





TRANSPORTATION ALTERNATIVES PROGRAM (TAP)

| Pre-Application Training 2023

Webinar Overview

- **This webinar is being recorded**
 - The recording and all materials from today's webinar will be available on VDOT's website on the Local Assistance Division's Training and Outreach page
- **All participants are muted**
- **Please send in questions as you have them using the Chat feature**
 - We will have a structured question break at the end of the workshop when participants can unmute to ask questions

Agenda

- TAP Overview
- Applicant Eligibility
- Project Eligibility
- Preparing to Apply
- Pre-Application
 - Validation
- Full Application
- Safe Routes to School – Non-Infrastructure
- Funding Availability and Expectations
- Resources
- Ready, Set, Go!



Getting to Know You

- 1. What is your level of experience with TAP? (Multiple choice)**
 - A. Extensive experience; very comfortable with the application process
 - B. Some experience; somewhat comfortable with the application process
 - C. Just starting out; preparing to complete my first application
 - D. What does TAP mean again?

- 2. If you are planning to apply, what type of project(s) are you seeking to complete? (Check all that apply)**
 - A. Pedestrian/Bike, not including Safe Routes to School
 - B. Safe Routes to School (infrastructure or non-infrastructure)
 - C. Wildlife mortality or environmental mitigation, vegetation management
 - D. Historic preservation of a transportation facility
 - E. Another type of project/activity
 - F. I'm not planning to apply – just here to learn!

TAP OVERVIEW



Specials

Updated August 2022

Main Courses (Federal Funding Programs)

SMART SCALE

Projects related to improvements to safety, congestion reduction, accessibility to jobs and businesses, land use, economic development and the environment. Includes High-Priority Projects and District Grant funding.

Biennial app cycle
Req. 0% match

Transportation Alternatives (TA)

Smaller-scale, non-traditional transportation projects; includes on-road and off-road facilities/accommodations for pedestrians, bicyclists and other non-motorized forms of transportation, includes Safe Routes to School.

Biennial app cycle
Approx.
\$1M/year/district
Req. 20% Match

Highway Safety Improvement Program (HSIP)

Bike/Pedestrian Safety Program, Systemic roadway safety improvements; could include pedestrian improvements at intersections flashing yellow arrows, road diets, etc.

Annual app cycle
Approx.
\$18M/yr/statewide
Req. 0% match

Regional Surface Transportation Program (RSTP)

Urbanized areas > 200k population; apply through the Transportation Planning Organization for surface transportation projects; must be federally obligated w/in 12 months of allocation & expended w/in 36 months of obligation.

Biennial app cycle
Approx.
\$6M/year/RTPO
Req. 0% match

Federal Lands Access Program (FLAP)

Improvements to transportation facilities that provide access to, are adjacent to, or are located within Federal lands.

\$8.7M/FY23-26
statewide
Req. 0% match

Appalachian Regional Commission (ARC)

Provides adequate access to qualifying establishments in the Appalachian Region to better link the region's businesses, communities and residents to the Appalachian Development Highway System (ADHS) and to other key parts of the region's transportation network.

\$3M/yr/statewide
Req. 0% match

State of Good Repair (SGR) Primary Extension

For pavement overlay, rehabilitation, or reconstruction of Primary Route Extensions maintained by municipalities with a combined condition index (CCI) of <60. Must be advertised for construction w/in 12 months of allocation.

Annual app cycle
\$1.5M/locality/yr
Req. 0% match

State of Good Repair (SGR) Local Bridges

For structurally deficient bridges owned/maintained by the locality.

Annual app cycle
Req. 0% match



Specials

Updated August 2022

Main Courses (State Funding Programs)

Revenue Sharing

Provides additional funding for use by a county, city, or town to construct or improve the highway systems; can include construction, reconstruction, improvement or maintenance projects.

Biennial app cycle
\$100M/yr/statewide
Limit of \$5M/yr &
\$10M/project
Req. 50% Match

Economic Development Access (EDA)

To provide adequate access, in consideration of the type and volume of traffic anticipated to be generated by the subject site to qualifying development sites; may require the construction of a new roadway, improvement of an existing roadway, or both.

Rolling, open apps
\$700k unmatched +
\$150k matched/
project/locality/yr
Design only:
\$150k unmatched +
\$50k matched/
project/locality/yr

Recreational Access Program

Construction/improvements to publicly developed recreational areas or historic sites operated by a state agency, a locality, or a local authority. Requires coordination with DCR or DHR. Funding levels dependent on owner/operations status.

Rolling, open apps
State Road - \$400k
Local Road - \$250k
unmatched + \$100k
matched
State Bikeway - \$75k
Local Bikeway -
\$60k unmatched +
\$15k matched

Airport Access Program

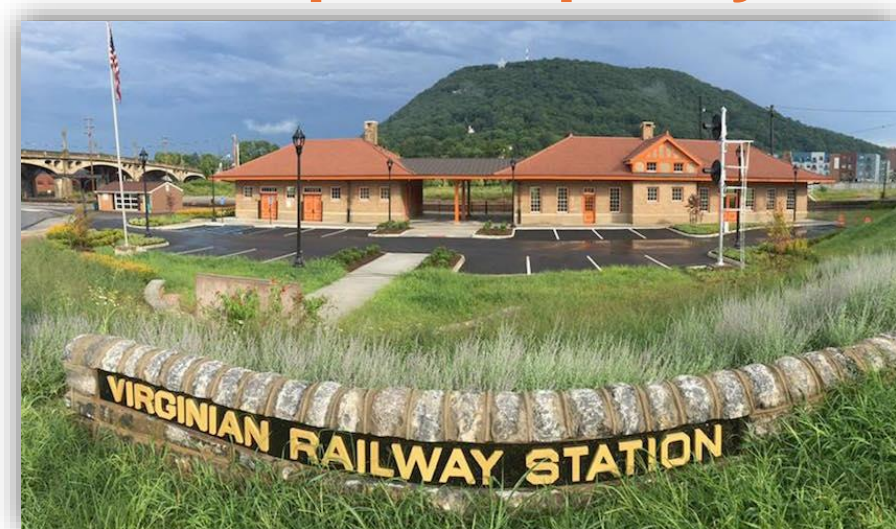
To improve access to an existing public-use airport or to establish adequate access to a new public-use airport licensed by the Virginia Dept. of Aviation (DOAV).

Rolling, open apps
\$500k unmatched +
\$150k matched/
project/airport/yr



Transportation Alternatives Program (TAP) Overview

Intended to improve non-motorized transportation, enhance public's travel experience, revitalize communities, and improve quality of life



TAP Overview

- **Federal reimbursement program**
 - **80% federal funds; 20% minimum required local match**
 - Local match as cash or pre-approved third-party donation/in-kind contribution (as required in application)
- **Funds community-based projects that:**
 - **Expand non-motorized travel options**
 - **Enhance transportation experience**
 - Improve cultural, historical, and environmental aspects of transportation infrastructure
- **Focuses on providing pedestrian and bicycle facilities and community improvements**
- **Does NOT fund traditional roadway projects or maintenance**

TAP Overview, 2

- **Projects are typically administered by the project sponsor**
 - **Staff must have completed the Qualifications Program**
 - https://www.virginiadot.org/business/local_assistance_division_qualification_program.asp
 - **Complete Request to Administer form with pre-application**
- **Projects can be VDOT administered**
 - **Must work with the appropriate District if you plan to request VDOT administration**



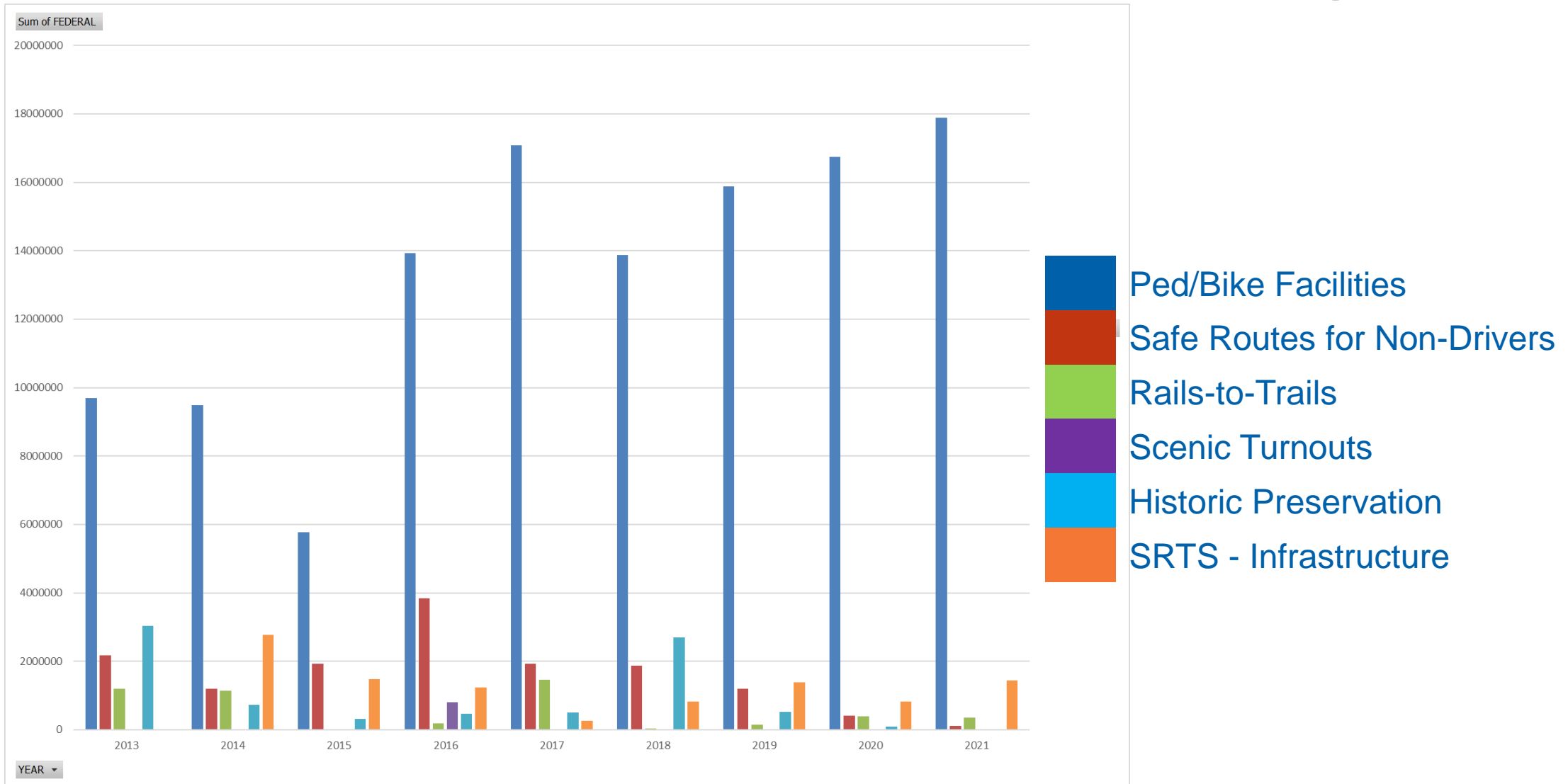
TAP Funding

- **Project selections are made by Commonwealth Transportation Board (CTB) members**
- **Over 50% of available funding MUST be allocated by population:**
 - **<5,000**
 - **>5,000 to 50,000**
 - **>50,000 to <200,000**
 - **>200,000 (TMA's select)**
- **Remaining funds are available statewide**
- **Typical TAP allocation is less than \$700,000**

Last Round Overview (FY23/24)

District	Total Funding Awarded FY23/24 Round	Total Projects Awarded	Average FY23/24 Award
Bristol	\$4,500,974	5	\$900,195
Culpeper	\$3,292,027	4	\$823,007
Fredericksburg	\$3,854,410	2	\$1,927,205
Hampton Roads	\$9,745,696	13	\$749,669
Lynchburg	\$2,642,909	5	\$528,582
NOVA	\$13,943,244	16	\$871,453
Richmond	\$7,604,156	16	\$475,260
Salem	\$4,871,386	9	\$541,265
Staunton	\$5,225,852	12	\$435,488
STATEWIDE	\$55,680,654	82	\$679,032

Federal TA Funds Awarded per Activity - Virginia



APPLICANT ELIGIBILITY

Program Applicants

- **Eligible Applicants*:**
 - Local governments
 - Regional transportation authorities (including PDCs)
 - Transit agencies
 - Natural resource or public lands agencies
 - School districts, local education agencies, and schools
 - Federally recognized Tribal governments
 - Other local or regional governmental entities with responsibility for oversight of transportation or recreational trails
- **Ineligible Applicants:**
 - State DOTs
 - MPOs
 - Non-Profits

**If awarded, must sign agreement committing to required match, etc.*



Getting Started: Self Evaluation

- **Evaluate the following local resources when considering seeking federal transportation funding:**
 - **Do you have experience in administering federal aid projects?**
 - **Do you have a current full-time employee who has passed VDOT's Qualifications Program? Will you ask VDOT to administer?**
 - **Do you have a financial system in place to track and monitor project expenses?**
 - **Do you have staff available to meet the project timeframe?**
 - The CTB has established a four-year rule for TAP projects

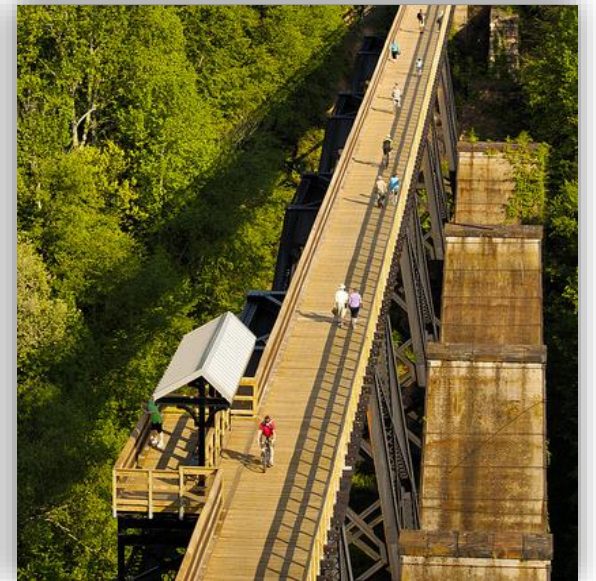
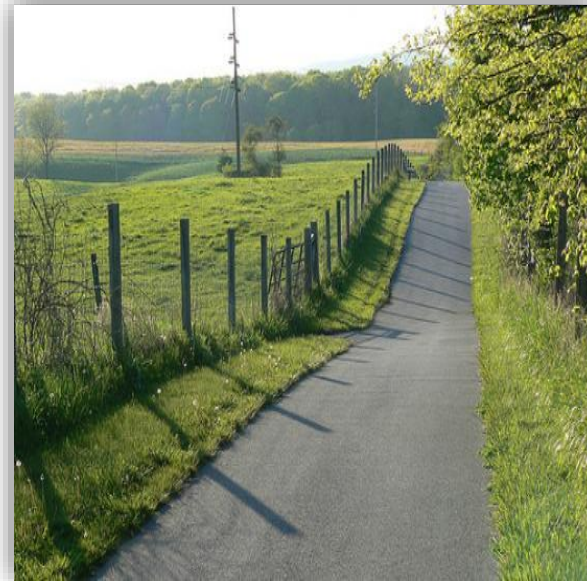
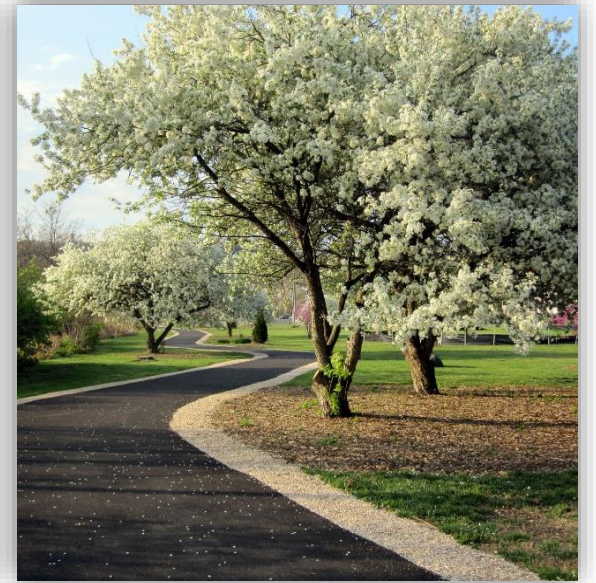
PROJECT ELIGIBILITY

Basic Eligibility

- **Eligible projects must relate to surface transportation and qualify under one of more of the following eligible categories:**
 - **Transportation Alternatives Program (TAP) Activities**
 - **Safe Routes to School (SRTS) Activities**
 - **Boulevard Activities**
 - Evaluated on a case-by-case basis

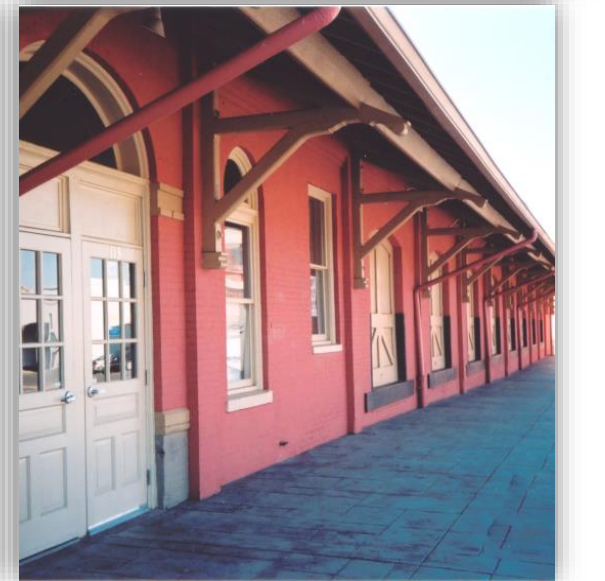
Project Eligibility

- Pedestrian and bicycle facilities
- Converting abandoned railroad corridors to trails
- Systems to improve safety for non-drivers



Project Eligibility, 2

- **Turnouts or viewing areas at historic or scenic sites**
 - Must have logical termini, not in/out
- **Restoration of historic transportation structures**
- **Safe Routes to School**



Project Eligibility, 3

- Outdoor advertising control and removal
- Vegetation management
- Archaeological activities
- Environmental mitigation
 - Erosion and pollution control
 - Wildlife mortality and habitat connectivity



Preparing to Apply

- **Identify an eligible project need**
 - Work with your local VDOT District if you need assistance
- **Perform some preliminary engineering and/or evaluation for constructability and cost**
 - Conduct a site visit
- **Finalize the planned scope:**
 - Logical termini and independent utility
 - Project must reach construction (award) within four years



Logical Termini

- **Having logical beginning and ending termini creates independent utility or a usable facility even if the project does not expand**
- **Examples of logical termini:**
 - **A roadway intersection, for pedestrian and bicycle facilities**
 - **Connection to another facility**
 - **Delivery to a destination, such as a park entrance**
- **Consult with District staff if there are questions about logical termini for a proposed project**
 - **Consult early!**

Phased Projects

- **Applicant can plan larger multi-phased projects**
 - Each phase must be manageable and able to be funded in one or two cycles
 - Each phase must have logical termini and independent utility
 - Before seeking funding for a future phase, the first phase must demonstrate substantial progress or be under construction
 - Each phase will stand alone as a project and have its own agreement and four-year time limit

Project Timeline

- **Project agreement executed- as soon as possible!**
- **Preliminary design complete / 50% plan review – within 2 years of first allocation**
- **Right-of-Way acquisition / final plan review – within 3 years of first allocation**
- **Under construction – within 4 years of first allocation**

PRE-APPLICATION

SMART Portal

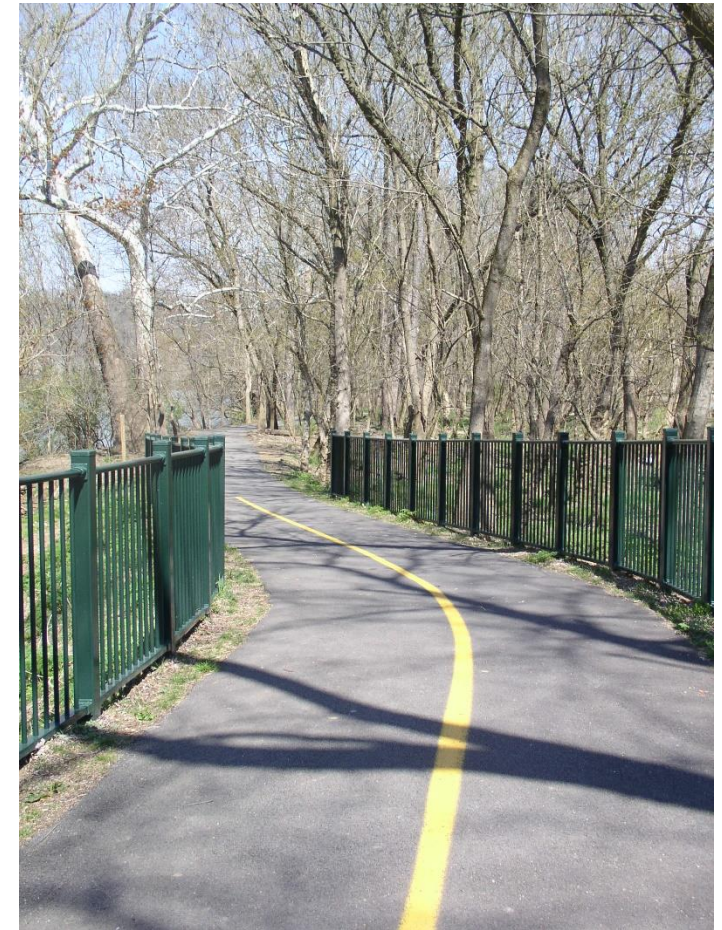
Access Link:

- <https://smartportal.virginiahb2.org/#/>

Establish Smart Portal access:

- Organizational Administrator
- Identify VDOT District contact
- Contact list available at:

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



Pre-Application

Pre-Application Opens:

- **May 15, 2023 at 8:00 a.m.**

Pre-Application Deadline:

- **June 30, 2023 at 5 p.m.**

Pre-Application Tutorial on LAD website:

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

Applicant is the owner of the pre-application until it is SUBMITTED
After this point changes cannot be made at the local level



Pre-Application, 2

General Project Information:

- Existing TA project?
- Title and description
- Eligibility category
- Location map with termini
- Phase estimate and schedule
 - Inflation will be added automatically
- **Tentative TA federal funding request amount**
 - Can change in full application
- Funding strategy
- Preliminary work and VDOT involvement to date
- Current right of way status



Detailed Information = Stronger Application

Example Descriptions:

Avoid:

The sidewalk will make it safer for children walking to school and attending after school sporting events.

DO:

The planned improvements will install 10' wide sidewalks along both sides of Laurel Canyon Dr. between Gram Parsons St and Emmylou St with crosswalks and accessible curb ramps at the intersections of Laurel Canyon Dr & Gram Parsons Dr, Laurel Canyon Dr & Flying Burrito Ave and Laurel Canyon Dr & Emmylou St. The purpose of this project is to improve the safety of students and other pedestrians entering Running Creek Elementary school. In 2022, there were 15 reported incidents resulting in 2 critical injuries and 1 death.

Pre Application, 3

- **Locality or VDOT Administration**
 - Resources and time to commit to a 4-year schedule
 - Experience with federal regulations and funding programs
 - Full-time employee with VDOT Qualifications Program Certificate
 - Desire to administer the TA project
 - If YES, complete a Request to Administer form and upload as part of pre-application
 - If NO, coordinate with local VDOT District project staff
- **Funding Amount**
 - \$2M application maximum (federal amount; \$1M each year)
 - 20% local match required
 - Commitment to cover any increase over the award amount

Required Attachments

- **Project Sketch**
 - For SRTS non-infrastructure, attach Program Plan
- **Detailed Cost Estimate (template available)**
 - Helps to identify all costs
 - Inflation calculated in SMART Portal; use inflated estimate when submitting
- **Project Delivery Schedule (template available)**
 - For SRTS non-infrastructure, attach Project Dashboard
 - Helps to identify anticipated milestone dates

Attachments as Applicable

- **Request to Administer (form; locally administered projects)**
- **Third-Party Contribution Plan (template available)**
- **Capital Improvement Plan (if project is included)**
- **Regional Trail Plan (if project is included)**

Cost Estimate Workbook (CEWB)

- Applications must include a detailed cost estimate
- Utilize VDOT's CEWB to fulfill this requirement:
- https://www.virginiadot.org/business/cost_estimate_workbook.asp

SYIP PROJECTS DETAILED PROJECT COST ESTIMATE SUMMARY (Version 2.1: 2/1/2023)					
Portal ID:			Project UPC:		Clear Heading
Prepared By:			Milestone:	Select	
Reviewed By:			Tier Level:	Select	
Project Location:	Locality Type	Locality Name			
Project Complexity Classification:	Select Project Classification				
Preliminary Engineering Phase 7 <input type="button" value="Clear PE"/> Do not enter a negative value for defined or allowance; Ensure input where required. If no value then e					
Project Estimate Component					
Discipline	Source	Defined(\$)	Allowance*	Total	
Project Management	Select			\$	
Roadway	Select			\$	
Hydraulics	Select			\$	
Utilities	Select			\$	
Traffic	Select			\$	
Structures/Bridges	Select			\$	
Materials/Geotech	Select			\$	
Survey/SUE/Quality Level A SUE	Select			\$	
Environmental	Select			\$	
Right of Way	Select			\$	
Other	Select			\$	
VDOT PE Oversight on Local Assistance Projects	Total entered from LAD Spreadsheet			Input Req'd	
	SUBTOTAL PE PHASE ESTIMATE (Without	\$ -	\$ -	Select Phase Risk Type Below	Contingency
Phase Risk Type and Contingency (Value of Risk): For Type 1 enter % amount; For Type 2 enter \$ amount				Select	\$
TOTAL PE PHASE ESTIMATE					\$ -
Phase dates (XX/XX/XXXX)	Base Estimate Date				
	Start Date				
	End Date				

LAP Schedule Tool

- Applications must include a project schedule
- Utilize VDOT's LAP Schedule Tool, available in the Online Forms database, to fulfill this requirement:
- <http://vdotforms.vdot.virginia.gov/>

Project Name	<input type="text"/>	Schedule Factors									
Local Project #	<input type="text"/>	Start Date	<input type="text"/>	} months							
UPC #	<input type="text"/>	Target Finish	<input type="text"/>								
	<input type="text"/>	Funding:	<input type="text"/>								
	<input type="text"/>	Roadway Maintained By:	<input type="text"/>								
Notes	<input type="text"/>	Phases:	PE <input type="text"/>	RW <input type="text"/>	CN <input type="text"/>					Programming Schedule	
		Estimate:	<input type="text"/>	<input type="text"/>	<input type="text"/>					PE RW CN	
		Public Involvement:	<input type="text"/>								Start
		Plan Design:	<input type="text"/>								End
		Environmental Document:	<input type="text"/>								

Task #	Subtasks	Factors	Responsible	Duration (Working Days)		Planned Schedule		Actual Schedule		
				Baseline	Custom	Start Date	End Date	Start Date	End Date	Duration
Project Initiation										
1A Pre-scoping					310					
	1A-1	Evaluate project	Locality		65					
	1A-2	Submit application for funding	Locality		20					
	1A-3	Application selection process	VDOT		225					
10 Agreement Execution					60					
	10-1	Prepare Agreement	VDOT		10					
	10-2	Council Resolution	Locality		30					
	10-3	Execute Agreement	Locality		10					
	10-4	Execute/Distribute Agreement	VDOT		10					
12 Authorize PE Phase					8					
	12-1	Federal Authorization	VDOT		5					
	12-2	Open project Budget	VDOT		3					
	12-3	Notify Locality	VDOT		1					
Preliminary Design										
28 Consultant Procurement					0					
	28-1	RFP Prep	Locality		0					

SMART Portal =Schedule and Estimate

- Use the inflated estimate generated in SMART Portal
- Ensure CN date is within four-year policy

Phase Milestone PE (Survey, Environmental, Design)		Phase Status Not Started	
Base Estimate \$50,000	Risks/Contingency/Unknowns 50	Start Date 2025-08-01	
Phase Estimate + Contingency + Inflation ⓘ \$89,302			
Phase Milestone RW (Right of Way and Easement Acquisition, Utility Relocation)		Phase Status Not Started	
Base Estimate \$250,000	Risks/Contingency/Unknowns 25	Start Date 2027-08-01	
Phase Estimate + Contingency + Inflation ⓘ \$410,218			
Phase Milestone CN (Construction, Oversight, Contingencies)		Phase Status Not Started	
Base Estimate \$1,200,000	Risks/Contingency 10	Start Date 2028-08-01	End Date 2030-01-01
	CEI 20		
Phase Estimate + Contingency + CEI + Inflation ⓘ \$2,150,304			
Total Cost Estimate \$2,649,824			

Request to Administer (RtA Form)

This form was updated October 2022

To: VDOT District Office Local Liaison

From: _____
 (Printed Name of Responsible Local Official Issuing Request) (Email Address) (Phone)

Signature: _____ Date: _____

Locality: _____	Project #: _____	UPC: _____
Project Scope (short narrative): _____		
Local Government Project Delivery Self-evaluation attached: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Is the locality qualified under the LAP Qualification Program (Effective 1/1/2021): <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Local Responsible Person*	Name: _____ Email: _____	Phone: _____
* See Chapter 3.1 of LAP Manual for Responsible Person qualifications		
Phase of project to be administered: <input type="checkbox"/> PE <input type="checkbox"/> RW <input type="checkbox"/> CN <input type="checkbox"/> Other; describe: _____		
Federal Eligibility:	<input type="checkbox"/> Federally Eligible <input type="checkbox"/> Federally Eligible with Program Exempt	
Funding Source(s): (Check all that apply)	<input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local <input type="checkbox"/> Other (specify): _____	
Check as applicable:	Project will be pursued through PPTA: <input type="checkbox"/> Project will be administered as Design-Build: <input type="checkbox"/>	

The RtA is available on the VDOT website: <http://vdotforms.vdot.virginia.gov/>

Third-Party Contributions

- **Locally Administered Projects**
 - **Value of third-party donations can be used as all or part of 20% match**
 - Professional Services, Land, Materials, etc.
 - **Must be a true donation with no cash/payment changing hands**
 - **Value must be documented and specifically approved for use**
 - Acceptance of application or selection of a project for award \neq approval of Third-Party contributions for a project
- **Third-Party Contribution Plan**
 - **Form must be completed and uploaded with pre-application if anticipating the use of donations**
- **VDOT Administered projects**
 - **Third-party contributions cannot be used on VDOT Administered projects**
 - **The required 20% local match must be paid to VDOT in cash, up front, to allow VDOT to begin working on the project**

Third-Party Contribution Plan

These estimated costs should be included in application cost estimate



Third-Party Contribution Plan

Phase	Activity	Donation Task / Material / Service	Third-Party Provider	Fair Market Value Determination Basis	Unit Value or Hourly Rate	Estimated Hours / Other	Estimated Valuation
PE	Professional Engineering	Plan Design	ABC Consultants Inc.	Standard Invoice Rate - Engineer Senior	\$120 / hour	100 hours	\$12,000.00
						PE TOTAL:	\$12,000.00
RW	Land Acquisition	Property Donation - Easement	Property Owner	Appraisal	\$5,000	NA	\$5,000.00
						RW TOTAL:	\$5,000.00
CN	Trail Construction	Initial Clearing	Volunteers	Davis-Bacon Wage Rates: Laborer	\$15.50	160 hours	\$2,480.00
						CN TOTAL:	\$2,480.00

Pre-Application Screening

- **Occurs on a rolling basis between May 15 and June 30**
 - Pre-Applications are screened by both District and Central Office
 - As Pre-Applications are screened in, email notifications will automatically generate from the SMART Portal
- **For those Pre-Applications that receive a conditional screen-in, the conditions must be resolved within the full application to be eligible**
 - An alert email from the Smart Portal will notify the applicant the pre-application has been Conditionally screened in. It will outline the areas and questions needing to be resolved within the full application to be eligible.

BREAK – COMING UP: FULL APPLICATION OVERVIEW AND SRTS NON-INFRASTRUCTURE

5 Minutes

FULL APPLICATION

Full-Application

- **Full application deadline: October 2, 2023**
- **Cannot submit without the following attachments:**
 - Resolution of Support (Use VDOT forms template)
 - Evidence of Public Participation / Information Meeting
 - Endorsement from Metropolitan Planning Organization (MPO) – if applicable (NOVA exempt per MWCOCG)
- **Have on the Board / Council schedule early enough to meet October 2 date**



Funding Plan

- **Detail the plan for funding the entire project:**
 - **Total Anticipated Federal TA Funding – enter**
 - **Total Local Match Requirement – automatic calculation**
 - **Other Project Funding – enter**
 - **Total Project Cost – automatic calculation based on phase schedule and estimate**
 - Cross check this amount with the totals you enter!
- **Have prior TA funds been awarded to this project (same termini)?**
- **Do you plan to apply for future TA funds?**

What Makes a Competitive Application?

Details!

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

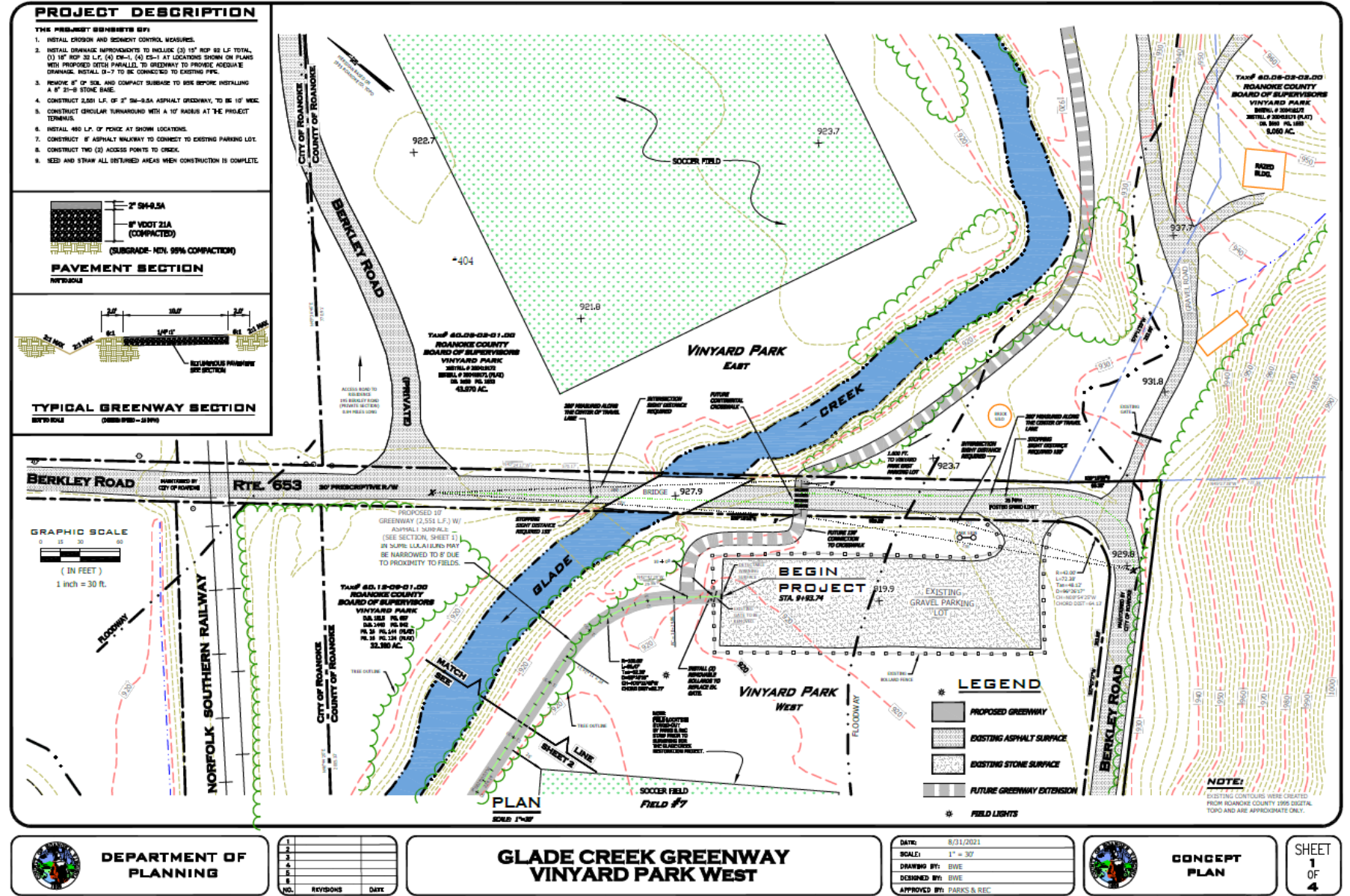
- **Include:**
 - **Map and / or sketches**
 - **Detailed cost estimate**
 - **Clear and logical termini**
 - **Full answers all to questions**
 - **Pictures**
 - **Support documentation for additional funding, RW, donations, etc.**



Details, Details, Details

- **Independent Utility (can project stand on its own)**
- **Meets a transportation need**
- **Addresses ADA requirements and PROWAG**
- **Addresses ineligible items**
- **Accompanying study/operations analysis, where needed**
- **Specifics needed to fully understand the project**

Attach a Sketch



Full Application Content

- **Reduced application burden**
 - Removed open-ended questions; provided more fixed-choice items
- **Maintain the screened-in project from the pre-application**
 - Do not change the scope, project type, location
- **Ensure all required attachments are provided**
 - Utilize the forms provided in VDOT's Online Forms Database (as applicable)
 - Project sketch
 - Project delivery schedule (form)
 - Detailed cost estimate (form)
 - Resolution (template available)
 - Third Party Contribution Plan (if applicable)
 - Regional Trail Plan (if identified by name in plan)
 - Request to Administer (form, if applicable)
 - Capital Improvement Plan/ Program (if identified by name in CIP)


Full Application Estimate


- **All phases (PE, RW, CN) include:**
 - Base Estimate
 - Risks/Contingency/Unknowns – can be percentage or dollar amount
 - Start date
- **CN also includes:**
 - End date
 - Construction Engineering Inspection (CEI)
- **SMART Portal will automatically add inflation based on a VDOT-approved factor**
 - It is recommended that applicants utilize the inflated amount when structuring a funding request

Scoring Process

Projects will be scored on:

- Project Delivery & Funding
- Project Concept & Benefit
- Readiness to Proceed





Project Scorecard

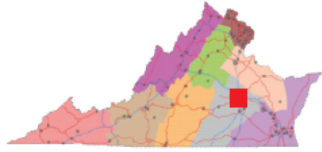
App ID: 7849 Submitting Entity: City of Richmond
 Title: B SR 147 (Main St) Ped Safety (Ph I) VDOT District: Richmond

This project is a low cost systemic approach to improve pedestrian safety and access along State Route 147 (Main Street) from US Route 1 (Belvidere Street) to State Route 161 (Arthur Ashe Boulevard). This project constructs pedestrian safety curb extensions, mainly on the upstream side of the cross streets, to guarantee a narrower crossing distance for people crossing the street, managed speeds, and permanently preserve sight distance on the cross street.

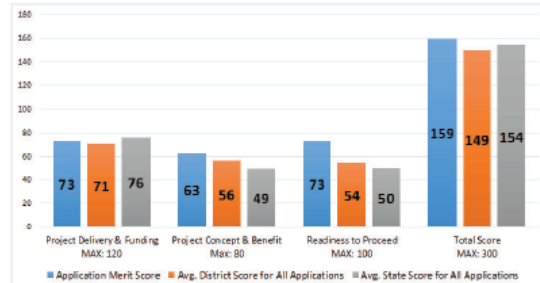
159
PROJECT MERIT SCORE
MAX SCORE: 300

54 RANK OF 121 STATEWIDE
10 RANK OF 26 DISTRICTWIDE

TA Requested Funds.....\$387,221
 Total Project Cost.....\$484,026



Population Based Funding Eligibility:
Project eligible for TMA set-aside? - Yes



Category	Application Merit Score	Avg. District Score for All Applications	Avg. State Score for All Applications
Project Delivery & Funding (MAX: 120)	73	71	76
Project Concept & Benefit (Max: 80)	63	56	49
Readiness to Proceed (MAX: 100)	73	54	50
Total Score (MAX: 300)	159	149	154

PROJECT DETAILS:

Project Category: Improvement or system that will provide safe routes for non-drivers
 Will project funding support a Safe Routes to School Non-Infrastructure Program? No
 If applicable, has a Request to Administer (RtA) been approved by the respective VDOT District? Yes
 Has VDOT District staff evaluated and concurred with the applicant's estimate? Yes
 Did application receive a Deductive Score measure due to past performance? Yes (-50)
 Is this an existing project, and has it received a Priority Score? No

Will project benefit an Underserved Community? Yes
 Will project benefit a Multi-jurisdictional Trail? No

APPLICATION NOTES:

None.

RICHMOND
07-4
January 11, 2022

Selection Process

October 2, 2023: Applications due

January 2024: Validation ends; scores provided to CTB

February-April 2024: Selections for award

Spring 2024: Public hearings on draft SYIP

July 2024: Award

October 1, 2024: FY25 Funding is available

SAFE ROUTES TO SCHOOL

Non-Infrastructure

Preparing to Apply – SRTS Non-Infrastructure

- **Develop Program Plan and Dashboard that includes a solid program vision that addresses the Virginia SRTS Building Blocks**
- **Solicit school participation – K-12; public or private; Title 1 schools**
- **Put together a good team!**
 - **Include local government, school representatives, community leaders, health representatives, public safety representatives**
- **Know your program mission**
- **Know your local issues**
- **Prepare a program budget**

Applicants and Timeline – SRTS Non-Infrastructure

- **Eligible Applicants:**
 - **School Districts – K-12**
 - Public or Private
 - **Local Educational Agency**
 - **Schools***
 - **Local Government**
- **Project Timeline: Two-year Budget**
 - **Must spend coordinator salary and administrative funds within two years of agreement execution**
 - **Must purchase non-salary budget items within two years of agreement execution**

Eligible Expenses – SRTS Non-Infrastructure

- **Local Coordinator Salary**
 - Full time \$52,000/\$26,000 (FT/PT)
 - NoVA: \$67,600/\$33,800 (FT/PT)
- Must have 10 schools or more for FT coordinator
- Must have between 3 and 9 schools for a PT coordinator
- **Select administration expenses**
- **Equipment (bikes, helmets, etc.)**
- **Promotional Items**
- **Educational materials**
- **Walking School Bus programs**
- **Bike Train programs**
- **Walking/biking mileage clubs**
- **Crossing Guard training and equipment**
- **Consultant services**
- **Volunteer training**

Pre-Application Content – SRTS Non-Infrastructure

- **Questions:**

- Project Title
- Short Description
- Program Sponsor
- School Division
- Program Director
- Funding Request – grant amount, local match (cash or 3rd Party)
- Need for funding – will ask you for uses, coordinator role and purchases

- **Attachments:**

- Program Plan = Project Delivery Schedule
- Program Dashboard = Project Sketch
- Detailed budget
- Third Party Contribution Plan (if using)

Full Application Content – SRTS Non-Infrastructure

- **Questions:**

- **Contact information**
- **Budget Details**
- **Program Details**
 - Safety issues
 - Barriers to walking and biking
 - What are schools doing to encourage walking and biking?
 - How do these efforts address the Virginia SRTS Building Blocks
 - Summaries from Program Dashboard
- **Request to Administer: Must take training if plan to administer**

- **Attachments:**

- **MPO resolution of endorsement**
- **Signature authority**
- **Letter of Support from governing body**
- **Resolution of match insurance**
- **Letter of support from schools (signed by all participating schools or, if a lot of schools, the superintendent)**
- **Proof of public participation**

Developing a Winning Application – SRTS Non-Infrastructure

- **Talk in depth about your program's vision and mission**
 - **Include how you plan to have your team help you develop a good program**
- **Elaborate on your proposed activities. Tell us how your activities will achieve the desired outcome for your program**
- **Provide details on the role of the Coordinator and their importance to the success of the program**
- **Include all required attachments – complete applications score better**
- **Provide maps**
- **Provide photos**

FUNDING AVAILABILITY AND EXPECTATIONS

Project Agreement

What can we do between July 2024 (award) and October 1, 2024 (funding available)?

- **Prepare required documents to execute project agreement:**
 - **Governing body resolution**
 - Authorization to enter into agreement with VDOT and provide required project oversight
 - Signatory Authority
 - Commitment of local match (20%) - **Avoid specific figures because estimates change!**
 - **Draft resolutions and resolution requests are not sufficient; only adopted resolutions are acceptable**
 - **Once the agreement is executed and federal authorization (by phase) is secured, work can begin**

Resolution Template

Resolution Template
available on VDOT Forms
site:

<http://vdotforms.vdot.virginia.gov/>

RESOLUTION # _____

A RESOLUTION FOR THE *BOARD/COUNCIL* OF THE *COUNTY/CITY/TOWN* OF
_____, VIRGINIA
AS AN ENDORSEMENT OF _____ *project name* PROJECT

WHEREAS, in accordance with the Commonwealth Transportation Board construction allocation procedures, it is necessary that a resolution be received from the sponsoring local jurisdiction or agency requesting the Virginia Department of Transportation (VDOT) to establish a project in the *County/City/Town* of _____.

NOW, THEREFORE, BE IT RESOLVED, that the *County/City/ Town* of _____ requests the Commonwealth Transportation Board to establish a project for the construction of _____ *project name* project.

BE IT FURTHER RESOLVED THAT: The *County/City/Town* of _____ hereby agrees to provide its share of the total cost for preliminary engineering, right-of-way and construction of this project in accordance with the project financial documents subject to appropriation.

BE IT FURTHER RESOLVED THAT: The *County/City/Town* of _____ hereby agrees to enter into a project administration agreement with VDOT and provide the necessary oversight to ensure the project is developed in accordance with all applicable federal, state and local requirements for design, right-of-way acquisition, and construction of the project.

CTB Four-Year Policy on TA Projects

- **Funding is available in year 1**
- **Must be under construction by 4-year date**
- **Supplemental funding awards do not change the 4-year date**



Deallocation Process

- **3-year Letter**
 - A reminder that the project has one additional year to get to CN
 - Sent on projects that do not appear to be advancing based on activity/billing
- **Pre-45 Day 4-Year Letter**
 - A notice that the project has failed to meet the 4-year rule
 - Provides 45 days to respond with a course of action
- **Post-45 Day Letter (Deallocation/Cancellation)**
 - If no response is received or proposed course of action is rejected, a notice that the project will be deallocated according to the CTB policy

Extension Requests

- 1. In advance of the four-year date, forward a written request for an extension to the District**
 - Provide the reasons for delay and plan/schedule for getting to CN**
 - Include specific dates/milestones
- 2. The District will then provide a written recommendation to Central Office**
 - Outline steps to assist Locality in delivering the project according to the extended date**
- 3. Central Office will provide a letter approving/denying the extension**

TAP RESOURCES

TAP Resources



Virginia's TAP page

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



VDOT Smart Portal site

<https://smartportal.virginiahb2.org/>



Transportation Alternatives Data Exchange site

<https://www.railstotrains.org/policy/trade/>



Safe Routes to Schools page

<https://www.virginiadot.org/programs/srts.asp>

Contact Information

- **For all existing TAP projects and potential TAP applications, VDOT District Staff are the first point of contact**
- **If you do not know your District contact, refer to the contact list on VDOT's TAP page:**
<https://www.virginiadot.org/business/prehancegrants.asp>

VDOT Central Office Contacts (TAP District)

- **Brittany Voll, Federal Programs Manager**
 - Brittany.Voll@VDOT.Virginia.gov
 - Richmond
- **Jay Lindsey, Special Fund Consultant, FLAP Manager**
 - Jay.Lindsey@VDOT.Virginia.gov
 - Culpeper, Fredericksburg, Lynchburg, and Northern Virginia
- **Synthia Waymack, Special Fund Consultant, Byway Manager**
 - Synthia.Waymack@VDOT.Virginia.gov
 - Bristol, Hampton Roads, Salem, and Staunton
- **Torsha Bhattacharya, Ph.D., State Trails Office Manager**
 - Torsha.Bhattacharya@VDOT.Virginia.gov
- **Kathy Graham, SRTS Coordinator (non-infrastructure)**
 - Katherine.Graham@VDOT.Virginia.gov

READY, SET, GO!

Ready, Set, Go!

- **Approximately \$7M in Transportation Alternatives funding available for populations of <5,000**
 - **Less than half of the money was applied for in FY23/24**
- **Launched Ready, Set, Go!: A mini grant to support application planning for communities with populations of <50,000**
- **Provides high-level conceptual planning for localities to see what projects would look like, cost, and require**

Ready, Set, Go! Success

- **Will define success by number of applicants that are encouraged to apply this year, and with sufficient information**
 - **Project description/benefits**
 - **Project details**
 - **Planning level project cost and schedule (by phase)**
 - **Identifies total estimate and 20% match requirement**
 - **Pre-application checklist for readiness to proceed**
 - **Map**
- **Some projects might need more time and planning before they are ready for TA applications**
 - **Finding this out early is also a positive outcome**



ADDITIONAL CONTENT

Post-Webinar

Cost Estimating

- **VDOT Oversight Costs**

- **There are costs for VDOT oversight regardless of project administration responsibility**
 - Work with your District office to determine oversight costs for your project

- **Inflation Calculation**

- https://www.vdot.virginia.gov/business/resources/Cost_Estimation_Office/VDOT_Programwide_Inflation_Adjustment_Memo_Projects_FY2024_acc020623.pdf
- **Inflation will be added automatically as part of the pre- and full application**
 - **It is recommended that applications account for the inflated amount**

