

**North Carolina
Capital Area Metropolitan Planning Organization**



**FFY 2023
PROGRAM GUIDEBOOK**

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Capital Area Metropolitan Planning Organization

Locally Administered Projects Program (LAPP)

FFY 23 PROGRAM GUIDEBOOK

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I. Introduction

In response to the 2009 Federal funding rescission the NC Capital Area MPO's Transportation Advisory Committee (TAC), now CAMPO Executive Board, directed staff to create the Locally Administered Projects Program (LAPP) in March, 2010. The following goals were established:

- Develop a holistic approach to identifying and prioritizing small but highly effective transportation projects.
- Utilize available funding sources in a more efficient manner.
- Avoid future Federal rescissions to the maximum extent possible.
- Establish an annual modal investment mix to guide locally administered investments.
- Create an appropriate tracking system to monitor project status and better ensure obligation and expenditure of programmed funds.
- Establish a training program for LAPP participants.

The TAC directed staff to work with the Technical Coordinating Committee (TCC) on the development of the LAPP. Following this directive from the TAC, the Locally Administered Projects Program (LAPP) was developed by CAMPO staff and members of the TCC, serving as the LAPP Committee, devoted more than 20 committee meeting hours during an intensive subcommittee process in June and July 2010. The subcommittee presented a recommendation for the LAPP at the August 5, 2010 TCC meeting; the TCC voted unanimously to forward a recommendation to the TAC to adopt the program after a public comment period. The LAPP program recommendation includes project eligibility and administrative requirements, project prioritization methodology, an annual schedule and project timeline, and the annual development of a target modal investment mix to determine the percentage of funds that should go toward highway projects, bicycle and pedestrian projects, and transit projects during a given year.

The program was adopted by the TAC on October 20, 2010. Updates to the program and guidebook occur annually.

II. Annual LAPP Schedule

The LAPP process follows a federal fiscal year outline in order to coincide with the need to authorize and obligate funding for all project phases in a timely fashion. One entire LAPP cycle will take 27 months, from the development of the target modal mix for the investment fiscal year all the way through the obligation of funds for all projects funded in LAPP for that fiscal year. The entire schedule for the LAPP, including deadlines and anticipated timelines for each project phase, can be found in Appendix I. The following is a general timeline for a generic year of LAPP.

- Month 1 – LAPP Committee recommends target modal investment mix for LAPP Year X.
- Month 2 – 3 – Public Comment Period for target modal mix recommendation
- Month 3 – Executive Board Adopts target modal mix for LAPP Year X.
- Month 3 – Annual LAPP Pre-Application Conference / Training

- Month 3 -5 -- Annual Call for LAPP Projects for LAPP Year X
- Month 3-4 – Applicants’ Pre-Submittal Project Review
- Month 6-7 – LAPP Project review, scoring and prioritization by LAPP Selection Committee
- Month 8 – TCC considers LAPP Selection Panel recommendations and recommends projects for LAPP funding for LAPP Year X.
- Month 9 – Public Comment Period for recommended list
- Month 10 – Executive Board adopts LAPP Year X project list
- Month 10 – LAPP Awardee Training and begin monthly project reporting
- Month 11 – 14 – TIP Amendments, if necessary, and Projects submitted to NCDOT by CAMPO
- Month 13 – All interlocal agreements must be approved by applicants
- Month 15 – All interlocal agreements must be approved by NCDOT Board of Transportation
- Month 16 – Funds become available for obligation by LAPP project applicants
- Month 23 – Target deadline for obligation of all LAPP funds for LAPP Year X; LAPP Committee will consider reprogramming of funds that are not obligated by this month
- Month 27 – All unobligated funds for LAPP projects eligible for de-programming

The detailed LAPP schedule in Appendix I contains additional timelines that can be expected for various project phases that may be funded by LAPP. Upon obligation of funds for any particular project phase, the applicant has the obligation year plus two more years to complete the project and expend the funds authorized for that project phase. Since funds are anticipated to be over-programmed (i.e., more funds will be programmed for projects than may be actually available for projects) annually, applicants are encouraged to achieve obligation as quickly as possible for each phase requested through LAPP.

III. Modal Investment Targets

The State Transportation Improvement Program (STIP) is developed every two years, and establishes a schedule for the transportation improvements to be made over the next ten years. The MPO will develop a target investment mix based on mode; the Executive Board will allocate a certain percentage of LAPP funds to be programmed for bicycle/pedestrian projects, roadway projects, and transit projects. The LAPP Steering Committee will recommend an overall investment target for the MPO based on modal expenditures anticipated over the life of the STIP. Each year, the LAPP Steering Committee will review the target modal investment mix against the actual programming of funds made through the LAPP program, and will recommend adjustments to the modal investment target mix for the upcoming year. This target modal investment mix will be released for public review and comment and adopted by the Executive Board annually. The overall funding level each year will be determined by the approximate dollars allocated to CAMPO for programming either directly by the federal government, directly by the state government, or passed through the state to the MPO. It is anticipated that programming of dollars will almost always exceed the actual dollars available for expenditure. This will ensure that, at a minimum, the actual dollars available to the MPO will be obligated to projects within a timeframe that will protect those funds from any federal or state rescission of obligation authority.

IV. Eligibility Requirements

In order to be eligible for LAPP funding, a project must meet the nine criteria outlined in this section. These criteria meet federal and state funding requirements, as well as the goals of the LAPP as

developed and adopted by CAMPO. Projects that do not meet all the criteria will not be considered for LAPP funding.

A. Federal-Aid Eligible Projects

There are eligibility requirements associated with all types of state and federal funding sources. The LAPP may, in any given year, utilize funds from Surface Transportation Block Grant Program Direct Attributable (STBGP-DA) accounts; Congestion Mitigation for Air Quality (CMAQ); Transportation Alternatives Program (TAP), which incorporates Transportation Enhancement and Safe Routes to Schools funds; or any other funds passed through to the MPO for programming. Roadway projects must be classified as a major collector or higher on the federal aid system (see the map in Appendix III). Safety projects and bridge rehabilitation or replacement projects on any road are eligible, but must meet strict requirements to establish the need for the project on that basis. Bicycle and pedestrian projects that serve a transportation purpose (as opposed to a recreational-loop purpose) are eligible. A bicycle or pedestrian project must transport members of the public from one place to another to demonstrate that transportation purpose. Transit projects that encourage the development, improvement and use of public mass transportation systems are eligible. For additional details on eligibility, see [23 USC § 133](#).

B. Locally Administered

By applying for a project through LAPP, the local government or NCDOT Division is committing to sponsoring that project. The sponsor will be responsible for all federal and state reporting requirements associated with the funding source applied to their project through LAPP. There will also be reporting on a regular basis required by CAMPO to keep the Executive Board apprised of the project status of all LAPP projects. An interlocal agreement between NCDOT and the project sponsor will outline a reimbursement schedule; local sponsors will be required to front all project costs, invoice NCDOT, and get reimbursed for the federal percentage dedicated to the project.

C. Metropolitan Transportation Plan Compliant

To be eligible for LAPP funding, a roadway project must be identified as an operational improvement, safety improvement, 1st-horizon year project or 2nd-horizon year project. A greenway/multi-use path or on-road bicycle project must be identified as a statewide, regional or local tier project on the MTP. Sidewalk projects are included in the MTP programmatically, and are eligible. Safe Routes to Schools (SRTS) Infrastructure projects are eligible. This criterion for eligibility of Sidewalk and SRTS Infrastructure Projects is in place because the length of time required to amend the MTP to include a new project will not allow for the project to have funds obligated under the program deadlines. Transit projects, excluding transit vehicles, are eligible. Transit projects must be infrastructure projects that are necessary for operational, safety or security improvements to existing facilities, or new capital projects identified in the adopted MTP or in adopted components of the Wake Transit Work Plan.

D. ITS Eligible Project

Submitted projects must be in the approved ITS Deployment Plan for the metropolitan area or in a local plan with NCDOT approval. Submittals must result in complete deployment systems

including central computer and communication devices, such as cameras, loop detectors or other technology to measure congestion, detect incidents and communicate with the central computer. Submittals can be for one component if all other components exist. Submittals can be for individual or multiple project phases. The overall system must include all functionally beneficial locations as determined by the plan. The overall system does not necessarily need to correspond with municipal boundaries.

E. LAPP-Eligible Project Phase

The LAPP is intended to assist local government members by funding transportation improvements that will have an immediate positive impact on the highway, bicycle/pedestrian and transit networks in the region. As such, construction projects will receive priority. Planning, Feasibility or Corridor Study projects should be routed through the CAMPO Unified Planning Work Program (UPWP). SRTS program funding is not eligible through LAPP but may be considered through the UPWP. Phases eligible for LAPP funding are:

- NEPA/Design- for this phase, the project must include 100% design and full NEPA documentation.
- Mitigation
- Utility Relocation Related to a Transportation Project (LAPP will not assist in the relocation of municipally-owned utilities)
- Land or Right-of-Way Acquisition
- Construction
- Transit Capital, excluding Transit Vehicles
- Travel Demand Management (TDM) Projects, coordinated through the CAMPO TDM Program
- ITS Projects

F. Shovel-Ready

Applicants should only apply for the phase of a project that can have funding authorized within the LAPP year requested. Shovel Ready projects can be the initial phases of Design and NEPA, in addition to the more complex submittals for Right-of-way and Construction. To fulfill the Shovel Ready Purpose of the program, the following schedule standards apply:

- a) **Fully Executed Agreement** including NCDOT final signature, must be received at least 15 days prior to the start of the federal fiscal year for the phase and year the project is awarded (**prior to September 15**). This deadline ensures that the applicant is ready to obtain authorization as soon as the NCDOT system re-opens in the new federal fiscal year. This deadline also allows CAMPO to re-program the funds on other projects that are able to move forward immediately to execute an agreement.
- b) **Final submittals** must be made to NCDOT **prior to June 1** for all approvals required for authorization of the funded phase (the final funded phase if a multi-phase project). This deadline allows time for the applicant to complete the NCDOT review and approval process so that the requested project phase(s) are authorized in the year the project is awarded. The deadline also allows CAMPO to identify when available funding will not be utilized by the end of the federal fiscal year, allowing enough time to re-program the funds to achieve the program objectives.

- c) **Funding Authorization** must be received at least 15 days prior to the end of the federal fiscal year for that funding round (**prior to September 15**). The deadline is the core deadline of the program, allowing CAMPO to fulfill Goals 2 and 3 of the LAPP. At this deadline, CAMPO will identify projects that will did not receive funding authorization for Executive Board consideration to move the project to the next year (program the funds in the next year on the same project) or to re-program the funds on alternate projects.

For additional details on average timelines for obligating funds for the various project phases, see Appendix I.

G. Highly Effective Solution to Current Transportation Problem

Projects should address an identified need in a community. A large portion of the scoring is related to the effectiveness of the project.

H. Does Not Supplant Local or NCTA Funds

LAPP funds are limited in nature, and should therefore be used to leverage, not supplant, local funds to further transportation initiatives in the region. Additionally, Toll Related Projects may not supplant North Carolina Turnpike Authority (NCTA) funding.

I. Locally-Funded with Minimum Match Committed

All funds programmed through LAPP require a minimum 20% local cash match. Projects that leverage additional local funds by contributing a higher match, thus freeing up LAPP funds for use on additional projects, will receive priority.

J. TIP-Friendly

Projects not in compliance with an existing TIP group project will require a TIP amendment. TIP amendments are allowable, but applicants should consider that the amendment process could delay the funding obligation timeline. Applicants should schedule adequate time within the project schedule for stand-alone projects to accommodate TIP amendments, when necessary.

V. Program Administrative Details

A. Project Scope

The target modal investment mix will determine an actual dollar amount targeted for programming on projects of each mode in the LAPP. This will be established prior to the MPO opening a call for LAPP projects in the fall of each year. As such, LAPP applications will not be accepted for LAPP funds exceeding the modal target dollar figure as set by the target modal investment mix. Further, due to the high administrative burden associated with LAPP projects, the total project cost is required to be at least \$200,000 for roadway and bicycle/pedestrian projects and \$100,000 for transit projects. Roadway and bicycle/pedestrian projects with the

total cost more than \$100,000 but less than \$200,000 may be allowed but are subject to the approval of the CAMPO Executive Director prior to submittal.

B. Project Submittal Limits

Project submittal limits for Transit Projects are 3 per transit agency. NCDOT Divisions are permitted to submit applications for 3 Roadway Projects. Project submittal limits for other agencies for Roadway and Bicycle/Pedestrian Projects are based on population. Since they are serving a larger population, larger jurisdictions will be allowed to submit more roadway and bicycle/pedestrian projects for LAPP consideration than smaller jurisdictions. Population will be determined based on the official CAMPO population estimates for the year of application (see Appendix IV). Project submittal limits are:

Population >200,000	=	5 highway projects, 5 bike/ped projects (10 total)
Population 100,000 – 200,000	=	4 highway projects, 4 bike/ ped projects (8 total)
Population <100,000	=	3 highway projects, 3 bike/ ped projects (6 total)

Starting in the LAPP FY23 call for projects, the applicant must reduce the number of allowable new applications in each mode by the total number of prior year LAPP projects that have not met their funding authorization. If the number of late projects outnumbers the total allowable number of projects to submit by mode, the applicant will be allowed to submit one total project.

C. No Unfunded Project Carry-Over

Projects submitted in one LAPP year that do not receive funding are not automatically considered for funding in subsequent LAPP years. Project information will remain in the LAPP database, but the project information will need to be updated or re-confirmed by the project sponsor before it will be considered for funding in a year other than the year of its initial submittal.

D. Cost Estimate Requirements

Beginning with the LAPP FY2020 Call for Projects, applicants are required to adhere to three total cost estimate requirements:

- Cost Estimates Must be Generated Within Two Years of the Current Application Year
- Contingency Requirements
- NCDOT Review Fees for Roadway and Bike/Ped Projects

All cost estimates must fall within 2 years of the LAPP application year. CAMPO will ask for the source of the cost estimate during presubmittal meetings to confirm this has occurred. NCDOT provides helpful resources, including bid averages and regularly-updated cost sheets, that can assist applicants who have estimates that do not fall in the 2-year range.

All LAPP project submittals must include a contingency of at least 25%.

Due to the higher level of uncertainty in projects that are at earlier stages of the implementation process, applicants should apply strongly recommended variable contingencies based on the

phases applied for. These contingencies will taper down the further along a project is in execution. Applicants who have not completed the Preliminary Engineering phase for their project are recommended to apply a 45% contingency to all phases included in their LAPP cost estimate. Applicants who have completed Preliminary Engineering and are pursuing Right of Way funding and beyond are recommended to apply a 30% contingency. Applicants who have completed Preliminary Engineering and Right of Way are required to apply the 25% minimum contingency when applying for Construction funding. Applicants may request to waive the strongly recommended contingencies during their presubmittal meeting; justification must be provided. See chart below for further guidance:

Phases Complete			Recommended Contingency
PE	ROW	CON	45%
PE ✓	ROW	CON	30%
PE ✓	ROW ✓	CON	25%

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.

E. Pre-Submittal Review

All proposed LAPP projects will be subject to a pre-submittal review prior to the final application deadline. The project applicant will attend a meeting with staff from NCDOT, CAMPO, and FHWA to discuss each project. At a minimum, the following items must be entered into the LAPP database no later than the pre-submittal deadline:

- Project Scope and Extents
- Project Budget
- Project Map and GIS layers
- Project Problem Statement
- Project Schedule
- Parallel Route for New Location Roadway Projects

In the instance of new-location roadway project submittals, the pre-submittal review meeting will be used to determine appropriate parallel routes being improved by new-location projects for the purposes of data collection and project scoring.

The FFY 2023 Pre-Submittal deadline is September 7, 2021 at 4:00pm. Pre-submittal review times are available September 14th and 21st, please sign up [here](#) .

VI. Applying for LAPP Funds

A. Required Application Materials

LAPP Application Submission Documents	
Pre-Submittal Requirements	Final Application Requirements
<p>Detailed cost estimates for each phase applied for and planning level estimates for the remaining phases to ultimately complete the project. (See Section D above for additional requirements on cost estimates). 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>Final versions of all pre-submittal requirements</p>
	<p>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.</p>
<p>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).</p>	<p>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.</p>
<p>Map or photo documentation, as applicable, including all information related to effectiveness scoring, such as transit stop locations, connections, footpaths, etc.</p>	<p>NC Turnpike Authority approval for access and/or project partnership information for Toll Related Projects.</p>
<p>A GIS layer for each project that depicts the project (eg. Extent, location, length, etc.) and meets the following standards:</p> <ul style="list-style-type: none"> • 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, .cbn, .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. <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>For ITS Projects, applicants must submit detailed information, including feasibility studies, system operations manuals and infrastructure specifications.</p>
	<p>Copy of all other pertinent project information/justification, including road safety audits, local crash reports, local crash data, etc.</p>

B. Online Application Tool

The application for LAPP can be accessed following the link information below. In order to enter projects for consideration into LAPP, CAMPO member agencies must register with an account.

Access LAPP Project Request Application

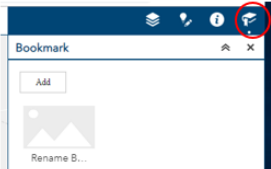
1. Request for an ArcGIS Online account ID by providing first name, last name, email id, and jurisdiction name to CAMPO.
2. Access the LAPP application portal [here](#).
3. Enter your Enterprise login credentials.
4. Click 'OK' to close the splash screen.
5. Tools available in the application



- a. Map Layer- To turn on/off layers
- b. Smart Editor - To create projects.
- c. About – To learn more about the program.
- d. Bookmark – To save a location on the map

Create a bookmark

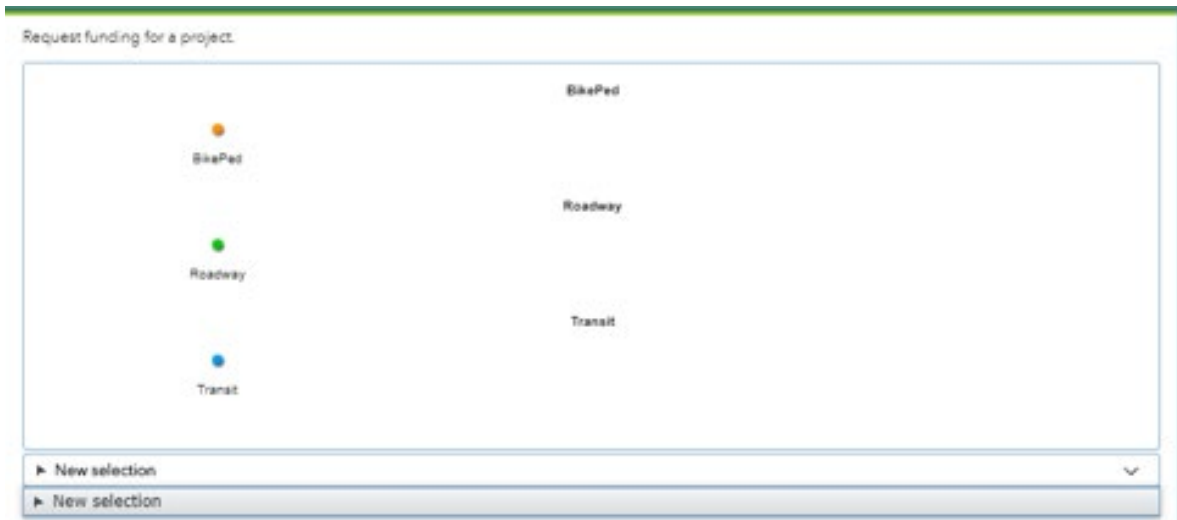
1. Pan to the location of your project.
2. Click the 'Bookmark' icon > click 'Add' >Rename the bookmark



3. Access your project locations by clicking on created bookmarks.

Create a new project request

1. Click on 'New selection'



2. Click on a type of a project

Request funding for a project.



3. Zoom to a location on the map to create a point of the map. Enter all the required form details to submit the project request.
4. To attach a shapefile for the project, click 'Choose File' and select a zipped folder with shapefiles.

Attachments:

No file chosen

5. Click 'Submit'

Update/Modify an existing project

1. To modify an existing project, click 'New selection'.



2. Click on the existing project point on the map, the filled-up form should show up for editing again.
3. Edit the form and click 'Save'

Delete an existing project

1. To delete an existing project, click 'New selection'.
2. Click on the existing project point on the map, the filled-up form should show up for editing again.
3. Click 'Delete' followed by 'Yes' if you are sure to delete the project.

a. Roadway Project Field Descriptions:

Note: Data can be saved using the “Insert” button at the bottom of the application fields. “Insert” will only work after all required fields are filled in. An applicant can review, edit and add additional information to projects through the Edit button on the home page after a project has been inserted.

TIP ID (for projects in TIP) – If your project is already in the TIP, include the TIP number here.

Project Name* - A descriptive name for your project (ex: First Avenue Turn Lanes; Intersection Improvement at Main Street and Broad Street in Citytown; etc.).

Project Description* - A specific description of your project, including the total project length, and beginning and end points of the project. For example, “Construct 60 feet of new-location roadway to connect Main Street and Broad Street in eastern Citytown” or “Purchase x amount of right-of-way in Citytown for a new location roadway to be constructed to connect Main Street and Broad Street.” The description should include all phases of the project that are being requested during the current fiscal year. Applicants are asked to propose only those project phases that can reasonably reach obligation during the application year. See Appendix I for typical approval / obligation schedules for project phases.

Project Start Point* - A specific description of the starting point of your project. For example, “From Meadow Park Drive.”

Project End Point* - A specific description of the ending point of your project. For example, “To intersection of Broad Street and Meadow Park Drive.”

Problem Statement* - In order to be considered for LAPP funding, a project must address a problem in a CAMPO member jurisdiction. For information on creating an appropriate problem statement, see Appendix V.

Sponsoring Agency* – This field will be prepopulated according to your login information.

Managing Agency* – The managing agency will typically be the sponsoring agency; in some cases, however, local governments have partnered with NCDOT to have the Division office administer a project.

Project Location* - The physical location of a proposed project. If a project spans multiple jurisdictions, select the jurisdiction where the bulk of the physical project is located.

Contact Person* - This is the person CAMPO staff will contact with any questions regarding the application. The default entry in this field will be the individual logging in the project.

***A Note on Cost Estimation:** Applicants are now required to prepare cost estimates for full project implementation, even if the project is only to fund one phase of the project. This is good practice for the applicant to be aware of the full implications of funding part of the project with federal funds, since the applicant will be required to complete the project implementation within 10 years regardless of the availability of federal funds for future phases. Cost estimates should be submitted with project data on the FTP site; for assistance preparing cost estimates, contact your local Division office or CAMPO staff. Additionally, the applicant should consider that NCDOT can charge to these projects to cover review time, and should consider adding 10% or \$5000 (whichever is greater) to project estimates to cover this review. Cost estimates must be inserted for the application phase and all future phases. For example, if you are applying only for Right-of-Way, you must insert the construction cost estimate into the Construction Cost field. For phases prior to the one for which you are applying, you may enter "0" into the cost field. For example, if your project is only funding Construction, you may enter "0" into the Design Cost and ROW Cost sections.*

Requesting Design Phase - If the project is requesting funding for Preliminary Engineering, NEPA documentation, and/or design work during this fiscal year, this box should be checked.

Design Cost* – If the project is requesting funding for Preliminary Engineering, NEPA documentation, and/or 100 % design work, provide the **total** cost of the design and/or NEPA phase. Enter only whole digits, do not include "\$" or ",".

Requesting ROW Phase – If the project is requesting funding for right-of-way acquisition and/or utility relocation during this fiscal year (note: LAPP will not fund the cost of relocating municipally-owned utilities), this box should be checked.

ROW Cost* - If the project is requesting funding for right-of-way acquisition and/or utility relocation during this fiscal year, and/or Design/NEPA during this fiscal year, provide the **total** cost of the ROW and/or utility phase. Enter only whole digits, do not include "\$" or ",".

Requesting Construction Phase – If the project is requesting funding for construction during this fiscal year, this box should be checked.

Construction Cost* – If the project is requesting funding for construction and/or ROW acquisition, and/or Design/NEPA completion during this fiscal year, provide the **total** cost of the construction phase. Enter only whole digits, do not include "\$" or ",".

Local Match Percent (decimal)* - The minimum local match required on LAPP projects is 20%, or 0.2. THIS FIELD AUTO-POPULATES. Projects will receive higher benefit/cost scores during prioritization for having more provided in local match.

CAMPO Cost*- This field is the amount of federal funding the applicant is requesting for the project. The total amount of federal funding an applicant is eligible to request is 80% of the total project cost, as LAPP projects are required to submit a 20% local match. This field will be used to calculate the local match percentage.

Who Maintains Project After Completion* - This field identifies the entity that will be responsible for maintenance of a project after construction is completed. The default is the Sponsoring Agency; select from the drop-down menu for other options.

Local Priority Points (1-10)* - Each CAMPO member agency has 15 priority points to spread amongst its roadway project proposals. Each project must have at least 1 priority point assigned to it, and may have no more than 10 points assigned to it. *Cumulative points for all projects in this category must equal no more than 15.*

MTP Horizon Year* - Note the year the project is listed for construction in the CAMPO Metropolitan Transportation Plan. Only projects identified as 1st or 2nd horizon year projects are eligible for funding through LAPP. Projects that are considered operational or safety improvements should be considered 1st horizon year projects.

MTP ID (ex. A135, or enter OI for Operational Improvement) – Identify the MTP project number associated with the project. Project ID numbers can be found here: <http://www.campo-nc.us/transportation-plan/2045-metropolitan-transportation-plan>. Projects that are considered operational or safety improvements not necessarily associated with a MTP project number can have OI (Operational Improvement) entered in this field.

Volume* - Determine the volume of the existing road where your project is located by using NCDOT's published Annual Average Daily Traffic volume maps available [online](#). For projects covering multiple road segment locations, the average of all volumes should be calculated and submitted for this item. For new location roadway projects, a parallel facility traffic volume should be identified. This issue may be discussed at the pre-submittal project review. (<http://www.ncdot.org/travel/statemapping/trafficvolumemaps/>).

TEAAS EPDO* - The data for this field will come from a three-year crash report generated through the TEAAS system. See Appendix IX for a sample TEAAS report. For projects covering multiple road segments, use an average of the EPDO Rate Per 100 Million Vehicles Entered scores from each TEAAS report. All reports should be added via the FTP site.

FHWA Crash Red. Factor* - Federal Highway's Crash Reduction Factors (CRF) can be found in Appendix VIII. Use this guide to determine the highest CRF associated with your project, and select the appropriate percentage from the drop down menu. Another resource is the Crash Modification Factors Clearinghouse website at <http://www.cmfclearinghouse.org>. The guide can also be found online at <http://safety.fhwa.dot.gov/tools/crf/resources/fhwasa08011/>.

Crash Red. Explanation – Use this field to describe the crash reduction factors applied in the CRF tool to determine the percentage selected in the field above.

***New Location Route-** This is a yes or no question. If your roadway project is on a new location, you will need to provide a parallel route in the next field.

Parallel Route- If your project is on a new location, a parallel route is used to measure a project's TEAAS (safety score), V/C, and Travel-Time Savings. The parallel route should be the current, built route that travelers are using at present day to serve their mobility purpose. Parallel routes will be discussed at presubmittal meetings and need to be agreed upon between CAMPO and the applicant.

NCDOT Consult Completed – Project ideas should be discussed with the Division or Modal Unit staff prior to applying for LAPP funds. Checking this box indicates the applicant has consulted with NCDOT.

If yes, explain – Use this space to provide details about the NCDOT consultation, including staff spoken to, general discussion topics and date of meeting or discussion.

Pre-Submittal Meeting Scheduled – Use the link provided on the website to schedule a meeting with the pre-submittal review panel. Once the meeting has been scheduled, check this box.

Pre-Submittal Review Complete – This box should be checked after the pre-submittal review has occurred. By checking this box, the applicant indicates that project application information has been updated and finalized after the pre-submittal meeting.

Work Already Begun - If any work has been done on this project, this box should be checked.

If yes, explain – If the “Work Already Begun” box is checked, this field is provided for the applicant to explain what work has been done.

Uploading to Sharefile for this Project – GIS data is required to be submitted for each project. A GIS layer for each project should depict the project (eg. Extent, location, length, etc.) and meet 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

This data and other pertinent information can be uploaded to the CAMPO LAPP Sharefile site. Each agency has a folder to upload submittal documents. Name the .zip file (and other files) with a name that easily identifies the project associated with the data. Checking this box will provide notice to CAMPO staff to retrieve your project data from the Sharefile site. To receive first-time access to the Sharefile site, email CAMPO staff.

Schedule Items: In order to ensure a fully-thought-out project proposal that will enable maximum obligation of funding as programmed through the LAPP, the applicant is asked to tentatively define a schedule for the project phases being requested for funding. Additional information on typical review timelines can be found in Appendix I, and additional information regarding each item requiring approval can be found in Appendix XII. Please note, these review timelines are applicable only to the reviewing piece of any particular phase and DO NOT include the time it will take the applicant to prepare the materials for review and submittal. Please note, to fulfill the Shovel Ready Purpose of the program, the following schedule standards apply:

- a) **Fully Executed Agreement** including NCDOT final signature, must be received at least 15 days prior to the start of the federal fiscal year for the phase and year the project is awarded (**prior to September 15**).
- b) **Final submittals** must be made to NCDOT **prior to June 1** for all approvals required for authorization of the funded phase (the final funded phase if a multi-phase project).
- c) **Funding Authorization** must be received at least 15 days prior to the end of the federal fiscal year for that funding round (**prior to September 15**). The deadline is the core deadline of the program, allowing CAMPO to fulfill Goals 2 and 3 of the LAPP.

The schedule supplied in the application is only tentative, but if a project is awarded funding, the applicant will be asked to revisit the schedule with a more firm list of dates in mind. Further, if the project is for a later phase (i.e., Right-of-Way or Construction) and the preliminary work has already been completed (such as design or NEPA documentation, etc.), the applicant should note the dates of these milestones here. This applies to the following fields:

Municipal Agreement Approval – Date which the local governing board approves the interlocal agreement with NCDOT.

NEPA Approval – date which the NEPA documentation is approved by NCDOT.

Location & Design Approval – Location and Design Approval date

ROW Authorization – Date anticipated for right-of-way funds to be authorized by FHWA/NCDOT.

Appraisal Authorized By Town – Date the Local governing board concurs with validity of appraisals.

Appraisal Completion by DOT – Date the local appraisals are approved by NCDOT.

ROW Acquisition Start – Date anticipated for right-of-way acquisition to begin (must be AFTER the ROW Authorization).

ROW Acquisition Completion – Date anticipated for right-of-way acquisition to be completed.

ROW Certification Completion – Date anticipated for right-of-way to receive certification by NCDOT.

Contract Documents Completion – Date anticipated for local government to complete drafting of all construction contracts.

PSE Submittal – Date local government anticipates sending PS&E package to NCDOT for review.

PSE Review Approval – Date anticipated for completion of NCDOT review of package.

Const Authorization Request to FHWA – After the PS&E package is approved by NCDOT, the date anticipated for authorization of construction funds to be requested.

DOT Notice to Proceed – Date after funds are authorized by FHWA that NCDOT will issue a Notice to Proceed for work to begin on the project.

Bid Advertisement – Date after funds are authorized that local government anticipates advertising for bids on the project.

Bid Opening – Anticipated bid opening date.

Town Council Award – Anticipated award of contract by local governing board.

DOT Concurrence – Anticipated date that local governing board will obtain NCDOT’s concurrence and approval of contract.

Construction Start – Date construction is anticipated to begin.

Construction Completion – Anticipated date construction is expected to be complete.

Project Closeout – Anticipated date of final closeout of project contracts.

After all fields have been entered, click ‘Insert.’ To erase all project information, click ‘Cancel.’ See Figure 6.

b. Bicycle/Pedestrian Project Field Descriptions:

Note: Data can be saved using the “Insert” button at the bottom of the application fields. “Insert” will only work after all required fields are filled in.

An applicant can review, edit and add additional information to projects through the Edit button on the home page after a project has been inserted.

TIP ID (for projects in TIP) – If your project is already in the TIP, include the TIP number here.

Project Name* - A descriptive name for your project (ex: Neuse River Greenway Phase 3; Zebulon Main Street Bicycle Lane Project; etc.)

Project Description* - A specific description of your project, including total length and beginning and end points of the project. For example, “Construction of six-foot wide paved off-road greenway facility from Meadow Park greenway trail connecting to existing bicycle facilities on Broad Street, including signage at beginning and end of the trail.” The description should include all phases of the project that are being requested during the current fiscal year. **Applicants are asked to propose only those project phases that can reasonably reach obligation during the application year.** See Appendix I for typical approval / obligation schedules for project phases.

Project Start Point* - A specific description of the starting point of your project. For example, “From Meadow Park Drive.”

Project End Point* - A specific description of the ending point of your project. For example, “To existing bicycle lane on Broad Street at Meadow Park Drive.”

Problem Statement* - In order to be considered for LAPP funding, a project must address a problem in a CAMPO member jurisdiction. For information on creating an appropriate problem statement, see Appendix V.

Sponsoring Agency – This field will be pre-populated according to your login information.

Managing Agency* – The managing agency will typically be the sponsoring agency; in some cases, however, local governments have partnered with NCDOT to have the Division office administer a project.

Project Location* - The physical location of a proposed project. If a project spans multiple jurisdictions, select the jurisdiction where the bulk of the physical project is located.

Contact Person* - This is the person CAMPO staff will contact with any questions regarding the application. The default entry in this field will be the individual logging in the project.

***A Note on Cost Estimation:** Applicants are now required to prepare cost estimates for full project implementation, even if the project is only to fund one phase of the project. This is good practice for the applicant to be aware of the full implications of funding part of the project with federal funds, since the*

applicant will be required to complete the project implementation within 10 years regardless of the availability of federal funds for future phases. Cost estimates should be submitted with project data on the FTP site; for assistance preparing cost estimates, contact your local Division office or CAMPO staff. Additionally, the applicant should consider that NCDOT can charge to these projects to cover review time, and should consider adding 10% or \$5000 (whichever is greater) to project estimates to cover this review. Cost estimates must be inserted for the application phase and all future phases. For example, if you are applying only for Right-of-Way, you must insert the construction cost estimate into the Construction Cost field. For phases prior to the one for which you are applying, you may enter "0" into the cost field. For example, if your project is only funding Construction, you may enter "0" into the Design Cost and ROW Cost sections.

Requesting Design Phase - If the project is requesting funding for Preliminary Engineering, NEPA documentation, and/or design work during this fiscal year, this box should be checked.

Design Cost – If the project is requesting funding for Preliminary Engineering, NEPA documentation, and/or 100 % design work, provide the **total** cost of the design and/or NEPA phase. Enter only whole digits, do not include "\$" or ",".

Requesting ROW Phase – If the project is requesting funding for right-of-way acquisition and/or utility relocation during this fiscal year (note: LAPP will not fund the cost of relocating municipally-owned utilities), this box should be checked.

ROW Cost - If the project is requesting funding for right-of-way acquisition and/or utility relocation during this fiscal year, and/or Design/NEPA during this fiscal year, provide the **total** cost of the ROW and/or utility phase. Enter only whole digits, do not include "\$" or ",".

Requesting Construction Phase – If the project is requesting funding for construction during this fiscal year, this box should be checked.

Construction Cost – If the project is requesting funding for construction and/or ROW acquisition, and/or Design/NEPA completion during this fiscal year, provide the **total** cost of the construction phase. Enter only whole digits, do not include "\$" or ",".

Local Match Percent (decimal)* - The minimum local match required on LAPP projects is 20%, or 0.2. THIS FIELD AUTO-POPULATES. Projects will receive higher benefit/cost scores during prioritization for having more provided in local match.

CAMPO Cost*- This field is the amount of federal funding the applicant is requesting for the project. The total amount of federal funding an applicant is eligible to request is 80% of the total project cost, as LAPP projects are required

to submit a 20% local match. This field will be used to calculate the local match percentage.

Who Maintains Project After Completion?* - This field identifies the entity that will be responsible for maintenance of a project after construction is completed. The default is the Sponsoring Agency; select from the drop-down menu for other options.

Missing Link* - If a project connects on both sides to an existing pedestrian facility (either currently existing, under construction, or obligated for construction with state or federal dollars) on a residential collector or higher (see map in Appendix III) or to an existing bicycle facility, determine the total facility length as completed by a project, and select the appropriate total distance created from the drop-down menu. For instance, if a project is for 1 mile of sidewalk construction, and connects to existing sidewalk on either side, and brings the total sidewalk network length to 3 miles, select “Greater than 2 miles.” If the project does not connect on both sides to an existing bicycle or pedestrian facility, select “Is not a missing link.”

Link Explanation – If the project is a missing link, as described above, use this space to detail the beginning and end points of the **total** facility created by the project.

Major Obstacle* - If this project provides a NEW pedestrian or bicycle connection over a major obstacle, select the appropriate obstacle from the drop down list.

Obstacle Explanation – If the Major Obstacle box is checked, use this box to provide details about the obstacle being crossed by the new facility.

Safety Concern – If this project is located in an area with documented bicycle or pedestrian crash history related to inadequate facility design, this box should be checked. A ten year history TEAAS report is recommended as documentation of a safety concern. Other documentation of safety concerns includes a roadway safety audit, local crash report, or local crash data. All documents associated with this item should be uploaded to the FTP site.

Proven Demand - If the project improves access to transit services by being within ¼-mile of transit services, or if the project serves an obvious pedestrian/bicycle path on a residential collector or higher, or if the project serves as an off-road pedestrian/bicycle parallel/alternate route to a residential collector or higher, this box should be checked.

Proven Demand Explanation – If the Proven Demand box is checked, use this box to provide a written description about the transit service locations which must be provided on the project map or photos of obvious pedestrian footpaths

or user counts documenting the demand which must be submitted with the application.

Local Priority Points (1-10)* - Each CAMPO member agency has 15 priority points to spread amongst its bicycle / pedestrian project proposals. Each project must have at least 1 priority point assigned to it, and may have no more than 10 points assigned to it. ***Cumulative points for all projects in this category must equal no more than 15.***

Connections* - If this project is within 1/4-mile of an activity center, high density residential development, or government facilities, it will receive one point for each connection made. Indicate the number of activity centers, high density residential developments, and/or government facilities connected by this project.

Connections Explanation – If the Connections box is checked, use this space to detail what those connections are.

Sidewalk Project – If the project being requested is a sidewalk project, this box should be checked and the field below should be filled in.

Link to Local Ped. Plan - If the Sidewalk Project box is checked, use this space to provide an online link or a title to the locally-adopted pedestrian plan; if no online link is available, the plan should be uploaded to the FTP site with other project materials.

On-Road Bike - If this project is primarily an on-road bicycle facility, this box should be checked.

Multi-Use Path - If this project is primarily an on-road bicycle facility or a greenway/multi-use path, this box should be checked.

If yes, select category: - All eligible on-road bicycle and greenway/multi-use path projects are on the 2045 MTP. Use the drop down to select which tier your project is on, if the box above is checked. The tiers can be viewed on the MTP online: <http://www.campo-nc.us/transportation-plan/2040-metropolitan-transportation-plan>.

NCDOT Consult Completed – Project ideas should be discussed with the Division or Modal Unit staff prior to applying for LAPP funds. Checking this box indicates that the applicant has consulted with NCDOT.

If yes, explain: – Use this space to provide details about the NCDOT consultation, including staff spoken to, general discussion topics and date of meeting or discussion.

Pre-Submittal Meeting Scheduled – Use the link provided on the website to schedule a meeting with the pre-submittal review panel. Once the meeting has been scheduled, check this box.

Pre-Submittal Review Complete – This box should be checked after the pre-submittal review has occurred. By checking this box, the applicant indicates that project application information has been updated and finalized after the pre-submittal meeting.

Work Already Begun - If any work has been done on this project, this box should be checked.

If yes, explain – If the “Work Already Begun” box is checked, this field is provided for the applicant to explain what work has been done.

Uploading to Sharefile for this Project – GIS data is required to be submitted for each project. A GIS layer for each project should depict the project (eg. Extent, location, length, etc.) and meet 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

This data and other pertinent information can be uploaded to the CAMPO LAPP Sharefile site. Each agency has a folder to upload submittal documents. Name the .zip file (and other files) with a name that easily identifies the project associated with the data. Checking this box will provide notice to CAMPO staff to retrieve your project data from the Sharefile site. To receive first-time access to the Sharefile site, email CAMPO staff.

Schedule Items: In order to ensure a fully-thought-out project proposal that will enable maximum obligation of funding as programmed through the LAPP, the applicant is asked to tentatively define a schedule for the project phases being requested for funding. Additional information on typical review timelines can be found in Appendix I, and additional information regarding each item requiring approval can be found in Appendix XII. Please note, these review timelines are applicable only to the reviewing piece of any particular phase and DO NOT include the time it will take the applicant to prepare the materials for review and submittal. Please note, to fulfill the Shovel Ready Purpose of the program, the following schedule standards apply:

- a) **Fully Executed Agreement** including NCDOT final signature, must be received at least 15 days prior to the start of the federal fiscal year for the phase and year the project is awarded (**prior to September 15**).
- b) **Final submittals** must be made to NCDOT **prior to June 1** for all approvals required for authorization of the funded phase (the final funded phase if a multi-phase project).

- c) **Funding Authorization** must be received at least 15 days prior to the end of the federal fiscal year for that funding round (**prior to September 15**). The deadline is the core deadline of the program, allowing CAMPO to fulfill Goals 2 and 3 of the LAPP.

The schedule supplied here is only tentative, but if a project is awarded funding, the applicant will be asked to revisit the schedule with a more firm list of dates in mind. Further, if the project is for a later phase (i.e., Right-of-Way or Construction) and the preliminary work has already been completed (such as design or NEPA documentation, etc.), the applicant should note the dates of these milestones here. This applies to the following fields:

Municipal Agreement Approval – Date which the local governing board approves the interlocal agreement with NCDOT.

NEPA Approval – date which the NEPA documentation is approved by NCDOT.

Location & Design Approval – Location and Design Approval date

ROW Authorization – Date anticipated for right-of-way funds to be authorized by FHWA/NCDOT.

Appraisal Authorized By Town – Date the Local governing board concurs with validity of appraisals.

Appraisal Completion by DOT – Date the local appraisals are approved by NCDOT.

ROW Acquisition Start – Date anticipated for right-of-way acquisition to begin (must be AFTER the ROW Authorization).

ROW Acquisition Complete – Date anticipated for right-of-way acquisition to be completed.

ROW Certification Completion – Date anticipated for right-of-way to receive certification by NCDOT.

Contract Documents Completion – Date anticipated for local government to complete drafting of all construction contracts.

PSE Submittal – Date local government anticipates sending PS&E package to NCDOT for review.

PSE Review Approval – Date anticipated for completion of NCDOT review of package.

Const Authorization Request to FHWA – After the PS&E package is approved by NCDOT, the date anticipated for authorization of construction funds to be requested.

DOT Notice to Proceed – Date after funds are authorized by FHWA that NCDOT will issue a Notice to Proceed for work to begin on the project.

Bid Advertisement – Date after funds are authorized that local government anticipates advertising for bids on the project.

Bid Opening – Anticipated bid opening date.

Town Council Award – Anticipated award of contract by local governing board.

DOT Concurrence – Anticipated date that local governing board will obtain NCDOT’s concurrence and approval of contract.

Construction Start – Date construction is anticipated to begin.

Construction Completion – Anticipated date construction is expected to be complete.

Project Closeout – Anticipated date of final closeout of project contracts.

After all fields have been entered, click ‘Insert.’ To erase all project information, click ‘Cancel.’ See Figure 6.

c. Transit Project Field Descriptions:

Note: Data can be saved using the “Insert” button at the bottom of the application fields. “Insert” will only work after all required fields are filled in. An applicant can review, edit and add additional information to projects through the Edit button on the home page after a project has been inserted.

TIP ID (for projects in TIP) – If your project is for work on a project that is already in the TIP, include the TIP number here.

Project Name* - A descriptive name for your project (ex: 7 Bus Shelters, 2 Park & Ride Facilities, Operations & Maintenance Facility.)

Project Description* - A specific description of your project, including specific facilities or improvements, as applicable. For example, “Construction of 2 Park & Ride facilities including 100 parking spaces, bus shelters and passenger amenities.” **Applicants are asked to propose only those project phases that can reasonably reach obligation during the application year.**

Project Location* - A specific description of the project location(s) and/or route(s), if applicable, and identification of municipality(ies) or system-wide improvement(s), if applicable. For example, “One Park & Ride along Route X, at the intersection of Y/Z, in...”

Problem Statement* - In order to be considered for LAPP funding, a project must address a problem in a CAMPO member jurisdiction. For transit projects, the problem statement must describe the connection between the proposed project improvements and the benefit to users of the transit system.

Sponsoring Agency* – This field will be pre-populated according to your login information.

Managing Agency* – The managing agency will typically be the sponsoring agency.

Contact Person* - This is the person CAMPO staff will contact with any questions regarding the application. The default entry in this field will be the individual logging in the project.

***A Note on Cost Estimation:** Applicants are now required to prepare cost estimates for full project implementation, even if the project is only to fund one phase of the project. This is good practice for the applicant to be aware of the full implications of funding part of the project with federal funds, since the applicant will be required to complete the project implementation within 10 years regardless of the availability of federal funds for future phases. Cost estimates should be submitted with project data on the FTP site; for assistance preparing cost estimates, contact your local Division office or CAMPO staff. Cost estimates must be inserted for the application phase and all future phases. For example, if you are applying only for Land Acquisition, you must insert the construction cost estimate into the Construction Cost field. For phases prior to the one for which you are applying, you may enter “0” into the cost field. For example, if your project is only funding Construction, you may enter “0” into the Design Cost and Land or ROW Acquisition Cost sections.*

Requesting Design Phase - If the project is requesting funding for Preliminary Engineering, NEPA documentation, and/or design work during this fiscal year, this box should be checked.

Design Cost* – If the project is requesting funding for Preliminary Engineering, NEPA documentation, and/or 100 % design work, provide the **total** cost of the design and/or NEPA phase. Enter only whole digits, do not include “\$” or “,”.

Requesting Land or ROW Acquisition Phase – If the project is requesting funding for land or right-of-way acquisition and/or utility relocation during this fiscal year (note: LAPP will not fund the cost of relocating municipally-owned utilities), this box should be checked.

Land or ROW Acquisition Cost* - If the project is requesting funding for land or right-of-way acquisition and/or utility relocation during this fiscal year, and/or Design/NEPA during this fiscal year, provide the **total** cost of the acquisition and/or utility phase. Enter only whole digits, do not include “\$” or “,”.

Requesting Construction or Capital Phase – If the project is requesting funding for construction or capital improvements during this fiscal year, this box should be checked.

Construction or Capital Cost* – If the project is requesting funding for construction or capital improvements and/or land/ROW acquisition, and/or Design/NEPA completion during this fiscal year, provide the **total** cost of the construction or capital phase. Enter only whole digits, do not include “\$” or “,”.

Local Match Percent (decimal)* - The minimum local match required on LAPP projects is 20%, or 0.2. THIS FIELD AUTO-POPULATES. Projects will receive higher benefit/cost scores during prioritization for having more provided in local match.

CAMPO Cost*- This field is the amount of federal funding the applicant is requesting for the project. The total amount of federal funding an applicant is eligible to request is 80% of the total project cost, as LAPP projects are required to submit a 20% local match. This field will be used to calculate the local match percentage.

Who Maintains Project After Completion* - This field identifies the entity that will be responsible for maintenance of a project after construction is completed. The default is the Sponsoring Agency; select from the drop-down menu for other options.

Involves Wake Transit Funds*- If the project utilizes or intends to utilize any Wake Transit Tax District Funding, this box should be checked.

Wake Transit Funds Explanation – If the Involves Wake Transit Funds box is checked, use this space to detail how much funding will be requested from the Wake Transit Tax District, which Wake Transit fiscal year these funds would come from, and whether these funds are currently in an approved workplan or in draft form.

Local Priority Points (1-10)* - Each transit agency has 15 priority points to spread amongst its transit project proposals. Each project must have at least 1 priority point assigned to it, and may have no more than 10 points assigned to it. ***Cumulative points for all projects in this category must equal no more than 15.***

Connections* - If this project directly serves riders and provides new connections between the transit system and other modes, routes, systems or destinations, it will receive one point for each connection made. Indicate the number of modes, routes, systems or destinations connected by this project. To qualify for these points, the other modes, routes, systems, or destinations must be existing, under construction at the time of application, or obligated for federal or state construction funding at the time of application.

Connections Explanation – If the project directly serves riders and provides connections, use this space to detail what those connections are.

Improves Facilities – If the project improves facilities that contribute to the system’s state of good repair and/or supports improved operations and/or benefits users, this box should be checked.

Average Daily Ridership – If the Improves Facilities box or the Improves Reliability box is checked, then enter the total number of anticipated average daily ridership on the route(s) served by the improvement or on the system if the improvement is system-wide. The anticipated average daily ridership should

include existing plus increased, if applicable, within 12 months of the improvement being completed.

ADR Explanation – If the Improves Facilities box or the Improves Reliability box is checked, use this space to explain how the total average daily ridership was derived (existing data plus the basis for the anticipated increase, if applicable).

NCDOT Consult Completed – Project ideas should be discussed with the Modal Unit staff prior to applying for LAPP funds. Checking this box indicates that the applicant has consulted with NCDOT.

If yes, explain – Use this space to provide details about the NCDOT consultation, including staff spoken to, general discussion topics and date of meeting or discussion.

Pre-Submittal Meeting Scheduled – Use the link provided on the website to schedule a meeting with the pre-submittal review panel. Once the meeting has been scheduled, check this box.

Pre-Submittal Review Complete – This box should be checked after the pre-submittal review has occurred. By checking this box, the applicant indicates that project application information has been updated and finalized after the pre-submittal meeting.

Work Already Begun - If any work has been done on this project, this box should be checked.

If yes, explain – If the “Work Already Begun” box is checked, this field is provided for the applicant to explain what work has been done.

Primary Project Type*- Select primary project type from drop-down list of options. A key of the project primary and secondary types can be found at the top of the application, labeled “project type tables”

Secondary Project Type*- Select secondary project type from drop-down list of options. A key of the project primary and secondary types can be found at the top of the application, labeled “project type tables”

Uploading to Sharefile for this Project – GIS data is required to be submitted for each project. A GIS layer for each project should depict the project (eg. Extent, location, length, etc.) and meet 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

This data and other pertinent information can be uploaded to the CAMPO LAPP Sharefile site. Each agency has a folder to upload submittal documents. Name the .zip file (and other files) with a name that easily identifies the project associated with the data. Checking this box will provide notice to CAMPO staff to retrieve your project data from the Sharefile site. To receive first-time access to the Sharefile site, email CAMPO staff.

Schedule Items: In order to ensure a fully-thought-out project proposal that will enable maximum obligation of funding as programmed through the LAPP, the applicant is asked to tentatively define a schedule for the project phases being requested for funding. The schedule supplied here is only tentative, but if a project is awarded funding, the applicant will be asked to revisit the schedule with a more firm list of dates in mind. Further, if the project is for a later phase (i.e., Construction) and the preliminary work has already been completed (such as design or NEPA documentation, etc.), the applicant should note the dates of these milestones here. This applies to the following fields:

Municipal Agreement Approval – Date which the local governing board approves the interlocal agreement with NCDOT, if applicable for 10% state match.

NEPA Approval – date which the NEPA documentation is approved.

Location & Design Approval – Location and Design Approval date

ROW or Land Acquisition Start – Date anticipated for right-of-way or land acquisition to begin.

ROW or Land Acquisition Complete – Date anticipated for right-of-way or land acquisition to be completed.

Contract Documents Completion – Date anticipated for local government to complete drafting of all construction contracts.

Bid Advertisement – Date that local government anticipates advertising for bids on the project.

Bid Opening – Anticipated bid opening date.

Contract Award – Anticipated award of contract by local governing board.

Construction Start – Date construction is anticipated to begin.

Construction Completion – Anticipated date construction is expected to be complete.

Project Closeout – Anticipated date of final closeout of project contract.

VII. Project Prioritization Scoring Criteria

Projects will be scored using an 80 point scale. Roadway projects will be scored against other roadway projects; bicycle and pedestrian projects will be scored against other bicycle and pedestrian projects; and transit projects will be scored against other transit projects. As such, the scoring criteria for these three modes are slightly different. Appendix VI contains a simplified outline of the scoring criteria.

All projects are expected to score at least 50% of the points awarded to the top-scoring project in each mode. If a project does not score at least 50% of the top project’s point value, the project will be routed to the LAPP Selection Panel to determine if the project should be funded, or if the funds from that modal mix element should be reallocated to the other modal mix element to fund higher-scoring projects. All recommendations from the LAPP Selection Panel will be submitted to the TCC for review and the TAC for final approval.

A. Roadway Project Scoring

ROADWAY EFFECTIVENESS – Maximum 50 Points

The Roadway Effectiveness score will be comprised of four components and a project phase multiplier, as described below:

Current Volume-to-Capacity Ratio (V/C) – The current V/C on an existing facility, or, for new location projects, the V/C on parallel facilities being improved by the proposed project. Parallel facilities used will be at the discretion of the LAPP Committee. This data will come from the Triangle Regional Travel Demand Model, and will be scored on the following scale:

V/C < 0.2	...	0 Points
V/C < 0.4	...	2 Points
V/C < 0.6	...	6 Points
V/C < 0.8	...	8 Points
V/C > 0.8	...	10 Points

Benefit/Cost – This will be calculated using the travel time savings anticipated by the implementation of the project, as identified using the regional travel demand model compared to the cost of the project to the LAPP program:

$$\text{Travel Time Savings} / \text{LAPP Cost}$$

Scores will be awarded on a scaled basis for all submitted projects, with the top project receiving 20 points. By utilizing the cost to the LAPP program as the cost factor, this will give priority to projects submitted with a higher local match that use less in LAPP funding to achieve the project.

Federal Crash Reduction Factors (CRF) – The Federal Highway Administration has documented the estimates of crash reduction that may be experienced when certain countermeasures are implemented. Appendix VIII contains the complete FHWA CRF Desk Reference. This is also available online at <http://safety.fhwa.dot.gov/tools/crf>. If multiple countermeasures are implemented by a single project, the highest CRF associated with the countermeasures should be applied. A search database is also available on the Crash Modification Factors Clearinghouse website at <http://www.cmfclearinghouse.org>. This item will be scored on the following scale:

CRF < or = 10%	...	0 Points
CRF > 10%	...	2 Point
CRF > 20%	...	4 Points
CRF > 30%	...	6 Points
CRF > 40%	...	8 Points
CRF > 50%	...	10 Points

Equivalent Property Damage Only (EPDO) Rate Per 100 Million Vehicles Entered

Score – To receive these points, documentation must be provided. The NCDOT TEAAS system provides crash analysis data for all reported crashes on North Carolina roads. The TEAAS system can be downloaded from NCDOT’s [website](#) and used to generate a crash report. Technical assistance for the system is also available [online](#). Crash reports should be generated for the period of the past **three years** in order to maintain consistency. NCDOT offers classes on the use of the TEAAS system, and staff is available to prepare TEAAS reports upon request. The NCDOT Traffic Safety Unit can be reached at 919-773-2800 for additional information. The EPDO Rate Per 100 Million Vehicles Entered provides a consistent measurement to enable comparisons of crash frequency and severity across many locations. This item will be scored based on a scale created using all EPDO Rate Per 100 Million Vehicles Entered scores on all submitted projects, up to a maximum of 10 points. Appendix IX contains a sample TEAAS report. For projects on multiple locations or road segments, an average of all EPDO Rate Per 100 Million Vehicles Entered scores should be used or if the number of locations makes this less feasible, a ‘typical’ score may approved by CAMPO staff.

Roadway Effectiveness Multiplier – In order to direct LAPP funds toward highly effective solutions to current transportation problems, the effectiveness score of a submitted project will be multiplied by a project phase multiplier in order to determine its final score in this category. The multipliers are:

Construction Phase	...	100%
Right-of-Way Phase	...	50%
PE/NEPA Phase	...	10%

ROADWAY PLANNING CONSISTENCY – Maximum 10 Points

All LAPP projects must be in the CAMPO Metropolitan Transportation Plan as first- or second-decade projects, or as operational or safety improvement projects. Projects will be scored based on their horizon year in the document. This is to encourage air quality conformity and to further the implementation of the MTP priorities. Appendix X contains the most recent CAMPO MTP maps. The Roadway Planning Consistency will be scored on the following scale:

2 nd Horizon Year Project	...	5 Points
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1st Horizon Year Project ... 10 Points

Projects considered operational or safety improvement projects will be scored as 1st Horizon year projects.

LOCAL PRIORITY POINTS – Maximum 10 Points Per Project

Each applicant agency will have a maximum of 15 points to distribute across its roadway project submittals. Each project must have at least one local priority point, and no project can have more than 10 local priority points. If an agency submits only one project, that agency forfeits 5 of its local priority points.

PRIOR AGENCY FUNDING – Maximum 10 Points

In an effort to ensure that LAPP funds are used equitably across the geography of the MPO, local agency sponsors will receive more points for having received fewer dollars per capita through LAPP in the preceding five years. Likewise, local agency sponsors that have received more dollars per capita from the LAPP in the past five years will receive fewer points. Prior agency funding will be calculated based on the applicant for the project (even if the project is not in the applicant’s jurisdiction), except for the NCDOT Division or Unit projects as noted below. This will be scored on the following scale:

Prior LAPP Funding \geq \$200 per capita	...	0 Points
< \$200 per capita	...	2 Points
< \$150 per capita	...	4 Points
< \$100 per capita	...	6 Points
< \$50 per capita	...	8 Points
= \$0 per capita	...	10 Points

Several caveats are in place for this item for those projects submitted by an NCDOT Division or Unit:

- NCDOT projects will be awarded these points based on project location (i.e., the jurisdiction where the project is physically located will be used for a per capita determination for the project).
- NCDOT projects will be included in prior funding for the local government where the project is physically located (i.e., the jurisdiction receiving the NCDOT-sponsored project will have the cost of that project accounted for in that jurisdiction’s prior funding of LAPP funds calculation).
- Regionally significant projects such as interchanges, ITS projects, safety projects, etc. sponsored by NCDOT using LAPP funding will *not* count towards the prior funding for the jurisdiction where the project is located.

- Population estimates used for this criterion will be the certified estimates used to determine dues paid to the MPO by the local governments in the year of application. These estimates can be found in Appendix IV.

Total Possible Roadway Score – 80 Points

B. Bicycle / Pedestrian Project Scoring

BICYCLE / PEDESTRIAN EFFECTIVENESS – Maximum 50 Points

This effectiveness score will be comprised of six elements that will be scored as follows:

Missing Link – The project must connect on both sides to an existing bicycle or pedestrian facility in order to qualify for these points. *These points will only be awarded if this project is the final link in a bicycle or pedestrian facility; to qualify for points, the remainder of the existing system must be existing on the ground, under construction at time of application, or obligated for federal or state construction funding at the time of application.* The total length of the facility completed by the project will be used to award points. Applicants should note that the total length of a facility will be calculated only on collector street roads or higher level facilities for sidewalks or bike lanes; internal neighborhood street sidewalk or bike lane networks will not count toward an overall facility length for the purposes of this criterion. The following scale will be used to score this:

Total Length of Facility as Completed Via the Project		Points
< 0.5 miles	...	1
0.5 – 2 miles	...	5
> 2.0 miles	...	10

Major Obstacle – The project must provide a NEW pedestrian or bicycle connection over a river, railroad, roadway with four or more lanes, or limited access roadway. If the link is provided by the project, the project will receive points as follows:

New connection created across a river, railroad, or limited-access multi-lane freeway – 5 points

New connection created across a roadway containing four or more lanes – 3 points

Safety Concern – If the project is located in an area with documented bicycle or pedestrian crash history related to inadequate facility design, the project will receive 5 points. To receive these points, documentation must be provided. A ten year TEAAS report is recommended to obtain documentation on a safety concern. Other acceptable documentation includes a recent roadway safety audit, local crash reports, or local crash data.

Proven Demand – If the project improves access to transit services by being within ¼-mile of transit services, or if the project serves an obvious pedestrian/bicycle path on a residential collector or higher, or if the project serves as an off-road pedestrian/bicycle parallel/alternate route to a residential collector or higher, the project will receive 5 points. To receive these points, transit service locations must be provided on the project map or photos of obvious pedestrian footpaths or user counts documenting the demand must be submitted with the application.

Network Connections – The project must be within approximately ¼-mile of activity centers, high density residential development, or government facilities. To qualify for these points, the activity centers, etc. must be existing, under construction at the time of application, or obligated for federal or state construction funding at the time of application. The project will receive one point for each connection made, up to a maximum of 15 points. To receive these points, network connections must be identified on the project map and/or listed in the application.

Benefit/Cost – This will be calculated using the bicycle pedestrian effectiveness score compared to the cost of the project to the LAPP program:

$$\text{Bicycle Pedestrian Effectiveness} / \text{LAPP Cost}$$

Scores will be awarded on a scaled basis for all submitted projects, with the top project receiving 10 points. By utilizing the cost to the LAPP program as the cost factor, this will give priority to projects submitted with a higher local match that use less in LAPP funding to achieve the project.

Bicycle/Pedestrian Effectiveness Multiplier – In order to direct LAPP funds toward highly effective solutions to current transportation problems, the effectiveness score of a submitted project will be multiplied by a project phase multiplier in order to determine its final score in this category. The multipliers are:

Construction Phase ...	100%
Right-of-Way Phase ...	50%
PE/NEPA Phase ...	10%

BICYCLE / PEDESTRIAN PLANNING CONSISTENCY – Maximum 10 Points

To promote the implementation of local pedestrian planning efforts, a sidewalk project will receive 5 points for being specifically identified on a locally-adopted pedestrian plan. Off-road multi-use/greenway facilities and on-road bicycle facilities will be scored according to their classification on the MTP, as follows:

Local MTP Classification ...	3 points
Regional MTP Classification ...	5 points
Statewide MTP Classification ...	10 points

LOCAL PRIORITY POINTS (1-10) – Maximum 10 Points Per Project

Each applicant agency will have a maximum of 15 points to distribute across its bicycle and pedestrian project submittals. Each project must have at least one local priority point, and no project can have more than 10 local priority points. If an agency submits only one project, that agency forfeits 5 of its local priority points.

PRIOR AGENCY FUNDING – Maximum 10 Points

In an effort to ensure that LAPP funds are used equitably across the geography of the MPO, local agency sponsors will receive more points for having received fewer dollars per capita through LAPP in the preceding five years. Likewise, local agency sponsors that have received more dollars per capita from the LAPP in the past five years will receive fewer points. This will be scored on the following scale:

Prior LAPP Funding \geq \$200 per capita	...	0 Points
< \$200 per capita	...	2 Points
< \$150 per capita	...	4 Points
< \$100 per capita	...	6 Points
< \$50 per capita	...	8 Points
= \$0 per capita	...	10 Points

Several caveats are in place for this item for those projects submitted by an NCDOT Division or Unit:

- NCDOT projects will be awarded these points based on project location (i.e., the jurisdiction where the project is physically located will be used for a per capita determination for the project).
- NCDOT projects will be included in prior funding for the local government where the project is physically located (i.e., the jurisdiction receiving the NCDOT-sponsored project will have the cost of that project accounted for in that jurisdiction's prior funding of LAPP funds calculation).
- Population estimates used for this criterion will be the certified estimates used to determine dues paid to the MPO by the local governments in the year of application. These estimates can be found in Appendix IV.

Total Possible Bicycle / Pedestrian Score – 80 Points

C. Transit Project Scoring

TRANSIT EFFECTIVENESS – Maximum 50 Points

Effectiveness scores will be comprised of six elements, plus a multiplier. In each element, the applicant must describe how the project improves, enhances or benefits user experience, as follows:

Safety & Security Concerns – Enhances safety and security of the system, rider or user. The proposed project must address a documented safety or security concern or policy. Projects will receive points ranging from 0-5 based on the relative impact the project primary and secondary type impacts safety & security.

Rider Experience – Enhances amenities that contribute to a more comfortable and convenient user experience. The proposed project must improve or enhance the rider experience. Projects will receive points ranging from 0-5 based on the relative impact the project primary and secondary type impacts the rider experience.

Reliability Improvements – Improves time reliability and reduces delays across the system. Projects will receive points ranging from 0-10 based on the relative impact the project primary and secondary type impacts reliability.

Combined Proposed Tiered Scoring for Reliability Improvements, Safety & Security, and Rider Experience				
Primary Project Types	Secondary Project Types	Reliability Improvements	Safety and Security	Rider Experience
Admin/Maintenance Facilities	All	Low Impact (1 pt.)	Low Impact (1 pt.)	Low Impact (1 pt.)
Customer Facilities	Bus Stop/ Shelter Improvements	Low Impact (1 pt.)	Medium Impact (3 pts.)	High Impact (5 pts.)
Customer Facilities	Transit Centers/ Stations	Medium Impact (5 pts.)	High Impact (5 pts.)	High Impact (5 pts.)
Customer Facilities	Bike/Ped Access Infrastructure	Low Impact (1 pt.)	Medium Impact (3 pts.)	High Impact (5 pts.)
Infrastructure Improvements	Bus on Shoulder	High Impact (10 pts.)	Low Impact (1 pt.)	High Impact (5 pts.)
Technology/Equipment	Administrative	Low Impact (1 pt.)	Low Impact (1 pt.)	Low Impact (1 pt.)
Technology/Equipment	Operations Support	Medium Impact (5 pts.)	Medium Impact (3 pts.)	Medium Impact (3 pts.)
Technology/Equipment	Onboard Systems — ITS/Communications	High Impact (10 pts.)	Medium Impact (3 pts.)	High Impact (5 pts.)
Technology/Equipment	Onboard Systems — Safety	No Impact (0 pts.)	High Impact (5 pts.)	Low Impact (1 pt.)
Technology/ITS	Signal Coordination/ Priority Systems	High Impact (10 pts.)	Low Impact (1 pt.)	Medium Impact (3 pts.)

Connectivity – Directly connects the transit user with other modes, routes, systems, or destinations. The project directly serves riders and provides new connections between the transit system and other modes, routes, systems or destinations. To qualify for these points, the other modes, routes, systems, or destinations must be existing, under

construction at the time of application, or obligated for federal or state construction funding at the time of application. The project will receive one point for each connection made by the project, up to a maximum of 10 points.

Improves Facilities – Improves facilities that contribute to the system’s state of good repair and/or supports improved operations and/or benefits users. The project will be scored based on the number of anticipated average daily ridership on the route(s) served by the improvement within 12 months of the improvement being completed. Scores will be awarded on scaled basis for all submitted projects with the top project receiving 10 points.

Benefit / Cost – This will be calculated using the total transit effectiveness score compared to the cost of the project to the LAPP program: Transit Effectiveness / LAPP Cost. Scores will be awarded on a scaled basis for all submitted projects, with the top project receiving 10 points. By utilizing the cost to the LAPP program as the cost factor, this will give priority to projects submitted with a higher local match that use less in LAPP funding to achieve the project.

Transit Effectiveness Multiplier – In order to direct LAPP funds toward highly effective solutions to current transportation problems, the effectiveness score of a submitted project will be multiplied by a project phase multiplier in order to determine its final score in this category. The multipliers are:

Construction, Capital, Maintenance, Operations Phase ...	100%
Right-of-Way or Land Acquisition Phase ...	50%
PE/NEPA Phase ...	10%

PLANNING CONSISTENCY – Maximum 10 Points

All new capital projects must be in the adopted Metropolitan Transportation Plan as 1st or 2nd decade projects or in the adopted components of the Wake Transit Work Plan. Transit infrastructure projects that are necessary for operational, safety or security improvements to existing facilities may be submitted. To further implementation of plan priorities, projects will be scored based on their horizon year in the document. The Transit Planning Consistency will be scored on the following scale:

2 nd Horizon Year MTP Project...	5 Points
1 st Horizon Year MTP Project / 1 st Ten Years of Wake Transit Work Plan...	10 Points

Transit Infrastructure projects to existing facilities that are necessary for operational, safety or security improvement will be scored as 1st Horizon year projects.

LOCAL PRIORITY POINTS (1-10) – Maximum 10 Points Per Project

Each applicant agency will have a maximum of 15 points to distribute across its transit project submittals. Each project must have at least one local priority point, and no

project can have more than 10 local priority points. If an agency submits only one project, that agency forfeits 5 of its local priority points.

PRIOR AGENCY FUNDING – Maximum 10 Points

In an effort to ensure that LAPP funds are used equitably across the geography of the MPO, local agency sponsors will receive more points for having received fewer dollars per capita through LAPP in the preceding five years. Likewise, local agency sponsors that have received more dollars per capita from the LAPP in the past five years will receive fewer points. This will be scored on the following scale:

Prior LAPP Funding \geq \$200 per capita	...	0 Points
< \$200 per capita	...	2 Points
< \$150 per capita	...	4 Points
< \$100 per capita	...	6 Points
< \$50 per capita	...	8 Points
= \$0 per capita	...	10 Points

Population estimates used for this criterion will be the certified estimates used to determine dues paid to the MPO by the local governments in the year of application. GoTriangle population estimates will be based on the remainder of the county estimates outside of the municipal boundaries of established transit agencies. These estimates can be found in Appendix IV.

Total Possible Transit Score – 80 Points

VIII. Training Requirements

All LAPP Projects require designation of local agency Project Managers for Design, ROW Acquisition and Construction Contract Administration within two weeks of the funding announcement. If the Project Management Team changes during the project, the agency must notify CAMPO within two weeks of the change. All managers are required to attend the Project Management training prior to work on the project.

IX. Reporting Requirements

In addition to the requirements associated with receiving federal funding, the MPO will also require regular reporting on projects funded through the LAPP. Applicants are required to provide monthly updates to the MPO outlining where the project is in the timeline toward funding obligation of all phases awarded for the project. This includes submittals, such as NEPA, plans and right-of-way. More frequent communications are required if project location, schedule or funding changes are likely to occur. Once LAPP funding is obligated, applicants are required to include CAMPO on key date communications toward implementation of the project, such as bidding, ground breaking and opening ceremonies. For LAPP projects, timely reimbursement submittals (minimum every six months, preferably quarterly) and project close-out is required. The applicant must inform CAMPO regarding any delays during implementation including bid delays (ie. rebidding), contracting delays (ie. over

budget), reimbursement request delays (ie. contractor issues) and close-out delays (due to documentation issues, legal concerns, etc.)

More information on the federal and state reporting requirements associated with these projects can be found in the NCDOT Local Programs Management Handbook (see Appendix XII).

For projects where federal funds (such as those programmed through LAPP) are used on any phase of the project, the federal government expects to see final construction on the project within ten years of the initial authorization of federal funds to the project. If that final construction does not occur, the federal government may require the repayment of the federal funds as expended by the applicant on earlier phases of the project.

X. Role of the LAPP Committee

The LAPP Committee is comprised of two parts: the LAPP Technical Committee and the LAPP Selection Panel.

The LAPP Technical Committee is comprised of MPO staff and professional staff from MPO member agencies and NCDOT. The LAPP Technical Committee is responsible for two primary activities:

- A. Develop a recommended target modal investment mix for each LAPP year. This recommendation will be considered by the TCC and the public before being offered to the Executive Board for review. This activity will typically occur in April or May of each year, and will be presented to the TCC at their June meeting.
- B. Develop recommendations for improvements to the LAPP program scoring, processes, or administration. This activity will be discussed annually, and will take place as needed.

The LAPP Selection Panel is comprised of MPO staff and professional staff from non-applicant agencies invited to participate. These agencies could include, but are not limited to, staff from other NC MPO's, local university faculty or staff, local COG staff, business community representatives, various divisions or units within NCDOT, or FHWA. The LAPP Selection Panel is responsible for assisting CAMPO staff with project scoring and prioritization to develop a recommended list of projects to be funded each year. This activity will typically occur in November and December of each year. A summary of LAPP Selection Panel recommendations will be included as a part of the annual Draft LAPP Investment Program and shared with the CAMPO TCC and Executive Board. The Selection Panel is also tasked with recommending the reprogramming of funds left unobligated by the LAPP deadline each year. This activity will typically occur in June of each year, with a recommendation to the TCC and Executive Board in August.

XI. LAPP Public Involvement and Awareness Opportunities

To have a fully transparent process, the public will be engaged at various points throughout the LAPP cycle. In addition to the regular TCC and Executive Board meetings held monthly by the MPO, the following opportunities will be available:

- Each summer in July and August, the recommended modal investment targets will be available for public review, comment and input.

- Each winter in January, the TCC-recommended list of projects to be programmed using LAPP funds will be available for public review, comment, and input.
- Each spring in March, April and May, any TIP amendments necessary will be processed, and the normal MPO public involvement process associated with those will be conducted. This includes a 30-day public comment period on all TIP amendments proposed. The MPO Public Involvement Policy is available on the MPO website.
- LAPP Awarded Projects may be announced via multiple media channels directly by CAMPO or by the sponsoring agency. Any announcements and awareness campaigns by the sponsoring agency should include “Federal funds were provided for this project by the Capital Area Metropolitan Planning Organization through the Federal Highway Administration.”

It is anticipated that the LAPP will be a regular item on the monthly TCC and Executive Board meeting agendas; these meetings are open to the public and always include a public comment period for the public to address any issue. TCC meetings are typically the first Thursday of the month at 10 a.m. and the Executive Board meetings are typically the third Wednesday of the month at 4 p.m. Both meetings are typically held at the MPO headquarters in Raleigh, NC.

XII. Existing LAPP Project Scope or Budget Modification Request Policy

The LAPP Program does allow for requests for modifications to funding and scope. Given that LAPP is a limited funding source, approval of such requests can never be guaranteed. The CAMPO Executive Director has the authority to approve modifications that are under \$1 million. Project modification requests that are beyond this threshold as well as any projects that fall below but are chosen by the CAMPO Executive Board Director to go through formal approval will need to be reviewed and approved by the CAMPO TCC and Executive Board. Requests for project modifications need to be submitted to the CAMPO Executive Director and include an updated budget, schedule, plans, and any additional supplemental information.

XIII. APPENDIX

- Appendix I – Detailed LAPP Schedule and General Project Phase Approval Timelines
- Appendix II – Prior Funding Points Score
- Appendix III – Federal Functional Classification Map
- Appendix IV – Official Population Estimates by CAMPO-member jurisdiction
- Appendix V – FHWA Problem Statement Guidance
- Appendix VI – LAPP Scoring Criteria Quick Reference Guide
- Appendix VII - Removed
- Appendix VIII -- FHWA Crash Reduction Factor Desk Reference Guide
- Appendix IX – Sample TEAAS Report
- Appendix X - CAMPO MTP Maps

Appendix XI – Removed

Appendix XII – [NCDOT Local Programs Management Handbook](#)

Appendix XIII - List of Terms and Acronyms