



# CHATS

CHARLESTON AREA  
TRANSPORTATION  
STUDY



BERKELEY-CHARLESTON-DORCHESTER  
COUNCIL OF GOVERNMENTS

PLANNING, PARTNERSHIP & PROSPERITY

**2014 ~ 2015 ~ 2016**  
**Transportation Alternatives  
Program**



## **Introduction**

The Berkeley-Charleston-Dorchester Council of Governments (BCDCOG), as staff for the Charleston Area Transportation Study (CHATS) Metropolitan Planning Organization, seeks to enhance the capacity of communities, towns, cities or counties to provide alternative transportation facilities. Since 1992, the CHATS Policy Committee, in partnership with the SCDOT Commission, has elected to allocate a portion of available funds for the Transportation Alternatives Program (TAP). The program facilitates and provides a greater opportunity for local governments to collaborate with the BCDCOG to pursue multimodal transportation related activities such as bicycle and pedestrian facilities, and streetscaping. Transportation Alternatives funds are provided through the Federal Transportation Bill (The FAST Act and its predecessor MAP-21) and are allocated by CHATS in three-year increments.

TAP is intended to support projects that will improve the quality of life in communities across the CHATS Planning Area by providing the means to take on projects that might not otherwise be fiscally possible. Its projects have been successful both in preserving and beautifying the best of our transportation resources and in solving problems that affect the daily use of the transportation network.

The program may reimburse up to 80% of the allowable expenditures for an approved project. Applicants must provide the remaining 20% through direct funds, donated materials or in-kind services that meet federal and program guidelines.

## **Authorized Applicants (CHATS –Urbanized Area Only)**

- Local governments
- Regional Transportation Authorities
- Transit Agencies
- Natural Resources or public lands agencies
- School Districts, local education agencies or schools
- Tribal governments
- Any other local or regional governmental entity with responsibility for oversight of transportation or recreational trails (other than a TMA or a State agency that the State determines to be eligible).

## **What Projects Qualify?**

**Pedestrian and bicycle facilities**, including non-motorized paths, that:

- Connect and develop documented regional or statewide non-motorized transportation networks.
- Are appropriate for the need and user types targeted.
- Benefit state tourism or economic development initiatives.
- If locally significant, have strong transportation connection and involve planning efforts or serve as connectors to regional networks.
- Are identified as a priority on SCDOT, county or regional non-motorized transportation plans.
- Address documented safety deficiencies.
- Are part of a broader non-TAP funded non-motorized system.

**Streetscape Improvements**, that:

- Are located in established traditional downtowns or historic districts.
- Use a creative design approach that enhances pedestrian safety and takes into account the community identity, history, context, and the human environment.
- Accomplish multiple goals (traffic calming, pedestrian safety, tied with other initiatives, etc.).
- Receive input and support from citizens, local businesses, economic developers, traffic engineers, etc.

For the Transportation Alternatives Program, a pedestrian is not only defined as a person traveling by foot but also “any mobility impaired person using a wheel chair.” The definition of a bicycle transportation facility is “a new or improved lane, path, or shoulder for use by bicyclists and a traffic control device, shelter, or parking facility for

bicycles.” Bicycle and pedestrian projects must be “principally for transportation, rather than recreation purposes.” It must also demonstrate a logical sense of connectivity.

## **Project Competitive Factors**

**Financial factors:** Realistic expectations about costs; a high level of local match funding and ability to pay for the TAP project.

**Public Input:** Consistency with adopted plans, policies or other investments; Opportunity and evidence of public involvement.

**Safety and Livability:** Addresses safety; enhances livability, demonstrates quality of experience, improves quality of life and improves population health; total population served and level of exposure or access including the amount or density of nearby population or employment.

**Coordinated Efforts:** Project supports a community’s Complete Streets policy, is on a designated state or national bicycle trail, or is part of a statewide initiative, provides connectivity among other facilities or regions of activity, adds to or enhances existing network; completes planned corridors, fills gaps; is paired with other infrastructure work; part of an economic development or community improvement initiative.

**Constructability:** Technical merit including feasibility, meeting design standards, realistic scope/schedule/budget and project readiness.

**Maintenance Factors:** Evidence of a strong maintenance plan that includes tasks, schedule, costs, source of maintenance funding, and responsible parties.

**Previous Transportation Enhancement (TE) and TAP Funding:** Number and scale of previously awarded projects; Timely implementation and appropriate maintenance on previous projects.

## **Regulatory Requirements**

The applicant must certify it complies or will comply with:

- All federally mandated requirements (such as FHWA, environmental, civil rights, debarment and fiscal management standards)
- All mandatory codes and technical standards apply to the project, such as USDOT, AASHTO and SCDOT
- Any other standards that may apply to the project to include state and federal procurement procedures

## **Applicants Must Demonstrate**

- That the project is financially feasible
- That the applicant is capable of providing the required matching funds, completing the project and planning for its ongoing maintenance of required items; generally, SCDOT accepts responsibility for normal maintenance of standard transportation materials, structures and workmanship within SCDOT right of way according to common local practices.
- That the applicant will secure an approved encroachment permit outlining any desired extraordinary maintenance effort on SCDOT right of way that would include any special features or non-standard department materials that may have been incorporated into the project.
- That the applicant will arrange for payment of any taxes due on the property and adopt necessary ordinances or legal proceedings needed to implement, protect and maintain the project.

## **Project Administration**

Because TAP is a reimbursement program, applicants performing the project administration as a Local Public Agency (LPA) should be prepared to pay for the project's completion. However, a successful applicant may submit invoices for reimbursement as work is completed. Any work (advertising, design or construction) started or completed before the applicant receives an executed contract with a Notice To Proceed from SCDOT shall not be reimbursed with federal-aid funds and will not count towards the program matching fund requirements.

LPAs may request to manage the project provided the following minimum conditions are met:

- The LPA must be adequately staffed and suitably equipped to undertake and satisfactorily complete the project.
- The LPA must provide a full-time employee to be in responsible charge of the project.
- The LPA must be approved by SCDOT according to departmental policies and FHWA guidelines.
- All applicable federal and state requirements shall be completed and documented.

If an LPA desires to manage a project, the LPA must make a written request to SCDOT to manage an identified project or phases of a project. Further information regarding this process is located at <http://www.scdot.org/doing/localPublicAdmin.aspx>.

If no request is received or SCDOT determines the LPA is not qualified to manage, SCDOT may manage the project through the project development process or applicable standard and published guidelines. The LPA will be responsible for providing the matching funds at the time the initial project development stage begins.

# Grant Application

## **Application Instructions**

Please include:

1. Cover page
2. Response to Applicant, project, and categorical information
3. Response to Sections I-X
4. Provide any appendices required

Make sure to adhere to the page requirements for each section.

Please make sure that your jurisdiction is in the Urbanized CHATS Area by referencing the **map on the final page of this application**. This application is for Urban TA funding only. If you have a rural project outside of the CHATS study area, please visit: [http://www.scdot.org/getting/community\\_Transportation\\_Alternatives.aspx](http://www.scdot.org/getting/community_Transportation_Alternatives.aspx)

## **Submission Instructions**

If you have any questions, please use the contact information below. Please supply one (1) digital copy (Adobe PDF preferred) and ten (10) hard copies no later than 3pm on November 1<sup>st</sup>, 2016 to:

**Contact:** Ryan McClure  
**Email:** [ryanm@bcdcog.com](mailto:ryanm@bcdcog.com)  
**Phone:** 843.529.0400 ext. 224  
**Website:** <http://www.bcdcog.com/>

**Address:** BCD Council of Governments  
1362 McMillan Ave, Suite 100  
North Charleston, SC 29405

The following information must be included in your application with a cover page.

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**All applicant, project and categorical information are required** for successful application (**1 page in length maximum**).

### **APPLICANT INFORMATION**

Data Universal Number (DUNS NUMBER):

Date:

Applicant:

Address (with City/State/Zip):

Contact Person:

Title:

Phone:

Email:

### **PROJECT INFORMATION**

Project Name:

Brief Description:

Location:

Length & Termini (i.e. where does project begin & end):

County:

House District:

Senate District:

Congressional District:

### **PROJECT CATEGORY:**

Please choose 1 or more of the categories below.

- Provisions for bicycle facilities
- Provisions for pedestrian facilities
- Provisions for converting abandoned railroad corridors to trails for non-motorized transportation
- Community improvement activities
- Recreation Trails Program
- Boulevard Planning and Construction

**\*Please see 23 U.S.C. 133(h)(3) for more details**

**I. ELIGIBILITY DEMONSTRATION (Length 1/2 – 1 page)**

Please explain, in a brief executive summary, what the project consists of and how it relates to project category you selected. The summary **must** address whether the project meets the requirements outlined within the FAST Act **and** whether it conforms to the Americans with Disabilities Act (or any other state/federal laws concerning accessibility)

**II. PROJECT DESCRIPTION AND ADMINISTRATION (Length 1 to 2 pages)**

Please expand and explain the project in more detail. Describe all of the work needed to complete the proposed project (e.g. design, engineering construction). Please explain whether the applicant intends to perform the administration and management functions of the project as a SCDOT approved Local Public Agency (LPA), to contract with a SCDOT approved LPA, or if the applicant intends for SCDOT to manage the project. Please specify if the jurisdiction is not currently an LPA and identify who will be managing the project.

**III. PROJECT COSTS (Length 1 to 2 pages)**

Itemize all anticipated and estimated project elements and costs. Please list items, detail descriptions, quantities, unit prices, amounts, etc for the project. Ensure costs shown are accurate and sufficient to satisfactorily complete all work anticipated in accordance with federal requirements. Please address whether the project is currently in the CHATS Transportation Improvement Program (TIP) with previously committed funding. If yes, please provide the project name and provide the funding amounts within the TIP. All budget item costs for project administration and management to adequately accomplish the work must be included. These expenses are to include engineering, inspection, and testing in accordance with state and federal requirements. Please specify the methodology used to derive the estimated costs (internal staff, consultant, etc.) as well. **Application estimates MUST include a 10% contingency fee for the project.**

After listing and describing all project costs above, please itemize total and local match support in a similar format to this below:

LINE 1 – Total project cost	\$ _____
LINE 2 – Federal Funds requested by applicant (80% of line 1)	\$ _____
LINE 3 – Local Match (Must be at least 20% of Line 1)	\$ _____

**Local Match Source and Amount (Be Specific)**

A - _____	\$ _____
B - _____	\$ _____
C - _____	\$ _____
D - _____	\$ _____
E - _____	\$ _____

**IV. LOCAL SUPPORT (Length 1/2-1 page)**

Describe local support for the proposed project and identify any opportunities for public participation. Attach documentation of support, including letters from donors or sponsors committing a non-federal share of project costs, commitment or support from sponsors, local government officials and regional organizations in **Appendix A**.

**V. PROPERTY OWNERSHIP (Length 1/2-1 page)**

Identify ownership of ALL property involved in the project. If additional property must be acquired to complete the project, identify ownership and value of property and whether the land must be purchased or will be donated.

For all projects on SCDOT rights of way, include with your application either a copy of the approved SCDOT Encroachment Permit, a letter from your SCDOT County Maintenance Office, or a letter from the appropriate SCDOT District Office indicating your project appears feasible in concept with specific details to be worked out in an Encroachment Permit. Please include all associated permits or letters as **Appendix B**.

**VI. PROJECT MAINTENANCE & MANAGEMENT PLANS (Length 1 page)**

Describe maintenance and management details for the project, including the expected yearly expenses and the source of funds to support maintenance and management activities post construction. Provide details for how long-term maintenance of the project will be administered.

**VII. STATUS CURRENT TRANSPORTATION ALTERNATIVE PROJECTS (Length 1 page)**

Please list the current active Transportation Alternative projects that exist in your jurisdiction. List the people who are in charge and all of their contact information. What is the status of each project? Is each project fully funded? Please provide a current schedule showing the status and expected completion dates in **Appendix C**.

**VIII. ENVIRONMENT ASSESSMENT (Length 1 page)**

Please describe any environmental impacts that may be within the scope of the project. Attach any previously prepared environmental documentation to this application in **Appendix D**. If no previously approved environmental documentation is available, the applicant must complete necessary studies if any, and have them approved prior to project implementation. This requirement does not apply if the application is for planning or feasibility studies. Otherwise, please answer **yes or no** to the questions below regarding project impact and append as **Appendix D**.

**Does the project:**

Displace any residences or businesses?

Disrupt any neighborhoods?

Impact any recreational or agricultural lands?

Impact historical or archaeological sites?

Impact any wetlands, streams/lakes, floodplains?

Belong within a coastal zone?

Affect any endangered species?

Affect air or water quality?

Produce any noise pollution?

Create or affect any hazardous waste sites?

Any county, state, and/or federal permits required will have to be secured prior to contract signing. These may include Army Corps of Engineers, Office of Coastal Resource Management, Coast Guard, Federal Energy Regulatory Commission, County Sediment and Erosion Control and Stormwater Management Ordinance, or State Budget and Control Board.



**IX. MAPS, PLANS, & PHOTOGRAPHS (Length 4 pages)**

Please attach any maps, photographs, or site plans of the project area.

**X. CERTIFICATION**

Please include a certification page that has the following information.

The undersigned has authority to sign on behalf of the applicant and certifies that the applicant has legal authority to enter into contract to implement this project and that all information provided is complete and accurate to their best knowledge.

Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_

Phone \_\_\_\_\_

