



NC Capital Area **Metropolitan Planning Organization**

CAPITAL AREA MPO

**Locally Administered Projects Program (LAPP)
Project Management Training**

March 20, 2018

9:00 AM – 3:00 PM

Trainer Introductions

Gretchen Vetter

Eddie Dancausse

Tammy Richards

Sheila Gibbs

Jennifer Evans

Mohammed Mahjoub

Mike Dawson

Brad Lopp

Kathy Smith

Boyd Tharrington

Today's Agenda

- **Locally Administered Projects Program Overview**
 - Program Overview
- **Federal Considerations**
 - CMAQ
 - NEPA
 - TIP# and TIP/STIP Processes
 - CMAQ Application
 - Fiscal and Reporting
- **NCDOT Processes/Contacts**
 - Local Program Management Unit Processes
 - Environmental Documentation
 - Special Studies- Roadway Design Unit
 - Design – Coordination and Schedules
 - Uniform Act
 - Right of Way Issues
 - Contract Proposals, Procurement, & Award Concurrence
 - Construction Oversight
- **LAPP Project Delivery Requirements**
- **LAPP Project Roundtable**
- **Wrap Up**

Locally Administered Projects Program Overview

LAPP - Introduction

- Responsibility of the MPO
- In March, 2010 the TAC directed staff to create the Locally Administered Projects Program.
 - Holistic approach to identify & prioritize highly effective projects
 - Efficient use of available funds
 - Avoid future Federal rescissions to the maximum extent possible
 - Annual modal investment mix
 - Project tracking system
 - Training program

LAPP – Eligibility

- **Locally- Administered**
 - By applying, the local government or NCDOT Division 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.
- **Shovel Ready**
 - Timely execution of agreement to proceed.
 - Requested phase authorized within funding year.

FFY19 Roadway Projects

Roadway									
TIP ID	Project Name	Sponsoring Agency	Requested Phase	Total Cost	Local Match %	Requested Funding	Recommended Funding	Program Fund	Total Score
U-6093	Rock Quarry Road - Part A	Raleigh	PE, ROW, CON	\$ 14,183,000	30%	\$ 9,928,100	\$ 9,928,100	STBGDA	58.86
U-6094	Holly Springs Rd. Widening	Holly Springs	ROW, CON	\$ 2,518,120	20%	\$ 2,014,496	\$ 2,014,496	STBGDA	57.29
U-6095	New Bern Avenue Bottleneck Elimination	Raleigh	ROW, CON	\$ 512,000	20%	\$ 409,600	\$ 409,600	STBGDA	57.00
U-5118IA	Connected Vehicle Technology	Cary	CON	\$ 2,000,000	20%	\$ 1,600,000	\$ 1,600,000	STBGDA	57.00
U-6096	Old Honeycutt/Purfoy Road Intersection Improvements	Fuquay-Varina	PE, ROW, CON	\$ 1,218,500	25%	\$ 913,875	\$ 913,875	STBGDA	50.29
U-5501	Reedy Creek Road Improvements Phase 2	Cary	CON	\$ 6,720,000	20%	\$ 5,376,000	\$ 632,029	STBGDA	46.57
Total							\$ 15,498,100		

FFY19 Bike/Ped Projects

Bike/Ped

TIP ID	Project Name	Sponsoring Agency	Requested Phase	Total Cost	Local Match %	Requested Funding	Recommended Funding		Total Score
C-5604OF	Blue Ridge Road Bike/Ped Improvements	Raleigh	ROW, CON	\$ 4,610,000	22%	\$ 3,595,800	\$ 3,595,800	CMAQ	69.50
C-5604AA	Kelly and Apex Barbecue Pedestrian	Apex	ROW, CON	\$ 925,000	30%	\$ 647,500	\$ 647,500	CMAQ	60.75
C-5604ID	Higgins Greenway Ph 3	Cary	ROW, CON	\$ 2,900,000	30%	\$ 2,030,000	\$ 2,030,000	CMAQ	55.75
						Total	\$ 6,273,300		

FFY19 Transit Projects

Transit

TIP ID	Project Name	Sponsoring Agency	Requested Phase	Total Cost	Local Match %	Requested Funding	Recommended Funding		Total Score
TD-5304	FY2019 Bus Stop Improvements	GoRaleigh	PE, ROW, CON	\$ 1,095,000	20%	\$ 876,000	\$ 876,000	STBGDA	53.00
TD-5305	Downtown Cary Multimodal Facility	GoCary	PE, ROW	\$ 2,500,000	20%	\$ 2,000,000	\$ 2,000,000	STBGDA	42.50
U-5530OC	Navaho Drive Sidewalk	GoRaleigh	ROW, CON	\$ 440,750	20%	\$ 352,600	\$ 352,600	TAP	40.00
						Total	\$ 3,228,600		

LOCALLY ADMINISTERED PROJECTS PROGRAM

Implementation Process



FHWA CMAQ/NEPA

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 non-attainment or maintenance
- Eligible projects / programs include those with air quality benefit that are likely to contribute to the attainment 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
- Right of Way Authorization
- Environmental Document
- Federal Share
- Project Completion Date

National Environmental Policy Act (NEPA)

NEPA

- NEPA of 1969 (signed January 1, 1970)
- Established Nat'l environmental policy & goals
- Required agency disclosure of impacts of proposed actions and possible mitigation
- Created basis for environmental impact statements (EIS) for major Federal actions
- Created Council on Environmental Quality (CEQ)-monitors Federal actions, provides overall guidance, tracks trends and resources.

When Does NEPA Apply?

- For FHWA, basically when a project is proposed for Federal-aid Highway Funding
- Action-highway or transit project proposed for FHWA funding, but...
- ...actions must also include activities such as multiple use permits or changes in access control that may or may not involve commitment of funds

What must be considered?

- Natural and “built” environments
- Agencies must take a “hard look” at consequences of actions and keep public informed
- NEPA goal: prevent uniformed decisions versus unwise ones

What are Classes of Actions?

- **Categorical Exclusion (CE)**-actions which do not individually or cumulatively have a significant effect on the human environment
- **Environmental Impact Statement (EIS)**-detailed written statement on major Federal actions significantly affecting the human environment
- **Environmental Assessment (EA)**-significance of environmental impact is not clearly established; to determine the appropriate environmental document required

What will be needed to receive the Federal Funds?

- Completed/approved environmental document (PCE/CE/EA/EIS)

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????

Eddie Dancausse

FHWA AQ Specialist

919-747-7026

edward.dancausse@dot.gov

Federal Considerations & CAMPO

TIP Process

Amendments require CAMPO Executive Board (TAC) action - 2-3 Month Process

- Stand-Alone TIP Project Numbers
 - Add or delete a project
 - Change in design or scope, such as termini, number of lanes, etc.
 - Add or substantially modify a phase of work
 - Change in cost
 - Change in schedule
- Group TIP Project Numbers
 - Substantial change in cost, schedule or scope

Modifications that require administrative approval (No TAC action)

- Minor change in funding amount
- Use different source of funds
- Small changes in project scope

STIP changes*

Revisions - requires Board of Tr. (BOT) action - and additional 2-3 Month Process

- Change Fiscal Year in which \$\$ to be authorized
NOTE: FFY begins Oct 1; ends Sep 30
- Add (or modify) a Phase of work
- Add new stand alone project (not Group #s, e.g. U-5118)

Cases NOT requiring BOT action

- Minor change in funding amount
- Use different source of funds

*If LAPP funds involved, MPO must review and concur

CMAQ Application


All FFY 19 Projects funded with CMAQ have applications already submitted to NCDOT!

CMAQ - Project Application_FFY16_17.pdf - Adobe Reader

File Edit View Window Help

Tools Sign Comment Extended

Please fill out the following form. You can save data typed into this form. Highlight Existing Fields

 **CMAQ PROJECT APPLICATION**

FOR NCDOT USE ONLY

APP ID	STIP ID
--------	---------

IN ORDER TO BE CONSIDERED A COMPLETE APPLICATION PACKAGE, ALL FIELDS MUST BE APPROPRIATELY COMPLETED & REQUIRED ADDITIONAL INFORMATION AS NOTED MUST BE ATTACHED. INCOMPLETE APPLICATIONS WILL BE RETURNED.

GENERAL PROJECT INFORMATION

1 SELECT CMAQ PROJECT TYPE

☐ STATEWIDE ☐ REGIONAL ☐ SUBREGIONAL

2 SELECT MPO/RPO(S)

<input type="checkbox"/> Burlington-Graham MPO	<input type="checkbox"/> Gaston-Cleveland-Lincoln MPO	<input type="checkbox"/> Land of Sky RPO	<input type="checkbox"/> Triangle RPO
<input type="checkbox"/> Cabarrus-Rowan MPO	<input type="checkbox"/> Greensboro MPO	<input type="checkbox"/> NW Piedmont RPO	<input type="checkbox"/> Unifour RPO
<input type="checkbox"/> Capital Area MPO	<input type="checkbox"/> Hickory MPO	<input type="checkbox"/> Rocky Mount MPO	<input type="checkbox"/> Upper Coastal Plain RPO
<input type="checkbox"/> Charlotte Regional TPO	<input type="checkbox"/> High Point MPO	<input type="checkbox"/> Rocky River RPO	<input type="checkbox"/> Winston-Salem MPO
<input type="checkbox"/> Durham-Chapel Hill-Carrboro MPO	<input type="checkbox"/> Kerr-Tar RPO	<input type="checkbox"/> Southwestern RPO	

3 PROJECT SPONSOR INFORMATION

Agency	
Contact Name	
Contact Title	

Adobe PDF Pack
Convert files to PDF and easily combine them with other file types with a paid subscription.
Select File to Convert to PDF:
Select File

Send Files
Store Files

11:00 AM 4/15/2015

FHWA

Funding, Monitoring & Reporting

Tammy Richards - FHWA

Pinkie Promise!



**I'm From the
Government
AND
I'm Here
To Help**

2 CFR 200 “Supercircular”



- Guidance was published December 26, 2013, will be in **effect** for all federal awards or funding increments to nonfederal entities on or after **December 26, 2014**.
- Guidance supersedes and streamlines requirements contained in OMB Circulars A-21, A-50, A-87, A-89, A-102, A-110, A-122 and A-133 by consolidating the requirements of these eight documents into one.
- Final guidance is located in Title 2 of the Code of Federal Regulations.
- The goal of the reform was to provide guidance that would do the following:
 - Streamline guidance for federal awards to ease administrative burden
 - Strengthen oversight over federal funds to reduce risks of waste, fraud and abuse
 - Eliminate duplicate and conflicting guidance between circulars

2 CFR 200 “Supercircular” Cont.



Period of Performance:

- Imposes a period when project costs can be incurred
 - Start Date (Project Effective Authorization Date) through the End Date
 - 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
- Based on States Estimated Project Schedule
- Monitor and Revise End Date
 - Project delay beyond the control of the recipient/subrecipient (*change in project scope*)
 - Extension/modification is authorized by the awarding agency

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)

NCDOT 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

Project/Funds Authorization



FHWA commitment that Federal funds are available for the project

- Preliminary Engineering (PE) - (you have 10 years to construct the project - “Studies” are not a good idea) CFR 630.112(2)
- Right of Way acquisition (ROW)
- Construction (CON)
- **Authorization is required prior to incurring any expenses**
 - ✦ Work done before the date of FHWA Division authorization is NOT eligible for reimbursement

Inactive Projects



- An Inactive Project is defined as any project (regardless of the dollar value) that has not had any expenditures charged to it in FHWA's system in the given timeframe.
- Once a project hits the 1-year report, FHWA's Finance Section is REQUIRED to deobligate the funding.
- Remember that 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.

Review Findings



1. Expenditures occurred before FHWA Authorization was signed
2. Projects not competitively bid
3. No pay records/diaries
4. No weigh tickets
5. No certified payrolls
6. No wage rate interviews
7. No material received reports
8. No Buy America Certification
9. No testing/test reports
10. No DBE documentation
11. No NCDOT oversight
12. NCDOT personnel were not verifying pay quantities before approving invoices
13. Force Account by local agency
14. Municipality destroyed records before the end of the records retention date

Items Typically Reviewed



- Advertisement/Bid documents
- Consultant Selection process
- Project Diaries
- Pay Record Books
- Concrete/Asphalt/ABC test results/frequencies
- Weight tickets
- Pay Estimates
- Supplemental Agreements
- Wage Rates/Interviews
- DBE/Subcontractors
- Grading
- Traffic Control
- Erosion Control
- Signs
- Material Certifications
- Job-site Posters
- LPA/NCDOT Oversight
- Project Final Acceptance Process

Preliminary Project Reviews



LPA Program Manager will be conducting two types of reviews:

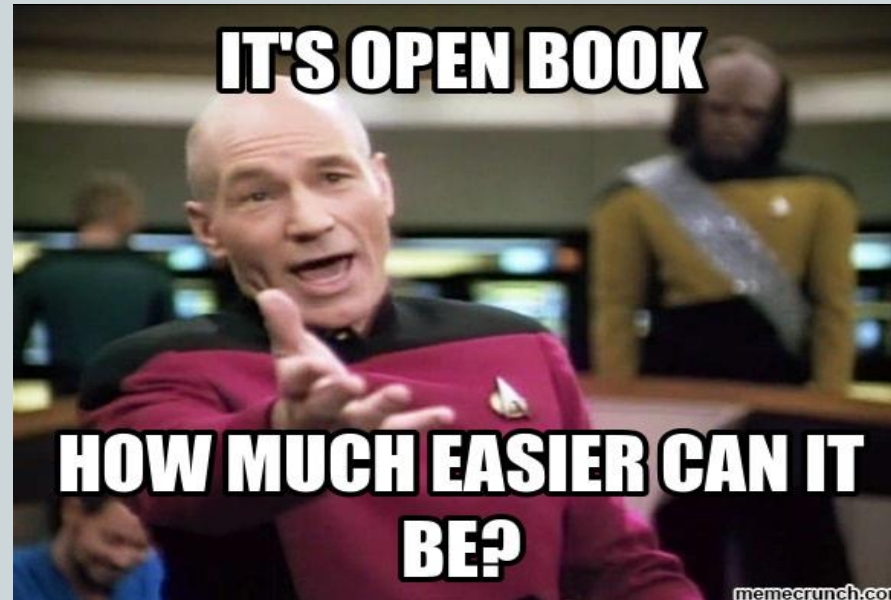
Pre-Construction Meetings/Reviews - Please don't forget to invite me, the DOT and DOT-Materials and Test Unit. (It's stated on your Concurrence In Award letter.)

I want to be included in these meetings to ensure everyone is on the same page as far as expectations and requirements.

Records Reviews



- **Records Reviews** - Will consist of a review of all project records and documentation for the project. (I will provide a copy of the checklist that I use!)



Material Certification & Project Closeout



In order to achieve project final acceptance, the NCDOT (Materials & Test Unit) will need to certify your project (requested by an NCDOT-1446B form by NCDOT). Please make sure all records are available for their review.

2 CFR 200 (aka: Supercircular) - Requires that projects be closed out 15 months after the “End Date” established and documented on the FHWA Authorization.

Note to NCDOT & Municipalities: Please schedule M&T’s review, the punch list walk through, final invoice, etc. as soon as you can in the final acceptance process to ensure proper (and timely) project closeout.

If timeframes are not met, the Supercircular states that ALL project funds shall be taken back.

Left Hand/Right Hand Coordination



"Our left hand doesn't know what our right hand is doing, so we're only interviewing ambidextrous candidates."

Don't Be Afraid To Ask For Help!

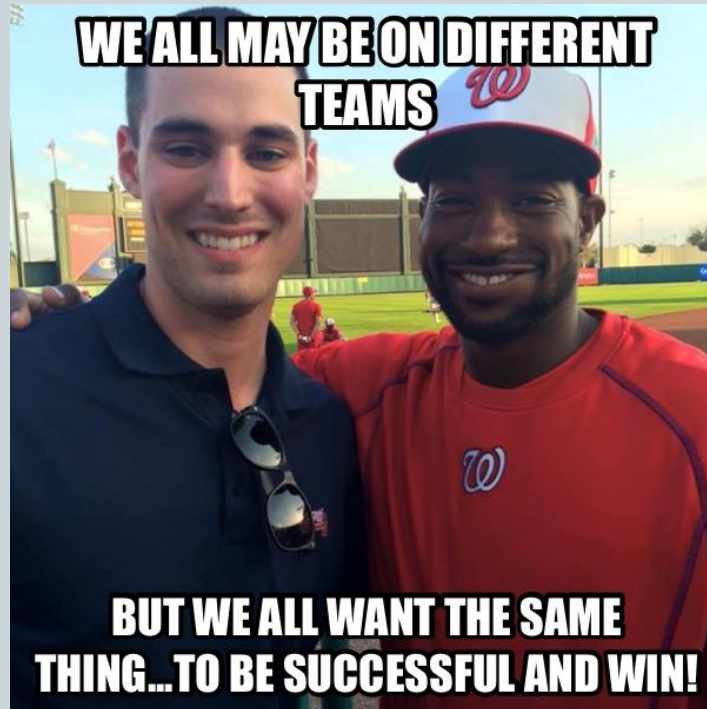


Remember: If you have questions, run in to a problem or don't know how to handle something, please ask your NCDOT partners. They are there to help you and to keep you out of trouble!

Teamwork



“It is my hope that when funds are given to a municipality, that they keep all of them and a great project is created. When I have to take Federal funds back from a municipality, I take it personally. It’s a bad day at the office for me. It means I failed...we failed in some way. That’s a bad day for everyone.” - Tammy Richards



Questions?



Tammy Richards
FHWA - Local Programs Manager
(919) 747-7004
Tammy.Richards@dot.gov



NORTH CAROLINA Department of Transportation



Local Project Management & Implementation

Sheila Gibbs

March 20, 2018

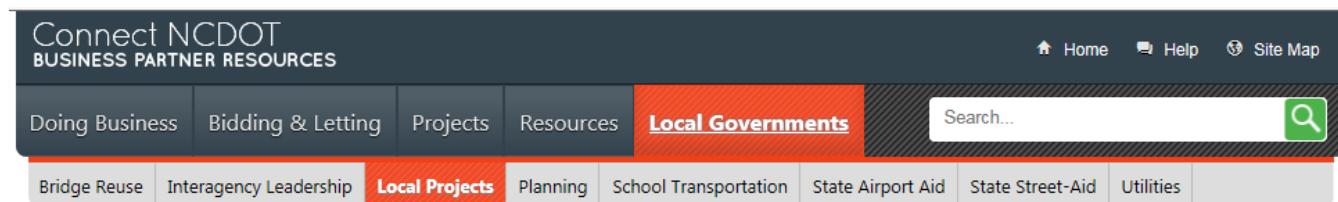
Overview of Presentation

- Resources
- Local Project Delivery
- Local Project System
 - Application for Agreement
 - Submitting Documents for Review
 - Change Requests
 - Reimbursement Requests
- Professional Services
- Reimbursement

LPMO Website

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

- The Department has a website for internal and external customers to utilize for information.
- For Local Projects, click on the “Local Governments” tab, then the “Local Projects” tab.
- The website provides resources and links to other funding areas, project guidance, templates and forms.



Connect NCDOT
BUSINESS PARTNER RESOURCES[Home](#) [Help](#) [Site Map](#)[Doing Business](#)[Bidding & Letting](#)[Projects](#)[Resources](#)[Local Governments](#)

Search...

[Bridge Reuse](#)[Interagency Leadership](#)[Local Projects](#)[Planning](#)[School Transportation](#)[State Airport Aid](#)[State Street-Aid](#)[Utilities](#)

Local Projects Administration

Guidance to help municipalities implement and deliver locally-administered transportation projects.

[Home](#) ▶ [Connect NCDOT](#) ▶ [Local Governments](#) ▶ [Local Projects](#)

Introduction

The Local Programs Management Office (LPMO) provides guidance and oversight to Local Government Agencies (LGA) that receive federal or state funds to implement a project, program, or study. LPMO establishes standard operating procedures for those projects that are administered by an LGA.

WHAT IS A LOCALLY-ADMINISTERED PROJECT?

LGA programs and projects receive federal or state money based on the recommendations of Municipal or Rural Planning Organizations (MPOs and RPOs), NCDOT Program Areas, and Board of Transportation Members. LGAs are responsible for carrying out the design and construction of projects, or implementation of programs.

WHAT IS NCDOT'S ROLE?

NCDOT's role is to advise, approve and oversee the proper expenditure of funds by an LGA on an eligible project or program. NCDOT is committed to establishing appropriate oversight in order to ensure the best use of public funds and compliance with all applicable state and federal

FORMS & TEMPLATES

[Letter from LGA Requesting
Concurrence with PEF Selection](#)[Letter from LGA Requesting NCDOT
Concurrence with Construction
Contractor](#)[Letter from LGA Requesting
Reimbursement](#)[Project Information Data Sheet](#)[FFATA Subrecipient Information Form](#)[PCE Checklist](#)[Request for Letters of Interest \(RFLOI\)
_Design or CEI](#)

[Bridge Reuse](#)[Interagency Leadership](#)[Local Projects](#)[Planning](#)[School Transportation](#)[State Airport Aid](#)[State Street-Aid](#)[Utilities](#)

Local Programs Management (LPM) Handbook and Updates

Understand the Requirements of NCDOT and the Federal Highway Administration for federally-funded Projects

[Home](#) ► [Connect NCDOT](#) ► [Local Governments](#) ► [Local Projects](#) ► [Local Programs Management \(LPM\) Handbook and Updates](#)

Local Programs Management Handbook - 2009

(Does not include updates)

[Read More](#) →

Updates to the 2009 Handbook

* Instructions


* Webinar

* Updates (in red)

- Introduction (Including Contacts)
- State Transportation Improvement Program
- **Funding, Eligible Costs, and Match Requirements**
- **Schedule**
- Project Agreement
 - Project Information Data Sheet (see Forms & Templates)
- **Funding Authorization Overview**
- **Preliminary Engineering Authorization**
- **Professional Services**
 - **Project Specific Solicitation vs On-Call Contract (Overview)**
 -  **GUIDELINES for COMPLETING RFLOI.pdf**
 - Template Request for Letters of Interest (see Forms & Templates)
 - Letter from LGA Requesting Review of Proposal (see Forms & Templates)

FORMS & TEMPLATES

Letter from LGA Requesting
Concurrence with PEF Selection 

Letter from LGA Requesting NCDOT
Concurrence with Construction
Contractor 

Letter from LGA Requesting
Reimbursement 

Project Information Data Sheet 

PCE Checklist 

Request for Letters of Interest (RFLOI)
_Design or CEI 

Contract Provisions for Non-Federal
Entities.pdf 

LPMO_Security Form 



Employee Directory

Staff contacts for *Programs Management Office*.

LOCAL PROJECT DELIVERY



Typical Project Delivery Steps

Agreement

-----Preliminary Engineering Authorization-----

- *Procuring Professional Services*
- Environmental Document (required)**
Plans (required)

-----Right of Way Authorization-----

- *Right of Way Acquisition*
 - *Utility Relocation*

Right of Way Certification (required)
Contract Proposal and Estimate (PS&E) (required)

-----Construction Authorization-----

- *Advertise and Let Construction Contract*
 - *Construction & Administration*
- Final Inspection (required)**
 - *Final Reimbursement*

Funding Authorization

For every phase that is eligible for reimbursement, the LGA must request funding authorization through the Local Project System (EBS).

- PE: Preliminary Engineering – pays for professional engineering services, and other pre-construction activities
- ROW: Right of Way and Utility Relocation – pays for costs of acquiring ROW, relocating utilities, appraisals and other ROW associated costs
- CON: Construction – pays for the construction contract, construction engineering and inspection (CEI), and contract administration.

Funding Authorization

- Refer to the chart to show when funding authorization may be requested for each phase.
- Note deliverables that are needed prior to requesting funding authorization.
- Funding authorization starts the clock with FHWA.

NCDOT will use your funding

- Even if the LGA is not receiving funding for a certain phase of work, the funding is still available for NCDOT to authorize and utilize for the review of plans, appraisals, certification package, proposal, etc.
- The LGA is responsible for the non-federal match on any DOT charges.
- The LGA is responsible for any costs that *exceed* the available funding.

Agreement

- Cannot be initiated until funding is programmed in the STIP in correct year.
- Executed between NCDOT and the Local Governmental Agency.
- Includes provisions that LGA must comply with in order to receive reimbursement.
- Includes funding, time frames, scope of work, and responsibilities.

Funding Authorizations cannot occur until a fully executed agreement is in place.

Application Process

- When you are ready to start an agreement you will need to submit your application in the Local Project System (EBS Portal).
- The application is an updated version of the Project Information Data (PID) Sheet.
- Currently, the system is only for projects with CMAQ, STBGDA, or TAPDA funding.

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 on your 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 and 2 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: _____

EBS System

- Let's look at the EBS system



Enterprise Business System (EBS)



**Enterprise
Business
Services**

User *

Password *

Passwords are case sensitive

Log On

[Login Help](#) * [Browser Support](#)

Home - [SAP] - Windows Internet Explorer provided by N.C. Dept. of Transportation

Welcome Craig McKinney

NCDOT
NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

LOCAL PROJECTS

Saved Searches ▾ Go Advanced

Home

Home

Help - LPMO

FAQ's


Recent Items

- 2000006230 Side W...
- LPMO_PY2014
- 2000006231 SAP-2...
- 214 Independent PE...
- 1000002499 SAP-2...

Processes

- New Application
- Display Application
- Change Application
- View Agreement/Submit Document
- Submit Change Request
- Edit Change Request
- Review Reimbursement Claims
- New Reimbursement Claim
- Change Reimbursement Claims
- View Program/Grants

110%



LOCAL PROJECTS

Search: Application Form

Home

Help - LPMO

FAQ's

Recent Items

2000006230 Side W...

LPMO_PY2014

2000006231 SAP-2...

214 Independent PE...

1000002499 SAP-2...

Welcome Craig McKinney

Saved Searches

Back

Search Criteria

Hide Search Fields

Program ID

is

Maximum Number of Results:

100

Search

Clear

Save Search As:

Result List

Application Form

Program ID

No result found

110%

Search: Application Form - [SAP] - Windows Internet Explorer provided by N.C. Dept. of Transportation

Welcome Craig McKinney

Search: Application Form

Search Criteria


Program ID is LPMO_PY2014

Maximum Number of Results: 9,999

Search Clear Save Search As: Save

Result List

Application Form	Program ID
LPMO - Application	LPMO_PY2014

**NCDOT**
NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

LOCAL PROJECTS

Welcome Craig McKinney

Saved Searches

New Application Form






Home

Help - LPMO



FAQ's

Recent Items



2000006230 Side W...
LPMO_PY2014
2000006231 SAP-2...
214 Independent PE...
1000002499 SAP-2...




1 / 2



69.7%



Please fill out the following form. You can save data typed into this form.



Project Information Data Sheet
LOCAL PROGRAMS MANAGEMENT OFFICE
1595 MAIL SERVICE CENTER
RALEIGH, NC 27699-1595

DIRECTIONS: Submit completed form with attachments to Local Programs Office

DEMOGRAPHIC INFO

Name of Entity	CITY OF GREENSBORO		
MPO/RPO *	Please Select		
Type *	Choose One		

CONTACT INFO - Agreements

Name	Craig McKinney		
Title			
Address			
Phone #1		Phone #2	
Email	mpandya@NCDOT.GOV		

CONTACT INFO - Project Delivery

☐ Same as Agreements

Name			
Title			
Address			

Actions for Application

Your Application will be Returned, Rejected or Approved.

Returned: If the application needs to be corrected, or needs additional information

Rejected: If the Project is not programmed in the STIP, you can't start agreement process.

Approved: An Agreement is started by the LPMO

Agreement Preparation and Execution

- LPMO will create the agreement and mail 2 originals to the LGA.
- LGA will review and sign agreements and send back to LPMO for execution by NCDOT.
- LPMO will mail one fully executed agreement to the LGA for their records and upload executed agreement in the EBS.

Typical Project Delivery Steps

✓ Agreement

-----Preliminary Engineering Authorization-----

- *Procuring Professional Services*
- Environmental Document (required)**
Plans (required)

-----Right of Way Authorization-----


- *Right of Way Acquisition*
 - *Utility Relocation*

Right of Way Certification (required)
Contract Proposal and Estimate (PS&E) (required)

-----Construction Authorization-----

- *Advertise and Let Construction Contract*
 - *Construction & Administration*
- Final Inspection (required)**
 - *Final Reimbursement*

Submit Change Request



NCDOT
NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

**LOCAL
PROJECTS**

Welcome Craig McKinney

Saved Searches

Home

Home

Help - LPMO

FAQ's


Recent Items

- 2000006231 SAP-2...
- Erica Jefferies 1000...
- 2000006230 Side W...
- 1000002517 Sidewa...
- LPMO_PY2014

Processes

- New Application
- Display Application
- Change Application
- View Agreement/Submit Document
- Submit Change Request
- Edit Change Request
- Review Reimbursement Claims
- New Reimbursement Claim
- Change Reimbursement Claims
- View Program/Grants

Search your Project



NCDOT
NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

**LOCAL
PROJECTS**

Welcome Craig McKinney

Saved Searches

Search: Change Request Form

Home

Help - LPMO

FAQ's

Recent Items

- 2000006231 SAP-2...
- Erica Jefferies 1000...
- 2000006230 Side W...
- 1000002517 Sidewa...
- LPMO_PY2014

Search Criteria [Hide Search Fields](#)

TIP number

is

Maximum Number of Results:


100

Save Search As:

Result List

Agreement ID	Agreement Description	TIP number	Change Request Form
No result found			

Find your Project



NCDOT
NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

Home

Help - LPMO

FAQ's

Recent Items

- 2000006231 SAP-2...
- Erica Jefferies 1000...
- 2000006230 Side W...
- 1000002517 Sidewa...
- LPMO_PY2014

LOCAL PROJECTS

Welcome Craig McKinney

Saved Searches ▾

Go

Advanced

Search: Change Request Form

Back ▾

Search Criteria

Hide Search Fields

TIP number ▾ is ▾

Maximum Number of Results: 100

Search

Clear

Save Search As:

Save

Result List

Agreement ID

Agreement Description

TIP number

Change Request Form

2000006230

Side Walk

SHP2001

LPMO - Change Request

2000006231

SAP-2010

TIP-01

LPMO - Change Request

2000006232

Sidewalk

TIP-01

LPMO - Change Request

Search

Clear

Save Search As:

Save

Result List

Agreement ID	Agreement Description	TIP number	Change Request Form
2000006230	Side Walk	SHP2001	LPMO - Change Request
2000006231	SAP-2010	TIP-01	LPMO - Change Request
2000006232	Sidewalk	TIP-01	LPMO - Change Request

NCDOT
NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

LOCAL PROJECTS

Welcome Craig McKinney

Saved Searches ▾ Go Advanced

New Change Request Form

[Back](#)

[Home](#)

[Help - LPMO](#)

[FAQ's](#)

Recent Items

- 2000006231 SAP-2...
- Erica Jefferies 1000...
- 2000006230 Side W...
- 1000002517 Sidewa...
- LPMO_PY2014

1 / 1
103%

[Fill & Sign](#)
[Comment](#)

Please fill out the following form. You can save data typed into this form.

[Highlight Existing Fields](#)

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

Local Program Management Office

AGREEMENT CHANGE REQUEST

PROGRAM ID	LPMO_PY2014
DESCRIPTION	LPMO Program
AGREEMENT	2000006230 - Side Walk
SUB-RECIPIENT	CITY OF GREENSBORO
SUBMITTED BY	Craig McKinney
TIP	SHP2001
DIVISION	07
FA PROJECT	
TOTAL AVAILABLE FUNDING	\$20,000.00
REASON/PURPOSE	Choose One ▾
REASON FOR CHANGE:	

Submit Change Request

SR 2001

DIVISION07

FA PROJECT

TOTAL AVAILABLE FUNDING\$20,000.00

REASON/PURPOSERequest for Fund Authorization/Transfer

REASON FOR CHANGE: *

Choose One

Request for Fund Authorization/Transfer

Request for Supplement Agreement

CODE	WBS	EXPENSE DESCRIPTION	START DATE (MM/DD/YYYY)	APPROVED BUDGET	AUTHORIZED TO DATE	TOTAL AMOUNT REQUESTED	NON FEDERAL MATCH AMOUNT	FEDERAL AMOUNT	PROPOSED AMOUNT
L001	12.3018287	PE – Preliminary Engineering	02/02/2015	\$8,000	\$3,800				\$8,000
TOTAL EXPENSES				\$8,000	\$3,800				\$8,000

SUB-RECIPIENT AUTHORIZING SIGNATURE

I have read and accepted the terms and conditions for funding and all the information and attachments supplied in this application are true to the best of my knowledge.

Name:

Date:

02/09/2015

Check

Save

Submit

Funding Authorization

Once approved by NCDOT and FHWA the LGA will be notified in the EBS Portal by email with a letter attached for the next steps to follow.

- PE Funding Authorization allows the LGA to advertise/solicit for Professional engineering services.
- ROW Funding will allow the LGA to initiate property acquisition or utility relocation.
- Construction Funding will allow the LGA to bid out the construction project.

Typical Project Delivery Steps

✓ Agreement

✓ -----Preliminary Engineering Authorization-----

- *Procuring Professional Services*
- Environmental Document (required)**
Plans (required)

-----Right of Way Authorization-----

- *Right of Way Acquisition*
- *Utility Relocation*

Right of Way Certification (required)
Contract Proposal and Estimate (PS&E) (required)

-----Construction Authorization-----

- *Advertise and Let Construction Contract*
 - *Construction & Administration*
- Final Inspection (required)**
• *Final Reimbursement*

Professional Services

- All professional services procurement must be in accordance with 23 CFR 172.
- LGA must have their own written procedures, approved by NCDOT, or they can comply with NCDOT's *Policies and Procedures for Procurement and Administration of Major Professional or Specialized Services Contracts*
- Resources
 - Read 23 CFR 172
 - Review **Professional Services** section of Agreement and Handbook
 - Refer to NCDOT's *Policies and Procedures*
 - Utilize DOT's template for a Request for Letters of Interest (RFLOI)

Request for Letters of Interest (RFLOI)

- LGAs must complete an RFLOI for engineering services; either for design or for construction engineering and inspection (CEI).
- Use the template on the NCDOT Connect site
- Submit draft RFLOI through EBS Portal.

Doing Business

Bidding & Letting

Projects

Resources

Local Governments

Search...



Bridge Reuse

Interagency Leadership

Local Projects

Planning

School Transportation

State Airport Aid

State Street-Aid

Utilities

Local Projects Administration

Guidance to help municipalities implement and deliver locally-administered transportation projects.

Home ► Connect NCDOT ► Local Governments ► Local Projects

Introduction

The Local Programs Management Office (LPMO) provides guidance and oversight to Local Government Agencies (LGA) that receive federal or state funds to implement a project, program, or study. LPMO establishes standard operating procedures for those projects that are administered by an LGA.

WHAT IS A LOCALLY-ADMINISTERED PROJECT?

LGA programs and projects receive federal or state money based on the recommendations of Municipal or Rural Planning Organizations (MPOs and RPOs), NCDOT Program Areas, and Board of Transportation Members. LGAs are responsible for carrying out the design and construction of projects, or implementation of programs.

WHAT IS NCDOT'S ROLE?

NCDOT's role is to advise, approve and oversee the proper expenditure of funds by an LGA on an eligible project or program. NCDOT is committed to establishing appropriate oversight in order to ensure the best use of public funds and compliance with all applicable state and federal regulations.

FORMS & TEMPLATES

[Letter from LGA Requesting Concurrence with PEF Selection](#)



[Letter from LGA Requesting NCDOT Concurrence with Construction Contractor](#)



[Letter from LGA Requesting Reimbursement](#)



[Project Information Data Sheet](#)



[FFATA Subrecipient Information Form](#)



[PCF Checklist](#)



[Request for Letters of Interest \(RFLOI\) _Design or CEI](#)



[Contract Provisions for Non-Federal Entities.pdf](#)




Updates to the 2009 Handbook

- * **Instructions**

- * **Webinar**

- * Updates (in red)

- Introduction (Including Contacts)
- State Transportation Improvement Program
- **Funding, Eligible Costs, and Match Requirements**
- **Schedule**
- Project Agreement
 - Project Information Data Sheet (see Forms & Templates)
- **Funding Authorization Overview**
- **Preliminary Engineering Authorization**
- **Professional Services**
 - **Project Specific Solicitation vs On-Call Contract (Overview)**
 -  **GUIDELINES for COMPLETING RFLOI.pdf**
 - ~~Template Request for Letters of Interest (see Forms & Templates)~~
 - Letter from LGA Requesting Review of Proposal (see Forms & Templates)

Solicitation & Selection of PEF

- Advertise, announce, or otherwise publicly notify all requirements for services.
- Select most qualified firm to undertake the work. Ensure all consultants are pre-qualified by NCDOT in the work codes advertised.
- LGA will submit a letter requesting review of the PEF selection with documentation of a scoring process.

Selection of PEF

- LGA will submit these documents in the EBS Portal.
- Select either:
 - “PE – PEF Selection Process”
 - “CEI – PEF Selection Process”
 - to submit your following documents
- Letter on your letterhead to name the selected firm and why you selected this firm.
- Prepare a rating sheet

Example of Rating Sheet

Firms	Experience, Knowledge (30%)	Firms Staff experience (40%)	Understanding of project (30%)	Total Score
ABC	25	30	20	75
Lego	28	35	25	88
123 Build	26	30	20	76

Approval of PEF

- You will receive back a concurrence letter for your selection.
- LGA will schedule a scoping meeting, if needed.

Negotiate a Contract

Request Cost Proposal from PEF

When the consultant develops their costs proposal, they should use the applicable spreadsheets found under Forms at this website:

<https://connect.ncdot.gov/business/consultants/Pages/default.aspx>

Planning & Design

NCDOT Scope and Manday Estimate Form

Construction Engineering & Inspection

CEI Technicians' Scope and Estimate Form

Review of Cost Proposal

- Once you have completed your Cost Proposal Spreadsheet you will need to upload in the EBS Portal.
- The tasks, man-hours and rates will be reviewed by our Professional Services Office and External Audit.
- If any revisions needed, or negotiate as allowed and finalize the cost estimate.
- Submit for final review.

Review of Consultant Contract

- Once cost estimate is finalized, submit a draft copy of the PEF contract (submit in EBS).
- Refer to *Contract Provisions for Non-Federal Entities* on the Connect website to include in your contract.
- Payment terms for Design/Planning are generally Lump sum and CEI are Cost Plus.

Consultant Contract

- The Department will review contract to ensure appropriate payment terms and costs are the same as approved in the Audit Report.
- The LGA will receive an approval letter then submit the executed Consultant Contract in EBS for the Project file before requesting any reimbursement.

Submit Document in EBS

The screenshot displays the NCDOT LOCAL PROJECTS EBS interface. The top navigation bar includes the NCDOT logo, the text "LOCAL PROJECTS", and a "Welcome Craig McKinney" message. A search bar with "Saved Searches" and a "Go" button is also present. The left sidebar contains links for "Home", "Help - LPMO", "FAQ's", and a "Recent Items" section listing various project entries. The main content area, titled "Processes", lists several actions: "New Application", "Display Application", "Change Application", "View Agreement/Submit Document" (highlighted with a red arrow), "Submit Change Request", "Edit Change Request", "Review Reimbursement Claims", "New Reimbursement Claim", "Change Reimbursement Claims", and "View Program/Grants".

NCDOT
NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

LOCAL PROJECTS

Welcome Craig McKinney

Saved Searches Go Advanced

Home Back

Home

Help - LPMO

FAQ's

Recent Items


- 1000002517 Sidewa...
- 2000006230 Side W...
- LPMO_PY2014
- 2000006231 SAP-2...
- 214 Independent PE...

Processes

- New Application
- Display Application
- Change Application
- View Agreement/Submit Document
- Submit Change Request
- Edit Change Request
- Review Reimbursement Claims
- New Reimbursement Claim
- Change Reimbursement Claims
- View Program/Grants


Submit Document


Search: Grantor Agreements - [SAP] - Windows Internet Explorer provided by N.C. Dept. of Transportation



LOCAL PROJECTS

Welcome Craig McKinney

Saved Searches Go Advanced 


Search: Grantor Agreements Back 

Archive Search

Home

Help - LPMO

FAQ's

 **Recent Items**

- 1000002517 Sidewa...
- 2000006230 Side W...
- LPMO_PY2014
- 2000006231 SAP-2...
- 214 Independent PE...


Search Criteria [Hide Search Fields](#)




TIP number is


Maximum Number of Results:

Search


Clear

Save Search As:  Save

Result List   

Agreement ID	Description	Grantee Name	TIP number	Program ID	Status
 No result found					

Submit Documents

**NCDOT**
NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

**LOCAL
PROJECTS**

Welcome Craig McKinney


Saved Searches

Agreement: 2000006231, SAP-2010

Home

Help - LPMO

FAQ's

 **Recent Items**

2000006230 Side W...

1000002517 Sidewa...

LPMO_PY2014

2000006231 SAP-2...

214 Independent PE...

Agreement Overview

General Data

Description: SAP-2010

Grantee ID/Name: 100000110 / CITY OF GREENSBORO

Grantee Contact: 1000002786 / Erica Jefferies

Program ID/Desc.: LPMO_PY2014 / LPMO Program

Posting Date: 02/02/2015

Employee Responsible: Vimal John

Start Date: 02/02/2015

End Date: 02/20/2015

Application Amounts

Total Approved Amount: 24,000.00 USD

Authorized Amount: 0.00 USD

Billing Req. Amount: 0.00 USD

Cleared Item (ERP): 0.00 USD

Project Information

FA Project Number: Fa-001

TIP number: TIP-01

Division: 07 - Greensboro

Status: Agreement Approved

DBE, MBE, WBE Participation Goals

DBE %: 0.00 MBE %: 0.00 WBE%: 0.00

Items

WBS Element	Expense Type	Eligible for Funding	Authorized Amount	Authorized Claim Amt	Open Balance
	Total Project Funding	<input type="checkbox"/>	0.00 USD	0.00 USD	0.00 USD
12.3018287	PE – Preliminary Engin...	<input checked="" type="checkbox"/>	0.00 USD	0.00 USD	0.00 USD
12.3018287	ROW – Right of Way	<input type="checkbox"/>	0.00 USD	0.00 USD	0.00 USD
12.3018287	CON – Construction	<input type="checkbox"/>	0.00 USD	0.00 USD	0.00 USD

NCDOT
NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

LOCAL
PROJECTS

Welcome Craig McKinney

Saved Searches ▾GoAdvanced

LPMO Activity: New

Back ▾

Save and Back | Save | Cancel |

HomeHelp - LPMOFAQ'sRecent Items

- 2000006231 SAP-2...
- Erica Jefferies 1000...
- 2000006230 Side W...
- 1000002517 Sidewa...
- LPMO_PY2014

Task DetailsEdit

General DataReferences

Document Type:*Independent PE Cost Estimate▾Account:*CITY OF GREENSBOROContact:*Craig McKinneyReference Doc. Date:

Change Status to SubmitStatus:Open▾

Notes

AttachmentsAttachmentURLWith TemplateAdvanced

No result found

Attach Documentation

Attachment -- Webpage Dialog

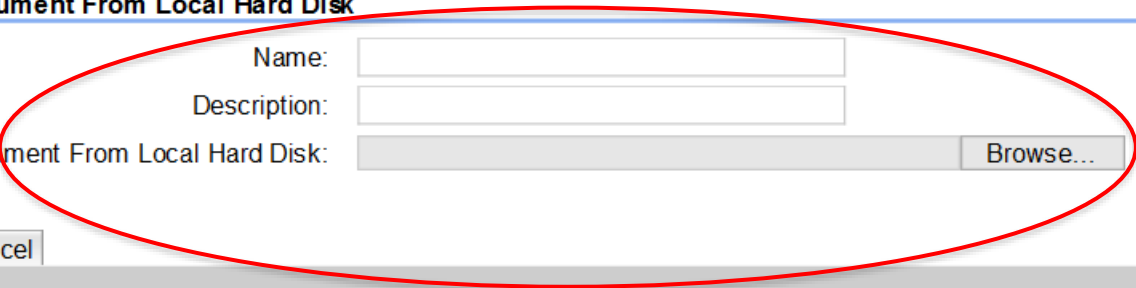
To attach a document, select the document using the value help. If you upload a document from your local hard disk, you can enter a name for the document. If you choose to enter a name, this name is displayed in the attachment list. If you do not enter a name, the file name is displayed.

Upload Document From Local Hard Disk

Name:

Description:

Upload Document From Local Hard Disk:



Submit Document

LOCAL PROJECTS

Saved Searches Go Advanced

LPMO Activity: New Back

Save and Back Save **Submit** Cancel

Task Details Edit

General Data

* Document Type:

Contract Proposal

Date:

02/19/2018

Change Status to Submit

Status:

Open

References

Account:

CITY OF ASHEVILLE

Contact:

Vimal John

Reference Doc. Date:

TIP number:

U-5019

Attachments Attachment URL With Template Advanced

Filter:

Description	Name	Created On	Created By
Contract Proposal	Contract Proposal.txt	02/19/2018 17:33	VMJOHN

Documents you will Submit

TITLE	DESCRIPTION
• PE RFQ	Advertisement to solicit for engineering firms for design, environmental doc, etc.
• PE – PEF Selection Process	Letter requesting concurrence on how LGA selected PEF for design
• PEF Tasks and Mandays/Hours with Rates	Cost Estimate spreadsheet for PEF
• PEF Contract – Design or ROW (coming soon)	Draft and final contract with PEF/other service provider
• Environmental Document (PCE)	PCE Checklist and supporting documentation
• Plans & Specifications	Plans
• ROW RFQ	Advertisement to solicit for ROW services
• ROW – Consultant Selection and Cost Proposal	Letter requesting concurrence with selection of ROW Consultant and the cost proposal
• ROW Appraisal Documents	Documents related to appraisal of ROW
• ROW Certification Documents	Documents related to acquisition of ROW
• Contract Proposal	Also called project manual, project specifications, bid manual
• Concurrence Request	Letter requesting concurrence in LGA award to low bidder
• CEI RFQ	Advertisement to solicit for CEI services
• CEI – PEF Selection Process	Letter requesting concurrence on how LGA selected PEF for CEI
• CEI Cost Spreadsheet	Cost estimate spreadsheet for PEF
• PEF Contract – CEI (coming soon)	Draft contract with PEF for CEI
• Other Documents (any other Documents you may need for review)	Any other documents that need to be reviewed and do not match one of the above categories

Reimbursement

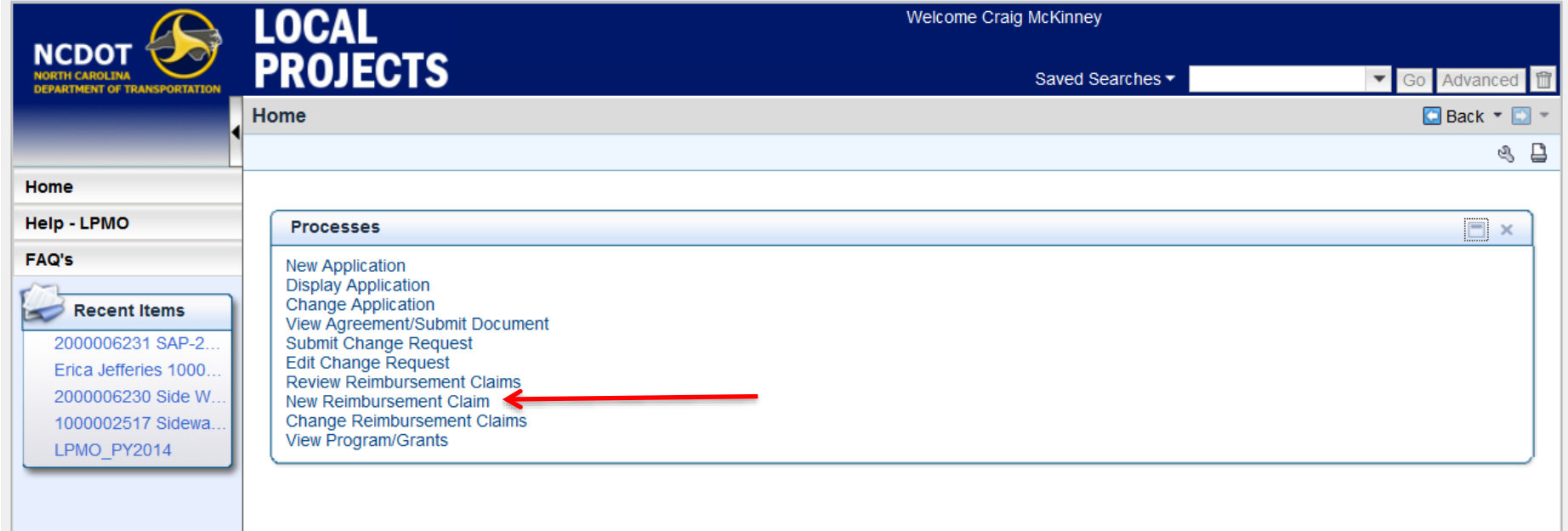
How do I get my reimbursement from NCDOT?




Reimbursement

- All reimbursement requests will be submitted through the EBS Portal
- Submit new Reimbursement Claim
- Only one claim can be submitted at a time
- A reimbursement claim must go through final approval before submitting a second claim.

New Reimbursement Claim



New Reimbursement Claim



NCDOT
NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

Home

Help - LPMO

FAQ's

Recent Items

- 2000006231 SAP-2...
- Erica Jefferies 1000...
- 2000006230 Side W...
- 1000002517 Sidewa...
- LPMO_PY2014

LOCAL PROJECTS

Welcome Craig McKinney

Saved Searches

Search: Claim Form

Search Criteria

TIP number is


Maximum Number of Results:

Save Search As:

Result List

Agreement ID	Description	TIP number	Claim Form
No result found			

New Reimbursement Claim



NCDOT
NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

**LOCAL
PROJECTS**

Welcome Craig McKinney

Saved Searches

Search: Claim Form

Home

Help - LPMO

FAQ's

Recent Items

- 2000006231 SAP-2...
- Erica Jefferies 1000...
- 2000006230 Side W...
- 1000002517 Sidewa...
- LPMO_PY2014

Search Criteria [Hide Search Fields](#)

TIP number is


Maximum Number of Results:

Save Search As:

Result List

Agreement ID	Description	TIP number	Claim Form
2000006230	Side Walk	SHP2001	LPMO - Reimbursement Claim
2000006231	SAP-2010	TIP-01	LPMO - Reimbursement Claim
2000006232	Sidewalk	TIP-01	LPMO - Reimbursement Claim



**LOCAL
PROJECTS**

Welcome Craig McKinney

Saved Searches

New Claim Form

Home

Help - LPMO

FAQ's

Recent Items














2000006231 SAP-2...

Erica Jefferies 1000...

2000006230 Side W...

1000002517 Sidewa...

LPMO_PY2014



Please fill out the following form. You can save data typed into this form.

**North Carolina Department of Transportation
Local Program Management Office
Request for Reimbursement**

Project Sponsor: CITY OF GREENSBORO

Mailing Address: PO Box 3136
GREENSBORO, NC 27402-3136

TIP: TIP-01

Program: LPMO_PY2014 - LPMO Program

Agreement Number: 2000006231 Agreement Period From: 02/02/2015 To: 02/20/2015

Grantee ID: 1000000110 Federal Aid Number: Fa-001 Division: 07

Invoice Number:* Date Prepared:* 02/09/2015





Invoice Period: From:* To:* Final Invoice:* ☐ Yes ☐ No

DBE/MBE/WBE sub-contractor vendor payments made during this invoice period? *



Submitted by: Craig McKinney Date: 2/9/15

RM_LPMO_GCL_FORM.pdf - Adobe Reader






edit View Window Help



1 / 1




130%



Fill & SignCommentExtend

Please fill out the following form. You can save data typed into this form.

 Highlight Existing Field

EXPENSES:

Code	WBS	Description	Start Date	Approved Budget	Reimbursements To Date	Total Expenses This Period	Ineligible Expenses This Period	Eligible Expenses This Period	Reimbursable This Period	Remaining Budget
L001	12.3018287	PE – Preliminary Engineering	02/02/2015	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL				\$0	\$0	\$0	\$0	\$0	\$0	\$0

COMMENTS:

AUTHORIZING SUB-RECIPIENT SIGNATURE

☐ The information supplied in this claim is true to the best of my knowledge, and conforms with the terms and conditions of this agreement.

Name:

Date: (mm/dd/yyyy)*

02/09/2015

CheckSaveSubmit

Next Steps

- Topic Areas covered by other speakers:
 - Environmental Documentation
 - Right of Way
 - Plans and Specifications
 - Construction requirements
- Remember, all documents for review must be submitted through the EBS Portal.

*Thank
You*

Contact Information

Sheila Gibbs

Transportation Program Consultant

919-707-6625

sgibbs@ncdot.gov



NORTH CAROLINA Department of Transportation



Environmental Documentation

Jennifer Evans, PE

CAMPO LAPP Project Management Training - March 20, 2018

DOT/FHWA Document Approval



Categorical Exclusion Action Classification:

☐ TYPE II(A)
☒ TYPE II(B)

Approved:

7/15/16
Date

[Signature]
Project Engineer
Project Development & Environmental Analysis Unit

7-15-16
Date

[Signature]
Project Planning Engineer
Project Development & Environmental Analysis Unit

For Type II(B) projects only:

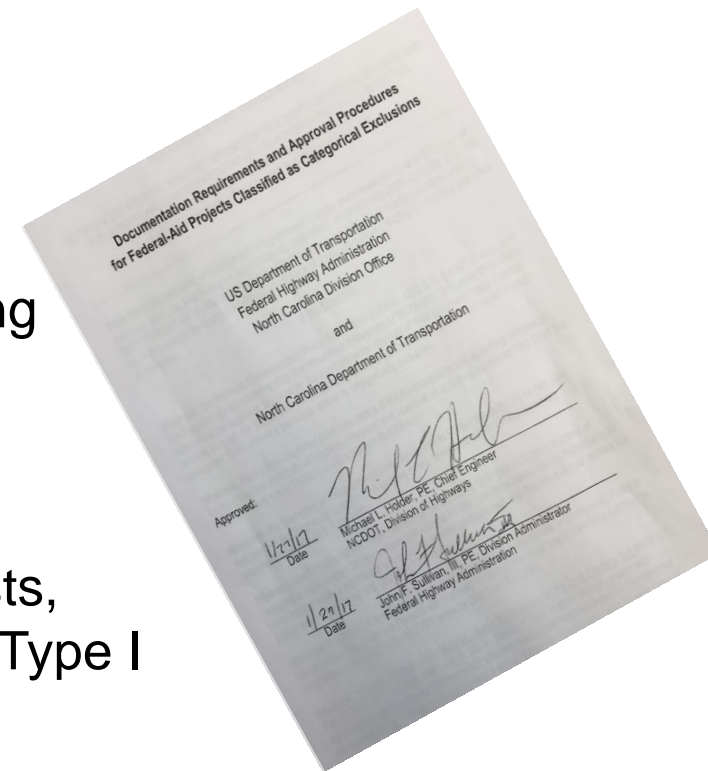
7-15-16
Date

[Signature]
John F. Sullivan, III, PE, Division Administrator
Federal Highway Administration

Programmatic CE Agreement between FHWA and NCDOT

The Agreement does the following:

- Continues NCDOT responsibility for verifying a project is a Categorical Exclusion.
- Defines threshold criteria when FHWA signature is required.
- Previously, FHWA often signed CE checklists, Now, NCDOT will be signing most CE's for Type I and II projects.
- Updates Type III CE's to checklist, approval by FHWA is still required.
- Updates (expands) the list of approved Type I and Type II activities.
- Creates an annual NCDOT/FHWA compliance review.



Programmatic CE Agreement Effective Date

January 27, 2017 - Programmatic CE Agreement signed.

April 27, 2017 – Programmatic CE Effective date.



Current Forms

New Checklist

North Carolina Department of Transportation
Interstate Maintenance Preservation Program
Environmental Documentation Checklist

Description of the proposed IMPP project:

1. Are you using Federal-Aid Highway Funds for this project?

Are you using Federal-Aid Highway Funds for this project?

- If "yes", go to #2.
- If "no", do not use "Federal Highway Administration's National Environmental Policy Act Requirements for North Carolina Department of Transportation's Interstate Maintenance Preservation Program (December 1, 2010)".

APPENDIX

CATEGORICAL EXCLUSION ACTION CLASSIFICATION FORM

TIP Project No. _____
State Project No. _____
Federal Project No. _____

A. Project Description: (Include project scope and location and refer to the attached project location map.)

B. Purpose and Need:

C. Proposed Improvements:

Circle one or more of the following Type II improvements which apply to the project:

1. Modernization of a highway by resurfacing, restoration, rehabilitation, reconstruction, adding shoulders, and adding auxiliary lanes (e.g., parking, weaving, turning, climbing).
 - a. Restoring, Resurfacing, Rehabilitating, and Reconstructing pavement (RR and RR improvement)
 - b. Widening roadway and shoulders without adding extra lanes
 - c. Modernizing grade treatments
 - d. Constructing lane improvements (merge, auxiliary, and turn lanes)
 - e. Adding shoulder drains
 - f. Replacing and rehabilitating culverts, inlets, and drainage pipes, including safety treatments
 - g. Providing driveway pipes
 - h. Replacing minor bridge widening (less than one through lane)
 - i. Side Stabilization
 - j. Structural BMP's for water quality improvement
2. Highway safety or traffic operations improvement projects including the installation of ramp metering control devices and lighting.
 - a. Installing ramp metering devices
 - b. Installing lights
 - c. Adding or upgrading guardrail
 - d. Installing safety barriers including Jersey type barriers and pier protection
 - e. Installing or replacing impact attenuators
 - f. Upgrading medians including adding or upgrading median barriers
 - g. Installing new interchanges including interchange and/or realignment
 - h. Making minor roadway realignment
 - i. Channelizing traffic
 - j. Implementing clear zone safety improvements including removing hazards and flattening slopes
 - k. Implementing traffic aid systems, signals, and motorist aid
 - l. Installing bridge safety hardware including bridge rail retrofit.

Type I - Non Ground Disturbing

Type I & II Ground Disturbing

Type III

Type I - Non-Ground Disturbing Action		Yes	No
If the proposed improvement (described above in Sections C & D) is a Non-Ground Disturbing Type I Action for 1, 4, 5, 10, 11, 13, 14, 15, 16, 17, 18, 20, &/or 29 then answer questions 2, 3, & 3f.			
question 2 is marked "Yes" if the following information is required:			
1	Is the project not consistent with the State Transportation Improvement Program?	<input type="checkbox"/>	<input type="checkbox"/>
2	Is the project located within a Historic District? If yes, FHWA coordination is required to determine the effects of the project on the district. FHWA signature (Section 1 of this Form) on the CE may not be required (see Question 3).	<input type="checkbox"/>	<input type="checkbox"/>
Does the project include adverse effects that cannot be resolved with a Memorandum of Agreement under Section 105 of the National Historic Preservation Act or have an adverse effect on a National Historic Landmark?			

[illegible]

Task	Activity	Pass
1	Does the project manager understand the rights of the project sponsor and customer?	<input checked="" type="checkbox"/>
2	Does the project manager understand the project sponsor's role in the project?	<input checked="" type="checkbox"/>
3	Does the project manager understand the project sponsor's role in the project?	<input checked="" type="checkbox"/>
4	Does the project manager understand the project sponsor's role in the project?	<input checked="" type="checkbox"/>
5	Does the project manager understand the project sponsor's role in the project?	<input checked="" type="checkbox"/>
6	Does the project manager understand the project sponsor's role in the project?	<input checked="" type="checkbox"/>
7	Does the project manager understand the project sponsor's role in the project?	<input checked="" type="checkbox"/>
8	Does the project manager understand the project sponsor's role in the project?	<input checked="" type="checkbox"/>
9	Does the project manager understand the project sponsor's role in the project?	<input checked="" type="checkbox"/>
10	Does the project manager understand the project sponsor's role in the project?	<input checked="" type="checkbox"/>
11	Does the project manager understand the project sponsor's role in the project?	<input checked="" type="checkbox"/>
12	Does the project manager understand the project sponsor's role in the project?	<input checked="" type="checkbox"/>
13	Does the project manager understand the project sponsor's role in the project?	<input checked="" type="checkbox"/>
14	Does the project manager understand the project sponsor's role in the project?	<input checked="" type="checkbox"/>
15	Does the project manager understand the project sponsor's role in the project?	<input checked="" type="checkbox"/>
16	Does the project manager understand the project sponsor's role in the project?	<input checked="" type="checkbox"/>
17	Does the project manager understand the project sponsor's role in the project?	<input checked="" type="checkbox"/>
18	Does the project manager understand the project sponsor's role in the project?	<input checked="" type="checkbox"/>
19	Does the project manager understand the project sponsor's role in the project?	<input checked="" type="checkbox"/>
20	Does the project manager understand the project sponsor's role in the project?	<input checked="" type="checkbox"/>

On or after 1 January 2008 (NACE)		Yes	No
15	Does the project involve substantial scientific uncertainty?		
16	Does the project involve any processing of sensitive information?		
17	Does the project involve any processing of sensitive information affecting the environment?		
18	Does the project involve any processing of sensitive information affecting the environment?		
19	Does the project involve any processing of sensitive information affecting the environment?		
20	Does the project involve any processing of sensitive information affecting the environment?		
21	Does the project involve any processing of sensitive information affecting the environment?		
22	Does the project involve any processing of sensitive information affecting the environment?		
23	Does the project involve any processing of sensitive information affecting the environment?		
24	Does the project involve any processing of sensitive information affecting the environment?		
25	Does the project involve any processing of sensitive information affecting the environment?		
26	Does the project involve any processing of sensitive information affecting the environment?		
27	Does the project involve any processing of sensitive information affecting the environment?		
28	Does the project involve any processing of sensitive information affecting the environment?		
29	Does the project involve any processing of sensitive information affecting the environment?		
30	Does the project involve any processing of sensitive information affecting the environment?		
31	Does the project involve any processing of sensitive information affecting the environment?		

[illegible]

Type I – Non-Ground Disturbing

Examples:

- Program activities, such as planning and research activities; grants for training
- Activities included in the State's "highway safety plan"
- Alterations to facilities or vehicles in order to make them accessible
- Transfer of Federal lands
- Acquisition of scenic easements
- Determination of payback
- Ridesharing activities
- Bus and rail car rehabilitation



Type I and II – Ground Disturbing

Examples:

- Construction of bicycle and pedestrian lanes, paths, and facilities
- Landscaping
- Installation of fencing, signs, pavement markings, small passenger shelters, traffic signals, and railroad warning devices
- Replacement of Guardrail



Type I and II – Ground Disturbing

Examples:

- Modernization of a highway by resurfacing, restoration, rehabilitation, reconstruction, adding shoulders, or auxiliary lanes
- Highway safety or traffic operations improvements
- Bridge rehabilitation, reconstruction, or replacement or the construction of grade separation to replace at-grade rail crossings



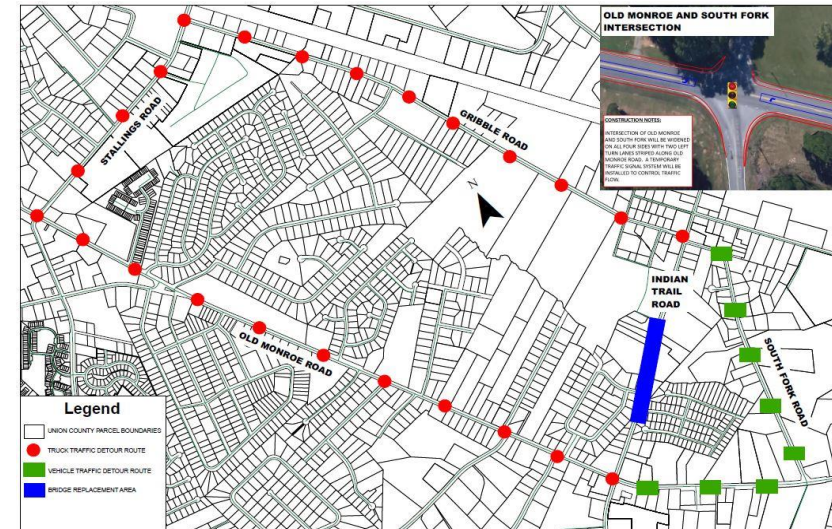
CE Checklist Basics

Section A: Project Description

STIP Project No. _____

WBS Element _____

Federal Project No. _____



- A. Project Description: (Include project scope and location, including municipality and county. Refer to the attached project location map and photos.) Note: The project description should match the approved project description in the STIP.

CE Checklist Basics

Section B: Description of Need and Purpose

B. Description of Need and Purpose

- For most Type I and Type II Projects, this can be a simple description (i.e., need to install guardrail for safety).

Section C: Categorical Exclusion Action Classification

C. Categorical Exclusion Action Classification– Select if Type I, Type II, or Type III.

- ☐ TYPE I
☒ TYPE II
☐ TYPE III



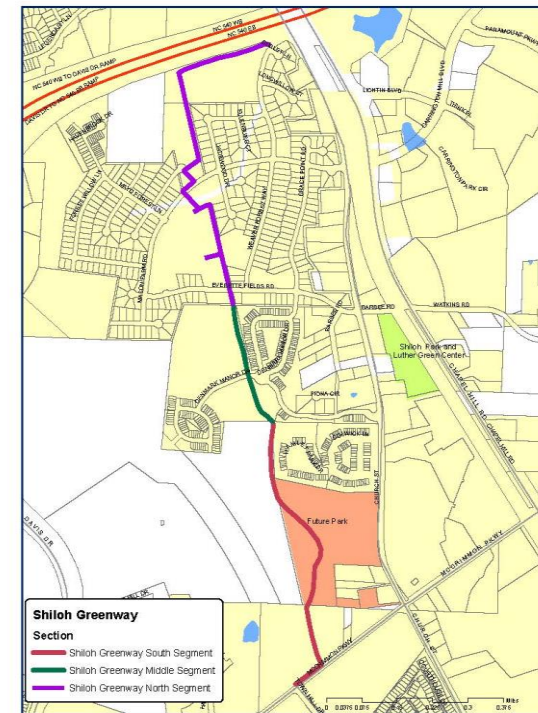
CE Checklist Basics

Section D: Proposed Improvements

B. Proposed Improvements – Select the Type I or Type II Activity that applies to the project.

Example: For a Greenway you may select:

3. Construction of bicycle and pedestrian lanes, paths, and facilities.



CE Checklist Basics

Section E: Special Project Information

E. Special Project Information:

Anything that drove your project decision or drove a project commitment should be summarized here, for example:

- Costs
- Traffic
- Public Input
- Resource Agency Input
- Impact Summary
- Site conditions
- Etc.



CE Checklist Basics

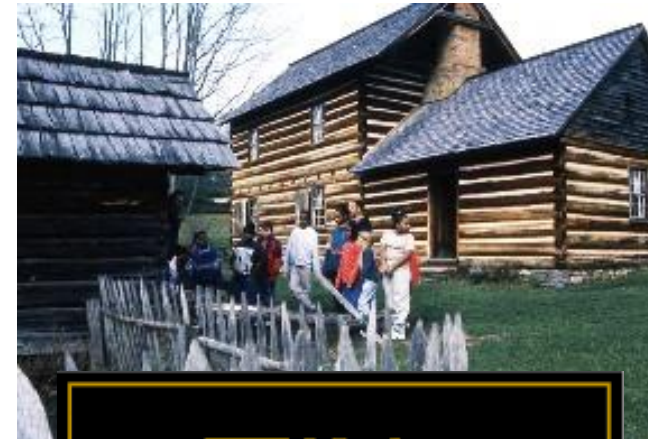
Section F: Project Impact Criteria Checklists

- This section is the heart of the form and is here to verify that we've considered a number of federal laws and in particular to identify any issues which might require and FHWA approval.
- A “Yes” check mark will require discussion in Section G.



Laws and Regulations

- Section 4(f) Transportation Act
 - Public Areas and Historic Resources
- Section 106 Historic Act
 - Historic Resources
 - SHPO Concurrence
- Section 7 Endangered Species Act
 - Federally Protected Species



CE Checklist Basics

Section G: Additional Documentation

G. Additional Documentation Required for Unfavorable (“Yes” box checked) Responses in Section G

Discussion regarding all unfavorable responses in Section F should be provided below. Additional supporting documentation may be attached, as described in the checklist slides. This includes a summary of coordination activities, as well as avoidance and minimization efforts.



CE Checklist Basics

What to add to a CE as an attachment

It is required to add the following to a CE:

- Vicinity map
- Any concurrence letters from resource agencies saying they agree with the project effects and may have associated commitments
Section 106, Section 7, Merger

At your discretion you might add Environmental Features Map showing a plan view of the design footprint and RW

No More 90 -200 page long CE's!



Training

Training was held last year for the new CE checklists

The training on the CE checklist included:

- Review of the new form
- Who answers the question
- How to document your response for a “Yes” or a “No”
- Legal basis for the question
- Available resources to help answer the question if applicable

The Webinar was recorded and is available as a resource at:

<https://connect.ncdot.gov/resources/DMPDT/Pages/default.aspx>

Select Categorical Exclusion Checklist

Northern Long Eared Bat

The following paragraph should be used for concurrence for NLEB in Division 1-8:

The US Fish and Wildlife Service has developed a programmatic biological opinion (PBO) in conjunction with the Federal Highway Administration (FHWA), the US Army Corps of Engineers (USACE), and NCDOT for the northern long-eared bat (NLEB) (*Myotis septentrionalis*) in eastern North Carolina. The PBO covers the entire NCDOT program in Divisions 1-8, including all NCDOT projects and activities. The programmatic determination for NLEB for the NCDOT program is **May Affect, Likely to Adversely Affect**. The PBO provides incidental take coverage for NLEB and will ensure compliance with Section 7 of the Endangered Species Act for five years for all NCDOT projects with a federal nexus in Divisions 1-8, which includes [XXXX County] , where [PROJECT #] is located. This level of incidental take is authorized from the effective date of a final listing determination through April 30, 2020.

Project requirement for PBO compliance: *After project completion, the contract administrator for construction must submit the actual amount of tree clearing reported in tenths of acres.*

This information should be submitted at:





<https://connect.ncdot.gov/site/construction/biosurveys/Lists/Northern%20Long%20Eared%20Bat/AllItems.aspx>

This is a greensheet commitment.

Consultations

- The previous environmental checklists (PCE) had no shelf life and did not require consultation.
- Consultations have been required on other report style documents but have been primarily performed in-house by NCDOT in the past.
- The new CE checklist formats as well as the report style documents may require consultations.
- A consultation (also known as a re-evaluation) is required prior to any new authorization such as RW or Let if it's been more than one year since the previous FHWA action. An "FHWA action" is the signing of the document, authorization of RW or construction funds.
- If the consultation requires FHWA approval (if FHWA was required to sign the document), then it must be in the approved format.

The consultation should verify the contents of the original document by considering:

-  Have there been major design changes
-  Does the project extend beyond the study area identified in the CE or document.
-  Does USFWS have any new inclusions of endangered species on the list for this location
-  Have all preconstruction commitments been fulfilled or have any been added

YOUR RIGHT OF WAY AND/OR CONSTRUCTION FUNDS WILL NOT BE REQUESTED FOR RELEASE IF A CONSULTATION IS REQUIRED AND HAS NOT BEEN DONE. IT IS IMPORTANT FOR YOUR SCHEULE TO ANTICIPATE AND REFLECT THIS.



Special Studies Roadway Design Unit

Mohammed Mahjoub, EI

Statewide

Divisions 1- 14:

919-707-6275

mmahjoub@ncdot.gov

All None Utilities Encroachments

R/W & C/A review Committee

LAPP & Municipal / Developer Projects

Greenways- City Street Projects.

Engineering

Major Projects: Raleigh Office-Special Studies
Section of **Roadway Design Unit**

Minor Projects: Division Office

Mohammed Mahjoub, EI

Mike Kneis, PE

Project Design

- What's "minor"? Simple design, no complicating issues.
- What's major? – Closed Drainage systems, culverts, other structures – things a design unit in Raleigh must review.
- All projects to use the **NCDOT 2018** Standard Specifications and Standard Drawings.
- Project Plan Consistency - Title Sheet of project plans to have WBS Element numbers and STIP number. All other plan sheets to have STIP number.

Project Review Time

- Is it a complete set of plans and specifications?

MINOR

- Email or Paper Submittal
- Short Review Time – usually within **2 to 3** weeks
- But.....there are dozens of projects (not just LAPP projects), and typically **1 to 2** weeks reviewer!

MAJOR

- Electronic plans, pdf's and Microstation files sent to Roadway Design
 - **3 to 4** weeks due to multiple reviewing units and internal coordination
- Check with the Division Office or Roadway Design on the submission of electronic and hard copy plans. Email is the easiest way to transmit electronic plans.
 - September is the big “due” month, so everything takes longer due to shear volume.

Major Projects

- Scoping Meeting – **Recommended** with NCDOT, Municipality & Consultant prior to execution of Consultant Contract
- Corridor Modeling/**OpenRoads Designer (ORD)**
- 25%, 75% (R/W), 90% & 100% Plan Reviews
- U & R type designated STIP projects to be submitted to NCDOT Plan Checking at 100% final review
- **Final Contract Documents to be reviewed by NCDOT Proposals & Contracts office.**
- Project Plan Submittals – Roadway; Geotechnical; Structures – Retaining Walls, Bridges, Culverts; Pavement Design; Hydraulics; Utilities; TMP's; Signing & Delineation; Signals; with Design, Safety, Maintenance and Future Expandability in mind.
- Municipal Project Design & Review Criteria
 - NCDOT - Roadway Design Consultant Coordination Guidelines
<https://connect.ncdot.gov/projects/Roadway/RoadwayDesignAdministrativeDocuments/Roadway%20Design%20Consultant%20Coordination%20Guidelines.pdf>
 - NCDOT – Municipal/Developer Guidelines Submittals for Plan Reviews
[https://connect.ncdot.gov/projects/Roadway/RoadwayDesignAdministrativeDocuments/Municipal- Developer%20Submittals%20Guideline.pdf](https://connect.ncdot.gov/projects/Roadway/RoadwayDesignAdministrativeDocuments/Municipal-Developer%20Submittals%20Guideline.pdf)

Mike Kneis, PE/ Jennifer A. Evans, P.E.

- Planning Document (PCE, CE, EA, etc.) progresses concurrently with design plans. Some projects go through the Merger Process.

DESIGN

Coordination and Schedules

Jennifer A Evans, PE

Coordination and Schedules

- These project funds are programmed for FFY 2019. That means that the funds (PE, ROW and/or Construction) should be authorized prior to September 30, 2019.
- For PE authorization Municipality needs to submit application and get an executed Municipal Agreement and PE estimate.
- For ROW authorization Municipality needs to submit approved right of way plans (65% plans), signed/approved environmental document and right of way estimate.
- For Construction authorization Municipality need to submit change request with right of way certification, approved final plans, approved bid proposal (project manual) and construction estimate.

Coordination and Schedules

- When you complete the Application in the EBS/Grants system there are dates that you enter:

Delivery Dates	LGA Proposed	Division Approved
Start of ROW Acquisition (MM/DD/YYYY)*	11/01/2019	
Let Date (MM/DD/YYYY) *	01/01/2020	
Completion Date (MM/DD/YYYY) *	06/30/2021	

- If these were dates on your upcoming application what is wrong with these dates????
- ROW and Construction Authorization are not in FFY 2019
- 2 months between start of right of way acquisition and letting is not enough time to get right of way certification (even if you only have a small amount of easements).
- Letting in January may not start construction until spring 2021 so completion date should be pushed out further.

Coordination and Schedules

These Division Approved dates adhere to program requirements but may not be feasible for your project schedule.

TOTAL LGA LIABILITY			\$171,6
Delivery Dates	LGA Proposed	Division Approved	
Start of ROW Acquisition (MM/DD/YYYY)*	11/01/2019	11/01/2018	
Let Date (MM/DD/YYYY) *	01/01/2020	08/01/2019	
Completion Date (MM/DD/YYYY) *	06/30/2021	06/30/2021	

How can we start to bridge the difference and get projects working toward delivery within the program constraints???

The Division Approved Dates roll into NCDOT's scheduling system as "Forecast" Milestone dates. The "Actual" dates are captured and entered by NCDOT Project Manager as milestones are met.

NCDOT project delivery is measured (red or green) as projects ARE or ARE NOT delivered on time. Schedule changes can be done along the way but the original forecast is the expectation. When schedule changes move letting milestones out of their programmed fiscal year into another year a STIP modification is required (cash flow model will be affected).

Coordination and Schedules

- Milestone Reporting is being used to develop Division 5 Non-DOT letting list assist in letting and helping with coordinating with other DOT units

Project Milestones

Project Schedule	Schedule	C/E
PE Funding Approved (PFA)	09/23/2016	C
CE Type I-A (CE-IA)	08/29/2018	E
R/W Plans Complete (RPC)	11/01/2018	E
R/W Acquisition Begins (R/W)	11/01/2018	E
R/W Certification (R/WCERT)	12/27/2019	E
NON - DOT LET (LAP)	02/28/2020	E

ST	Div	Muni	Con	Project Description	PE WE	ROW	Final Planning Doc Type	Final Planning Doc Date	ROW C	LET	Comments
C-5604QA	5	Youngsville	FRANKLIN	MAIN STREET IMPROVEMENTS - TOWN OF	43714.1.9		Programmatic CE Approved (PCI)	06/29/2018	8/1/18	9/30/18	
U-5530AC	5	Apex	WAKE	SR 1157 (JAMES STREET) TO DOWNTOWN APEX, PEDESTRIAN IMPROVEMENTS	44111.1.19		CE Type I-A (CE-IA)	09/29/2017C	8/30/18	9/30/18	
U-5928	5	Apex	WAKE	APEX PEAKWAY FROM JAMES STREET TO TOWHEE DRIVE. CONSTRUCT GRADE SEPARATED INTERCHANGE FOR APEX PEAKWAY AT		44822.2.1	CE Type III (CE-III)	01/26/2018C	8/1/18	9/30/18	
C-5604HA	5	Knightdale	WAKE	6700' LINEAR FEET OF GREENWAY FROM MINGO CREEK GREENWAY	43714.1.10	43714.2.10	CE Type I-A (CE-IA)	10/30/2017	8/3/18	10/3/18	

Essential Requirements of the Uniform Act for Local Public Agencies

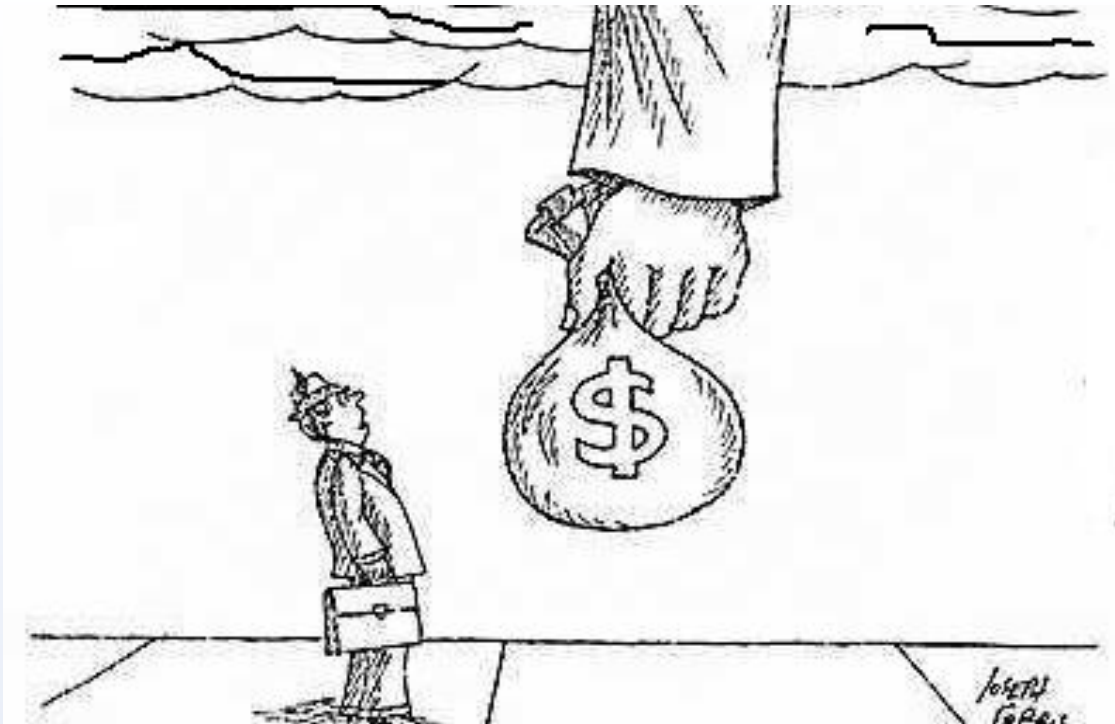


Learning Outcomes

At the end of this lesson, you will be able to:

- Identify the rights conveyed in the 5th and 14th amendments to the U. S. Constitution
- State the purposes of the Uniform Act.
- Explain who must follow the Uniform Act
- Interpret when an Agency must follow the Uniform Act

When Using Federal-aid funds,
there are Strings Attached.....





**Non-compliance
with the law
means NO
Federal dollars**

Government Property Acquisition: Some History



A title card with a dark purple background and a subtle starry pattern. The words "EMINENT" and "DOMAIN" are written in white, bold, sans-serif capital letters. "EMINENT" is on the top line, and "DOMAIN" is on the bottom line, with wide letter spacing.

EMINENT DOMAIN

The power of any sovereign government
to take private property without
the consent of the owner.

U. S. Constitutional Limitations on Power of Eminent Domain

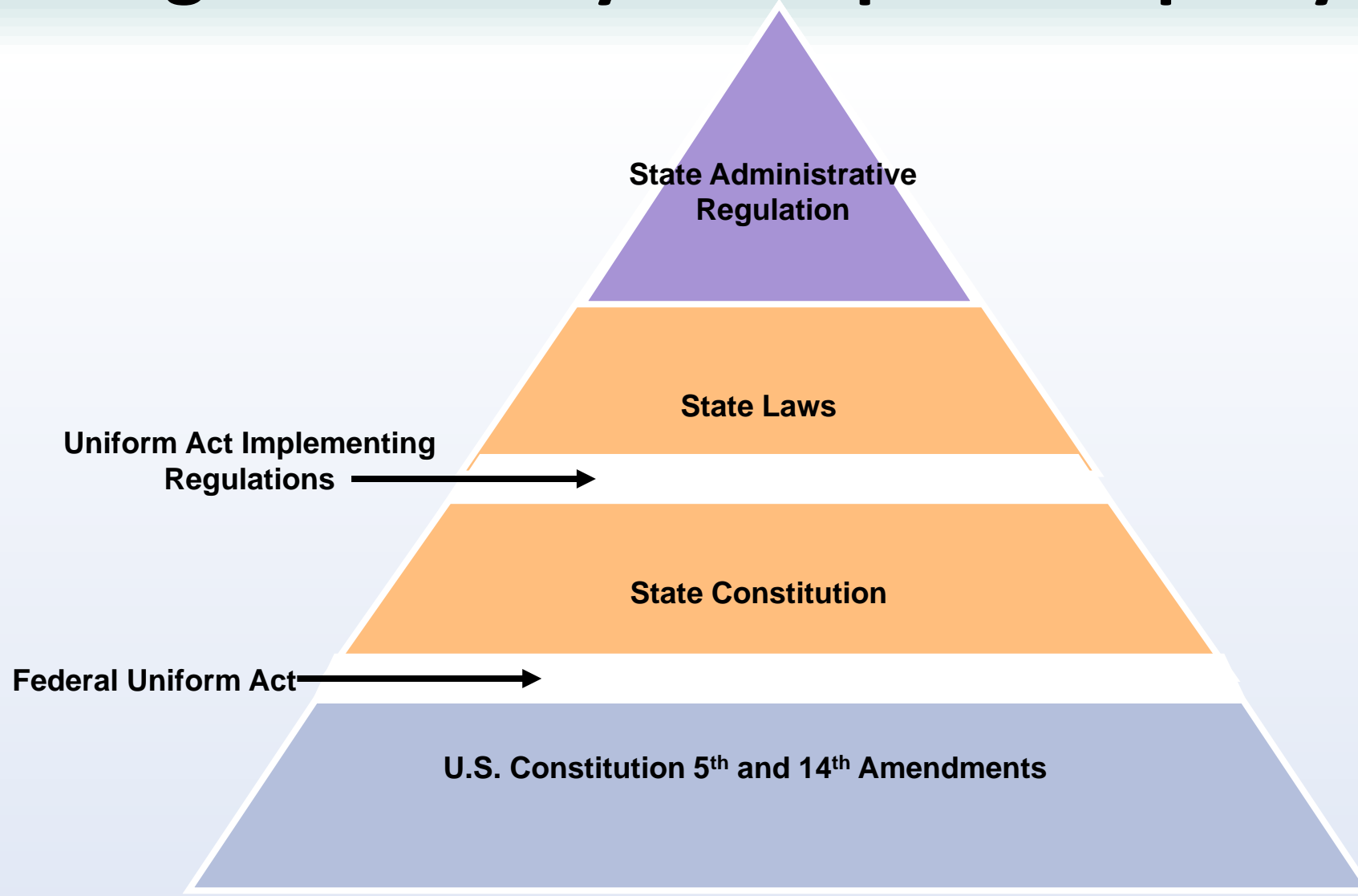
5th Amendment

“...nor shall private property be taken for public use without just compensation.”

14th Amendment

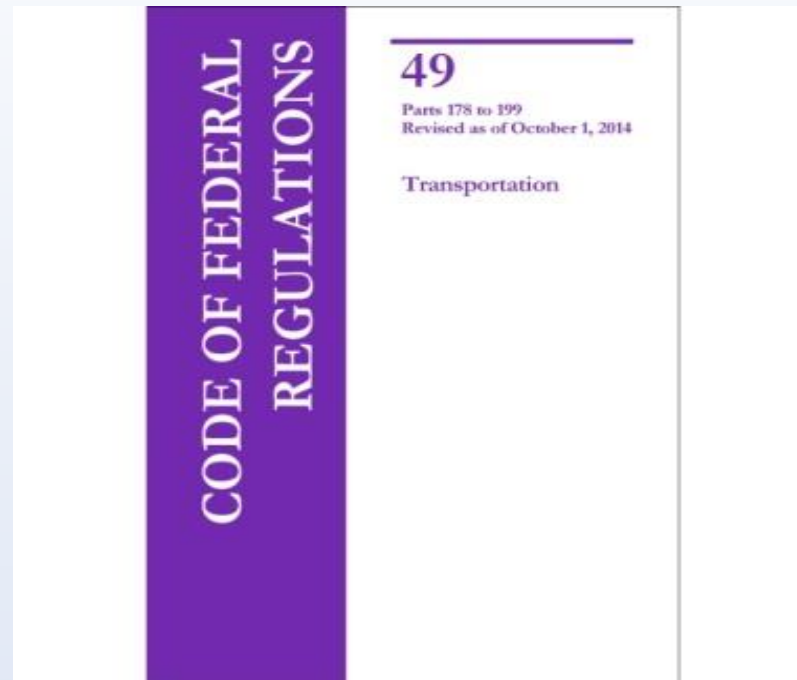
“...nor shall any State deprive any person of life, liberty, or property, without due process of law...”

Legal Authority to Acquire Property



Uniform Act

Uniform Relocation Assistance and Real Property
Acquisition Policies Act of 1970, as amended
(Public Law 91-646)



Where can you find the law and the rules to carry out the law?

- The law is codified in [42 U.S.C. 4601](#)
- The regulation governing the law is found in [49 CFR 24](#)
- <http://www.ecfr.gov>

Uniform Act

Twofold Purpose

- Establish uniform and equitable land acquisition policies for Federal and federally-assisted programs.
- Ensure the uniform and equitable treatment of persons displaced from their homes, businesses or farms by Federal and federally-assisted programs.

Who Must follow the URA?

- Any Federal department or agency in the executive branch
- Any department or Agency of a State or a political subdivision of a State
- Any entity with the authority to acquire property by eminent domain under Federal or State law

When Must an Agency Follow The Uniform Act?

- ✓ When any phase of a project is federally-funded
- ✓ When real property is acquired
- ✓ When property owners and/or tenants are displaced as a direct result of land acquisition, demolition or property redevelopment

Major Components of the Uniform Act

- [Pub](#)



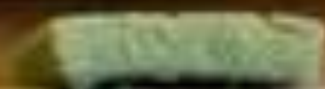
Basic Requirements of 49 CFR Part 24 (URA)

- 1. Appraise FMV of property to be acquired**
- 2. Agency Review and approval of appraisals**
- 3. Agency Determination of FMV**
- 4. Offer no less than FMV, in writing**
- 5. Negotiate in Good Faith**
- 6. Avoid litigation if possible**
- 7. Relocate residences, businesses, others**
- 8. Provide relocation Advisory Services**

A Quick Review

- What rights do the 5th & 14th amendments convey?
- What is the two-fold purpose of the Uniform Act?
- Who must follow the Uniform Act?
- When must an Agency must follow the URA Act?
- What do you risk if there is non-compliance?

Any questions?



Contact Information:

Michael Dawson

Realty Officer

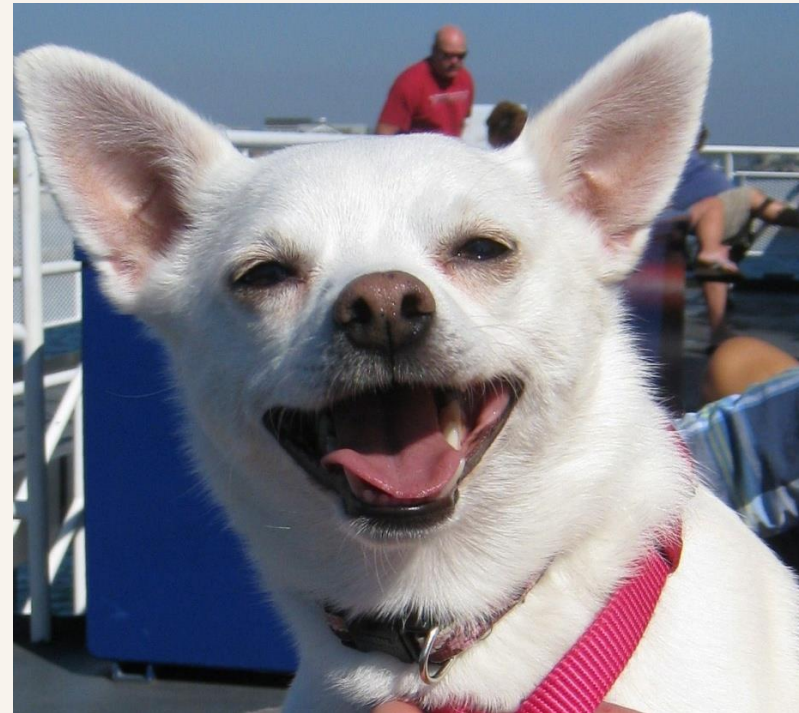
FHWA NC Division

310 New Bern Ave, Suite 424

Raleigh, NC 27601

919-747-7009

michael.dawson@dot.gov



LPA TOOLKIT-LIBRARY OF RESOURCES

- ▶ FHWA Training Resources-Federal-aid Essentials for LPAs, Real Estate Acquisition Guide for Local Public Agencies, and the Project Development Guide
- ▶ State Resources- U.S. Map with FHWA contact information and links to State DOT and LPA Program webpages
- ▶ Templates/Forms- collection of best practices from States
- ▶ Federal Policies/Reports- collection of reports about the Federal-aid program

Right of Way

Division Office:

Authorization & Certification

Raleigh Office:

Appraisal Review

Right of Way Acquisition

GETTING STARTED

- **AUTHORIZATION AND FUNDS APPROVED**

- NCDOT WILL CHARGE TO YOUR WBS ELEMENT FOR REVIEWS

- **MUNICIPAL AGREEMENT**

- 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
- PREFER A PARCEL NUMBER, OWNERS NAME, DEED REFERENCE, AND PIN
- MUST BE APPROVED AND SUBMITTED WITH VALUATIONS/APPRAISALS

Right of Way Acquisition

APPRAISALS/ WAIVER VALUATIONS

- ALL APPRAISALS AND VALUATIONS MUST BE APPROVED BY NCDOT PRIOR TO OFFERS
- WAIVER VALUATIONS CAN BE USED FOR VALUES \$10,000.00 OR LESS
- VALUATIONS \$10,000.00 OR LESS MUST BE REVIEWED AND APPROVED BY THE DIVISION RIGHT OF WAY OFFICE PRIOR TO OFFERS BEING MADE
- VALUES IN EXCESS OF \$10,000 MUST BE APPRAISED BY A NCDOT APPROVED APPRAISER AND REVIEWED BY NCDOT AREA 2 APPRAISAL DEPARTMENT OR ITS REPRESENTATIVE
- OWNERS MUST KNOW THEY HAVE A RIGHT TO ACCOMPANY THE APPRAISER
- APPRAISALS MUST BE DONE FOR ALL CONDEMNATION CASES

Right of Way Acquisition

NEXT STEPS

- **FOLLOW THE UNIFORM ACT OF 1970**
 - REQUIRED ADHERENCE IF ONE DOLLAR 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

Right of Way Certification

- **CERTIFICATION REQUEST SUBMISSION PACKAGES**
- **CHECKLIST WILL BE AVAILABLE ON THE NCDOT WEBSITE**
- **PROJECT SUBMISSION MAY TAKE 2-8 WEEKS TO BE REVIEWED**

Right of Way Certification

- All acquisition must be in conformance with the “Uniform Act,” whether ROW Acquisition is being reimbursed with Federal funds or not.
- Certification is done by the Division ROW Agent:
 - Div 4 Lloyd Johnston
 - Div 5 K. M. Smith
 - Div 6 Raphael A. Marshall
- Certification is provided to the LPA but the LPA is responsible for all access rights for project.

Contract Proposals Procurement And Award Concurrence

Jennifer A. Evans, PE

Contract Proposal

Website for Local Governments

<https://connect.ncdot.gov/municipalities/Pages/Bid-Proposals-for-LGA.aspx>

- *Step by step process for developing bid proposals*
- *Checklists*
- *FAQ's*
- *Links to other resources*
- *First time users guide*

Contract Proposal

- Contract Proposal
 - Use appropriate Checklist from LGA website
 - Check effective dates for Specs when updating proposals

1	CHECKLIST	Federally Funded Projects	
2			
3	REQUIRED - provisions for ALL federally funded projects		
4			Link to Provision
5	NCDOT STANDARD NOTES		Link
6	ALLOWABLE CHANGES		Link
7	DISADVANTAGED BUSINESS ENTERPRISES		SP1 G63
8	LETTER OF INTENT FORM		Link
9	CERTIFICATION FOR FEDERAL AID CONTRACTS		SP1 G85
10	U.S. DEPT. OF TRANSPORTATION & CARGO ACT		SP1 G100
11	LOCATING EXISTING UNDERGROUND UTILITIES		SP1 G115
12	DOMESTIC STEEL		SP1 G120

- Use Project Specific Bid Form
 - Include TIP
 - Every reference to SP items, include Provision (DOT or LGA) in Proposal. Should define work, unit of measure, payment.

2018 Standard Provisions					
	Name	No.	Provision	Let Date ↓	
	SP01 G066	...	SP01G MINORITY AND WOMEN BUSINESSES (Central Let)	2018-05	
	SP01 G067	...	SP01G MINORITY AND WOMEN BUSINESSES (Division)	2018-05	
	SP01 G068	...	SP01G MINORITY AND WOMEN BUSINESSES (Local Government Agency)	2018-05	
	SP06 R065	...	SP06R ASPHALT CONCRETE PLANT MIX PAVEMENTS	2018-02	
	SP06 R066	...	SP06R PAVEMENT DESIGN MIX TYPE MODIFICATIONS	2018-02	
	SP01 G061	...	SP01G DISADVANTAGED BUSINESS ENTERPRISE (Central Let)	2018-01	
	SP01 G062	...	SP01G DISADVANTAGED BUSINESS ENTERPRISE (Division)	2018-01	
	SP01 G063	...	SP01G DISADVANTAGED BUSINESS ENTERPRISE (Local Government Agency)	2018-01	

North Carolina Department of Transportation
ENGINEER'S BID ESTIMATE

WBS: 44915.3.3
Description: R-5785B, All Ramps for Locations Over 5,000 Population in Division 5
County: Davidson, Franklin, Granville, Person, Vance, Wake and Warren

TOTAL 213,150.00
ENGINEERING AND CONTINGENCIES (PERCENT): 0 0.00

CONSTRUCTION ESTIMATE FOR PROJECT: \$213,150.00

ITEM	SECT	DESCRIPTION	QTY	UNIT	UNIT PRICE (\$)	AMOUNT BID (\$)
1	SP	MOBILIZATION	1	LS	\$10,150.00	\$10,150.00
2		CONCRETE CURB RAMP	89	EA	\$2,000.00	\$178,000.00
3	1105	TEMPORARY TRAFFIC CONTROL	1	LS	\$25,000.00	\$25,000.00

Contract Proposal

- Contract Proposal

- Do NOT use AIA, EJCDC or SCO Specs – often causes conflicts or procedures not allowed by NCDOT.
- Can submit with blanks for letting dates and DBE goals, but must be filled in before advertising
- Division or Contract Standards will review and approve proposal depending on Engineer's Estimate (\$2.5 million)
- Proposal review/approval is good for 6 months so need to time review close to proposed letting to prevent proposal from needing multiple re-reviews.

Specialty or Proprietary Items

- Avoid if at all possible.
- If using name brand items, must list 3 brands and also “or equivalent”.
- Specialty Items **MUST** be approved well in advance of letting. For example, specific walls types or trash cans on a project where matching existing is desired. Approval could take several weeks!

DBE Goal

- Federal Money requires a project specific Disadvantage Business Enterprise (DBE) goal to be set by NCDOT.
- Municipalities may have their own programs with goals in place for their projects but DBE is the required program for Federally funded projects. City specs referencing other programs should be removed from bid documents.
- At bid opening, low bidder's package should be checked to see if goal has been reached. If not, a Good Faith Effort (GFE) will be required to be performed by the Municipality.

Construction Procurement

- Advertising and Letting a Construction Contract can only occur after Construction funds are authorized.
- Construction Advertisement should occur as soon as possible after Authorization is received. The clock starts ticking upon authorization.
- CEI RFLOI should be advertised quickly after construction authorization (generally professional services contracts take longer to procure) or on-call CEI services should be set up in advance. Holding up NTP on construction for CEI services is undesirable.
- Consider seasonal restrictions/workload when setting letting schedule and contract dates. Lettings late in the season generally receive less bids and less competitive bid prices.

Engineer's Estimate

- Care should be taken to prepare a thorough and accurate engineer's estimate prior to bid opening. Use NCDOT bid averages and bid tabs from previous projects as a starting point. Consideration should be given for construction schedule (compressed), night work, small quantities/production, etc.
- If low bid is over 10% above engineer's estimate, justification and/or engineer's estimate correction will be required. Rebidding may be necessary (coordinate with NCDOT).

Concurrence in Award

Items Needed:

- Bid tabs
- All forms filled out by bidders
- Letters of Intent from listed DBE subs
- Resolution from Council OR proof of delegation to Manager, etc.
- Letter from Town requesting Concurrence
 - If Delegation of award to manager etc., the letter should be signed by that position, and include a sentence stating they intend to award.

IF YOU HAVE QUESTIONS OR CONCERNS ABOUT YOUR
BID RESULTS PLEASE DON'T WAIT UNTIL YOU SUBMIT
CONCURRENCE PACKAGE TO DISCUSS WITH NCDOT.

Concurrence in Award

Please be sure to return complete electronic plans and executed construction contract to NCDOT for our records and to assist with construction oversight.

Make sure to invite proper staff to Pre-Construction Conference per the letter.

The Award Concurrence turns project over to Construction staff at this time. Just like I am going to turn over the presentation!

But before I do are there any ????'s

Construction Oversight

Boyd Tharrington, PE

Construction

- Mark Craig, PE- Assumed Deputy Division Construction Engineer role.
- Raymond Hayes, PE(AECOM)- Will be assisting Division with oversight.
 - Main Point of Contact During Construction
 - Email- rjhayes@ncdot.gov
 - Phone 919-628-8999
- Kelly Adams- New Division 5 Final Estimates Technician.
 - Checking all Final Estimates

Construction

- Project Reviews
 - Conducted by Raymond Hayes or Mark Craig
 - New Project Review Form
- Materials and Test
 - New Guide for Material Certifications
 - Receive Materials as they Arrive on Site
- Supplemental Agreements
 - Involve NCDOT Early in Process
 - Thorough Vetting of Contractor Pricing
 - Breakdown of Costs(Labor, Equip, Materials, Subcontractors)
 - Use Force Account Documentation as Guide

Construction

- Supplemental Agreements- Contd'
 - Description of Work
 - Justification
 - Referencing Specs or Provision
- Continue Good Pay Record Documentation
 - Contact NCDOT with Questions
- Project Closeout
 - Timely Submission of Final Estimate

LAPP Project Delivery Requirements

LAPP – Project Delivery Requirements

- Reporting and Communications
- Scope, Funding and Schedule Changes
- CAMPO LAPP Deadlines
 - Holistic approach to identify & prioritize highly effective projects
 - Efficient use of available funds
 - Avoid future Federal rescissions to the maximum extent possible
 - Annual modal investment mix
 - Project tracking system
 - Training program

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 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 NEPA, plan and right-of-way submittals.
- More frequent communications are required if project location, schedule or funding changes are likely to occur.
- Applicant are also required to include CAMPO on key date communications toward implementation of the project, such as bidding, ground breaking and opening ceremonies.
- References to funding in communications should include: “Federal funds were provided for this project by the Capital Area Metropolitan Planning Organization through the Federal Highway Administration.”

Scope, Funding and Schedule Changes

		CFFY Carry Forward	Current Year Appropriations	Total Appropriations	Net Available Funding	Obligation or Committed Amount	Funding Balance
Fund		\$	\$	\$	\$	\$	\$
1500/2713M301R	Transp Alt. Prog >200K Raleigh	1,661,763.00		1,661,763.00	1,495,586.70		1,495,586.70
1500/2713M3E1R	Transp Alt. Prog >200K Raleigh - Ext.		670,899.00	670,899.00	603,809.10		603,809.10
1500/2731L230R	STP >200K POPULATION-RALEIGH	37,071.59		37,071.59	33,364.43	36,485.00	-3,120.57
1500/2731L23ER	STP >200K POP-RALEIGH-SAFETEA-LU EXT	356,621.00		356,621.00	320,958.90	-194,507.00	515,465.90
1500/2731L23RR	STP >200K POPULATION-RALEIGH-RE	449,401.41		449,401.41	404,461.27	449,401.00	-44,939.73
1500/2731M230R	Urban Over 200K Population-Raleigh	9,127,968.00	-1,004,000.00	8,123,968.00	7,311,571.20	1,329,572.00	5,981,999.20
1500/2731M23ER	Urban Over 200K Population-Raleigh Ext.		8,224,102.00	8,224,102.00	7,401,691.80	649,600.00	6,752,091.80
Result		11,632,825.00	7,891,001.00	19,523,826.00	17,571,443.40	2,270,551.00	15,300,892.40

All LAPP Awarded projects are funded with CAMPO STPDA and TAPDA Appropriations and NC CMAQ Allocations.

- Funds are programmed (not yet guaranteed). CAMPO over-programs because some projects get delayed or cancelled.
- Obligation Ceiling is the net available funding.
- Funds obligated by FHWA are committed to the project.
- FFY (Oct 1-Sept 30): Funding Balance.

Scope, Funding and Schedule Changes

U-5501	SR 1650 (REEDY CREEK ROAD), NC 54 (NE MAYNARD ROAD) TO SR 16	45488.1.1	U-5501 - PE - CARY	Prel Engr	11/03/2011	REL ACPT	#	WAKE	15002731L23ER	STP >200K POP-RALEIGH-SAFETEA-LU EXT	160,000.00	152,783.57	160,000.00	152,783.57
U-5501	SR 1650 (REEDY CREEK ROAD), NC 54 (NE MAYNARD ROAD) TO SR 16	45488.1.1	U-5501 - PE - CARY	Prel Engr	11/03/2011	REL ACPT	#	WAKE	15002731M230R	Urban Over 200K Population-Raleigh	200,000.00	112,039.02	200,000.00	112,039.02
U-5501	SR 1650 (REEDY CREEK ROAD), NC 54 (NE MAYNARD ROAD) TO SR 16	Result									360,000.00	264,822.59	360,000.00	264,822.59
U-5503	MORRISVILLE - SR 3014 (MORRISVILLE-CARPENTER ROAD) FROM WEST	45490.1.1	CLOSED U-5503 - PE - MORRISVILLE	Prel Engr	12/20/2011	REL ACPT	#	WAKE	1500#	1500Not assigned	0.00	23,854.62		
U-5503	MORRISVILLE - SR 3014 (MORRISVILLE-CARPENTER ROAD) FROM WEST	45490.1.1	CLOSED U-5503 - PE - MORRISVILLE	Prel Engr	12/20/2011	REL ACPT	#	WAKE	15002731L23ER	STP >200K POP-RALEIGH-SAFETEA-LU EXT	45,500.00	45,500.00	45,500.00	45,500.00
U-5503	MORRISVILLE - SR 3014 (MORRISVILLE-CARPENTER ROAD) FROM WEST	45490.1.1	CLOSED U-5503 - PE - MORRISVILLE	Prel Engr	12/20/2011	REL ACPT	#	WAKE	15002731M230R	Urban Over 200K Population-Raleigh	147,000.00	147,000.00	147,000.00	147,000.00
U-5503	MORRISVILLE - SR 3014 (MORRISVILLE-CARPENTER ROAD) FROM WEST	45490.3.F1	U-5503 - CON - MORRISVILLE	Construction	01/08/2014	REL ACPT	#	WAKE	1500#	1500Not assigned	0.00	102,009.70		
U-5503	MORRISVILLE - SR 3014 (MORRISVILLE-CARPENTER ROAD) FROM WEST	45490.3.F1	U-5503 - CON - MORRISVILLE	Construction	01/08/2014	REL ACPT	#	WAKE	15002731M230R	Urban Over 200K Population-Raleigh	665,000.00	665,000.00	665,000.00	665,000.00
U-5503	MORRISVILLE - SR 3014 (MORRISVILLE-CARPENTER ROAD) FROM WEST	Result									857,500.00	883,164.32	857,500.00	857,500.00
U-5504	RALEIGH - SR 1009 (LAKE WHEELER ROAD) FROM SR 1009-1370 (TRY	45491.3.1	CLOSED U-5504 - CON - RALEIGH	Construction	12/04/2012	CLSD ACPT	05/13/2015	WAKE	15002702999	Local Government Match, Statewide	4,470.13	4,470.13		
U-5504	RALEIGH - SR 1009 (LAKE WHEELER ROAD) FROM SR 1009-1370 (TRY	45491.3.1	CLOSED U-5504 - CON - RALEIGH	Construction	12/04/2012	CLSD ACPT	05/13/2015	WAKE	15002731L23ER	STP >200K POP-RALEIGH-SAFETEA-LU EXT	679,290.00	679,290.00	679,290.00	679,290.00
U-5504	RALEIGH - SR 1009 (LAKE WHEELER ROAD) FROM SR 1009-1370 (TRY	45491.3.1	CLOSED U-5504 - CON - RALEIGH	Construction	12/04/2012	CLSD ACPT	05/13/2015	WAKE	15007101999	FHWA Construction State Match HTF	483.50	483.50		
U-5504	RALEIGH - SR 1009 (LAKE WHEELER ROAD) FROM SR 1009-1370 (TRY	Result									684,243.63	684,243.63	679,290.00	679,290.00
U-5514	CAPITAL BOULEVARD FROM SR 2041 (SPRING FOREST ROAD) TO SR 35	55055.1.1	U-5514 - PE - RALEIGH	Prel Engr	12/13/2012	REL ACPT	#	WAKE	15002731M230R	Urban Over 200K Population-Raleigh	448,000.00	91,094.44	448,000.00	91,094.44
U-5514	CAPITAL BOULEVARD FROM SR 2041 (SPRING FOREST ROAD) TO SR 35	55055.3.1	U-5514 - CON - RALEIGH	Construction	09/23/2015	REL	#	WAKE	15002731M23ER	Urban Over 200K Population-Raleigh Ext.	413,000.00	123.06	413,000.00	123.06
U-5514	CAPITAL BOULEVARD FROM SR 2041 (SPRING FOREST ROAD) TO SR 35	Result									861,000.00	91,217.50	861,000.00	91,217.50
U-5515	WAKE FOREST - SR 1930 (STADIUM DRIVE), 1933 (WEST NORTH AVEN	55056.1.1	U-5515 - PE - WAKE FOREST	Prel Engr	04/11/2013	REL ACPT	#	WAKE	1500#	1500Not assigned	0.00	35,060.16		
U-5515	WAKE FOREST - SR 1930 (STADIUM DRIVE), 1933 (WEST NORTH AVEN	55056.1.1	U-5515 - PE - WAKE FOREST	Prel Engr	04/11/2013	REL ACPT	#	WAKE	15002731M230R	Urban Over 200K Population-Raleigh	235,400.00	235,400.00	235,400.00	235,400.00
U-5515	WAKE FOREST - SR 1930 (STADIUM DRIVE), 1933 (WEST NORTH AVEN	55056.2.F1	U-5515 - R/W - SR 1930 WAKE FOREST	Right of Way	11/10/2015	REL	#	WAKE	15002731M23ER	Urban Over 200K Population-Raleigh Ext.	479,000.00	0.00	479,000.00	0.00
U-5515	WAKE FOREST - SR 1930 (STADIUM DRIVE), 1933 (WEST NORTH AVEN	Result									714,400.00	270,460.16	714,400.00	235,400.00
U-5520	GARNER - CONSTRUCT IMPROVEMENTS ON I-40 / US 70 EASTBOUND RA	44091.3.F1	U-5520 - CON - I-40/US 70 INTERCHANGE	Construction	09/16/2013	REL ACPT	#	WAKE	15002731M230R	Urban Over 200K Population-Raleigh	2,600,000.00	2,444,091.45	2,600,000.00	2,444,091.45
U-5520	GARNER - CONSTRUCT IMPROVEMENTS ON I-40 / US 70 EASTBOUND RA	Result									2,600,000.00	2,444,091.45	2,600,000.00	2,444,091.45
U-5529	SR 1115 (AVENT FERRY ROAD), WEST OF SR 1101 (PNEY GROVE -	44107.1.F1	U-5529 - PE - SR 1115 (AVENT FERRY ROAD)	Prel Engr	11/25/2013	REL ACPT	#	WAKE	15002731M230R	Urban Over 200K Population-Raleigh	144,000.00	105,879.39	144,000.00	105,879.39
U-5529	SR 1115 (AVENT FERRY ROAD), WEST OF SR 1101 (PNEY GROVE -	Result									144,000.00	105,879.39	144,000.00	105,879.39
U-5530AA	APEX - OLD RALEIGH ROAD FROM LAKE PINE DRIVE TO CARY LIMITS	44111.1.F7	U-5530AA - PE - APEX	Prel Engr	01/14/2014	REL ACPT	#	WAKE	15002731M230R	Urban Over 200K Population-Raleigh	14,000.00	26.63	14,000.00	26.63
U-5530AA	APEX - OLD RALEIGH ROAD FROM LAKE PINE DRIVE TO CARY LIMITS	44111.3.F7	U-5530AA - CON - APEX	Construction	10/15/2014	REL ACPT	#	WAKE	15002702999	Local Government Match, Statewide	810.96	810.96		
U-5530AA	APEX - OLD RALEIGH ROAD FROM LAKE PINE DRIVE TO CARY LIMITS	44111.3.F7	U-5530AA - CON - APEX	Construction	10/15/2014	REL ACPT	#	WAKE	15002731M230R	Urban Over 200K Population-Raleigh	140,000.00	104,957.76	140,000.00	104,957.76
U-5530AA	APEX - OLD RALEIGH ROAD FROM LAKE PINE DRIVE TO CARY LIMITS	Result									154,810.96	105,795.35	154,000.00	104,984.39
U-5530AB	APEX - ALONG THE WEST SIDE OF TINGEN ROAD FROM THE APEX ELEM	44111.1.F3	U-5530AB - PE - APEX	Prel Engr	01/14/2014	REL ACPT	#	WAKE	15002702999	Local Government Match, Statewide	336.22	336.22		
U-5530AB	APEX - ALONG THE WEST SIDE OF TINGEN ROAD FROM THE APEX ELEM	44111.1.F3	U-5530AB - PE - APEX	Prel Engr	01/14/2014	REL ACPT	#	WAKE	15002731M230R	Urban Over 200K Population-Raleigh	336.00	336.00	336.00	336.00
U-5530AB	APEX - ALONG THE WEST SIDE OF TINGEN ROAD FROM THE APEX ELEM	44111.1.F3	U-5530AB - PE - APEX	Prel Engr	01/14/2014	REL ACPT	#	WAKE	15007101999	FHWA Construction State Match HTF	0.21	0.21		
U-5530AB	APEX - ALONG THE WEST SIDE OF TINGEN ROAD FROM THE APEX ELEM	44111.2.F3	U-5530AB - R/W - APEX	Right of Way	04/29/2014	REL ACPT	#	WAKE	15002702999	Local Government Match, Statewide	105.37	105.37		
U-5530AB	APEX - ALONG THE WEST SIDE OF TINGEN ROAD FROM THE APEX ELEM	44111.2.F3	U-5530AB - R/W - APEX	Right of Way	04/29/2014	REL ACPT	#	WAKE	15002731L23ER	STP >200K POP-RALEIGH-SAFETEA-LU EXT	7,473.00	7,473.00	7,473.00	7,473.00
U-5530AB	APEX - ALONG THE WEST SIDE OF TINGEN ROAD FROM THE APEX ELEM	44111.2.F3	U-5530AB - R/W - APEX	Right of Way	04/29/2014	REL ACPT	#	WAKE	15007101997	FHWA State Match FY15 Transfer	0.37	0.37		
U-5530AB	APEX - ALONG THE WEST SIDE OF TINGEN ROAD FROM THE APEX ELEM	44111.3.F3	U-5530AB - CON - APEX	Construction	08/07/2014	REL ACPT	#	WAKE	15002702999	Local Government Match, Statewide	1,803.28	1,803.28		
U-5530AB	APEX - ALONG THE WEST SIDE OF TINGEN ROAD FROM THE APEX ELEM	44111.3.F3	U-5530AB - CON - APEX	Construction	08/07/2014	REL ACPT	#	WAKE	15002731L23ER	STP >200K POP-RALEIGH-SAFETEA-LU EXT	4,527.00	1,469.00	4,527.00	1,469.00
U-5530AB	APEX - ALONG THE WEST SIDE OF TINGEN ROAD FROM THE APEX ELEM	44111.3.F3	U-5530AB - CON - APEX	Construction	08/07/2014	REL ACPT	#	WAKE	15002731M230R	Urban Over 200K Population-Raleigh	77,664.00	77,664.00	77,664.00	77,664.00
U-5530AB	APEX - ALONG THE WEST SIDE OF TINGEN ROAD FROM THE APEX ELEM	44111.3.F3	U-5530AB - CON - APEX	Construction	08/07/2014	REL ACPT	#	WAKE	15007101999	FHWA Construction State Match HTF	0.76	0.76		
U-5530AB	APEX - ALONG THE WEST SIDE OF TINGEN ROAD FROM THE APEX ELEM	Result									92,246.23	89,188.23	90,000.00	86,942.00
U-5530GA	FUQUAY-VARINA - PARK-DEPOT GREENWAY TRAIL IN THE TOWN'S OLD	44111.1.F8	U-5530GA - PE - FUQUAY-VARINA	Prel Engr	03/11/2014	REL ACPT	#	WAKE	15002713M301R	Transp Alt. Prog >200K Raleigh	85,000.00	73,670.89	85,000.00	73,670.89
U-5530GA	FUQUAY-VARINA - PARK-DEPOT GREENWAY TRAIL IN THE TOWN'S OLD	Result									85,000.00	73,670.89	85,000.00	73,670.89
U-5530GB	FUQUAY-VARINA - BRIDGE STREET PEDESTRIAN IMPROVEMENTS, CONST	44111.1.11	U-5530GB - PE - FUQUAY-VARINA	Prel Engr	12/03/2015	REL ACPT	#	WAKE	15002731M230R	Urban Over 200K Population-Raleigh	84,000.00	58.21	84,000.00	58.21
U-5530GB	FUQUAY-VARINA - BRIDGE STREET PEDESTRIAN IMPROVEMENTS, CONST	Result									84,000.00	58.21	84,000.00	58.21

LAPP Project Adjustments:

What: Projects in the LAPP Program are permitted to submit requests to CAMPO for additional funding. If approved, this additional funding is provided at a 50/50 match with the jurisdiction.

When: Jurisdictions are encouraged to only request additional funding for their LAPP project **ONE TIME** throughout project delivery. Make sure that you have **STRONG** cost estimates at time of additional funding request.

How: Additional funding requests are submitted to CAMPO and should provide an explanation of the cost overage, current plans, and an updated budget. Minor project adjustments can be approved administratively by the CAMPO Executive Director, larger adjustments need approval by the CAMPO Executive Board.

***Due to the limited nature of LAPP funding, additional funding can never be guaranteed.**

LAPP - FFY 19 Deadlines

- January – May 2018
 - Public Involvement
 - TIP & STIP Amendment Process
 - CMAQ Applications
 - Executive Board adopts project list
 - Training for LAPP selected project managers
- February – September 2018
 - Municipal Agreements signed by local gov.
 - Municipal Agreements signed by NCDOT
 - FTA Request for Draft Grant # for Transit Flex Projects
 - **SEPTEMBER 15, 2018: ALL AGREEMENTS MUST BE SIGNED OR FUNDS MAY BE PROGRAMMED TO ANOTHER SHOVEL READY PROJECT – THIS IS A CRITICAL DEADLINE**
- October 1, 2018 – September 30, 2019
 - FFY 19 LAPP Funds Obligated
 - **SEPTEMBER 15, 2019: FINAL CHANCE FOR FFY2019 TRANSIT FUNDS TO BE FLEXED TO FTA AND FFY2019 ROADWAY AND BIKE/PED PROJECT TO RECEIVE AUTHORIZATION – THIS REQUIRES FINAL SUBMITTALS TO NCDOT IN JUNE THROUGH JULY, 2019**

LAPP - FFY 19 Deadlines

- June 2019
 - Target deadline for obligation of all LAPP funds
 - Consideration given to reprogramming funds that are not anticipated to be obligated before October
- October 2019
 - All unobligated funds for LAPP projects eligible for de-programming
- NOTE: 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.
- NOTE: 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.

Typical Project Delivery Steps

Agreement

-----Preliminary Engineering Authorization-----

- *Procuring Professional Services*

Environmental Document (required)

Location and Design Approval (required)

-----Right of Way Authorization-----

- *Right of Way Acquisition*
- *Utility Relocation*

Right of Way Certification (required)

Contract Proposal and Estimate (PS&E) (required)

-----Construction Authorization-----

- *Advertise and Let Construction Contract*
- *Construction & Administration*

Final Inspection (required)

- *Final Reimbursement*

LAPP – Key Approvals Terminology

- LADA: Location and Design Approval
 - Must have this signed from NCDOT to request ROW Authorization (to start ROW)
- NEPA Environmental Documentation
 - PCE, EA, FONSI, EIS
 - Must have this signed by FHWA to request ROW Authorization (to start ROW) or CON Authorization.
- ROW Certification
 - Must have this signed from NCDOT to request CON Authorization (to start CON)
- PSE: Plans, Specifications and Estimates
 - Must submit these in final revised format to NCDOT to request CON Authorization (to start CON)

Questions?

Contacts:

Gretchen Vetter

919-996-4404

Gretchen.vetter@campo-nc.us

<http://www.campo-nc.us/lapp.html>

ADJOURN