



CAPITAL AREA MPO

Locally Administered Projects Program (LAPP)

LAPP Applicant Training

August 27, 2026, 1 – 4 PM



Link to Slide Deck: <https://www.campo-nc.us/funding/locally-administered-projects-program/training>

Today's Agenda

- Introductions
- LAPP Introduction & FFY28 Schedule
- Eligibility & Pre-Submittal Process
- FHWA & NCDOT Processes
- Application Process
- Scoring & Selection Criteria

Introductions

Please share:

- Your Name
- Your Organization/Agency
- What you have heard/know about LAPP

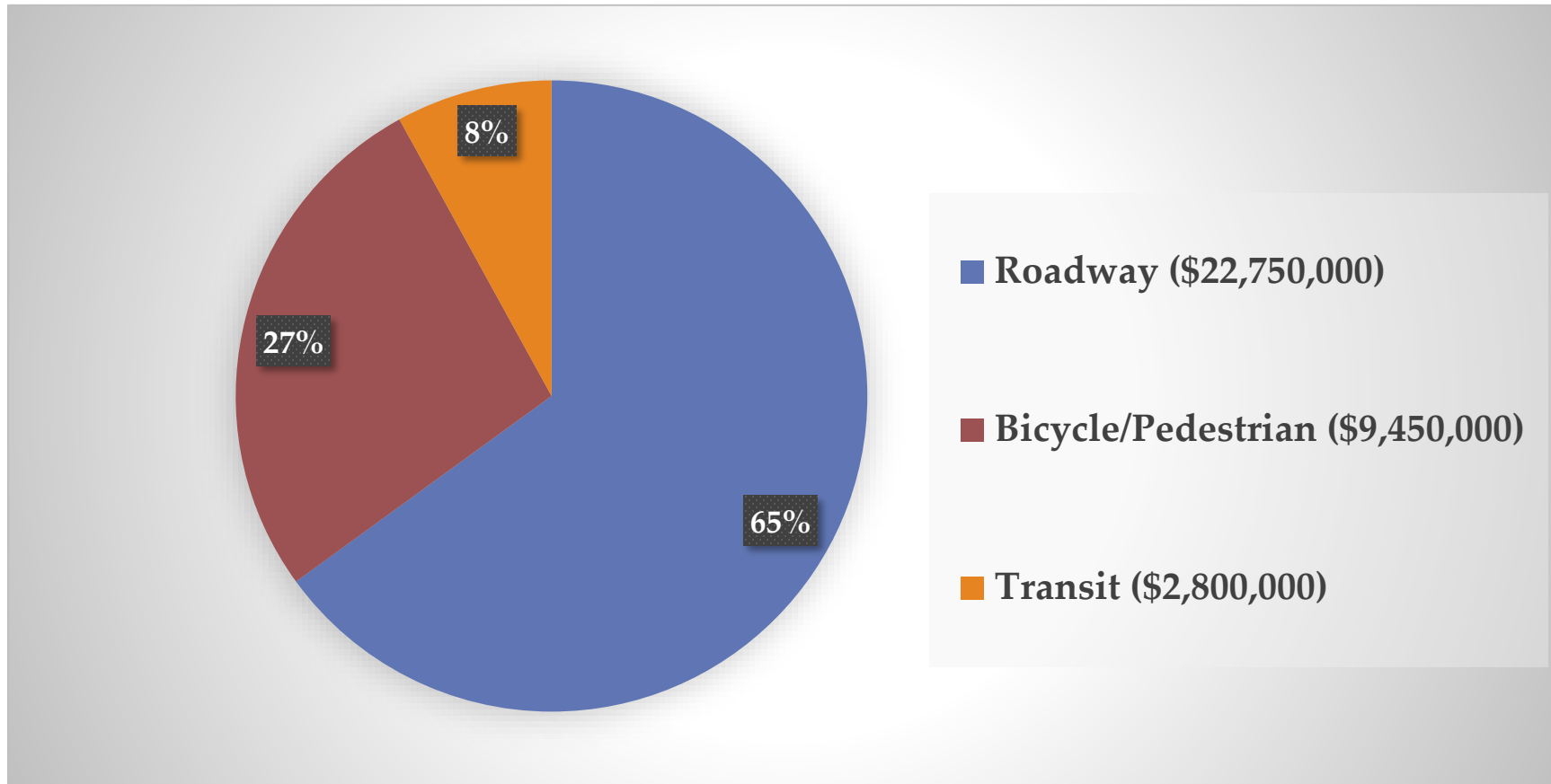
LAPP Introduction

- March 2010: the CAMPO Executive Board directed staff to create the Locally Administered Projects Program(LAPP).
 - Holistic approach to identify & prioritize highly effective projects
 - Utilize available fund sources in a more efficient manner
 - Avoid future Federal rescissions to the maximum extent possible
 - Establish an annual modal investment mix to guide investments
 - Create an appropriate project tracking system to monitor status and ensure obligation and expenditure of programmed funds
 - Establish a training program

Important to Note

- LAPP Committee established
 - assists in development of the program
- LAPP Committee consulted to update LAPP for FFY 2028
- Separate Impartial Selection Panel

FFY28 Target Investment Mix

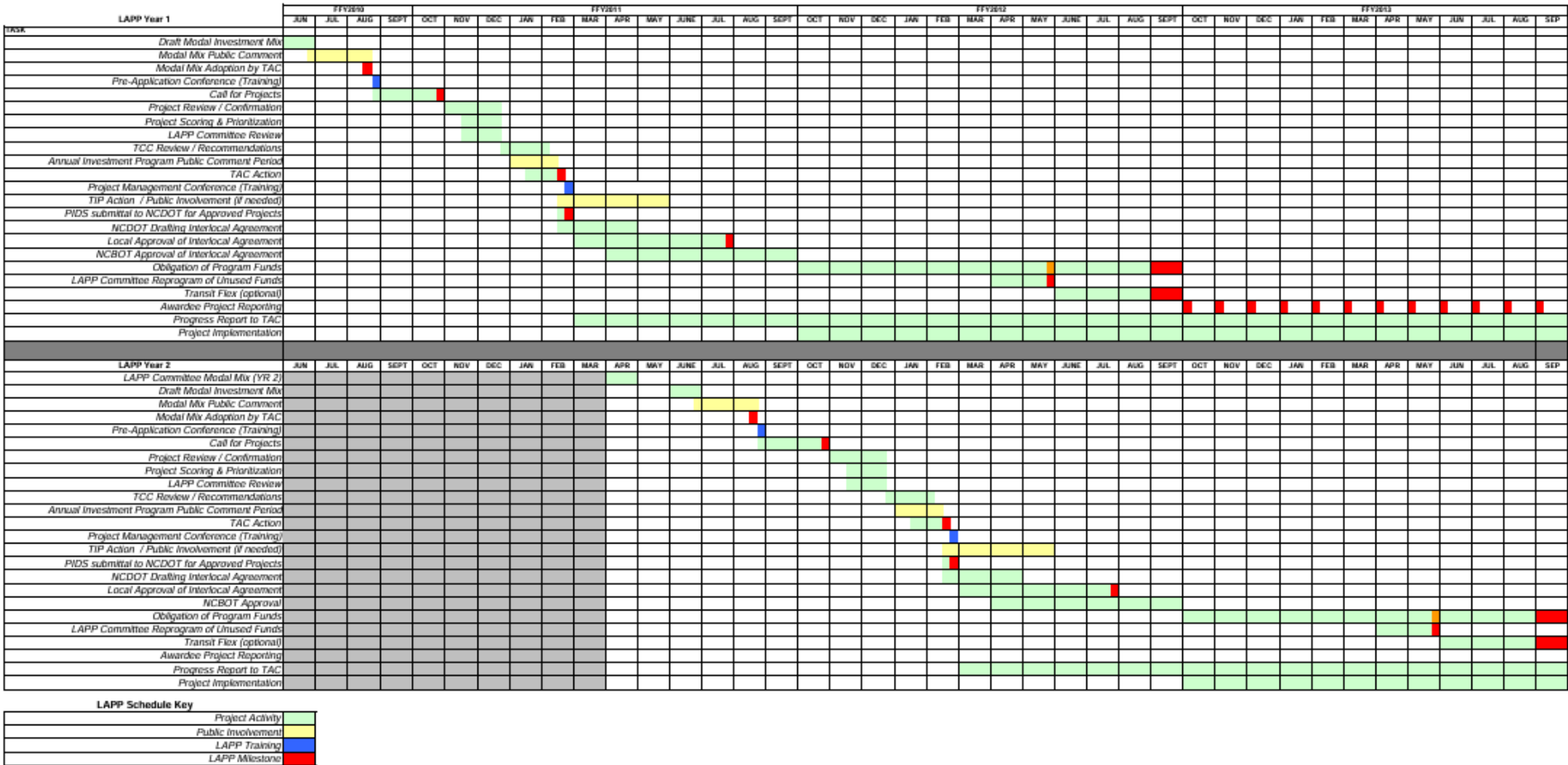


Scope, Funding & Schedule Changes

- All LAPP awarded projects are funded with CAMPO STBG-DA and TAP appropriations, NC CMAQ allocations, and CRP funds.
- Funds are programmed (not yet guaranteed).
 - CAMPO over-programs because some projects get delayed or cancelled.
- Funds obligated by FHWA are committed to the project.

FFY (Oct 1-Sep 30)

LAPP Annual Schedule *(27 months)*



FY28 Project Schedule (2026)

- August 20, 2026
 - Call for projects opens
- August 27, 2026
 - **Training for LAPP applicants**
- September 14, 2026
 - **Pre-Submittal Deadline**
- **September - October, 2026**
 - Initial project submission received for review
 - Invitation to schedule Pre-Submittal Meeting
 - **Pre-Submittal Review Meetings completed**
- **October 30, 2026, at 12Noon**
 - **Call for projects closes**
- November – December, 2026
 - Project Scoring
 - Selection Committee Meetings

FY28 Project Schedule (2027)

- January, 2027
 - TCC recommends project list to Executive Board for 2028 LAPP projects
- January – May, 2027
 - Public Involvement
 - TIP & STIP Amendment Process
 - CMAQ Applications
- February – March, 2027
 - Executive Board adopts project list
 - Project Manager Training for managers of selected LAPP projects

FY28 Project Schedule

- **March – September 2027**
 - Municipal Agreements signed by local government (LGA)
 - **Municipal Agreements signed by NCDOT by September 15, 2027**
 - FTA Request for Draft Grant # for Transit Flex Projects
- **May -June 2027***
 - Begin Process for FFY 2029 LAPP
 - Final Submittals for FFY 2027 Roadway and Bike/Ped Projects
 - Final Chance for FFY 2027 Transit Funds Flexed to FTA
 - ***June Reprogramming Exercise***
- **October 1, 2027 – September 30, 2029**
 - **Obligate FFY 28 LAPP Funds**

FY28 Project Schedule (2028)

- May, 2028
 - **Final submittals must be made prior to June 1**
- June, 2028
 - Consideration given to reprogramming funds that are not anticipated to be obligated before October
 - ***June Reprogramming Exercise***
- September 15, 2028
 - **Final Deadline for Funding Obligation: All unobligated funds for LAPP projects are eligible for de-programming.**

Schedule Notes

- Upon obligation of funds for any 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 available for projects) annually, **applicants are encouraged to achieve obligation as quickly as possible for each phase requested** through LAPP.

Eligibility Requirements

A. Federal Aid Eligible

FHWA helps evaluate this during pre-submittal

- Highway projects must be classified as an urban collector or higher on the federal aid system.
- Safety projects and bridge rehabilitation or replacement projects on any road are eligible but must meet strict requirements to establish the need.
- Bicycle and pedestrian projects that serve a transportation purpose (as opposed to a recreational-loop purpose) are eligible.
- Transit projects that encourage the development, improvement and use of public mass transportation systems are eligible. Transit vehicles are not eligible.
- Each funding source has separate eligibility requirements (STP/TAP/CMAQ/CRP/Other).

Eligibility Requirements

B. Locally Administered

- By applying, the applicant is committing to sponsor the project.
- The sponsor will be responsible for all federal and state reporting requirements.
- There will also be reporting on a regular basis required by CAMPO.
- An inter-local agreement will be required between NCDOT and the project sponsor.
- Local sponsors will be required to front all project costs, invoice NCDOT, and get reimbursed for the agreed upon federal percentage.

Eligibility Requirements

C. Metropolitan Transportation Plan (MTP) Compliant

- Roadway projects must be identified as a 1st -horizon year project 2nd-horizon-year project, operational improvement, or safety improvement.
- Greenway/multi-use path or on-road bicycle projects 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 may be submitted.
- Transit projects must be identified as a 1st -horizon year project, 2nd - horizon-year project, operational improvement, safety improvement, or in the Wake Transit Work Plan.

Eligibility Requirements

D. Intelligent Transportation Systems (ITS)

- In the approved ITS Deployment Plan for the Metropolitan Area or in a Local Plan with NCDOT Approval.
- Results 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 system.
- Must include all functionally beneficial locations.

Eligibility Requirements

E. LAPP-Eligible Project Phase (by Fiscal Year of obligation)

- Mitigation
- Utilities (municipally owned are not eligible)
- Right of Way purchase
- Construction
- Transit Capital Projects, excluding Transit Vehicles
- Travel Demand Management Projects, coordinated through CAMPO TDM Program
- ITS Project Implementation

Projects that reach Construction phase are priority.

Eligibility Requirements

F. Obligation-Ready

Could be:

Design, NEPA, Right of Way, or Construction phases.

To fulfill the Shovel-Ready purpose of the program, the following schedule standards apply:

- **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**).

Eligibility Requirements

Obligation-Ready Cont.

- **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).
- **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.

Eligibility Requirements

G. Highly Effective Solution to Current Transportation Problem

H. Does Not Supplant Local or NCTA Funds

I. Locally Funded Minimum Match Committed – 20%

J. Transportation Improvement Plan (TIP) Friendly

K. LAPP is NOT for study-only projects.

- The UPWP funds special studies. The call for projects is now open (**closes 10/30/26, 12N**).

Project Scope

- Project funding limit
 - **\$200,000** minimum total project size for Roadway and Bicycle/Pedestrian.
 - **\$100,000** minimum total project size for Transit.
 - **\$100,000 - \$200,000** project size for Roadway and Bicycle/Pedestrian may be allowed, but subject to approval by CAMPO Exec. Dir. prior to submittal.
 - Individual projects cannot exceed modal target funding limit

Project Submittal Limits

➤ Per-Agency Project Submittal Limit

- Transit: 3 total per transit agency
- NCDOT Divisions: 3 per mode
- Local Jurisdiction, Based on Population (Roadway and Bike/Ped):
 - > 200,000 = 5 projects per mode (10 total)
 - 100,000 – 200,000 = 4 projects per mode (8 total)
 - < 100,000 = 3 projects per mode (6 total)

Submittal Limits Continued

Applicants with prior projects that have not obligated funds must reduce the number of allowable applications by the number of prior LAPP projects that did not meet authorization prior to the end of the federal fiscal year.

Example:

Community A has a population < 100,000 and has two prior year bike/ped LAPP projects that do not have their funding authorization.

- The policy allows Community A to submit one project per mode.
- If Community A has three outstanding LAPP projects, Community A would still be allowed to submit one total project.

Unfunded Projects

➤ **No unfunded project carryover**

- Project resubmittal with updated information required
 - Scope may change
 - Cost may change
 - Priority may change
 - Prior submittal notation

Pre-Submittal Review Process

- Review of project submittals to ensure:
 - Scope clarity
 - Better understanding of project specifics (budget and schedule)

- Pre-Submittal Panel
 - NCDOT, FHWA, CAMPO staff

Required Pre-Submittal Review Information

Items required prior to the Pre-Submittal Meeting:

1. Project Description (including total project length, number of parcels impacted, beginning and end points)
2. Problem Statement
3. Project Estimate (Budget) (for each phase applied for and planning level estimates for remaining project phases)
4. Project Schedule
5. Project Map (Must contain stop locations for Transit projects, connections or footpaths, etc. for Bike/Ped projects)
6. GIS Data (layers should include project extent, location, length)
7. (For new locations) Parallel Route for New Location Roadway Projects

Pre-Submittal Deadline: September 14, 2026

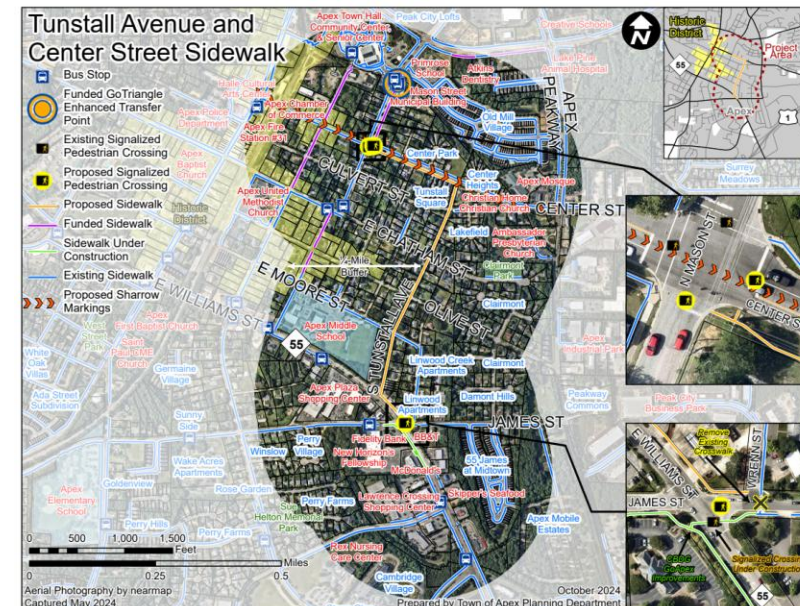
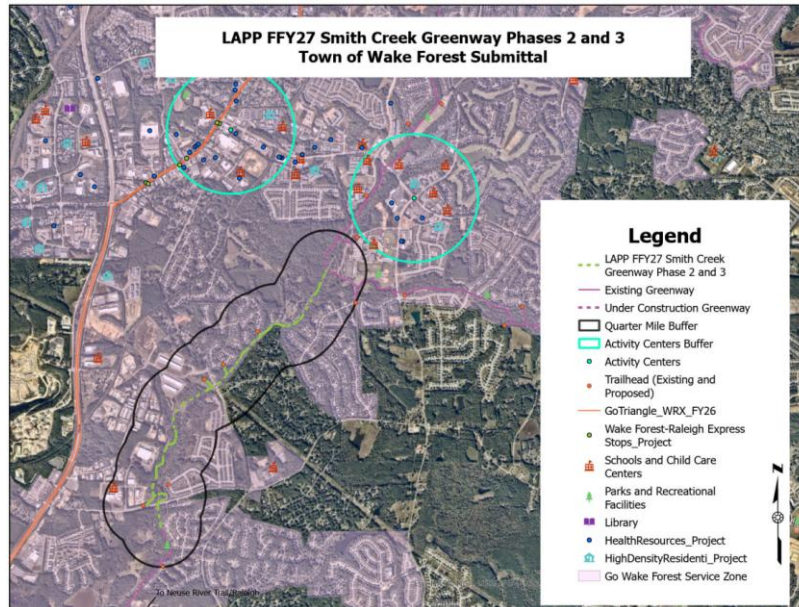
Pre-Submittal Review Meeting Preparation

All attachments and completed application fields must be received no later than 1 week prior to meeting scheduling.

Items Needed for Pre-Submittal Review Meeting

- Maps should include geometry of project extent (as applicable):
 - For Transit projects: Stop locations
 - For Bike/Ped projects: Connections, footpaths, etc.
 - For Roadway projects: Connections, etc.

Examples:



Pre-Submittal Review Meeting Continued... (be sure to include)

GIS Layers that depict the project geometry (extent, location, length, etc.) and meets the following standards:

- Projection: 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

Be sure to provide metadata with uploaded files. Designs and Finals may also be submitted for the Pre-Submittal Review Meetings.

Cost Estimates

- Cost Estimate Must be 2 Years within Application Year
- Contingency:
 - Required Contingency: 25%
 - STRONGLY Recommended Variable Contingency

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

- NCDOT Review Fees for Roadway and Bike/Ped Projects
(10% or \$5,000 – whichever is greater)

Parallel Route Selection Requirement

- Roadway project on new location are evaluated using a “parallel route”
 - TEAAS (Safety)
 - V/C Ratio
 - Travel Time Savings
- Add field to application for parallel route and require submittal prior to pre-submittal meetings. This will allow time for discussion and collection of TEAAS reports prior to submittal window deadline.



FHWA

Transportation Conformity

CMAQ/NEPA



Transportation Conformity

What is Transportation Conformity?

- It's how we ensure that Federal funding and approval goes to transportation activities that are consistent with air quality (AQ) goals

CAMPO

Conformity Impacted Counties

- Franklin
- Granville
- Johnston
- Wake

What if conformity determination cannot be made?

- The use of Federal aid funds is stopped
 - Impacts design work, right-of-way acquisition, construction, permitting and approval of environmental documents

What are conformity triggers?

- Change of project scope
 - Change in number of lanes
 - Auxiliary lanes
 - Managed lanes (HOV/HOT)
 - Change in project length
 - Addition/deletion of an interchange
 - Replacing an intersection with an interchange

What initiates the need for a conformity determination?

- Adoption or amendment of a MTP
- Adoption or amendment of a local TIP or STIP (*project scope, horizon year or termini change during project development – NEPA*)

Transportation Conformity Implications

Conformity Implications

- Projects in non-attainment or maintenance areas
- Amendments
- Non-regionally significant, but not exempt projects require a conformity determination, but not a conformity analysis (short form) (unless the project is exempt)

NO Conformity Implications

- Projects NOT in non-attainment or maintenance areas
- Administrative Modifications
- Exempt projects

Planning and Transportation Conformity Amendment Timelines

- Planning (no conformity)
 - 3 to 6 months to add a project to MTP/TIP/STIP
 - This is the current process we use for projects in CAMPO

- Planning (with transportation conformity)
 - 4 to 6 months conformity **without** a regional emissions analysis
 - 9 to 12 months conformity **with** a regional emissions analysis



CMAQ

Congestion Mitigation & Air Quality Program

Congestion Mitigation & Air Quality Program (CMAQ)

- Federal program that provides funding for projects or programs in air quality concern areas to help achieve & maintain air quality standards
- Jointly administered by FHWA & FTA, in conjunction with EPA
- Funding available for areas that are (or were) non-attainment or maintenance
- Eligible projects / programs include those with air quality benefit that are likely to contribute to the attainment and maintenance of the standards

Eligible CMAQ Projects

- Congestion Reduction & Traffic Flow Improvements
- Transit & Public Transportation Improvements
- Bicycle & Pedestrian Facilities/Programs
- Transportation Control Measures (TCMs)
- Travel Demand Management
- Public Education & Outreach
- Idle Reduction
- Alternative Fuels & Vehicles
- Carpooling & Vanpooling
- Diesel Engine Retrofits & Other Advanced Truck Technologies
- Value/Congestion Pricing

CMAQ Project Submittal Process

- Initial Discussion with Applicants to Pre-screen Projects
- CMAQ Application
- Submitter review
- MPO/RPO Endorsement and Approval

CMAQ Interagency Review

- FHWA, NC Division of AQ (NCDAQ), Environmental Protection Agency (EPA) and Federal Transit Administration (FTA) review applications for eligibility and provide review comments to NCDOT
- Projects are not approved until comments/questions are addressed

FHWA CMAQ Project Authorization

- CMAQ Application with Emissions Benefits
- Metropolitan Transportation Plan (MTP)/Transportation Improvement Program (TIP)/State TIP
- Federal Share
- Environmental Document
- Right of Way Authorization
- Construction Authorization
- Project Completion Date

Preconstruction Requirements

NEPA

National Environmental Policy Act

National Environmental Policy Act (NEPA)

- Federal program that provides funding for projects or programs in air quality concern areas to help achieve & maintain air quality standards
- Jointly administered by FHWA & FTA, in conjunction with EPA
- Funding available for areas that are (or were) non-attainment or maintenance
- Eligible projects / programs include those with air quality benefit that are likely to contribute to the attainment and maintenance of the standards

NEPA

- Project Addresses Transportation Need
- Logical Termini
- Independent Utility
- CE

Categorical Exclusion (CE)

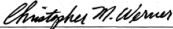
Documentation Requirements and Approval Procedures
for Federal-Aid Projects Classified as Categorical Exclusions

US Department of Transportation
Federal Highway Administration
North Carolina Division Office

And

North Carolina Department of Transportation

Approved:

<u>10/21/2019</u> Date	 Christopher M. Werner, PE, Director of Technical Services NCDOT, Division of Highways
<u>10/21/2019</u> Date	 John F. Sullivan, III, PE, Division Administrator Federal Highway Administration

- Current Version is October 2019
- General Documentation
- Consultations

Other Potential Preconstruction Requirements

- Interstate Interchange Project?
 - Safety & Operational Analysis in the form of an Interstate Access Report
- ITS Project?
 - Systems Engineering Analysis 23 CFR 940.11

Additional NEPA Resources

- Federal Aid Essentials for Local Public Agencies
<http://www.fhwa.dot.gov/federal-aidessentials/>
- NCDOT Local Projects Administration
<https://connect.ncdot.gov/municipalities/funding/Pages/default.aspx>
- Local Programs Management (LPM) Handbook Updates
<https://connect.ncdot.gov/municipalities/Funding/Pages/LPM%20Handbook.aspx>

Questions



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FHWA Requirements

– Funding, Monitoring, & Reporting





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**Federal Highway
Administration**

FHWA's Role

- Provide Federal funding for your project
- Ensure Federal dollars are spent appropriately
- Ensure there is no fraud, waste, and/or abuse
- Ensure the recipients have a good project
- Ensure that recipients have every opportunity to keep every dollar of their Federal funds
- **Regulations you have agreed to uphold by asking for and receiving federal funds**



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NCDOT's Role

- Although NCDOT usually has no funds in LPA projects, they have full oversight and responsibility of all LPA projects established by:
 - 23 CFR 635.105(a) & (b):
 - (a) NCDOT has responsibility for the construction of all Federal-aid projects and is not relieved of such responsibility by authorizing performance of the work by a local public agency or other Federal agency. NCDOT shall be responsible for insuring that such projects receive adequate supervision and inspection to ensure that projects are completed in conformance with approved plans and specifications.
 - (b) Although NCDOT may employ a consultant to provide construction engineering services, such as inspection or survey work on a project, the NCDOT shall provide a full-time employed State engineer to be in responsible charge of the project.
 - Stewardship and Oversight Agreement
- In the unlikely event that funds have to be re-paid or deemed non-participating, they are taken from NCDOT and then the municipality will be responsible for repaying NCDOT (or it will be taken from your Powell Bill).



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Common Terms

- Contract Authority, U.S. Congress
 - “You (NCDOT) might be able to obligate X dollars . . .”
- Obligation Ceiling (or Obligation Limitation)
 - “. . . but, based on overall budget conditions, you can only obligate Y dollars”
- Funds programmed (not yet guaranteed)
 - NCBOT adopts a new "Funding Program" (7-year STIP) every two years
- Funds obligated (safe from rescission axe)
 - Upon NCDOT request, FHWA agrees to reimburse for a specific project
- Rescission (“Houston, we have a problem”)
 - Congress decreases the State’s Contract Authority



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2 CFR 200 “The Supercircular”

- Period of Performance:
 - Imposes a period when project costs can be incurred
 - Start Date (Project Authorization Date) through the End Date (predetermined by NCDOT using a formula based on projects of similar scope accounting for delays)
 - Costs can only be incurred within start and end date
 - After project end date - no additional costs can be incurred
 - Requires that projects be closed out 15 months after the “End Date” established and documented on the FHWA Authorization
- Extension/modification of End Date is authorized by the awarding agency only when there is a project delay beyond the control of the recipient
 - Ex: utility delays, railroad delays, lawsuits, etc.



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Project/Funds Authorization

- FHWA commitment that Federal funds are available for the project
 - Preliminary Engineering (PE)
 - Right of Way acquisition (ROW)
 - Construction (CON)
- Authorization is required **prior to** incurring **any** expenses
- Work done before the date of FHWA Authorization is NOT eligible for reimbursement



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Inactive Projects

- A project will become inactive if it has not had an expenditure charged to it in FHWA's project tracking system for one year
- Once a project hits the 1-year report, FHWA's Finance Section is **REQUIRED** to deobligate the unexpended funding amount
- The Municipal Agreement states that a project must be invoiced at least once every 6 months to keep the project active and eligible for Federal funding.
- The Municipal Agreement also states:
 - *FINAL INVOICE*
 - *All invoices associated with the Project must be submitted within six (6) months of the completion and acceptance of the Project to be eligible for reimbursement by the Department. Any invoices submitted after this time will not be eligible for reimbursement.*



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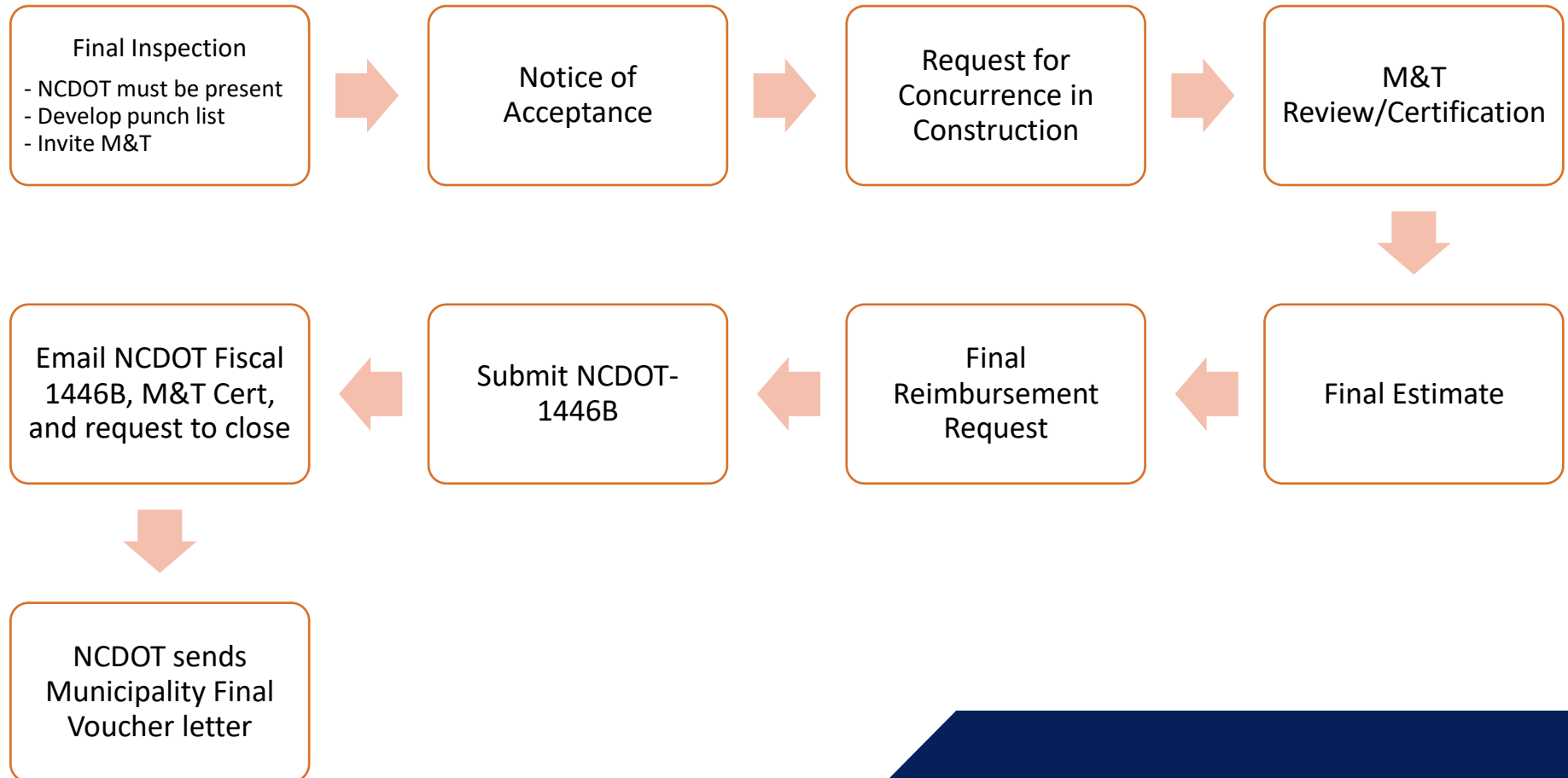
Preliminary Project Reviews

- LPA Program Manager will be conducting three types of reviews:
 - Compliance Assessment Review (CAP) – Directed and selected by our Headquarters Office
 - Pre-Construction Conference Review – When you receive your Concurrence In Award letter from NCDOT, it will have on it that an invitation to the Pre-Construction Conference should be sent to your NCDOT contact, NCDOT M&T Contact, as well as FHWA Local Program Manager(s)
 - Records Reviews – Will consist of a review of all project records and documentation for a project that is 50%-75% complete
 - We will provide a copy of the checklist that will be used!



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Project Closeout





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Important: Project Closeout

- 2 CFR 200 (aka: Supercircular) - Requires that projects be closed out 15 months after the “End Date” established and documented on the FHWA Authorization.
- If timeframes are not met, the Supercircular states that ALL project funds shall be taken back.
- Keep all project records for three years after the Final Voucher Date as they can be audited by FHWA until that time.
- Closeout guide and checklist:

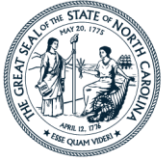
<https://connect.ncdot.gov/municipalities/Funding/Pages/LPM%20Handbook.aspx>



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Don't Be Afraid to Ask For Help!

- Please contact your NCDOT partner if:
 - You have questions
 - Run into a problem
 - Don't know how to handle something
- NCDOT is to help you and to keep you out of trouble
- If anything needs to be elevated, NCDOT will contact FHWA



NORTH CAROLINA

Department of Transportation

Locally Administered Projects

Raymond Hayes (rjhayes@ncdot.gov) and Adam Stephenson (ext-alstephenson@ncdot.gov)

Connecting people, products and places safely and efficiently with customer focus, accountability and environmental sensitivity to enhance the economy and vitality of North Carolina

Introduction

Introductions –Raymond Hayes and Adam Stephenson

Training for selection of Projects

1. What is a Local Project
2. EBS Portal
3. What Makes a Good Local Project
4. What is the STIP
5. Resources
6. Next Training more project and EBS details

Locally Administered Projects

Welcome!

- What is a Locally Administered Project (LAP)?
 - Planned, Developed, and Delivered by a Local Government Agency (LGA), which can be a Municipality, County, or State Agency
 - NCDOT provides oversight of local projects to ensure compliance with applicable Federal and State laws and regulations
- What is the EBS Portal?
 - On-line project management tool
- What resources are available?
 - LPMO Website on NCDOT Connect
 - LPMO Monthly Webinars

EBS Portal

EBS Portal

- The Project Management Tool on the EBS Portal will be used to:
 - Request New Agreements and Supplemental Agreements
 - Submit Documents for review by the Department
 - Request Funding Authorizations for each phase of work
 - Submit Reimbursement Requests for work performed
- EBS Portal is the electronic filing cabinet for projects



LPMO Security Form

- Must have a user id and password to access the EBS portal and Local Projects.
- Form is on the Connect website.
- If you already have access to EBS portal, then indicate that in Section 2 of the form.

Local Programs Management System Access Authorization Form

The new Local Programs Management System requires a User ID and Password for access in the system. Complete Sections 1 -3 for a User ID and password, if you are going to perform work within the System (i.e. submit a PID application, submit a Reimbursement claim, request changes to an agreement, or view documentation). Scan, attach and email the form to the LPMO Security Coordinator at LPMO@ncdot.gov.

Section 1 – User ID Information

First: Last:
Agency Name: (LGA/MPO/RPO):
Agency Address:
Title: Email:
Telephone: () Fax: ()
Remittance Address:

Note: Remittance address is the official location for payment. Invoices and backup documentation will need to match the remittance address. Error in identifying the correct location will result in delayed payments.

Section 2 – Username or Secure 8-Digit Number

Username: . If you are a Current User of the NCDOT GRANTS System (Powell Bill, GHSP, PTD, etc.) enter your username. There is no need to create a Secure 8-digit number below.

Secure 8-digit number: . If you are a New User, you must create an 8-digit #. We recommend using the last 4 digits of your SSN & birthday (MMDD). If you forget your password, you will need this 8-digit # to retrieve your information. Once cleared, you will receive an email with your personal User ID and a temporary password. You must create a new password prior to logging into the Grants System for the first time.

Section 3 – Access Request Information

- ☐ Submit PID Application (allows you to request an agreement)
- ☐ View Agreement & Submit Documentation (ex: Plans & Specifications, Cost Proposals)
- ☐ Create/Submit Reimbursement Request/Claims (this may be a finance officer role only)
- ☐ Create/Submit Change Request (Amendment/Revision) (used to request funding authorizations or a supplemental agreement)
- ☐ Display/View Application, Agreement, Documents, Reimbursement Claims & Changes who do not need to submit documents and only want to review information available allow any workflow activities)

Enterprise
Business
System (EBS)
Access

What Makes a Good Project?



What Makes a Good Project

SCHEDULE

- Consider the location of your project
- Consider 3-4 months getting agreement
- Hiring PEF to start design
- How many parcels
- Any utility poles
- Allow a year for each phase when scheduling in STIP

SCOPE

- Make sure STIP scope reflects the location of Project
- Don't over commit on your scope (length, location)
- Include the beginning and end points

BUDGET

- Be prepared for the unexpected
- Overhead costs
- Breakdown each phase for costs
- DOT charges



WHAT DOES A GOOD SCHEDULE LOOK LIKE IN THE STIP?

ROUTE/CITY	LOCATION DESCRIPTION	FUND SOURCE	ACTIVITY	TOTAL FUNDED (MAY INCLUDE PREVIOUSLY AUTHORIZED FUNDS)	FY 2026	FY 2027	FY 2028
Sullivantown Road	Intersection of US 311; SR 2004 (Main Street) and US 311 (Harley Drive)	L(M)	ENGINEERING	\$ 3,000			
Sullivantown Road	Intersection of US 311; SR 2004 (Main Street) and US 311 (Harley Drive)	BGDA	RIGHT-OF-WAY	\$ 10,000	\$ 10,000		
Sullivantown Road	Intersection of US 311; SR 2004 (Main Street) and US 311 (Harley Drive)	L(M)	RIGHT-OF-WAY	\$ 3,000	\$ 3,000		
Sullivantown Road	Intersection of US 311; SR 2004 (Main Street) and US 311 (Harley Drive)	BGDA	UTILITIES	\$ 10,000	\$ 10,000		
Sullivantown Road	Intersection of US 311; SR 2004 (Main Street) and US 311 (Harley Drive)	L(M)	UTILITIES	\$ 3,000	\$ 3,000		
Sullivantown Road	Intersection of US 311; SR 2004 (Main Street) and US 311 (Harley Drive)	BGDA	CONSTRUCTION	\$ 1,180,000		\$ 1,180,000	
Sullivantown Road	Intersection of US 311; SR 2004 (Main Street) and US 311 (Harley Drive)	L(M)	CONSTRUCTION	\$ 295,000		\$ 295,000	

FEDERAL FISCAL YEAR IS OCTOBER 1 TO SEPTEMBER 30

PROJECT COORDINATION – FHWA REQUIREMENTS



PROJECT COORDINATION – FHWA REQUIREMENTS

CAMPO

- Budget Availability
- Project selection

LPMO

- Assist with Procedural Requirements
- Assist with EBS Portal
- Assist with Agreement
- Assist with solicitation process for design
- Funding Authorizations
- PE Claim approvals

DIVISION

- Assist with Engineering Requirements
- Review Plans, Specs, Proposal
- Assist with Project questions
- Coordinate all reviews
- Claim approvals



New Initiatives to Improve Project Delivery

- Kickoff Meetings – These will be setup when you submit your application for the Municipal Agreement.
 - Scope
 - Schedule
 - Budget
- Quarterly Project Coordination Meetings – This will be with the LGA, LPMO, and Division (may include consultant, MPO, STIP, any others as needed).





- Initial Source of Funding
- Manages Scoring & Project Selection Process
- Additional funding for your Project
- Transferring funds from one Project to Another
- Scope Changes to your Project
- These items will affect your schedule

Local Programs Management Office (LMPO)

Division 4 & 6: Leah Roberts

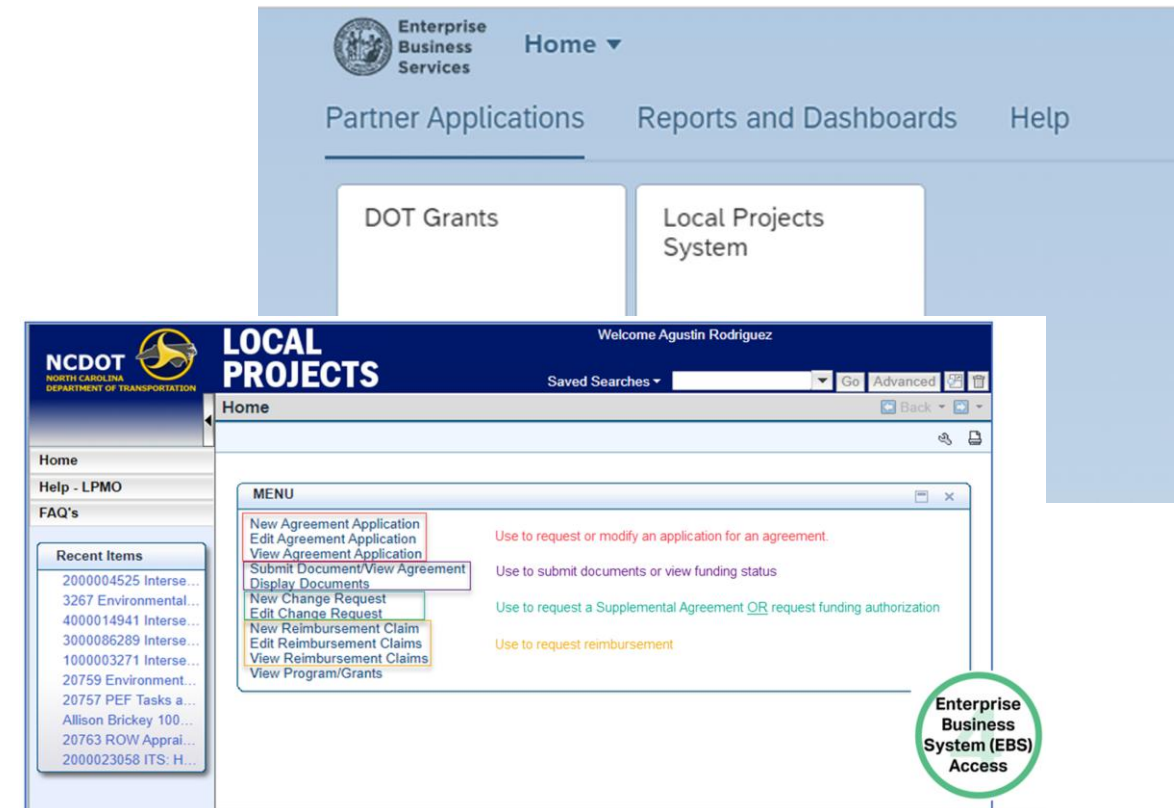
Division 5: Marta Matthews

Division 8: Leah Roberts/Marta Matthews

- EBS (Enterprise Business Services)
- Agreement / Supplemental Agreements
- Funding Authorizations
- Professional Services Reviews
- RFLOI
- Man-day estimates
- Contracts
- PE Claims (reimbursements)
- Quarterly coordination check-in meetings

Project Development Management Protocol

- AVAILABLE TOOLS
- EBS PORTAL
- CONNECT SITE: LPMO
FORMS/TEMPLATE LETTERS/WEBINARS
- E-MAILS/PHONE/TEAMS
- SHARE POINT



LPMO Website:

<https://connect.ncdot.gov/municipalities/Funding/Pages/default.aspx>

EBS Website:

<https://www.ebs.nc.gov>

Division Office

Division 4: Addison Gainey

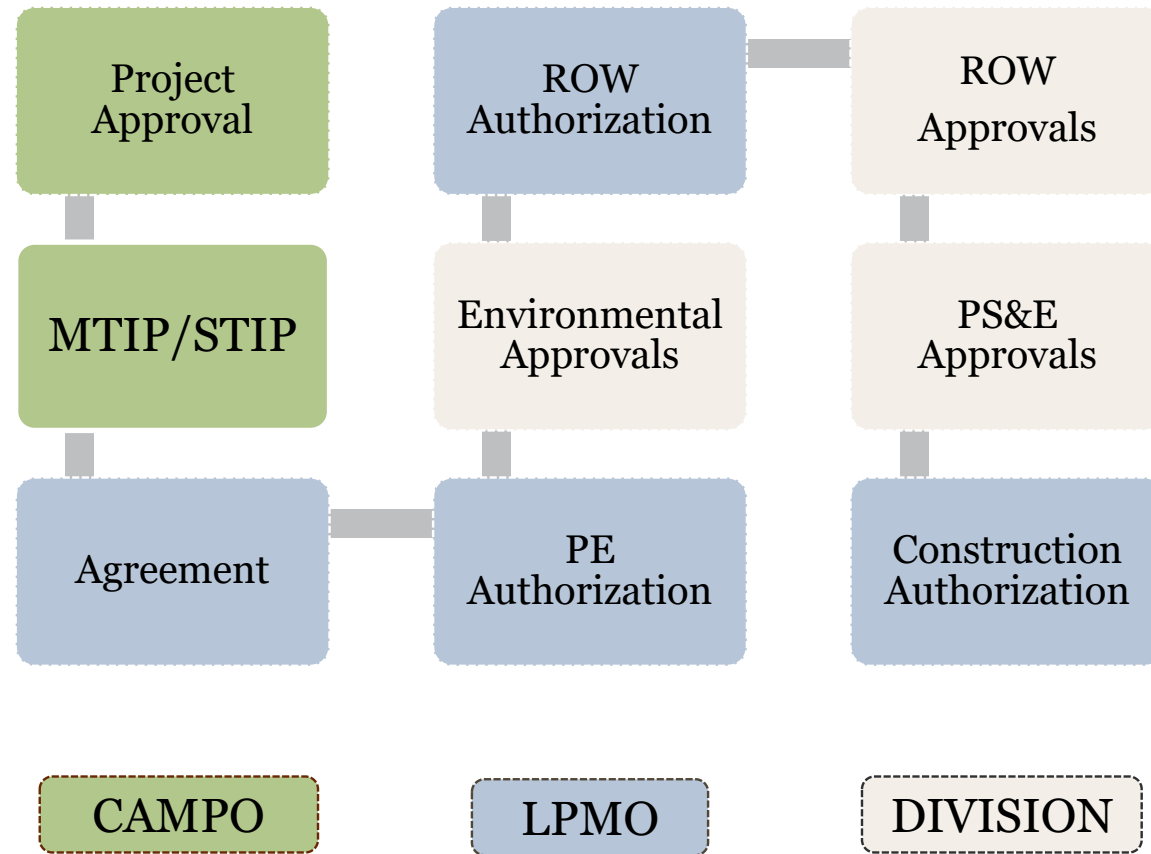
Division 5: Adam Stephenson

Division 6: Alex Henderson

Division 8:

- CE Document and CE Consultation
- ROW Appraisal Review
- ROW Certification
- Utility/RR Certification
- Plans (25%, 65%, 90% and Final)
- ROW/Construction Claims (reimbursements)
- Contract Proposal
- Closeout

General Overview of Project Delivery



Keep in Mind

- Major Emphasis with NCDOT
- Locally Administered Projects (LAPs) are in the STIP – must have a schedule!
- When milestones are missed, EVERYONE gets questions
- Be REALISTIC when setting schedules
- Expect the Unexpected
- Project completion occurs after completion of construction – must close out Projects to complete

Major Show Stoppers

➤ **FEASIBILITY**

- Poorly Defined Scope
- Constructability
- Available Right Of Way
- Extent of Utility Conflicts
- Schedule Changes

Another Major Show Stopper

➤ **FUNDING**

- Unrealistic Estimates
- Scope Creep (or Scope Reduction)
- Inaccurate quantities (or no quantities)
- No estimate for Right of Way
- No estimate for Utility Relocation
- Environmental Issues

And Another...

➤ **UNREALISTIC ESTIMATES**

- Do not use bid prices from a previous project
- NCDOT publishes average bid prices
- Re-advertising issues/problems
- Adjusting engineer's estimate
- Negotiating with bidders not permitted
- Cost Escalation

And...

➤ **RIGHT OF WAY ISSUES**

- All ROW incorporated into project must be certified
- Must follow the “Uniform Act”
- Condemnation
- Multiple Property Owners
- Title Issues



*****This phase always takes longer than initially predicted**

or If There Are...

➤ **UTILITY ISSUES**

- Power company will not begin engineering until plans are complete, at least up to Hydro
- What about utilities underground (communication, gas, water/sewer)
- Most underground utilities are by encroachment
- Permanent Utility Easements (PUEs)
- Utility /RR Certification
- Utilities can get pricey



Including...

➤ **OTHER ADMINISTRATIVE COSTS**

- Funds for each phase of work must be authorized prior to any work being performed
- PE is around 10-15% of your construction cost
- ROW costs can be harder to predict
- Contract Administration/Construction Engineering and Inspection (CEI) shouldn't exceed 15% of construction contract, but exceptions can be made
- NCDOT COSTS – We will charge to your project, be prepared for NCDOT's review costs.
- Review and Oversight Agreements for NCDOT's review of plans prior to Federal Fund availability (this is usually setup if PE is not programmed).

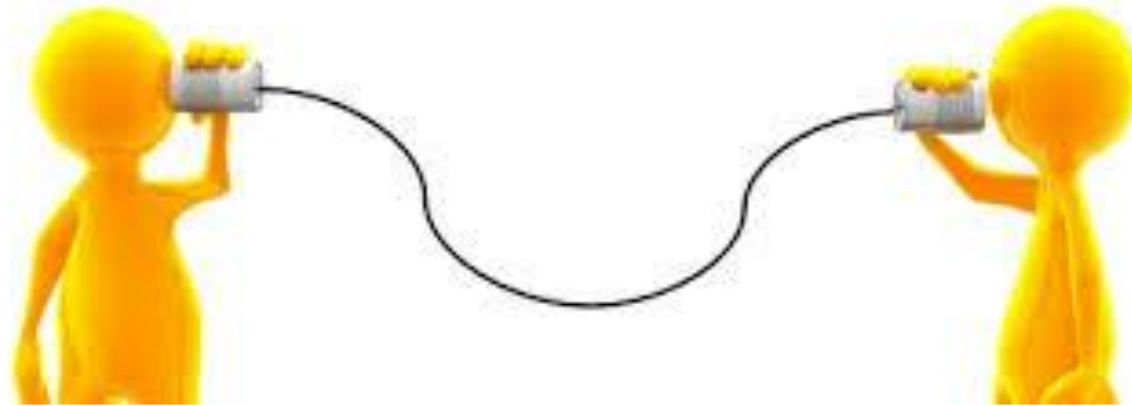
LPMO or Division



We all work together, so please reach out for questions or assistance as you work through your project.

COMMUNICATION

KEEP IN TOUCH!!!





Next Training for Awarded Projects

More detail on how to use EBS & project delivery requirements 😊

What makes a good project?

- a) Schedule, Scope, & Budget
- b) Firms, Scope, & Budget
- c) Scope, Schedule, & Firm
- d) None of the above

To start an agreement, what do you need?

- a) Approval/Resolution from MPO/STIP
- b) Approval/Resolution from MPO/STIP & Programmed into the STIP
- c) Lots of money & a good scope
- d) All of the above

What are the phases of a standard construction project?

- a) Agreement, PE, ROW, Construction
- b) PE, ROW, Utility, Construction
- c) CE, ROW, Utility, Construction
- d) Agreement, Funding, Construction

What month does the federal fiscal year start and end?

- a) September 1 – August 31
- b) October 1 – September 30
- c) January 1 – December 31
- d) July 1 – June 30

If ROW is programmed in FY28 in the STIP and you do not have all your deliverables to request for funding authorization in FY28, what do you do?

- a) Nothing
- b) Request for funding anyway
- c) Ignore it
- d) Ask your Division Project Manager to request a schedule change to the STIP

Funds for each phase of work must be authorized prior to any work being performed.

a) True

b) False

A good project is to have all phases of a project scheduled in the STIP in the same Fiscal Year.

a) True

b) False



NCDOT Right of Way

Division Office: Authorization & Certification

Raleigh Office: Appraisal Review

Right of Way Acquisition

➤ Getting Started:

- **MUNICIPAL AGREEMENT/SUPPLEMENTALS**

- Must be signed
- Read Right of Way sections for adherence
- Must be submitted with valuations/appraisals

- **CONSTRUCTION PLANS**

- Identify the existing Right of Way limits
- Parcel number, owner's name, deed reference, and PIN are preferred
- Must be approved and submitted with valuations/appraisals

➤ Next:

- **PROGRESS REPORTS AND TIME CHARGES**

- Parcel entry spreadsheet to set up in NCDOT SAP
- Report B to track project progress

- **APPRAISAL/VALUATIONS**

- All appraisals and valuations **must** be approved by NCDOT prior to offers
- Waiver valuations can be used for values \$10,000 or less
- Values more than \$10,000 **must** be appraised by a NCDOT approved appraiser and reviewed by NCDOT Area Appraisal Department or its Representative
- Owners **must** know they have a right to accompany the appraiser
- Valuations approvals can be face-to-face or emailed
- Appraisals must be done for **all** condemnation cases

- **DEEDS/AGREEMENTS**

- All deeds/agreements must have a legal description
- Land conveyed to the NCDOT **must** be vetted and accepted
- If NCDOT will construct and/or maintain the Right of Way, deeds need to be conveyed from the owner to the LPA without special provisions that would extend to the NCDOT
- After plans are received, NCDOT final approvals or final construction approval, LPA will request to convey Right of Way to the NCDOT for acceptance
- NCDOT must accept all Right of Way to validate the conveyance

GUIDELINES

- Follow the Uniform Act of 1970
Required adherence if \$1 of federal funds is involved in the project
- Make Offers
All offers must be made in writing
Revised offers must be made if an appraisal is done for condemnation
- Waiver Forms
Must be signed by property owners for all donations
Must always be signed by the LPA
- Clear Title
It is the responsibility of the LPA to secure clear title of acquired Right of Way prior to certification and construction
- Condemnations
Property owner rights **must** be applied
- Access Rights
Recorded Agreement of Conveyance signed by all owners & interested holders and Condemnation Memorandum of Action with offer deposited in the courthouse provides evidence of legal access

- Settlements

Claims are settled once the owner accepts approved just compensation or negotiated amount in writing by deed/agreement

- Closings

Claims are closed once the deed/agreement is recorded in the courthouse

- Eminent Domain

Claims are filed once the documents and just compensation funds are deposited in the Clerk's Office via memorandum of action, deed book, and page

- Certifiable Claim

Once all claims are closed (or filed) and the property owner (or lien holder) has been paid

Right of Way Certification

➤ Getting Started:

- **MUNICIPAL AGREEMENT/SUPPLEMENTALS**

- Must be signed
- Read Right of Way sections for adherence
- Must be submitted with valuations/appraisals

- **CONSTRUCTION PLANS**

- Identify the existing Right of Way limits
- Parcel number, owner's name, deed reference, and PIN are preferred
- Must be approved and submitted with valuations/appraisals

- Certification Request Submission Packages
- Checklist available on the NCDOT website
- Project submission may take 2 - 8 weeks to be reviewed
- A face-to-face certification meeting can be scheduled if all Right of Way is acquired
- Right of Way discussion upon request – no partial certification submissions

- All acquisition must be in conformance with the “Uniform Act,” whether ROW Acquisition is being reimbursed with Federal funds or not.

- Certification done by the Division ROW Agent:
 - Div. 4 Lloyd Johnston
 - Div. 5 Michelle Winston
 - Div. 6 Vacant
 - Div. 8 Earl Butler

- Certification is the document that concurs that the LPA has legal access of all ROW needed for project.



Locally Administered Projects Program (LAPP)

Application Process

➤ **Required Pre-Submittal Project Information**

Project Description

Problem Statement

Project Extent

Project Budget

Project Schedule

Project Map and GIS layers

Parallel Route for New Location Roadway Projects

Pre-Submittal Deadline: Sep 14

Application Process

➤ **Required Final Project Submittal Project Information**

Final versions of all Pre-Submittal requirements

TEAAS Report (EPDO), CRF for project location

Problem Statement (CTP/NEPA Guidelines)

Copy of all other pertinent project information/justification

- Projects with rail crossings
- Toll related projects
- ITS specifications

Submittal Deadline: Oct 30, 2026, 12Noon

Scoring

- Highway projects will be scored against other highway projects
- Bicycle and pedestrian projects will be scored against other bicycle and pedestrian projects
- Transit projects will be scored against other transit projects
- 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 scoring committee 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

Scoring/Prioritization: Bike/Ped

➤ Selection Criteria:

- Local Priority (up to 10 pts /project – 15 pts total)
- MTP Compliant (up to 10 pts)
- Prior Funding (up to 10 pts)
- Modal Effectiveness (up to 50 pts)

Total Points 80 pts

Scoring/Prioritization: Transit

➤ Selection Criteria:

- Local Priority (up to 10 pts /project – 15 pts total)
- MTP Compliant (up to 10 pts)
- Prior Funding (up to 10 pts)
- Modal Effectiveness (up to 50 pts)

Total Points 80 pts

Scoring Criteria: Local Priority

- 15 points per agency per mode
- All submissions must have at least 1 pt. assigned
- No more than 10 pts for any project

Scoring Criteria: MTP/Plan Compliant

➤ Roadway

- 1st Horizon Year MTP Project (2030) – 10 points
- 2nd Horizon Year MTP Project (2040) – 5 points

➤ Multi-use Path & On Road Bike

- MTP Classification (Statewide) – 10 points
- MTP Classification (Regional) – 5 points
- MTP Classification (Local) – 3 points

➤ Sidewalks (Adopted Plan)

- Project included in locally adopted transportation plan – 5 points

➤ Transit (Plan Compliant)

- 1st Horizon Year MTP Project (2030)/1st Ten Years of Wake Transit Work Plan
-10 Points
- 2nd Horizon Year MTP Project (2040) - 5 Points

Scoring Criteria: Prior Funding

- Prior Agency Funding Amount
 - Scoring based on Per-Capita Funding
- Prior 5 yr. period (FY 17-22)

Funding = \$0	= 10 points
Funding < \$50	= 8 points
Funding < \$100	= 6 points
Funding < \$150	= 4 points
Funding < \$200	= 2 points
Funding => \$200	= 0 points
- Use NC Certified Estimates (updated annually)
- NCDOT Division projects
 - Use the points for the project location
 - Funding will be included in local prior funding score
- Regionally significant projects (ITS, Interchange) would not count against the local jurisdiction
- Projects to address a Safety concern are exempt

Scoring Criteria: Modal Effectiveness

(50 points max)

- **Roadway Effectiveness** (**must improve traffic conditions*)

- Congestion
- Safety

- **Bicycle/Pedestrian Effectiveness**

- Missing Link
- Overcome an Obstacle
- Connections
- Improve Commuter Patterns
- Safety
- Benefit/Cost

- **Transit Effectiveness**

- Rider Experience
- Improved Facilities
- Safety and Security Concerns
- Reliability Improvements
- Connectivity
- Benefit/Cost

Project Phase Multiplier

- CON = 100% of score
- ROW = 50% of score
- PE/NEPA = 10% of score

Scoring: Roadway Effectiveness

➤ Congestion(10 pts)

- Current Volume to Capacity Analysis

$V/C < .2$ = 0 points

$V/C < .4$ = 2 points

$V/C < .6$ = 6 points

$V/C < .8$ = 8 points

$V/C > .8$ = 10 points

➤ Benefit/Cost (20 pts)

- Travel Time Savings / Cost to the LAPP Program

- Scaled with top project earning 20 points

Scoring: Roadway Effectiveness

➤ Safety (FHWA Crash Reduction Factors) (10 pts)

CRF < 10%	= 0 points
CRF > 10%	= 2 point
CRF > 20%	= 4 points
CRF > 30%	= 6 points
CRF > 40%	= 8 points
CRF > 50%	= 10 points

<http://www.cmfclearinghouse.org> and <https://safety.fhwa.dot.gov/rsdp/>

➤ EPDO Score (TEAAS Crash Report) (10 pts)

* Applicant submits

- Additional TEAAS guidance to be provided.
- EPDO Score can be reviewed at pre-submittal meeting

Scoring: Bike/Ped Effectiveness

➤ Missing Link (10 pts)

- Both sides connect to existing Bike/Ped facility
- Scale by distance of continuous facility (on residential collector or higher)

< .5 mi	1 point
.5 mi to 2 mi	5 points
>2 mi	10 points

➤ Overcoming an Obstacle (5 pts)

- Project must create the crossing, not improve an existing crossing
 - o Limited-access facility, Railroad, Major Stream (USGS) - 5 points
 - o Other 4+ Lane Roadway - 3 points

➤ Connections (15 pts)

- .25 mi to other mode/greenway or activity center (i.e. school, parks/rec, shopping center, high density res, etc.)
 - o Limited-access facility
 - o Points per connection

➤ Proven Demand (5 pts)

- Serves a footpath (residential collector or higher)
- Within +/- .25 mi of existing or proposed transit services

➤ Safety (5 pts)

- Project addresses a documented safety issue (TEAAS crash report, local crash data, roadway safety audit, etc.)

➤ Benefit/Cost (10 pts)

- Effectiveness Score / LAPP Cost (Scale to be created based on projects received)

Scoring Criteria: Transit Effectiveness

- Improved Facilities (10 pts)
 - # average daily ridership anticipated in 12 months after improvement
 - (Scale to be created based on projects received)
- Connectivity (10 pts)
 - Directly connects the transit user with other modes, routes, systems, or destinations
- Benefit/Cost (10 pts)
 - Effectiveness Score / LAPP Cost (Scale to be created based on projects received)

- Reliability Improvements (10 pts)
 - Points awarded based on project type and relative impact to reliability
- Safety and Security Concerns (5 pts)
 - Points awarded based on project type and relative impact to safety and security
- Rider Experience (5 pts)
 - Points awarded based on project type and relative impact to rider experience

Combined Proposed Tiered Scoring for Reliability Improvements, Safety and 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.)

Bundled Transit Projects: Location Requirements

- LAPP transit applications **are required** to include locations of bundled projects Ex: bus stop improvements, enhanced transfer points.

Project Scoring & Prioritization

- All projects are expected to score at least 50% of the top-scoring project for each mode
- If a project does not score at least 50% of the top project's point value, the project will be reviewed to determine programming eligibility
 - Un-programmed funds from that modal mix element may be reallocated to the other modes to fund higher-scoring projects.
- All recommendations from the LAPP committee will be submitted to the TCC and Executive Board for review and approval

Selection Process

- Project Eligibility Review
- Project Scoring
- LAPP Scoring Committee Review & Recommendation
- TCC Review & Recommendation
- Executive Board Review & Programming

Project 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 updates to the MPO outlining where the project is in the timeline toward funding obligation of all phases awarded for the project (this includes NEPA, plan, and Right of Way submittals)
- More frequent communications are required if project location, schedule or funding changes are likely to occur - TCC Review & Recommendation
- Applicants are also required to include CAMPO on key date communications toward implementation of the project, such as bidding, groundbreaking and opening ceremonies

Important Dates

Aug 20, 2026	Opening of LAPP Application
Sep 14, 2026	Pre-Submittal Deadline
Sep - Oct	Pre-Submittal Meetings
Oct 30, <u>Noon</u>	Project Submission Deadline
Nov 2026	Eligibility Review & Scoring
Dec 2026	LAPP Selection Panel Meeting

Questions

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