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## **Memorandum**

To: Capital Area MPO Executive Board

From: CAMPO Staff

Date: August 08, 2017

Re: FFY 2019 LAPP Program

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The next round of LAPP applications will be open in August 2017, and will be for the FFY 2019 project cycle. Staff has reviewed the issues brought up during the FFY 2018 cycle and provided recommendations to address those issues. The suggested recommendations do not attempt to revise any aspect of the current LAPP program; rather, the following recommendations consist of clarifying language in sections in which CAMPO staff has determined the need. Members of the LAPP Committee were invited to submit any feedback of the proposed changes or issues that have not been addressed below. Due to the nature of the minor proposed revisions, CAMPO suggested that the LAPP Steering Committee refrain from meeting prior to Executive Board Approval unless suggested by a member of the Steering Committee. The steering committee proposed no additional changes to the program or concerns with the staff recommendations.

### **Issues addressed in this memo:**

- Clarification of Pre-Submittal versus Final Application Submittal Requirements
- Target Modal Investment Mix Percentages for FFY2019

### **Issue: Clarification of Pre-Submittal versus Final Application Submittal Requirements**

In recent years, CAMPO has witnessed a number of incomplete applications submitted during the pre-submittal period of the LAPP call for projects. As a result, CAMPO has identified the need to clarify which documents are required for pre-submittal during the LAPP call for projects.

**Staff Recommendations:** Staff recommends reformatting the way in which application requirements are listed in the LAPP FFY19 Handbook to clarify which information is needed prior to submission of a project and which information is not. The content has not changed in this recommendation.

All applicants will be required to submit the following items with their application for a project to be considered for LAPP funding:

- ~~Problem Statement for Roadway, Bicycle/Pedestrian and Transit projects (see Appendix V for further guidance on developing an acceptable problem statement for Roadway and Bicycle/Pedestrian. For Transit Projects, the Problem Statement must identify how the problem impacts users and describe how the project improves, enhances or benefits user experience).~~

- ~~Map or photo documentation, as applicable, including all information related to effectiveness scoring, such as transit stop locations, connections, footpaths, etc.~~
- ~~Detailed cost estimates for each phase applied for and planning level estimates for the remaining phases to ultimately complete the project. Roadway and Bicycle/Pedestrian Applicants should consider that NCDOT can charge against these projects for reviews, and that 10% or \$5000 (whichever is greater) should be added to cost estimates to cover this expense. Once an applicant utilizes LAPP (or any other federal funds) on any portion of a project, the applicant is expected to complete the project within ten years or return the federal funding used on any phase of the project.~~
- ~~TEAAS Report for project location (or parallel route for new location facilities, as approved by pre-submittal panel), if applicable. A three-year report is required for roadway projects, and a ten-year report is recommended for bicycle/pedestrian projects. Similar to other roadway projects, ITS applicants must submit TEAAS reports from one 'typical' intersection of the many locations identified in the application. TEAAS Report is not required for Transit, unless the proposed project is a safety enhancement specific to stops or routes within the transit system.~~
- ~~For Projects with Rail Crossings, copies of meeting memorandum and other documentation of coordination with rail companies and agencies must be submitted with the application, including project information, such as ROW concerns, bridge concerns (length and size), and cost impacts.~~
- ~~For Toll Related Projects, applicants must submit NCTA approval for access and/or project partnership information.~~
- ~~For ITS Projects, applicants must submit detailed information, including feasibility studies, system operations manuals and infrastructure specifications.~~
- ~~Copy of all other pertinent project information/justification, including road safety audits, local crash reports, local crash data, etc.~~
- ~~A GIS layer for each project that depicts the project (eg. Extent, location, length, etc.) and meets the following standards:~~
  - ~~Files should have the following projections;~~  
~~NAD\_1983\_StatePlane\_North\_Carolina\_FIPS\_3200\_Feet~~  
~~Geographic Coordinate System: GCS\_North\_American\_1983~~  
~~Datum: D\_North\_American\_1983~~  
~~Prime Meridian: Greenwich~~  
~~Angular Unit: Degree~~
  - ~~Shapefiles are preferred, but geodatabases for larger files are also acceptable. Remember when uploading shapefile or geodatabases to include all files (ie, .dbf, .prj, .cnb, .sbx, .shp, .etc...).~~
  - ~~Provide metadata with uploaded files.~~
  - ~~Files can be uploaded on the CAMPO LAPP Sharefile site. Each agency has a folder to upload submittal documents. To receive first time access to the Sharefile site, email CAMPO staff.~~
  - ~~Files should be saved to a .zip file on the LAPP Sharefile site within the folder created for your agency. The .zip file should be named for the project title; a new .zip file should be created for each project submitted.~~

<b>LAPP Application Submission Documents</b>	
<b>Pre-Submittal Requirements</b>	<b>Final Application Requirements</b>
<p><b>Detailed cost estimates</b> for each phase applied for and planning level estimates for the remaining phases to ultimately complete the project. Roadway and Bicycle/Pedestrian Applicants should consider that NCDOT can charge against these projects for reviews, and that 10% or \$5000 (whichever is greater) should be added to cost estimates to cover this expense. Once an applicant utilizes LAPP (or any other federal funds) on any portion of a project, the applicant is expected to complete the project within ten years or return the federal funding used on any phase of the project.</p>	<p><b>Final versions of all pre-submittal requirements</b></p>
	<p><b>TEAAS Report for project location</b> (or parallel route for new-location facilities, as approved by pre-submittal panel), if applicable. A three-year report is required for roadway projects, and a ten year report is recommended for bicycle/pedestrian projects. Similar to other roadway projects, ITS applicants must submit TEAAS reports from one ‘typical’ intersection of the many locations identified in the application. TEAAS Report is not required for Transit, unless the proposed project is a safety enhancement specific to stops or routes within the transit system.</p>
<p><b>Problem Statement</b> for Roadway, Bicycle/Pedestrian and Transit projects (see Appendix V for further guidance on developing an acceptable problem statement for Roadway and Bicycle/Pedestrian. For Transit Projects, the Problem Statement must identify how the problem impacts users and describe how the project improves, enhances or benefits user experience).</p>	<p><b>For Projects with Rail Crossings</b>, copies of meeting memorandum and other documentation of coordination with rail companies and agencies must be submitted with the application, including project information, such as ROW concerns, bridge concerns (length and size), and cost impacts.</p>
<p><b>Map or photo documentation</b>, as applicable, including all information related to effectiveness scoring, such as transit stop locations, connections, footpaths, etc.</p>	<p><b>NC Turnpike Authority approval</b> for access and/or project partnership information for Toll Related Projects.</p>
<p><b>A GIS layer for each project that depicts the project</b> (eg. Extent, location, length, etc.) and meets the following standards:</p> <ul style="list-style-type: none"> <li>Files should have the following projections; NAD_1983_StatePlane_North_Carolina_FIPS_3200_Feet Geographic Coordinate System: GCS_North_American_1983 Datum: D_North_American_1983 Prime Meridian: Greenwich Angular Unit: Degree</li> <li>Shapefiles are preferred, but geodatabases for larger files are also acceptable. Remember when uploading shapefile or geodatabases to include all files (ie, .dbf, .prj, .cnb, .sbx, .shp, .etc...).</li> <li>Provide metadata with uploaded files.</li> <li>Files can be uploaded on the CAMPO LAPP Sharefile site. Each agency has a folder to upload submittal documents. To receive first-time access to the Sharefile site, email CAMPO staff.</li> </ul> <p>Files should be saved to a .zip file on the LAPP Sharefile site within the folder created for your agency. The .zip file should be named for the project title; a new .zip file should be created for each project submitted.</p>	<p><b>For ITS Projects</b>, applicants must submit detailed information, including feasibility studies, system operations manuals and infrastructure specifications.</p>
	<p><b>Copy of all other pertinent project information/justification</b>, including road safety audits, local crash reports, local crash data, etc.</p>

**Issue:** Target Modal Investment Mix Percentages for FFY2019

In light of recent plans, including the Wake Transit Plan, discussion has been raised on whether or not to revisit the distribution of the Target Modal Investment Mix. Last year, it was determined that the Target Modal Investment Mix remain the same through FFY2019, at which point it would be revisited.

**Staff Recommendations:** CAMPO staff recommends continuing with the determination last year to keep the Target Modal Investment Mix percentages constant through 2019. By waiting, CAMPO and the LAPP Steering Committee will have the opportunity to utilize valuable information that is not currently available to make a decision on the Target Modal Investment Mix percentages for FFY2020; this information includes the passing of the upcoming 2045 MTP as well as being one year into the implementation of the Wake Transit Plan.

In response to discussion at the June 1, 2017 TCC meeting, CAMPO has created an alternative Target Modal Mix which would allocate an additional \$1,000,000 to the bicycle and pedestrian mode and remove \$750,000 from the transit mode and \$250,000 from the roadway mode. This shift in modal mix is due to an observed increase in bicycle and pedestrian projects in recent years. Both options will be released for public comment from June 16- August 16 at which point CAMPO will analyze the responses and make adjustments to the Target Modal Mix if necessary.

**The CAMPO TCC voted unanimously at their August 3 meeting to recommend the adoption of the alternative Target Modal Mix to the CAMPO Executive Board.**