





TRANSPORTATION ALTERNATIVES SET-ASIDE

| Applicant Workshop Webinar

Polling Questions – Audience

What is your experience with the Transportation Alternatives (TA) program?

- A. Not familiar at all**
- B. Have heard of it but not real familiar**
- C. Familiar with program but have never completed an application before**
- D. Familiar and have applied for funding but it was several years ago**
- E. Very familiar and have submitted multiple applications over last couple of years**

What type of project are you considering for TA funding?

- A. Pedestrian and bicycle including rail-to-trail and SRTS**
- B. Restoration of an historic transportation structure**
- C. Turnout, pull-off, scenic overview**
- D. Other**



Transportation Alternatives Set-Aside

Meant to fund community based projects that expand non-motorized travel choices and enhance the transportation experience by improving the cultural, historical and environmental aspects of the transportation infrastructure

- **Program Overview**
- **Getting Started**
- **Pre-Application**
- **Full-Application**



Program Basics

Who Can Apply?

Eligible Sponsors:

- Local governments
- Regional transportation authorities – including PDC's
- Transit agencies
- Natural resource or public land agencies
- School districts, local education agencies or schools
- Tribal governments
- Other local or regional governmental entity with responsibility for oversight of transportation or recreational trails



NOT ELIGIBLE – State DOTs, MPOs and Non-Profits

Program Basics

What is Eligible?

Eligible project must relate to surface transportation AND qualify under one of more of the following:

Eligible Categories:

- Transportation Alternatives (TA) Activities
- Safe Routes to School (SRTS) Activities
- Boulevard Activities **

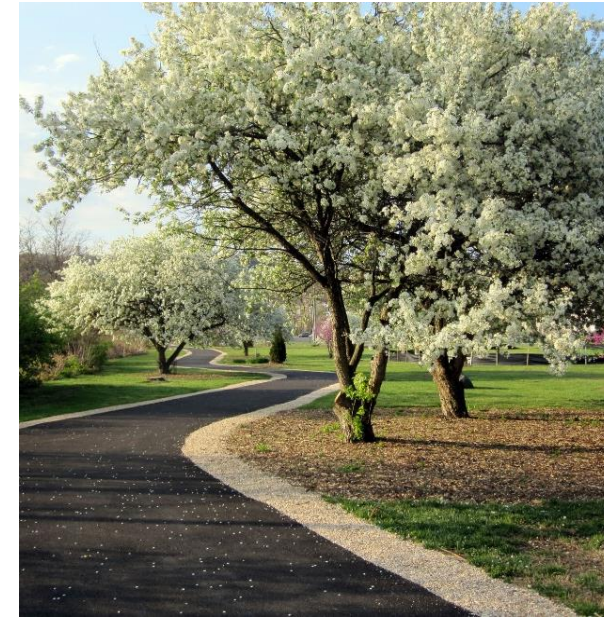


Recreational Trails Activities – administered separately by the Virginia Department of Conservation and Recreation (DCR)

** These will be evaluated by VDOT on a case-by-case basis

Transportation Alternatives Eligible Activities

- Pedestrian and Bicycle Facilities
- Conversion of Abandoned Railroad Corridors for Trails
- Systems to Improve Safety for Non-Drivers



Transportation Alternatives Eligible Activities

- Turnouts, overlooks, viewing areas at historic or scenic sites
- Restoration of historic transportation structures
- Safe Routes to School

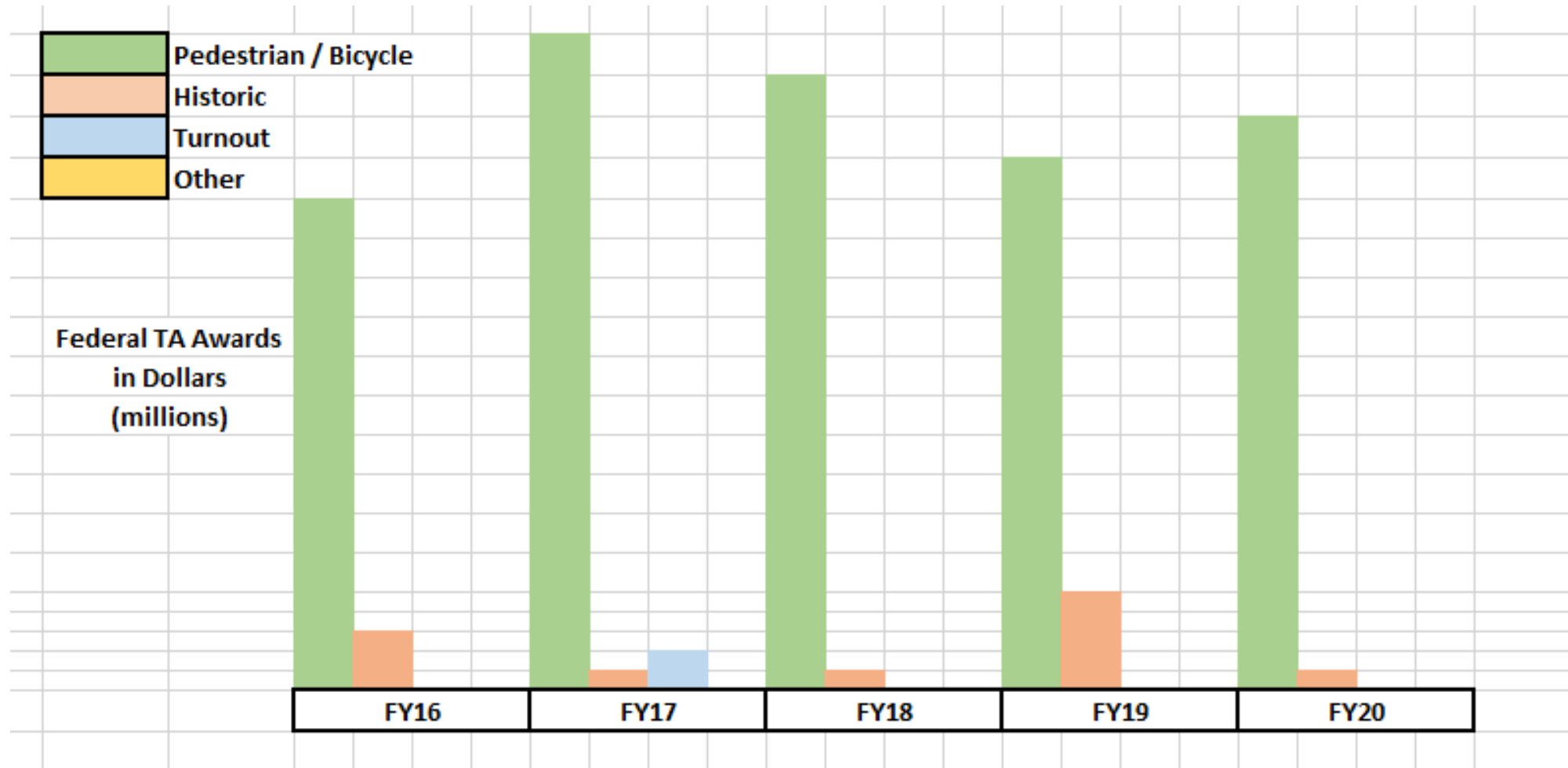


Transportation Alternatives Eligible Activities

- Inventory, control and removal of outdoor advertising
- Vegetation management within transportation rights of way
- Archaeological activities related to implementation of a transportation project
- Environmental mitigation:
 - Erosion and pollution control
 - Wildlife mortality and habitat connectivity



Federal TA Funds Awarded per Activity - Virginia



Transportation Alternatives Set-Aside Program Highlights

- **Federal funding available to localities and other agencies**
- **Reimbursement program 80% / 20%**
- **Smaller, non-traditional transportation projects**
- **Non-motorized improvements**



- **District CTB members have \$2 million to allocate (\$1M per fiscal year)**
- **If selected, the CTB must fund 50% of the requested amount**
- **Four year time limit to reach construction**

Want to apply? Getting Started

- Identify a “need” that qualifies for funding
- Perform some preliminary engineering / evaluate for constructability and cost
- Finalize proposed scope, considering:
 - Must have logical termini and independent utility
 - Maximum request of \$2 million per application (\$1M per FY)
 - Project must reach construction within 4-years of FIRST allocation
- Refine cost estimate



Getting Started Self-Evaluation

In addition to funding, evaluate the following local resources when considering administration of a federal-aid project:



- Do you have experience administering federal-aid projects?
- Do you have a current, full-time employee that has passed VDOT's Qualifications Program?
- Do you have a financial system in place to track and monitor project expenses?
- Do you have the staff available to meet the timeframes?

Polling Questions – Program Overview

Transportation Alternatives (TA) Set-Aside is a reimbursement program. Funds must be spent through paying invoices, before receiving TA funds

- A. True
- B. False

Federal funding for the TA program is considered “recreational” and therefore does not require adherence to federal transportation requirements such as “Buy America” and “Americans with Disabilities Act (ADA)”.

- A. True
- B. False



Electronic Submission Pre-Application

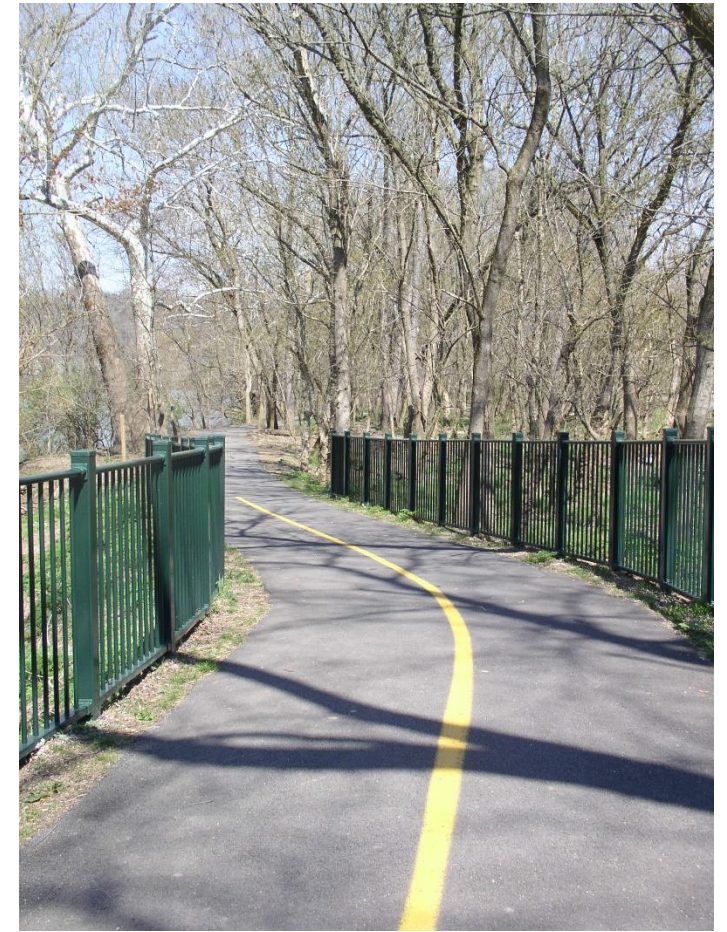
Establish Smart Portal access:

- Organizational Administrator
- Assistance with this found on HOME page
- Identify VDOT District contact

Portal opens: May 17, 2021 at 8am

Pre-Application Deadline: July 1, 2021 at 5pm

Applicant is the “owner” of the pre-application until it is SUBMITTED; after this point changes cannot be made at the local level



Pre-Application

What does it look like?

Home New Application Dashboard About

4 195 Pamela Liston

General Location Delivery/Funding Project's Readiness To Proceed Supporting Documents

General

Project Sponsor

Organization	Point of Contact
Email	Phone

Project Information

Is this an existing project – has the Applicant received prior TA funds for a project having the same termini as identified on this application?

Project UPC Number

Do you want VDOT to administer this project if funding is awarded?

Project Title
Applicant Workshop Demo


Provide a description of the project and a clearly defined scope of the improvements to be made utilizing Transportation Alternatives funds. Should additional space be needed, please use the Upload Supporting Documents feature. Label the document "Project Description".

Select primary category of eligibility even if other categories may apply.

If this is being pursued as a SRTS project, is the proposed improvement located within 2 miles of an elementary / middle (K-8) school?

Is this a non-infrastructure project? For example – educational training and / or materials.

What is the project's primary relationship to transportation? Select the best option from the list provided.

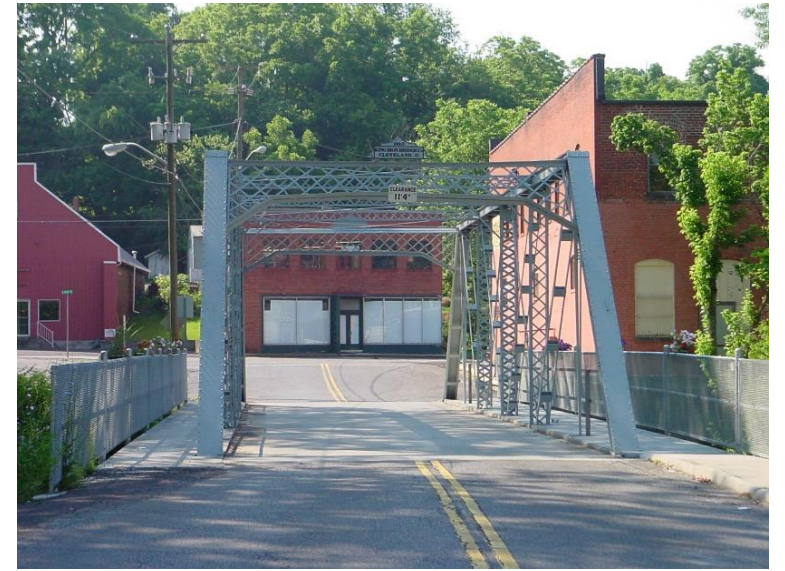


Pre-Application

What information is needed?

Basic project information:

- Project title and description
- Eligibility category – what activity does it qualify under?
- Project termini
- Cost estimate
- Tentative federal funding request amount
- Will you use third-party donations as part / all of local match?
- What conceptual / pre-design work has been done?



Pre-Application

Who is administering – NEW

Do you want to administer the project if funding is awarded?

Consider..... Do you have the experience, resources and timing to commit to 4-year schedule, adhere to federal regulations, have full-time employee that has completed VDOT Qualifications program?

If YES, complete a “Request to Administer” form and upload as part of pre-application

If NO, coordinate with local VDOT District project staff

Purpose and Need – NEW

POSSIBLE RESPONSE:

The planned improvements will make it safer for children walking to school and attending after school sporting events.

BETTER RESPONSE:

The planned improvements will install sidewalks where none previously existed. The project will also add crosswalks and accessible curb ramps improving the safety of students / pedestrians entering Running Creek Elementary school. Most children don't walk to school due to the high traffic volumes and lack of sidewalks. Those who do, must walk in the street and hope that cars slow down at the intersections since there are no markings to indicate a pedestrian or school crossing. The school is located in a residential area with large numbers of school-age children; the school also has a very active after school program including sports and other student activities.

Pre-Application Tentative Funding Request – NEW

How much TA funding do you anticipate requesting on the full application?



Consider...

- **\$2 million limit per application (\$1M per FY)**
- **20% local match requirement; do you have sufficient funding?**
- **Applicant is responsible for 100% of costs beyond federal / local match amount**
- **Are there other funding sources available?**

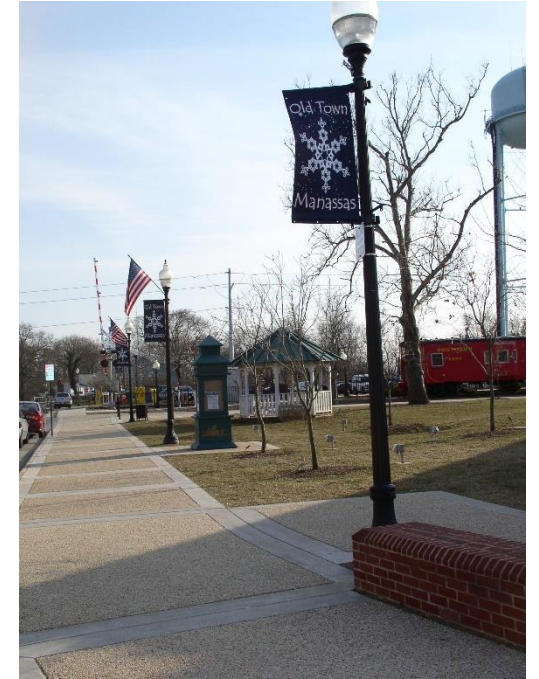
Pre-Application Tools Available – NEW

New “tools” are available to assist with cost estimating and scheduling including:

Estimate template – helps to identify all costs

Scheduling tool – helps to identify anticipated milestone dates

Inflation calculator – helps anticipate cost increases



Estimate Template – NEW

ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENSION
PE Phase				
Design / Engineering	1	L.S.	34000	\$34,000.00
Environmental	1	L.S.	5000	\$5,000.00
Survey	1	L.S.	15,000	\$15,000.00
Advanced Right of Way (Appraisals, Plats, etc.)	1	L.S.	7,800	\$7,800.00
Sub-Total:				\$61,800.00
Administration	1	L.S.	17,350	\$17,350.00
VDOT PE Oversight	1	L.S.	8,762	\$8,762.00
PE Phase Total Cost:				\$87,912.00
RW Phase				
Land Acquisition				\$0.00
Legal Fees (Attorney, Recording, etc.)				\$0.00
Sub-Total:				\$0.00
Utility Coordination				\$0.00
Utility Relocation				\$0.00

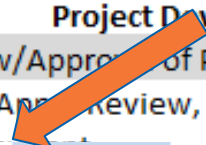


Scheduling Tool - NEW

Locality:	
Project Title:	
Scope of Project:	
UPC:	



LAP Project Delivery Plan		2/1/2023	Note this date generates <i>potential</i> (not committed) schedule below				LAP Manual Reference	
ID	Planned End Date	Planned Duration	Possible Duration	Project Development Activity				
1	3/3/2023	30	1 Month	VDOT Review/Approval of PDP & RTA; Agreement Drafted & Signed			Chapter 10	
2	7/16/2023	135	4.5 Months	Agreement/Approval Review, Approval, & Execution by LPA & VDOT			Chapter 10	
3	2/11/2024	210	18 Months				Chapter 11	
4	2/12/2024	1	18	8/5/2026	20	3 Weeks	Advertise for Bids	Chapter 12
5	6/11/2024	120	19	9/4/2026	30	1 Month	Review & Recommend Award of Contract	Chapter 12
6	6/26/2024	15	20	10/19/2026	45	6 Weeks	VDOT Review and Approve Award of Contract	
7	3/23/2025	270	21	11/3/2026	15	2 Weeks	Preconstruction Conference & issue Notice to Proceed	Chapter 13
8	7/21/2025	390	22	7/1/2027	240	Varies	Construct Project	Chapter 13
9	8/5/2025	15	23	7/2/2027	1	1 Day	Construction Complete	Chapter 14
			24	8/1/2027	30	30 Days	Final reimbursement request (ensure funds expended by deadline on Project Administration Agreement.)	Chapter 14



Strategy for Contracting and Procurement	
place "x" in applicable box	
<input type="checkbox"/> Design - Bid - Build	Design Accomplished by: select from drop-down box
<input type="checkbox"/> Design - Build	Construction Accomplished by: select from drop-down box

Inflation Tool – NEW

Phase Milestone

PE (Survey, Environmental, Design)

Status

Not Started

Rectangular Snip

Base Cost Estimate

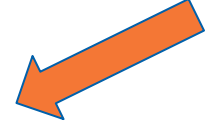
\$75,000.00

Risks/Contingency/Unknowns

10%

Start Date

2020-06-01



Phase Estimate + Contingency + Inflation

\$82,500

Phase Milestone

RW (Right of Way and Easement Acquisition, Utility Relocation)

Status

Not Needed

Phase Milestone

CN (Construction, Oversight, Contingencies)

Status

Not Started

Base Cost Estimate

\$300,000.00

Risks/Contingency

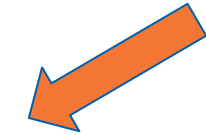
15%

Start Date

2022-10-01

End Date

2023-10-01



CEI

10%

Phase Estimate + Contingency + CEI + Inflation

\$418,387



Total Cost Estimate
\$500,887

Not mandatory on
pre-application

Pre-Application Third-Party Contribution Plan – NEW

Are you planning to use Third-party donations or contributions:

- Value of third-party donations can be used as all or part of 20% local match amount *as long as* project is “locally” administered
- Must be third party not including applicant (recipient) or VDOT (pass-through agency)

Third Party Contribution Plan:

Form must be completed and uploaded with pre-application if anticipating the use of donations

Third-party Contribution Plan – NEW

These estimated costs should be included in application cost estimate



Third-Party Contribution Plan

Phase	Activity	Donation Task / Material / Service	Third-Party Provider	Fair Market Value Determination Basis	Unit Value or Hourly Rate	Estimated Hours / Other	Estimated Valuation
PE	Professional Engineering	Plan Design	ABC Consultants Inc.	Standard Invoice Rate - Engineer Senior	\$120 / hour	100 hours	\$12,000.00
						PE TOTAL:	\$12,000.00
RW	Land Acquisition	Property Donation - Easement	Property Owner	Appraisal	\$5,000	NA	\$5,000.00
						RW TOTAL:	\$5,000.00
CN	Trail Construction	Initial Clearing	Volunteers	Davis-Bacon Wage Rates: Laborer	\$15.50	160 hours	\$2,480.00
						CN TOTAL:	\$2,480.00

Pre-application

What do I need to attach?

- **Cost Estimate** – detailed cost estimate for the termini identified; do not include PE for future phases
- **Sketch** – clearly identify beginning and ending termini and any connections being made
- **Tentative Development Schedule** – must be done utilizing VDOT’s scheduling tool
- **Request to Administer** – if Applicant is planning to administer the project
- **Third-party Donation Plan** – if Applicant is planning to use third party donations other than “cash”

Pre-Application Validation Process

- **Pre-Application can be submitted any time between May 17 and July 1, 2021**
- **Validations will be performed on a rolling basis; first in, first out**
- **All validations completed no later than August 15, 2021**

Applicant will be notified by email:

- **Full application ready to begin**
- **Approval status of “Request to Administer”**

Pre-Application Approved

Preparing for Full-Application

- **Incorporate comments / recommendations from validation process**
- **Perform site visit / assessment if not done already**
- **Update quantities / design parameters and finalize cost estimate**
- **Update tentative milestone dates using VDOT “scheduling tool”**
- **Schedule local council / board meetings if not already done**
- **Advertise and conduct public participation / information meeting**

Safe Routes to School

Additional Information Needed

- **Letter of support from school principal – Must be attached to application**
- **Title-1 status of school**
- **Current travel modes (i.e. how many students walk, bike, bus, carpool, etc.)**
- **Current travel distances (i.e. how many students live within $\frac{1}{4}$ mile, $\frac{1}{2}$ mile, 1 mile and 2 miles from the school)**
- **Parent survey – get input from parents regarding issues with walking / biking to school (can be informal or formal)**
- **Describe current barriers to walking / biking to school**
- **Describe efforts to promote walking / biking to school**

Polling Questions

VDOT can administer the project if it is sidewalks or trails.

- A. True**
- B. False**



The project cost estimate should include costs for ALL development phases, even if TA funding is only going to be used for construction.

- A. True**
- B. False**



Full-Application Ready to Begin

Full application deadline: October 1, 2021

NEW – cannot submit full application without having the following uploaded as attachments:**

- **Resolution of Support**
- **Evidence of Public Participation / Information Meeting**
- **Endorsement from Metropolitan Planning Organization (MPO) – if applicable (NOVA exempt per COG)**

****Have on the Board / Council schedule early enough to meet October 1 date**



Full-Application Funding Plan

How do you plan to fund the *whole* project?

Total Anticipated Federal TA Funding – ???

Total Local Match Requirement – automatic calculation

Other Project Funding – ???

Total Project Cost – automatic calculation

What amount of federal TA Funding will you request on this application – ???

Have prior TA funds been awarded to this project (same termini)? Do you plan to apply for future TA funds?

Word Problem:

What Amounts Would you use?

Estimated Project Cost = \$3,000,000

- **No additional funding available**
- **Plan to use full 80% of possible TA funding = \$2,400,000 in federal funds**
- **Maximum request per application = \$2,000,000**

Total Anticipated Federal TA Funding –

Total Local Match Requirement – automatic calculation

Other Project Funding –

Total Project Cost – automatic calculation

Answer:

Estimated Project Cost = \$3,000,000

- **No additional funding available**
- **Plan to use full 80% of possible TA funding = \$2,400,000 in federal funds**
- **Maximum request per application = \$2,000,000**

Total Anticipated Federal TA Funding – \$2,400,000.00

Total Local Match Requirement – automatic calculation

Other Project Funding – \$0.00

Total Project Cost – automatic calculation

Request This Application = \$2,000,000.00

* Remainder can be applied for on future application

Scoring Criteria

Project Funding

Is the cost estimate accurate?

- Have all developmental phases – PE, RW, CN – been adequately addressed including administration and oversight? Are costs broken down into specific line items?
- Does estimate appear “reasonable” based on project description and current trends? Does it include the inflation factor?
- Were updates made based on validation comments?
- Will match be in the form of cash or third-party donations (in-kind)? Are proposed donations eligible?
- Is TA funding reasonable? Does project fit intent of the TA program? Has full project cost been addressed?

Sample Question

Funding Pearl:

QUESTION – Are there funding sources beyond the federal TA and local match proposed? Explain how you plan to fund the project as identified by the stated termini and what alternatives have been explored.

RESPONSE – An additional \$100,000 in local funds – beyond the required local match – has been committed by Town Council for use on this project. The Town has also applied for \$400,000 in Revenue Sharing funds. If these funds are not awarded, the possibility of seeking additional funds from the County has been discussed with Mr. Smith the County Administrator. A local contractor has also stated his intention to donate the required aggregate (estimated at \$75,000) for the trail base as documented in the attached letter.

Word Problem.....

Based on the response provided, what amount could be used on the application for “Other Project Funding”?

Total Anticipated Federal TA Funding – ???

Total Local Match Requirement – automatic calculation

Other Project Funding –

Total Project Cost – automatic calculation

RESPONSE – An additional **\$100,000** in local funds – beyond the required local match – has been committed by Town Council for use on this project. The Town has also applied for **\$400,000** in Revenue Sharing funds. If these funds are not awarded, the possibility of seeking additional funds from the County has been discussed with Mr. Smith the County Administrator. A local contractor has also stated his intention to donate the required aggregate (estimated at **\$75,000**) for the trail base as documented in the attached letter

Answer:

RESPONSE – An additional **\$100,000** in local funds – beyond the required local match – has been committed by Town Council for use on this project. The Town has also applied for **\$400,000** in Revenue Sharing funds. If these funds are not awarded, the possibility of seeking additional funds from the County has been discussed with Mr. Smith the County Administrator. A local contractor has also stated his intention to donate the required aggregate (estimated at **\$75,000**) for the trail base as documented in the attached letter

Other Project Funds:

\$975,000.00

\$100,000 = Local funding above and beyond federal / match

\$400,000 + 400,000 = Revenue Sharing expenditures if awarded

\$75,000 = Local match being covered by donation

\$975,000 Possible additional funding available

Scoring Criteria

Project Concept

Have you done your homework? Have you investigated all reasonably expected costs and design issues?

- Does project have a well defined, finite scope?
- Have future phases been separated out? Is it clear the costs are only for this segment / phase?
- Have ADA design standards been specified and prepared for (estimated – EX. does estimate include price for 5' sidewalk)?
- Does the proposed improvement meet a transportation need?
- Are any ineligible costs separated and a funding source identified?
EX. Road diets and paving

Sample Question

Concept Pearl:

QUESTION – The use of federal TA funds requires adherence with the Americans with Disability Act (ADA) – how will this project comply with these design standards?

RESPONSE – This sidewalk project will include construction of 5' wide, concrete sidewalks including a 10' wide, pre-cast pedestrian bridge over Spillman Creek. The proposed location is directly adjacent to Maple Street. Plans will include a 2' wide grass utility strip and will follow the slope of the existing roadway. Due to the presence of an historic, stone retaining wall, a design waiver will be requested for the less than compliant utility width.

Scoring Criteria

Improvement to the Transportation Network

What and who does the project benefit?

- Does it provide connectivity to existing transportation facilities? Is it providing a missing link?
- Does it provide facilities where none existed? Why was this location chosen?
- Will it serve multiple neighborhoods, schools, or places of work?
- Will it get pedestrians / bicyclists to public transportation?
- Are safety improvements included?
- Is the project specifically named in the local / regional transportation plan?
- Does it provide improvements to underserved communities?

Sample Question

Improves Transportation Network Pearl:

**QUESTION – Does the project install facilities where none existed before?
Why was this location chosen?**

RESPONSE: Yes, this project installs concrete sidewalks in a location where no pedestrian facility previously existed. This location was selected because of the path worn in the grass and observation of significant numbers of people using this location daily to get to the shopping area which includes a grocery store and walk-in medical clinic. There are three (3) adjacent neighborhoods that would gain safe access to this shopping area if the proposed sidewalk were installed.

Scoring Criteria

Readiness to Proceed

What steps has the locality taken to prepare?

- Has site visit been performed and evaluated for possible challenges, areas that may need additional investigation, hidden costs?
- Will design be done in-house or will procurement be required?
- What conceptual design, master plan or engineering work has been completed?
- Has the required RW been identified? Has right of way been secured? Any evidence?

Sample Question

Readiness to Proceed Pearl:

QUESTION – Has locality performed a site visit?

RESPONSE – A site visit was conducted in April 2021 including City Engineer, City Planner, City Bike / Ped. Coordinator, planned Project Manager and City Maintenance Engineer. The entire trail site was walked. The need for drainage structures was identified (12' culvert proposed), the terrain is relatively flat and no issues with ADA slope or width / clearance were identified although it was noted that several larger trees would have to be removed to ensure adequate clearance. Proposed alignment includes crossing National Park property – permit / easement will be required – meeting scheduled with Park Ranger.

Scoring Criteria

Regional Significance -- NEW

Does the project reach beyond local boundaries?

- Does the project cross jurisdictional lines?
- Has coordination begun with other jurisdictions and agencies involved?
- Is there a marketing strategy being developed?
- Is there a board / committee in place to oversee development and / or marketing of planned improvements and upkeep?
- What are the anticipated benefits to the surrounding communities – transportation, economic, tourism etc.

Sample Question

Regional Significance:

QUESTION – Is the project located within multiple jurisdictions?

RESPONSE – The proposed trail segment does not cross multiple jurisdictions, but will directly connect to the existing Swift River Trail which does – see the attached trail map identifying the existing segments and demonstrating the connection being made. Several coordination meetings have been held with the City and County. The Swift River Trail Foundation which provides upkeep and oversight of the trail, was also included. It was agreed that the new trail segment would be added to the existing website / marketing plan; however the County will provide maintenance of this segment.

Questions addressing this aspect of the project are contained within multiple pearls.

What Makes a Good Application?

Details

Details are critical to scoring. Not all reviewers are familiar with the area or the proposed changes.

Include:

- **Map and / or sketches**
- **Detailed cost estimate**
- **Clear and logical termini**
- **Full answers all to questions**
- **Support documentation for additional funding, RW, donations, etc.**
- **Pictures**



Polling Questions – Full Application

The local resolution and public hearing documentation can be submitted after the application deadline as long as it is received by December 1, 2021.

- A. True
- B. False

If you are constructing a large project, you can apply for, and carry over funding for the next phase, as long as the identified termini (start / end) are clear.

- A. True
- B. False



Transportation Alternatives Set-aside Program Resources



Local Assistance

Local Assistance Division website:

<http://www.virginiadot.org/business/local-assistance.asp>

Virginia's Transportation Alternatives Set-aside website:

<http://www.virginiadot.org/business/prehancegrants.asp>

VDOT Smart Portal website:

<http://smartscale.org>

Transportation Alternatives Data Exchange website:

<http://trade.railstotrails.org/index>

Safe Routes to Schools website:

<http://www.virginiadot.org/saferoutes>



Transportation Alternatives Set-aside Central Office Contacts

**Pam Liston, Transportation Alternatives Program Manager
and TA Coordinator for Northern Virginia, Staunton and Culpeper**

Pamela.Liston@VDOT.Virginia.gov

Jay Lindsey, TA Coordinator for Fredericksburg, Richmond and Lynchburg

Jay.Lindsey@VDOT.Virginia.gov

Synthia Waymack, TA Coordinator for Bristol, Salem and Hampton Roads

Synthia.Waymack@VDOT.Virginia.gov

Kathy Graham, Safe Routes to School Coordinator

Katherine.Graham@VDOT.Virginia.gov

Questions...





Funding Distribution

Sub-allocation of Funds

Example

FY21 – approx. \$21.9M

Rec Trails – \$1.5M – off the top to DCR

50/50 distribution – \$20.4M

\$10.2M

\$10.2M

- Allocated based on population
 - **\$6.2M** to 4 Transportation Management Areas (TMAs)
 - **\$4.0M** to other areas of the state based on population: [\$2.6M < 5,000 and \$1.4M 5-200K]
- Allocated to any area of the state
 - These are funds CTB Policy will govern distribution of
 - State DOT can transfer these funds to other Highway Programs

