 max)	No accidents in the past year.	1 to 2 accidents within the past 5 years.	3 to 5 accidents within the past 5 years.	6 or more accidents within the past 5 years.	6 or more accidents and a fatal or serious accident within the past 5 years.
ROW Available (15 max)	25% or less	26% - 50%	51% - 75%	76% - 100%	
Economic Development (10 max)	All other projects.	Intersects any TAZ that includes 100 or more employees	Intersects any TAZ that includes 250 or more employees		
Supports Transportation Integrity (10 max)	All other projects.	Intersects Census Block Group with NCDOT TDI score of 11-13	Intersects Census Block Group with NCDOT TDI Score of 14+		GHMPO Regional TDI Index data will be the first source. If Regional Index is unavailable, statewide index will be used.
Cost Effectiveness (15 Max)				<p>Projects submitted within each call for projects will be scored for cost effectiveness competitively.</p> <p>Cost effectiveness formula: Total Points/Total Cost x 50,000. Result is points achieved by the project per \$50,000 in funding.</p> <p>Highest scoring project receives 15 points. Each project ranking below that project will receive points based on the percentage of cost effectiveness achieved by the project compared to the highest scoring project.</p>	

*AADT = Annual average daily traffic. More information on NCDOT's AADT collection can be found [here](#).

Sample Resolution

Resolution authorizing [name of municipality] to submit an application to the Greater Hickory Metropolitan Planning Organization in the Amount of \$ for Locally Administered Project Program (LAPP) Funds for [Name of Project].

LEGISLATIVE INTENT/PURPOSE:

On April 19, 2023, the Greater Hickory Metropolitan Planning Organization (GHMPO) issued a call for projects to agencies in its jurisdiction for Surface Transportation Program- Direct Appointment (STBG-DA), Transportation Alternatives Program (TAP), Carbon Reduction Program (CRP), and Congestion Mitigation and Air Quality (CMAQ) funding. A total of \$_____ is available to award among four transportation modal buckets: bicycle and pedestrian, intersections, roadway, and transit. LAPP is comprised of a collection of discretionary programs including [short description of what you are applying for, for example: specific roadway improvement, intersection improvement, or bicycle/pedestrian improvement]. Each agency may submit no more than three (3) projects of not less than \$300,000 each for possible reward. The funding requires a minimum 20% local cash match.

[Insert description of proposed project, including (if applicable): length, connections to other facilities, and connections to schools, shopping, etc. Include other adopted plans that recommend this project. Include estimated cost, amount of LAPP funds requesting, and proposed match (percentage and amount)].

THEREFORE, BE IT RESOLVED:

That, the (appropriate person) is hereby authorized to submit a STBG-DA application in the amount of \$_____ and will commit \$_____ as a cash match for the [name of project].

SIGNATURES REQUIRED