



Memorandum

TO: All Managers, Administrators, and Interested Parties

FROM: Reginald E. Simmons, Deputy Executive Director/Transportation Director

DATE: March 13, 2017

RE: FY 2017 COATS MPO Transportation Alternatives Program – Call for Projects

Central Midlands Council of Governments (CMCOG) is pleased to announce a call for project submissions for the FY 2017 Transportation Alternatives Program. This guide summarizes the program and outlines the project submission process. CMCOG strongly encourages applicants to be familiar with all materials in the information guide and to contact the South Carolina Department of Transportation (SCDOT) Local Program Administration Office or the CMCOG staff for assistance in completing the application. Please be advised that all applicants must be official governmental bodies (city, county, school district, etc...) with legislative authority to carry out and maintain their proposed project.

Up to 80 percent of eligible project costs can be reimbursed by FHWA through the Surface Transportation Program administered by SCDOT. At least 20 percent of the project's allowable costs must be paid by the public authority, as the local funding match. By submitting a project for this program, the applicant agrees to enter into an agreement with SCDOT and be financially responsible for the non-federal participating funding and for implementation of the project.

The Transportation Alternatives Program is a competitive process. All projects must demonstrate a relationship to the surface transportation system to be eligible. After a project has been determined eligible, it will undergo an evaluation review by the Transportation Alternatives Advisory Committee (TAAC). The TAAC's evaluations and recommendations are then provided through the MPO Planning Process for review. The MPO Policy Committee (CMCOG Board of Directors) will make the final review and approval of the FY 2017 TAP Projects.

Project review and selection is anticipated during the spring of 2017. Please be advised that the SCDOT Commission has authorized focus areas to exclusively use the federal transportation alternatives funds for the provisions of facilities for pedestrians and bicycles and for provisions for pedestrian streetscaping projects. SCDOT would also like to work with any potential applicants to ensure that their project application(s) include(s) the correct budget items as well as oversight and administration to adequately accomplish the work in their overall project costs. Project budgets should include line items for engineering, inspection, mobilization, drainage, and testing. These items must be in compliance with the current state and federal requirements. Please keep these initiatives in mind when preparing your project submission(s).

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Serving Local Governments in South Carolina's Midlands

236 Stoneridge Drive, Columbia, SC 29210 □ (803) 376-5390 □ FAX (803) 376-5394 □ Web Site: <http://www.centralmidlands.org>

Also, please be advised that in accordance with the Code of Federal Regulations, 23CFR 1.11 and 635.105, SCDOT may delegate administration and management of certain Federal-aid projects (transportation alternatives projects) to a Local Public Agency (LPA). The LPA administered program allows local units of government to design, let, and inspect their federally funded projects. LPAs must administer and manage these projects in accordance with federal and state guidelines. If you desire to apply for LPA status, please complete the required forms and submit those forms with your application. Please note that separate LPA forms must be submitted for each project submission. Please visit the following website to obtain additional information and forms about becoming an LPA: <http://www.scdot.org/doing/localPublicAdmin.aspx>

CMCOG is hereby issuing this call for projects to applicants that have the capability and interest in participating in the FY 2017 COATS Transportation Alternatives Program. Each applicant must submit a package containing an original, eight (8) copies and **one (1) electronic copy** of their application to CMCOG no later than **2:00 p.m. on APRIL 17, 2017** to Reginald Simmons, Deputy Executive Director /Transportation Director, CMCOG, 236 Stoneridge Drive, Columbia, SC 29210. **CMCOG will only accept applications using the enclosed application form.** Applications may be submitted in person, by messenger, or by regular mail. All applications will be logged in and date and time stamped. Any application package that is received after the date and time specified will be logged and date and time stamped as **“late”** and returned unopened to the applicant. Please be advised that additional information guides and applications can be provided by request or downloaded from our website at www.centralmidlands.org.

If you have any questions or need additional information, please don't hesitate to contact me at 803-744-5133 or send an email to rsimmons@centralmidlands.org. Thank you in advance for your cooperation and interest in this matter.



FY 2017

COLUMBIA AREA TRANSPORTATION STUDY

TRANSPORTATION ALTERNATIVES PROGRAM

INFORMATION GUIDE AND APPLICATION

COATS
Columbia Area Transportation Study



Deadline for Submissions – 2 p.m. on April 17, 2017

The Transportation Alternatives Program

The South Carolina Department of Transportation (SCDOT) partners with the Federal Highway Administration in facilitating and providing an opportunity for local governments to pursue non-traditional transportation related activities such as pedestrian facilities, bicycle facilities, and pedestrian streetscaping projects. Transportation Alternatives improves the quality of life in communities across the state by providing citizens the means to take on projects that might not otherwise be possible. Since 1992, the SCDOT Commission has elected to allocate a portion of available funds for the Transportation Enhancement (TE) Program. The most recent Federal Transportation Funding Act, Fixing America's Surface Transportation Act (FAST Act), that was signed into law on December 4, 2015 authorized funding for Transportation Alternatives. As a continuation of its predecessors, the FAST Act builds upon the legacy of the TE program by expanding travel choices, strengthening the local economy, improving the quality of life, and protecting the environment.

Contact Information

For further information regarding the Transportation Alternatives Program or the application package please contact:

Mailing Address: SCDOT Local Program Administration Office, Room 424
PO Box 191
Columbia, SC 29202-0191

Street Address: SCDOT Local Program Administration Office, Room 424
955 Park Street
Columbia, SC 29201-3959

Phone: 803-737-1952

Website: http://www.scdot.org/community/tep_app.shtml

For further information regarding the Columbia Urbanized Area Program or the application package please contact:

COATS MPO Address: Attention: Reginald Simmons
Central Midlands Council of Governments
236 Stoneridge Drive
Columbia, SC 29210
803-744-5311 Phone; 803-376-5394 Fax

Website: www.centralmidlands.org

Project Qualifications

What Projects Qualify?

The following eligibilities are authorized in the FAST Act for the transportation alternatives and adopted by the SCDOT Commission:

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 a priority on SCDOT, county or regional non-motorized transportation plans.
- Address documented safety deficiencies.
- Are part of a broader non- transportation alternatives funded non-motorized system.

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.

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.

Safe Routes To School Program, that:

- Meet the requirements under the FAST Act.

Project Competitive Factors

Financial factors:

- Realistic expectations and cost
- A high level of local match funding and ability to pay
- Non-participating work that is determined to be a benefit to the transportation alternatives 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 supporting 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
- 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, cost, 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

Applicant Requirements

Because the transportation alternatives 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, successful applicants 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 notice to proceed shall not be reimbursed with Federal-aid funds and will not count towards the program matching fund requirements.

- LPAs may request to perform the administration and management of the work provided the following minimum conditions are met:
- All applicable federal and state requirements shall be completed and documented
- 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.

If an LPA desires to administer a project, the LPA must make a written request to SCDOT to administer and 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 perform the administration, 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.

Application Submission:

SCDOT encourages LPAs to coordinate closely with the Department during the early stages of the development of a transportation alternatives application. This coordination is important to ensure that the project satisfies state and federal requirements and is eligible and viable. LPA applications are accepted by SCDOT's local program office and it is anticipated that those applications that meet the federal requirements will be presented to the Commission for review and approval each year as the Commission schedules allow and funding is available.

Applicant Requirements (Continued)

Applicants:

FAST Act authorizes the following entities to apply for transportation alternatives funding:

- 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 Transportation Metropolitan Area or a State agency that the State determines to be eligible).

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 believed to apply to the project to include state and federal procurement procedures.

Applications 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; generally, SCDOT accepts responsibility for normal maintenance of standard transportation materials, structures and workmanship within SCDOT right of way according to common local practices.

Applicant Requirements (Continued)

Applicants' responsibilities:

Applicants must show they are willing to assume full responsibility for:

- Providing for the perpetual maintenance of required items.
- Securing 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.
- Arrangement for payment of any taxes due on the property.
- Adopting necessary ordinances or legal proceedings needed to implement, protect and maintain the project.
- Indemnifying SCDOT, CMCOG, and the MPO of liability for the project or its maintenance.
- Certifying that there are no known or foreseeable legal impediments to the project.

Project Requirements

Match Guidelines:

SCDOT encourages matching funds in excess of the minimum 20% required under federal code. At the same time, it is recognized that the capacity to raise matching funds varies among communities. Availability of matching funds is evaluated during the project review stage as well as the percentage of match to the overall project cost. To this end, Federal Highway Administration regulations allow and provide guidance for providing a “soft match” which considers donations of services, labor, materials, equipment, etc. However, SCDOT encourages the applicant to consider a hard match (cash) as their required participation due to stringent mandatory federal reporting requirements. Should an applicant be considering a soft match in lieu of a cash match, early communication and coordination with SCDOT’s staff is encouraged during the application process to ascertain its acceptability. Each instance of soft match in the project development process must be detailed in the application. Any design, labor, or work on a proposed project performed prior to receipt of an executed participation agreement and a formal notice to proceed from SCDOT is ineligible for reimbursement from the program and any federal transportation funds.

Limitations:

Funding can be approved for preliminary engineering, utility relocation, or property acquisition only when the applicant can demonstrate that the funds, combined with other existing resources, will result in a completed and fully funded project. The applicant acknowledges the Department’s resurfacing program does not account for the costs of protecting and/or replacement of enhancements. The above costs are the sole responsibility of the applicant.

SCDOT Rights of Way:

For projects located within SCDOT rights of way, an encroachment permit or similar arrangement will be required. If the proposed project falls on or near such property, applicants should contact the SCDOT Resident Maintenance Engineer in their county for details before completing an application.

Landscaping:

Transportation alternatives funds cannot be used for landscaping and scenic enhancement as an independent project. However, landscaping is eligible as part of the construction of any transportation alternatives funded project. In these cases, details for long term maintenance must be provided along with details for the installation of an irrigation system if deemed necessary.

SCDOT AWARDS TAP FUNDS TO LOCAL GOVERNMENTS THROUGH TWO SEGMENTS:

Transportation Management Areas:

Urbanized areas of the State with an area population greater than 200,000 are known as Transportation Management Areas (TMAs). The policy committees for the state's six TMAs determine how the funds are distributed among the projects throughout their MPO planning area through a competitive selection process in consultation with SCDOT. The amount of funding allocated to each MPO in these urban areas is based on proportion of population and specifically identified in the federal regulations. Applications for transportation alternatives funding located in an urbanized area should be submitted to the MPO, and are considered separately from other statewide applications. MPOs in a TMA will submit the application to the SCDOT's Local Program Office for final approval. The proposed project would be identified in the area's Transportation Improvement Program (TIP) document. Once placed in the TIP, applications for transportation alternatives funds would be used to verify eligibility and prepare contracts.

Non-Transportation Management Areas:

Governmental bodies located within an MPO planning area not designated as a TMA, and all other applicants not located within an MPO planning area would be eligible for funding under the statewide allocation through a competitive selection process. All applications would be reviewed by SCDOT's staff to ensure eligibility under the Federal Highway Administration's guidelines for transportation alternatives projects. Proposed projects under the statewide program are approved by the SCDOT Commission and limited to a maximum of \$400,000 for each project. SCDOT's Commission would determine how the funds are distributed. Governmental bodies located within MPO areas that are not designated Transportation Management Areas (TMAs) would coordinate through their respective MPO prior to submitting an application to SCDOT, and if the project is awarded, it would then be incorporated in the MPO's TIP. If an applicant has an existing project that is less than 50% complete then submittal of another application is not allowable. Projects would only be approved up to the funds available on an annual basis.

TRANSPORTATION MANAGEMENT AREAS

ARTS – SC

Aiken County Planning &
Development
1680 Richland Avenue West
Suite 130
Aiken, SC 29801
803-642-1520
FAX: 803-436-2627

COATS

Central Midlands Council of
Governments
236 Stoneridge Drive
Columbia, SC 29210
803-376-5390
FAX: 803-376-5394

GPATS

Greenville County Planning
Commission
301 University Ridge, Suite
400
Greenville, SC 2960
864-467-7270
FAX: 864-467-5962

CHATS

Berkeley-Charleston-
Dorchester Council of
Governments
1362 McMillan Avenue
Suite 100
North Charleston, SC 29405
843-529-0400
FAX: 843-529-0305

GSATS

Waccamaw Regional Planning
and Development Council
1230 Highmarket Street
Georgetown, SC 29440
843-546-8502
FAX: 843-527-2302

RFATS

Rock Hill Planning and
Development
Post Office Box 11706
Rock Hill, SC 29731
803-326-2432
FAX: 803-329-7228

What to Expect if your Project gets Funded?

The program may reimburse up to 80% of the allowable expenditures for an approved project. The applicants must provide the remaining matching funds through direct funds. Portions of the project completed before the application and funding is approved will not be reimburse and will not count toward the matching funds.

Applicants would need to decide if they wanted to administer following would be applicable:

- For projects on SCDOT rights of way, you will be required to obtain an encroachment permit.
- A traffic control plan will be required.
- Quarterly status reports on the progress of your project must be submitted.
- Applicants should be prepared to pay for the project's completion. However, successful applicant may submit canceled checks and invoices for reimbursement as work is completed.
- Budget items for oversight and administration will be included in your overall project costs. These expenses are to include engineering, inspection, and testing in accordance with state and federal requirements. On average these expenses have been upwards to 30% of the total cost of the project. Also, please ensure that your budget includes a 10% construction contingency to cover unforeseen circumstances.



APPLICATION INSTRUCTIONS

This booklet should help make completing the application easier. If, after reading through these materials, you have any questions, contact the COATS MPO Transportation Staff (see page 1):

- The first step is to use the Transportation Alternatives Guide starting on page 2. This guide describes the kinds of projects that are eligible and helps you determine whether your project is eligible and how it should be classified.
- You should determine if you are in a Transportation Management Area (TMA) by contacting SCDOT or your local MPO using the contact info on page 1. If you are in a non-Transportation Management Area, please refer to the non-TMA section on page 8 for instructions.
- In preparing the application, remember that these applications will be copied and distributed to the committee members and others who must use the information to make their decisions. With this in mind, here are some tips for preparing the applications:
 - **You must use the most recent application form.**
 - Wherever possible, use only the space available in the application form to provide the requested information.
 - Provide enough detail in your project description that staff, committee, and commission can clearly understand the project.
 - If you attach information, provide it in a format which can be easily copied (single-sided only). Also, send original applications in an unbound format so they can be easily copied.
 - Supplemental information that gives a clearer picture of the impact of the project may be included, but please limit additional information to phases of the project that are relevant to the spending of the Transportation Alternatives Funds sought.
- Some additional points that are important enough to be emphasized:
 - At least one of the applicants must be a public agency, and the application must include a certification signature of someone with authority to commit that public agency to a contract.
 - Sources of matching funds must be indicated. SCDOT encourages the applicant to consider a hard match (cash) as their required participation due to stringent mandatory federal reporting requirements. Should an applicant be considering a soft match in lieu of a cash match, early communication and coordination with SCDOT's staff is encouraged.
 - Funds spent prior to execution of the contract are not eligible for reimbursement and cannot be counted toward matching funds. This includes any work (advertising, design, or construction) started or completed before the applicant receives an executed contract.
 - Project cost estimates must contain enough detail that the various cost elements of the project are clear. Detailed estimates on page A-5 must be consistent with the cost shown on page A-9. Please ensure to estimate the project carefully including items to address construction contingencies, construction engineering, and inflationary increases appropriate to the proposed size and development timeline. Cost increases above SCDOT's initial commitment bare the sole responsibility of the applicant.

Application Instructions (Continued)

- If work is proposed on or adjacent to a facility currently open to use by the public, an estimate of the amount needed to provide Traffic Control (signs, barriers, cones, temporary markings, etc.) during construction (or planting) should be provided.
- If you would like an electronic version of the application, contact the COATS MPO Transportation Staff.
- Review the Application Checklist section beginning on page 13.

The following information may be helpful in completing the Project Information section of the application.

County	SC County Code	County	SC County Code
Abbeville	01	Greenwood	24
Aiken	02	Hampton	25
Allendale	03	Horry	26
Anderson	04	Jasper	27
Bamberg	05	Kershaw	28
Barnwell	06	Lancaster	29
Beaufort	07	Laurens	30
Berkeley	08	Lee	31
Calhoun	09	Lexington	32
Charleston	10	McCormick	33
Cherokee	11	Marion	34
Chester	12	Marlboro	35
Chesterfield	13	Newberry	36
Clarendon	14	Oconee	37
Colleton	15	Orangeburg	38
Darlington	16	Pickens	39
Dillon	17	Richland	40
Dorchester	18	Saluda	41
Edgefield	19	Spartanburg	42
Fairfield	20	Sumter	43
Florence	21	Union	44
Georgetown	22	Williamsburg	45
Greenville	23	York	46

For information on Congressional, Senate, and House Districts, please visit:

www.ors.state.sc.us

Application Instructions (Continued)

Application Checklist

Not every item in the list that follows will apply to all applicants. It can be helpful as a guide, however, to make sure that all parts of the application process have been completed.

- Review eligibility requirements for the type of applicant.
- Review the qualifications section on page 2 to ensure eligibility of the project and its category.
- For projects on SCDOT rights of way, obtain an encroachment permit or letter indicating your project is feasible in concept from appropriate SCDOT local officials. Please provide as much detail about your project as possible and allow sufficient time to receive permit or letter.
- Verify project's conformance to disability regulations.
- Provide location maps, project boundary maps, site plan, and photographs of existing site or facility.
- Prepare itemized list of all project elements and their costs, including quantity, unit prices, and so on.
- Identify ownership of all property and, if property is to be acquired, the value of the property.
- Obtain documentation showing local support (letters, etc.).
- Provide description of plans for maintenance and management of the project including sources of funding.
- Provide any previously prepared assessments of the impact of the project. (If none have been prepared, but are required, these impact assessments, such as environmental, archaeological, and so on, must be completed before the project is implemented.)
- Provide list of sources for matching funds and amounts.
- Provide certification with a signature of an individual authorized to commit the applying body to a contract.
- Prepare eight copies of the original application and accompanying supplements.
- **Send original, eight (8) copies, and one (1) PDF copy sent electronically to the COATS MPO Transportation Staff, as appropriate.**

Application Instructions (Continued)

For Non-Transportation Management Area Projects

- For non-Transportation Management Area projects, provide documentation of opportunities for public participation in the project's development.

For Projects Involving Landscaping

- On page A-5 of the application, prepare an itemized list of all project elements and their costs, including quantity, unit prices, etc.

For example, instead of simply stating "Landscape Allowance: \$17,500" provide details in the following format:

D. **PROJECT COST: "SEE ATTACHED" IS NOT ACCEPTABLE.** Itemize all project elements and costs. List item, description, quantity, unit price, amount, etc. **If "Traffic Control" does not appear as a separate cost item, then indicate how it will be accomplished.** (Enter total project cost in Section I – Line 1, Page 9.)
Itemize below:

\$4,000 – 20 crape myrtles, 8'10" tall, \$200 each installed
\$10,200 – 30 lacebark elms, 2-2.5" caliper, \$340 each installed
\$3,300 – 10 zelkovas, 2-2.5" caliper, \$330 installed
Total \$17,500 - Landscaping

SAMPLE

THE COATS MPO ALTERNATIVES PROGRAM

Funding Distribution

The Transportation Alternatives Program funds is determined by dividing the national total among the States based on each State's proportionate share of FY 2009 Transportation Enhancements funding. Within each State, the amount for transportation alternatives is set aside proportionately from the State's Surface Transportation Block Grant Program (STBG). These set-aside funds include all projects and activities that were previously eligible under TAP, encompassing a variety of smaller-scale transportation projects such as pedestrian and bicycle facilities, recreational trails, safe routes to school projects, community improvements such as historic preservation and vegetation management, and environmental mitigation related to stormwater and habitat connectivity.

TRANSPORTATION ALTERNATIVES PROJECT FEDERAL FUNDING REQUESTS CANNOT EXCEED \$180,000.00 PER GOVERNMENTAL ORGANIZATION PER PROJECT

Governmental organizations may submit more than one (1) project application for funding consideration.

- ❖ Each "project" must be submitted on a separate, completed application.
- ❖ **Applicants shall use the enclosed COATS MPO application for submission of their projects.**
- ❖ All submissions shall be unbounded for easy copying and distribution.
- ❖ **All applicants shall submit one (1) original, eight (8) copies, one (1) PDF for each project application.**
- ❖ Governmental organizations that submit more than one project shall prioritize their projects for submission.

Matching Funds

All allowable expenditures for transportation alternatives projects are eligible to be reimbursed as follows:

Projects located within jurisdictions with population of less than 50,000 will require a 20% local match;

Projects located within jurisdictions with population greater than 50,000 will require a 40% local match.

(The 20 or 40 percent local share must be provided by the applicant.)

ANY PROJECT RELATED WORK DONE PRIOR TO CONTRACT EXECUTION (BETWEEN THE SCDOT AND THE GRANTEE) SHALL NOT BE ELIGIBLE FOR REIMBURSEMENT.

The COATS MPO Alternatives Program (Continued)

Reprogramming of Funds

The MPO understands that SCDOT may hold the local applicant to their contract to complete project scopes the cost exceeds the amount programmed in the TIP. If it becomes apparent that the cost of the project will exceed the funding available, SCDOT will provide the applicant notice prior to total expenditure of funding available and provide the estimate of funds needed to complete the project. No work will be completed beyond that covered by the available funds. If the applicant does not have the additional funding needed to complete the project, the SCDOT and the applicant will mutually agree on a revision to the project scope and termini that is in accordance with the available budget and maintains federal eligibility. The applicant will be 100% responsible for the cost of overruns and SCDOT will not participate in the cost of overruns.

If any project does not need the programmed amount for completion, the SCDOT will inform the MPO of the excess amount for the reprogramming of the funds if they are deemed to be available by SCDOT.

Disqualification by FHWA/SCDOT

The MPO may reprogram any transportation alternatives project amount for projects disqualified by FHWA/SCDOT in the following application cycle after notification to MPO by SCDOT

Failure of applicant to pursue

The MPO shall interpret failure of an organization to complete and submit application to SCDOT in one year after the TIP approval as failure to pursue, and may reprogram the funds in the next application cycle.

The MPO shall also interpret failure to begin to implement the project in one year after a contract with SCDOT is signed as failure to pursue and may reprogram the funds in the next application cycle.

Projects within Metropolitan Areas

Since the metropolitan areas have a Metropolitan Planning Organization (MPO) which is structured for transportation decision making, and is composed primarily of elected officials, they will handle evaluation, selection, and prioritization of local transportation alternatives activities. The applicant must complete the transportation alternatives application and submit it to COATS as specified for regional projects. Once all submitted projects have been evaluated, the project/projects selected for funding will be placed in the Transportation Improvement Program (TIP). The TIP will be used by the SCDOT to verify project eligibility and prepare contracts.

The COATS Transportation Alternatives Program will be open to eligible applicants located within the metropolitan study area (See map – page 20). The emphasis of transportation alternatives will be on the variety of the allowable activities as noted previously and geographic distribution of activities throughout the study area. In order to achieve this, COATS will establish an Alternatives Application Review Committee for the purpose of screening (evaluating) applications, selecting projects, and setting priorities. Final approval of the projects will be made by the CMCOG Board of Directors (MPO Policy Committee) in conjunction with their inclusion in the TIP.

The COATS MPO Alternatives Program (Continued)

The Transportation Alternatives Program application cycle, evaluation, and selection will be conducted annually, and only those projects which can be funded with available funds during the programming period will be selected. Projects not selected may be re-submitted in subsequent years.

Minimum Requirements

COATS has developed minimum requirements for all alternative transportation projects. More specific requirements will apply within each category. Generally, the requirements are as follows:

1	Any requirements mandated by Federal law or FHWA, including environmental, civil rights, debarment, and fiscal management standards must be satisfied.
2	The project must clearly demonstrate that it will serve one or more of the purposes or functions included in the definition of "transportation alternatives activities."
3	Applicants must be official governmental bodies with legislative authority to carry out the project. Applications for governmental bodies within metropolitan areas must be submitted through the MPO and placed in the TIP.
4	The applicant must state its willingness to assume full responsibility for managing the property which is subject of the proposed project; for any legal liability from the project (except to the extent that the applicant is immune from liability, in which case it need only indemnify CMCOG against any potential liability); and for the payment of any taxes which may be assessed against the property which is the subject of the project, if the property is not found to be tax-exempt.
5	The applicant shall demonstrate that the project is financially feasible and that the applicant has the resources and capabilities to complete the project and to plan for maintenance of the new or improved facility. This documentation shall include that the applicant will provide at least the required matching funds of the allowable costs.
6	The applicant shall certify that there are no known or foreseeable legal impediments to the completion of the project.

The COATS MPO Alternatives Program (Continued)

7	Applicants must certify that the project will be completed in accordance with all mandatory codes and technical standards, including but not limited to U.S. DOT, AASHTO, and SCDOT standards. If standards other than those stated herein are applicable, (such as historic preservation or environmental regulations), the application shall specify all such standards which it believes are required.
8	Funding for preliminary engineering, utility relocation or property acquisition shall only be provided in connection with funding for total project costs. If the application seeks funding for preliminary engineering, utility relocation or property acquisition costs, it shall demonstrate that the Transportation Alternatives Funding provided, together with all other dedicated project funding, shall result in a completed and fully funded project.
9	For pedestrian, or bicycle projects to be located on or in close proximity to the SCDOT highway right-of-way, the applicant shall stipulate that the major purpose or function of such property is for transportation, and that recreational or scenic aspects comprise only a secondary purpose, for purposes of any future "4(f)" determination under 23 U.S.C. 138, and that making such determinations, the Secretary of Transportation for SCDOT shall be designated as the public official having jurisdiction thereof. This requirement may be waived by the Secretary in any instance where it is determined that there exists no foreseeable need to use or acquire such property for transportation purposes. For projects located on state highway right-of-way, the applicant shall agree to execute a joint use of right-of-way agreement (encroachment permit) with SCDOT.
10	The applicant shall agree to adopt all necessary ordinances or resolutions and to take such legal steps as may be required to fully implement, protect, and maintain the project.
11	Projects which involve plantings (trees, shrubs, flowers, etc.) shall include descriptions of how plantings will be irrigated. Irrigation costs must be detailed in project budgets.

The COATS MPO Alternatives Program (Continued)

Ranking

Once the applications have met the previous requirements, they will be prioritized by their individual merit. In doing so, the Alternatives Advisory Committee will rank the applications based on the following factors. The following factors will be weighted on a scale of 1 to 10 with 10 being the highest score.

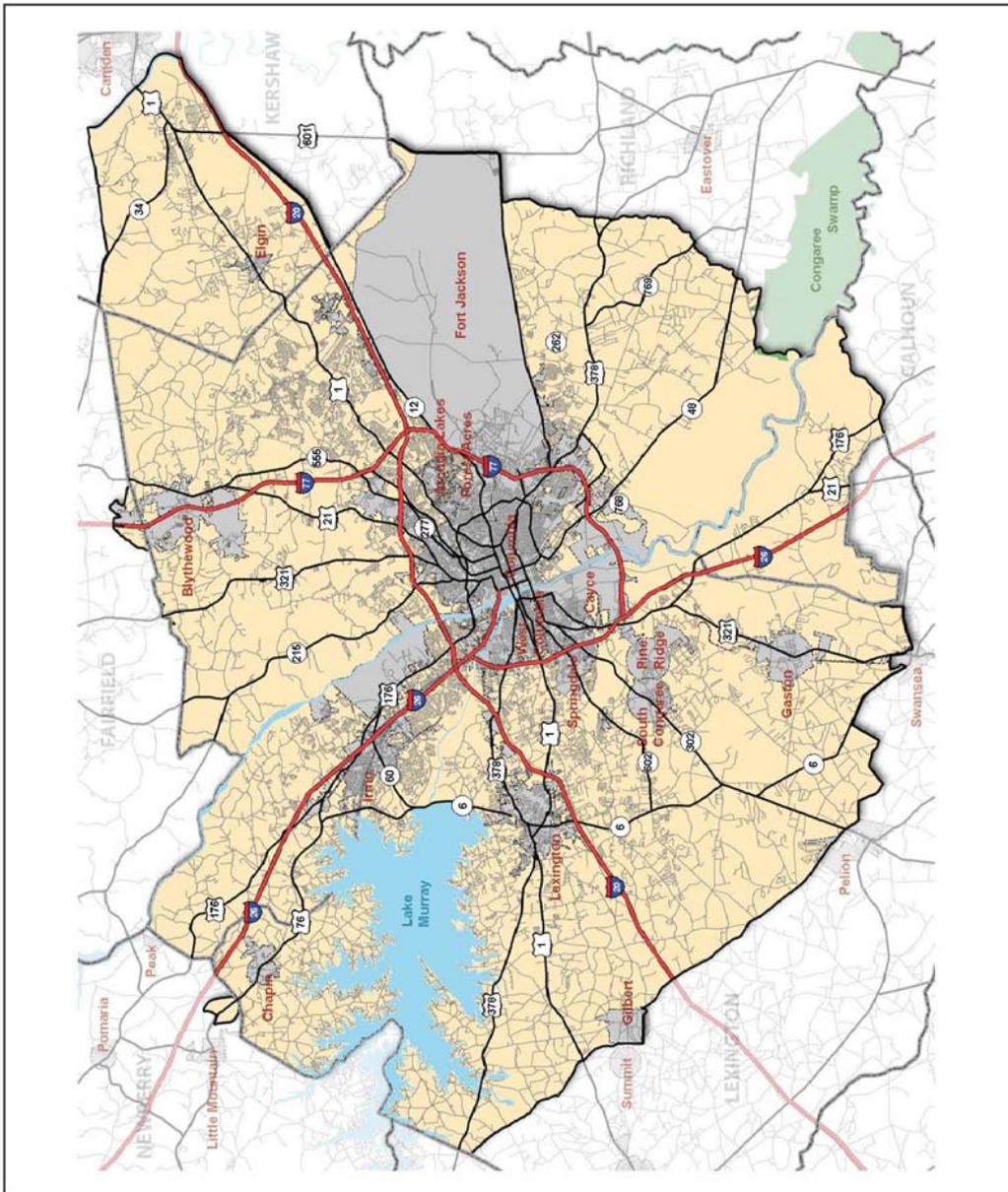
1	Projects that benefit a relatively large percentage of the community's or region's population.
2	"Stand-alone" projects, i.e. projects which will be completed with the transportation alternatives funds requested and the matching funds pledged by the applicant, are not dependent on other funding contingencies, and represent a complete, identifiable, and useful facility or entity rather than only a component of a larger project.
3	Projects that are supported by other local governments in the vicinity of the project, as well as by the applicant.
4	Projects that enhance the area's travel and tourism efforts.
5	Projects that contribute to a wide geographical dispersion of the Transportation Alternatives funds within the metropolitan study area.
6	Projects that are consistent with local comprehensive land use and transportation plans. Higher priority shall be assigned to projects that actively advance the goals and policies contained in such plans.
7	The extent to which applicants indicate a commitment to provide extra effort or contribution above and beyond the minimum matching fund requirements.
8	Projects that have the support of clearly recognized public or not-for-profit organizations of statewide and regional scope with expertise in the subject matter of the application.
9	Projects that serve more than one of the purposes set forth in the FAST Act, and which do so in a logical and coordinated fashion.
10	Projects which clearly enhance the quality or utility of existing or new transportation facilities or services.

The COATS MPO Alternatives Program (Continued)

Instructions for Completing Transportation Alternatives Application

This booklet and the application checklist should help make completing the application easier. If, after reading through these materials, if you have any questions, please refer to the contact information on page 1.

Map of the COATS MPO Study Area



The COATS MPO Alternatives Program (Continued)

COATS MPO Matching Requirements

Projects located within jurisdictions with population of ***less than 50,000 will require a 20% local match (80/20)***.
Based on the 2010 Census those jurisdictions include:

Town of Lexington	Town of Irmo	City of Cayce
City of West Columbia	Town of Springdale	Town of Chapin
City of Arcadia Lakes	Town of South Congaree	Town of Pine Ridge
Town of Elgin	Town of Gilbert	City of Forest Acres

Town of Blythewood (Portion inside the MPO Only)

Town of Pelion (Portion inside the MPO Only)

Town of Gaston (Portion inside the MPO Only)

Kershaw County (Portion inside the MPO Only)

Calhoun County (Portion inside the MPO Only)

Projects located within jurisdictions with population ***greater than 50,000 will require a 40% local match (60/40)***.
Based on the 2010 Census, those jurisdictions include:

City of Columbia

Lexington County

Richland County

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LEFT BLANK.***

***COATS FY 2017
TRANSPORTATION
ALTERNATIVES
APPLICATION***

PAGES A-1 THROUGH A-15

**DEADLINE TO RECEIVE APPLICATIONS
IS 2 P.M. ON APRIL 17, 2017**



Columbia Area Transportation Study Transportation Alternatives Application

❖ Applicant Information

APPLICANT: _____ DATE: _____

ADDRESS: _____ PHONE: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT PERSON: _____ TITLE: _____

E-MAIL: _____

❖ Project Information

NAME OF PROJECT: _____

BRIEF PROJECT DESCRIPTION: _____

PROJECT LOCATION: _____

LENGTH & TERMINI (i.e. where does project begin & end) (IF APPLICABLE): _____

COUNTY: _____ COUNTY CODE: _____ HOUSE DISTRICT: _____

SENATE DISTRICT: _____ CONGRESSIONAL DISTRICT: _____

❖ Project Category

(CHECK ONLY THOSE ACTIVITIES THAT ARE APPLICABLE)

- Provisions of facilities for bicycles
- Provisions for pedestrians
- Provisions for pedestrian streetscaping
- In the urbanized area of the MPO with a population *greater than* 50,000
- In the urbanized area of the MPO with a population *less than* 50,000

MAIL ORIGINAL AND EIGHT (8) COPIES OF APPLICATION TO:

Street Address: Attention: Reginald Simmons
 Central Midlands Council of Governments
 236 Stoneridge Drive
 Columbia, SC 29210

A. ELIGIBILITY DEMONSTRATION: “SEE ATTACHED” IS NOT ACCEPTABLE.

1. Does the project meet the requirements outlined in the FAST Act?

YES

NO

2. Does project conform to applicable requirements of Americans with Disabilities Act and any other state or federal laws concurring accessibility?

YES

NO

Explain how the project meets the eligibility requirements:

B. PROJECT DESCRIPTION: “SEE ATTACHED” IS NOT ACCEPTABLE.

Does the applicant intend to apply to SCDOT to perform the administration and management functions of the project through the Local Public Agency (LPA) process?

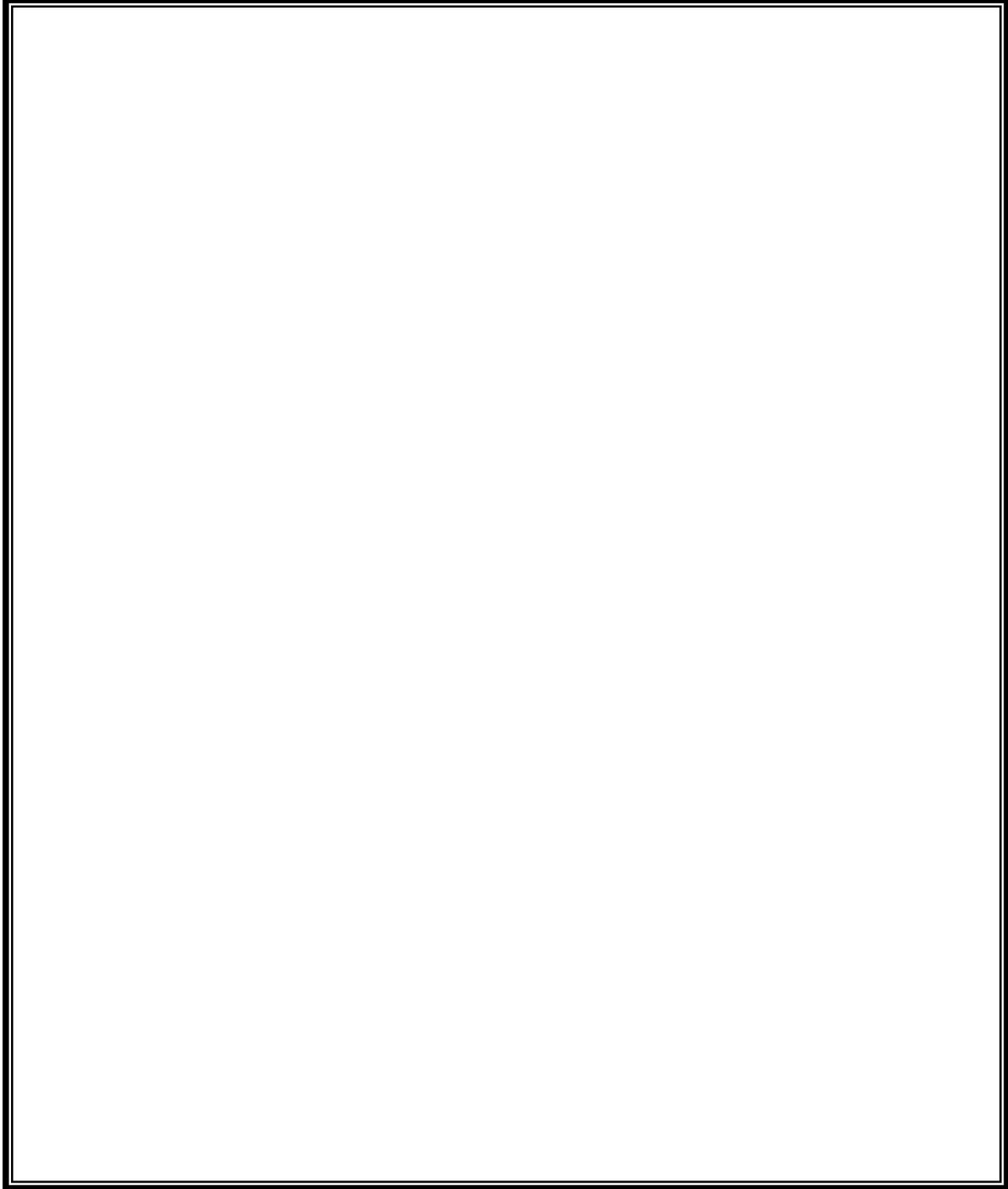
YES

NO

Describe all necessary work needed to complete the proposed project. Description should reflect only activities checked under project category:

C. MAPS, PLANS, & PHOTOGRAPHS:

Attach project location map(s), project boundary map and site plan. Include photographs of the existing site and/or facility if applicable. **COMMENTS:**



D. PROJECT COST: “SEE ATTACHED” IS NOT ACCEPTABLE.

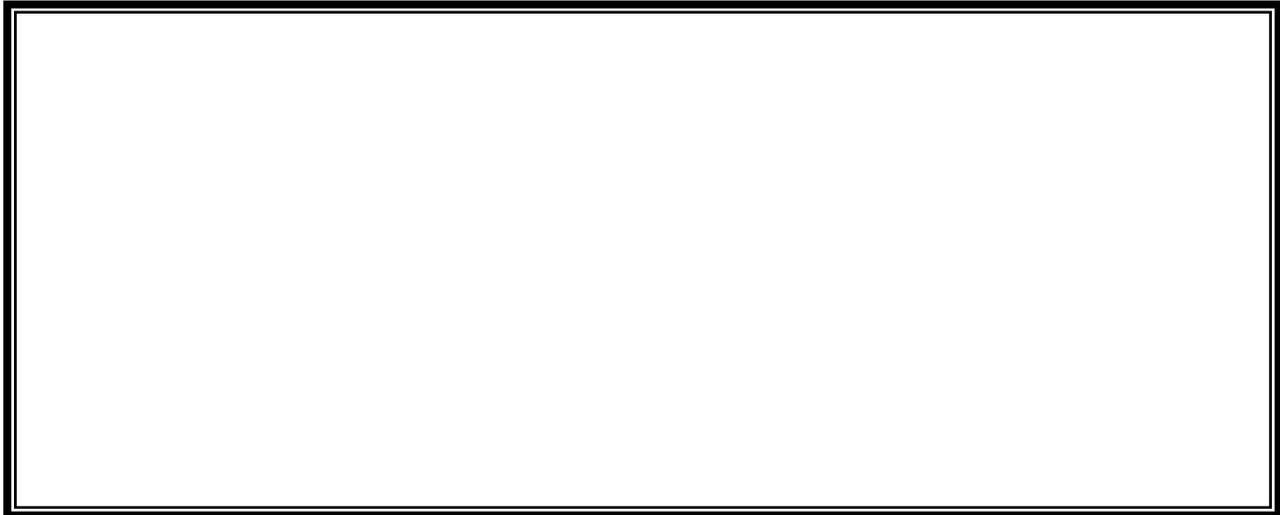
Itemized **all** projects elements and costs. List item, description, quantity, unit price, amount, etc. Ensure cost shown are accurate and sufficient to satisfactorily complete all work anticipated. All budgets item costs for project administration and management to adequately accomplish the work shown must be shown. These expenses are to include engineering, inspection, and testing in accordance with state and federal requirements. (Enter total project cost in Section I – Line 1, Page A-9.) Itemize below:

--

E. PROPERTY OWNERSHIP:

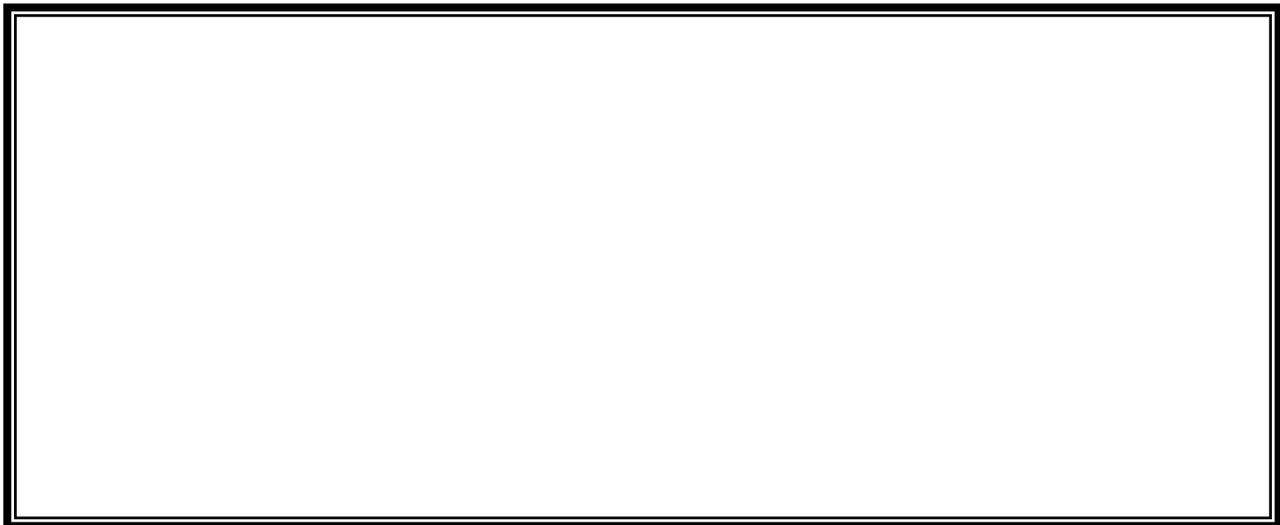
Identify ownership of ALL property involved in the project. If additional property must be acquired to complete the project, identify ownership and value of property, either purchased or donated:

(NOTE: 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 SCDOT District Office indicating your project appears feasible in concept with specific details to be worked out in an Encroachment Permit.



F. LOCAL SUPPORT:

Attach letters from donors or sponsors committing non-federal share of project costs, commitment or support from sponsors, local government officials and regional organizations. Letter of approval from local jurisdiction if other than applicant. Describe local support for the proposal. Document the opportunities for public participation in the development of this project.



G. PROJECT MAINTENANCE & MANAGEMENT PLANS:

Describe maintenance and management details for the project, including the expected yearly amount of funds and the source of funds to support activities:

Provide details for long-term maintenance of the project with projected yearly maintenance costs.

H. ENVIRONMENT ASSESSMENT:

Attach any previously prepared environmental documentation to this application. 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 only. Indicate below any impact the project is expected to cause.

	<u>IMPACT</u>	
	YES	NO
Displacement of residences or businesses	<input type="checkbox"/>	<input type="checkbox"/>
Disruption of neighborhoods	<input type="checkbox"/>	<input type="checkbox"/>
Impact agricultural or recreational lands	<input type="checkbox"/>	<input type="checkbox"/>
Impacts historical / archaeological sites	<input type="checkbox"/>	<input type="checkbox"/>
Impacts wetlands, streams / lakes floodplains	<input type="checkbox"/>	<input type="checkbox"/>
Within coastal zone	<input type="checkbox"/>	<input type="checkbox"/>
Endangered species.....	<input type="checkbox"/>	<input type="checkbox"/>
Air / water quality.....	<input type="checkbox"/>	<input type="checkbox"/>
Noise.....	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous waste site	<input type="checkbox"/>	<input type="checkbox"/>

Any county, state, and/or federal permits required will have to be secured by the applicant 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. Explain any potential environmental issues. **COMMENTS:**



I. FUNDS REQUESTED, LOCAL MATCH AND SOURCE

LINE 1 – Total project cost (From page A-5, Section D) \$ _____

LINE 2 – Funds requested by applicant \$ _____

(Up to 80% of Line 1, not to exceed the \$180,000 federal maximum for COATS MPO Projects)
(80% for jurisdictions with population under 50,000; 60% for jurisdictions with population over 50,000)

LINE 3 – Local Match (Must be at least 20% of Line 1) \$ _____

List source of match and amount from each:

A: _____ \$ _____

B: _____ \$ _____

C: _____ \$ _____

D: _____ \$ _____

E: _____ \$ _____

TOTAL (Should be equal to Line 3) \$ _____

Is project within a Metropolitan Planning Organization (MPO) boundary? YES NO

If yes, is the project in the Transportation Improvement Program (TIP)? YES NO

MPO _____ Amounts in TIP for project \$ _____

J. CERTIFICATION

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.

SIGNATURE

DATE

TITLE

PHONE NO.

PRINTED NAME

MAIL ORIGINAL AND EIGHT (8) COPIES OF APPLICATION TO:

Street Address: Attention: Reginald Simmons
Central Midlands Council of Governments
236 Stoneridge Drive
Columbia, SC 29210

REQUIRED FORMS

FOR THE

TRANSPORTATION

ALTERNATIVES

PROJECTS

The following completed forms are required to be returned with each application:

- Certificate Of Non-Collusion
- Certification Of Primary Participant Regarding Debarment, Suspension, And Other Responsibility Matters
- Certification Of Restrictions On Lobbying
- Certification Of Applicant
- Disclosure Of Potential Conflict Of Interest Certification



CERTIFICATE OF NON-COLLUSION

By submission of an application, each person signing on behalf of any applicant certifies, and in the case of a joint application, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- 1) The application is submitted without collusion, consultation, communication, or agreement for the purpose of restricting competition, with any other bidder or with any competitor;
- 2) No attempt has been made or will be made by the applicant to induce any other person, partnership or corporation to submit or not to submit an application for the purpose of restricting competition.

Company Name

Authorized Signature

Date

SWORN AND SUBSCRIBED before me
this _____ day of _____, 201____.

My commission expires _____.

Notary Public



CERTIFICATION OF PRIMARY PARTICIPANT REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The applicant, _____ certifies to the best of its knowledge and belief, that it and its principals:

- 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- 2) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- 3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
- 4) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or Local) terminated for cause or default.

If the applicant is unable to certify to any of the statements in this certification, the applicant shall attach an explanation to this certification.

The applicant, _____ certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certification and understands that the provisions of 31 U.S.C. Sections 3801 et seq, are applicable thereto.

Signature and Title of Authorized Official

Date



CERTIFICATION OF RESTRICTIONS ON LOBBYING

The applicant certifies, to the best of its knowledge and belief, that:

1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of a Federal department or agency, a Member of the U.S. Congress, an officer or employee of the U.S. Congress, or an employee of a Member of the U.S. Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification thereof.

2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions (as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq.)).

3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

THE APPLICANT, _____, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF EACH STATEMENT OF ITS CERTIFICATION AND DISCLOSURE, IF ANY. IN ADDITION, THE APPLICANT UNDERSTANDS AND AGREES THAT THE PROVISIONS OF 31 U.S.C. §§ 3801 ET SEQ. APPLY TO THIS CERTIFICATION AND DISCLOSURE, IF ANY.

_____ Signature of the applicant's Authorized Official

_____ Name and Title of the applicant's Authorized Official

_____ Date



CERTIFICATION OF APPLICANT

I hereby certify that I am the duly authorized representative of the APPLICANT and that neither I nor the above APPLICANT I here represent has:

- a) employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above APPLICANT) to solicit or secure this contract;
- b) agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out the contract, or
- c) paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above APPLICANT) any fee, contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the contract except as here expressly stated (if any);
- d) either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action, in restraint of free competitive bidding in connection with the submitted proposal.

By execution of this Agreement, the APPLICANT certifies the APPLICANT and all contractors, employees and agents will comply with South Carolina’s Ethics, Government Accountability, and Campaign Reform Act of 1991, as amended. The following statutes require special attention: (a) Offering, giving, soliciting, or receiving anything of value to influence action of public employee - §8-13-790, 8-13-705, 8-13-720; (b) Recovery of kickbacks - §8-13-790, (c) Offering, soliciting, or receiving money for advice or assistance of public official - §8-13-720, (d) Use or disclosure of confidential information - §8-13-725, (e) Persons hired to assist in the preparation of specifications or evaluation of bids - §8-13-1150, (f) Solicitation of state employees - §8-13-755, §8-13-760 and §8-13-725. The state may rescind any contract and recover all amounts expended as a result of any action taken in violation of this provision.

I acknowledge that this certificate is to be furnished to the Department, the Federal Highway Administration, and the U. S. Department of Transportation, and is subject to applicable State and Federal laws, both criminal and civil.

APPLICANT

Name of APPLICANT

By: _____

Date: _____

Its: _____



DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST CERTIFICATION

Applicant hereby indicates that it has, to the best of its knowledge and belief has:

_____ Determined that no potential organizational conflict of interest exists.

_____ Determined a potential organizational conflict of interest as follows:

Attach additional sheets as necessary.

1. Describe nature of the potential conflict(s):

2. Describe measures proposed to mitigate the potential conflict(s):

Signature

Date

Print Name

Company

If a potential conflict has been identified, please provide name and phone number for a contact person authorized to discuss this disclosure certification with Department of Transportation contract personnel.

Name

Phone

Company