

**North Carolina
Capital Area Metropolitan Planning Organization**



**FY 2013
PROGRAM GUIDEBOOK**

August 2011



Capital Area Metropolitan Planning Organization

Locally Administered Projects Program (LAPP)

FY 13 PROGRAM GUIDEBOOK

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I. Introduction

In response to the 2009 Federal funding rescission the NC Capital Area MPO's Transportation Advisory Committee (TAC) directed staff to create the Locally Administered Projects Program (LAPP) in March, 2010. The following goals were established:

- Develop a holistic approach to identifying and prioritizing small but highly effective transportation projects.
- Utilize available funding sources in a more efficient manner
- Avoid future Federal rescissions to the maximum extent possible
- Establish an annual modal investment mix to guide locally administered investments
- Create an appropriate tracking system to monitor project status and better ensure obligation and expenditure of programmed funds.
- Establish a training program for LAPP participants.

The TAC directed staff to work with the Technical Coordinating Committee (TCC) on the development of the LAPP. Following this directive from the TAC, the Locally Administered Projects Program (LAPP) was developed by CAMPO staff and members of the TCC, serving as the LAPP Committee, devoted more than 20 hours of their time during an intensive subcommittee process in June and July 2010. The subcommittee presented a recommendation for the LAPP at the August 5, 2010 TCC meeting; the TCC voted unanimously to forward a recommendation to the TAC to adopt the program after a public comment period. The LAPP program recommendation includes project eligibility and administrative requirements, project prioritization methodology, an annual schedule and project timeline, and the development of a target modal investment mix to determine the percentage of funds that should go toward highway projects, bicycle and pedestrian projects, and transit projects during a given year.

The program was adopted by the TAC on October 20, 2010.

II. Annual LAPP Schedule

The LAPP process follows a federal fiscal year outline in order to coincide with the need to authorize and obligate funding for all project phases in a timely fashion. One entire LAPP cycle will take 27 months, from the development of the target modal mix for the investment fiscal year all the way through the obligation of funds for all projects funded in the LAPP for that fiscal year. The entire schedule for the LAPP, including deadlines and anticipated timelines for each project phase, can be found in Appendix I. The following is a general timeline for a generic year of LAPP.

Month 1 – LAPP Committee recommends target modal investment mix for LAPP Year X.

Month 2 – 3 – Public Comment Period for target modal mix recommendation

Month 3 – TAC Adopts target modal mix for LAPP Year X.

Month 3 – Annual LAPP Pre-Application Conference / Training

- Month 3 -5 -- Annual Call for LAPP Projects for LAPP Year X
- Month 6-7 – LAPP Project review and prioritization
- Month 8 – TCC recommends projects for LAPP funding for LAPP Year X.
- Month 9 – Public Comment Period for recommended list
- Month 10 – TAC adopts LAPP Year X project list
- Month 10 – LAPP Awardee Training and begin monthly project reporting
- Month 11 – 14 – TIP Amendments, if necessary, and Projects submitted to NCDOT by CAMPO
- Month 13 – All interlocal agreements must be approved by applicants
- Month 15 – All interlocal agreements must be approved by NCDOT Board of Transportation
- Month 16 – Funds become available for obligation by LAPP project applicants
- Month 23 – Target deadline for obligation of all LAPP funds for LAPP Year X; LAPP Committee will consider reprogramming of funds that are not obligated by this month
- Month 27 – All unobligated funds for LAPP projects eligible for de-programming

The detailed LAPP schedule in Appendix I contains additional timelines that can be expected for various project phases that may be funded by LAPP. Upon obligation of funds for any particular project phase, the applicant has the obligation year plus two more years to complete the project and expend the funds authorized for that project phase. Since funds are anticipated to be over-programmed (i.e., more funds will be programmed for projects than may be actually available for projects) annually, applicants are encouraged to achieve obligation as quickly as possible for each phase requested through LAPP.

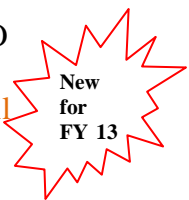
III. Modal Investment Targets

The State Transportation Improvement Program (STIP) is developed every two years, and establishes a schedule for the transportation improvements to be made over the next ten years. The MPO will develop a target investment mix based on mode; the TAC will allocate a certain percentage of LAPP funds to be programmed for bicycle/pedestrian projects, roadway projects, and transit projects. The LAPP Committee will recommend an overall investment target for the MPO based on modal expenditures anticipated over the life of the STIP. Each year, the LAPP Committee will review the target modal investment mix against the actual programming of funds made through the LAPP program, and will recommend adjustments to the modal investment target mix for the upcoming year. This target modal investment mix will be released for public review and comment and adopted by the TAC annually. The overall funding level each year will be determined by the approximate dollars allocated to CAMPO for programming either directly by the federal government, directly by the state government, or passed through the state to the MPO. It is anticipated that programming of dollars will almost always exceed the actual dollars available for expenditure. This will ensure that, at a minimum, the actual dollars available to the MPO will be obligated to projects within a timeframe that will protect those funds from any federal or state rescission of obligation authority. Appendix II shows the historical target-versus-actual investment modal mix by year starting in 2005.

IV. Eligibility Requirements

In order to be eligible for LAPP funding, a project must meet the nine criteria outlined in this section. These criteria meet federal and state funding requirements, as well as the goals of the LAPP as developed and adopted by CAMPO. Projects that do not meet all the criteria will not be considered for LAPP funding.

- A. Federal-Aid Eligible Projects.** There are eligibility requirements associated with all types of state and federal funding sources. The LAPP may, in any given year, utilize funds from Surface Transportation Program Direct Attributable (STP-DA) accounts, Congestion Mitigation for Air Quality (CMAQ), Transportation Enhancements, or any other funds passed through to the MPO for programming. Highway projects must be classified as an urban collector or higher on the federal aid system (see the map in Appendix III). Safety projects and bridge rehabilitation or replacement projects on any road are eligible, but must meet strict requirements to establish the need for the project on that basis. Bicycle and pedestrian projects that serve a transportation purpose (as opposed to a recreational-loop purpose) are eligible. A bicycle or pedestrian project must transport members of the public from one place to another to demonstrate that transportation purpose. For additional details on eligibility, see [23 USC § 133](#).
- B. Locally Administered.** By applying for a project through LAPP, the local government or NCDOT Division is committing to sponsoring that project. The sponsor will be responsible for all federal and state reporting requirements associated with the funding source applied to their project through LAPP. There will also be reporting on a regular basis required by CAMPO to keep the TAC apprised of the project status of all LAPP projects. An interlocal agreement between NCDOT and the project sponsor will outline a reimbursement schedule; local sponsors will be required to front all project costs, invoice NCDOT, and get reimbursed for the federal percentage dedicated to the project.
- C. Long Range Transportation Plan Compliant.** Each highway project must be identified, at a minimum, on the CAMPO Comprehensive Transportation Plan (CTP). Projects that appear as priorities in the Long Range Transportation Plan (LRTP) will be given priority. This criterion is in place because the length of time required to amend the CTP or LRTP to include a new project will not allow for the project to have funds obligated under the program deadlines.
- D. LAPP-Eligible Project Phase.** The LAPP is intended to assist local government members by funding transportation improvements that will have an immediate positive impact on the highway and bicycle/pedestrian networks in the region. As such, construction projects will receive priority. Planning or Corridor Study projects should be routed through the CAMPO Unified Planning Work Program (UPWP). Phases eligible for LAPP funding are:
- NEPA/Design- for this phase, the project must include 100% design and full NEPA documentation.
 - Mitigation
 - Utility Relocation Related to a Transportation Project (LAPP will not assist in the relocation of municipally-owned utilities)
 - Right-of-Way Acquisition
 - Construction
 - Travel Demand Management Programs
 - ITS Project Implementation
 - Projects eligible under other funding source programs (CMAQ, Safe Routes to Schools, Transportation Enhancements, etc.)
- E. Shovel-Ready.** Applicants should only apply for the phase of a project that can have funding authorized within the LAPP year requested. For additional details on average timelines for obligating funds for the various project phases, see Appendix I.



- F. Highly Effective Solution to Current Transportation Problem.** Projects should address an identified need in a community.
- G. Does Not Supplant Local Funds.** LAPP funds are limited in nature, and should therefore be used to leverage local funds to further transportation initiatives in the region.
- H. Locally-Funded with Minimum Match Committed.** All funds programmed through LAPP require a minimum 20% local cash match. Projects that leverage additional local funds by contributing a higher match, thus freeing up LAPP funds for use on additional projects, will receive priority.
- I. MTIP-Friendly.** Projects not in compliance with an existing TIP category will require an MTIP amendment. MTIP amendments are allowable, but applicants should consider that the amendment process could delay the funding obligation timeline.

V. Program Administrative Details

A. Project Scope

The target modal investment mix will determine an actual dollar amount targeted for programming on projects of each mode in the LAPP. This will be established prior to the MPO opening a call for LAPP projects in the fall of each year. As such, LAPP applications will not be accepted for LAPP funds exceeding the modal target dollar figure as set by the target modal investment mix. Further, due to the high administrative burden associated with LAPP projects, the LAPP share of projects is recommended to be at least \$50,000. Projects with the LAPP share being less than \$100,000 are subject to the approval of the CAMPO Executive Director prior to submittal.

B. Project Submittal Limits

Since they are serving a larger population, larger jurisdictions will be allowed to submit more projects for LAPP consideration than smaller jurisdictions. Population will be determined based on the official CAMPO population estimates for the year of application (see Appendix IV).

Project submittal limits are:

Population >200,000	=	5 highway projects, 5 bike/ped projects (10 total)
Population 100,000 – 200,000	=	4 highway projects, 4 bike/ ped projects (8 total)
Population <100,000	=	3 highway projects, 3 bike/ ped projects (6 total)

C. No Unfunded Project Carry-Over

Projects submitted in one LAPP year that do not receive funding are not automatically considered for funding in subsequent LAPP years. Project information will remain in the LAPP database, but the project information will need to be updated or re-confirmed by the project sponsor before it will be considered for funding in a year other than the year of its initial submittal.

VI. Applying for LAPP Funds

A. Required Application Materials

All applicants will be required to submit the following items with their application in order for a project to be considered for LAPP funding:

- Online application form / NCDOT Project Information Data Sheet information
- Problem Statement for the project (see Appendix V for further guidance on developing an acceptable problem statement)
- Map for each project
- **Cost estimates for each phase applied for (cost estimates for all phases required for implementation are encouraged, but not required). Applicants should consider that NCDOT can charge against these projects for reviews, and that 10% or \$5000 (whichever is greater) should be added to cost estimates to cover this expense.**
- TEAAS Report for project location (or parallel route for new-location facilities, as approved by LAPP Committee)
- Copy of all other pertinent project information/justification
- GIS layers for each project that meet the following standards:
 - Files should have the following projections;
NAD_1983_StatePlane_North_Carolina_FIPS_3200_Feet
Geographic Coordinate System: GCS_North_American_1983
Datum: D_North_American_1983
Prime Meridian: Greenwich
Angular Unit: Degree
 - Shapefiles are preferred, but geodatabases for larger files are also acceptable. Remember when uploading shapefile or geodatabases to include all files (ie, .dbf, .prj, .cbn, .sbx, .shp, .etc...).
 - Provide metadata with uploaded files.
 - Files can be uploaded to the CAMPO FTP site via a link on the CAMPO website (www.campo-nc.us).



B. Online Application Tool

The application for LAPP can be accessed online at www.campo-nc-lapp.us. Anyone can view the projects that have been entered without logging in. In order to enter projects for consideration into LAPP, CAMPO member agencies must register with an account.

1. LOG-IN / CREATE USER ACCOUNT

In order to enter projects into the online application tool, users must create a log-in. From the home page of the LAPP site, click “Login.” See Figure 1.

On the Log In page (see Figure 2), enter the information required under “Sign Up for Your New Account.” The Agency selection consists of all CAMPO members allowed to enter projects for consideration in the LAPP. You will only be allowed to edit projects entered by your agency; however, you will be allowed to view projects entered by other agencies. Your password must contain at least one capital letter, one number, and one special character (i.e. \$, #, *, etc.).

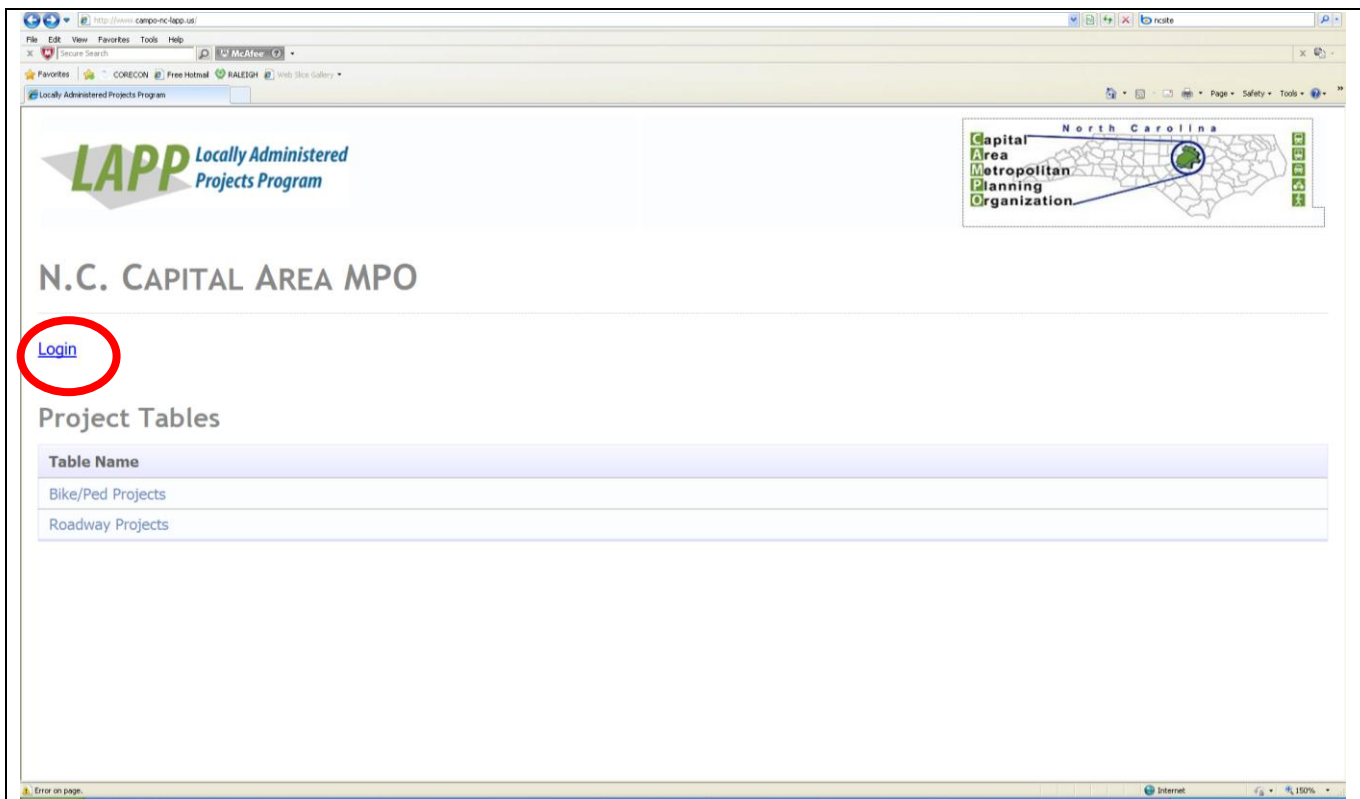


Figure 1: LAPP Home page

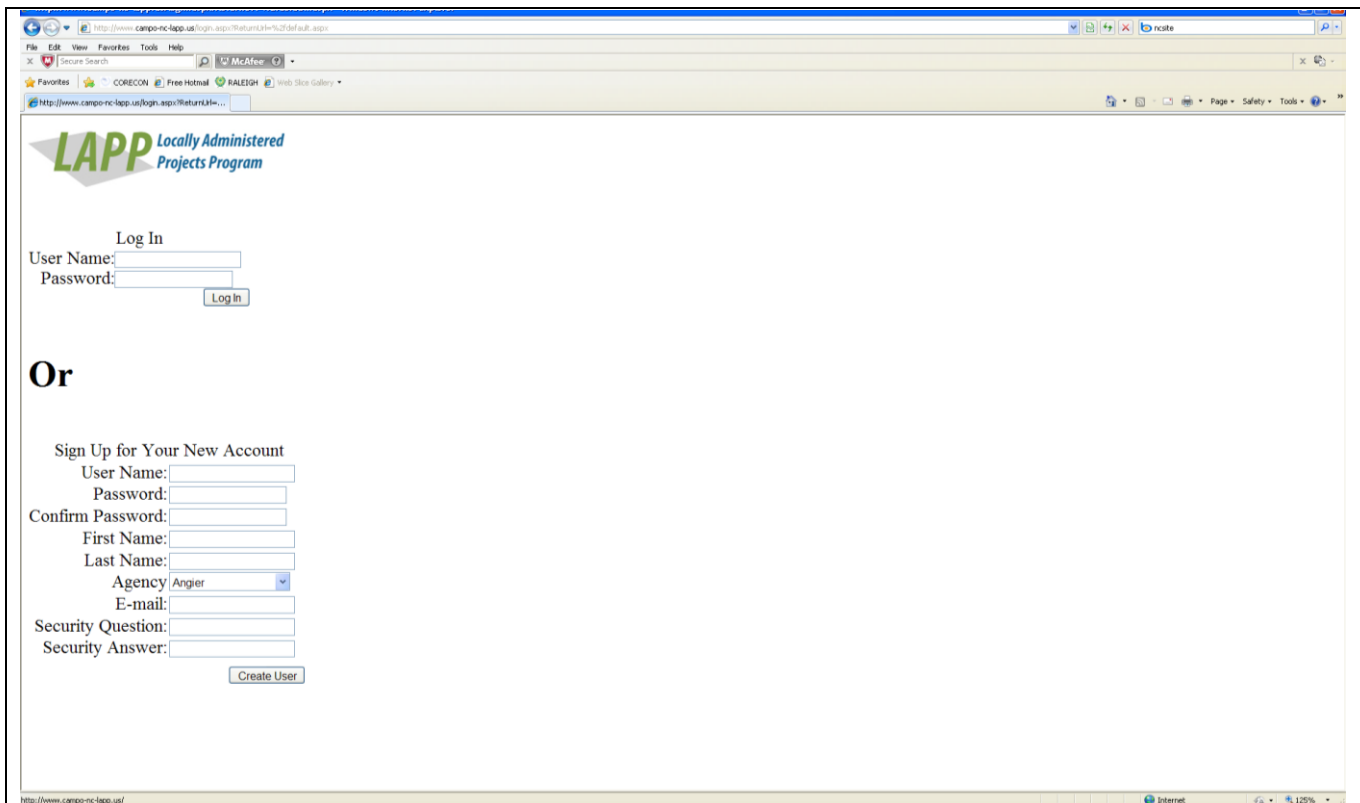


Figure 2: Log In creation

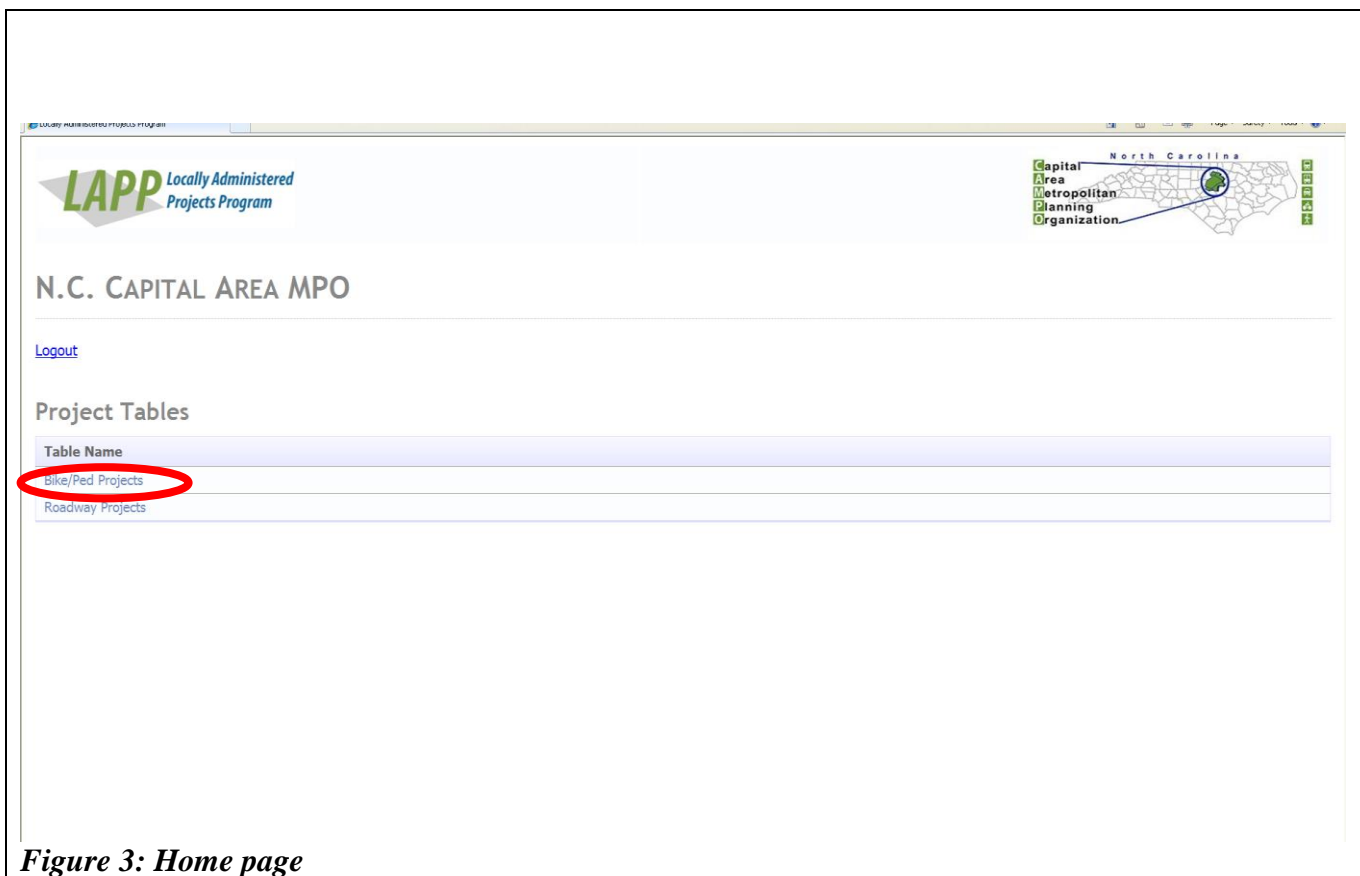


Figure 3: Home page

2. INSERT NEW PROJECTS

After you have logged in, you can enter projects into the system. To insert a bicycle/pedestrian project, click on “Bike/Ped Projects” under “Table Name.” See Figure 3. This will take you to the Bicycle and Pedestrian Project page. To Insert a roadway project, click on “Roadway Projects” under “Table Name.”

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For projects that benefit both bike/ped and roadway modes of transportation, the applicant should insert the project under the mode that is the primary purpose of the project.

Click on “Insert New Item.” See Figure 4. This will take you to the project entry page (see Figure 5).

Items on the project entry page that are required for application to LAPP are noted with an asterisk (*). As much detail as possible should be entered into non-required fields; if a project is selected for programming, the applicant will be responsible for completing all fields in the database.

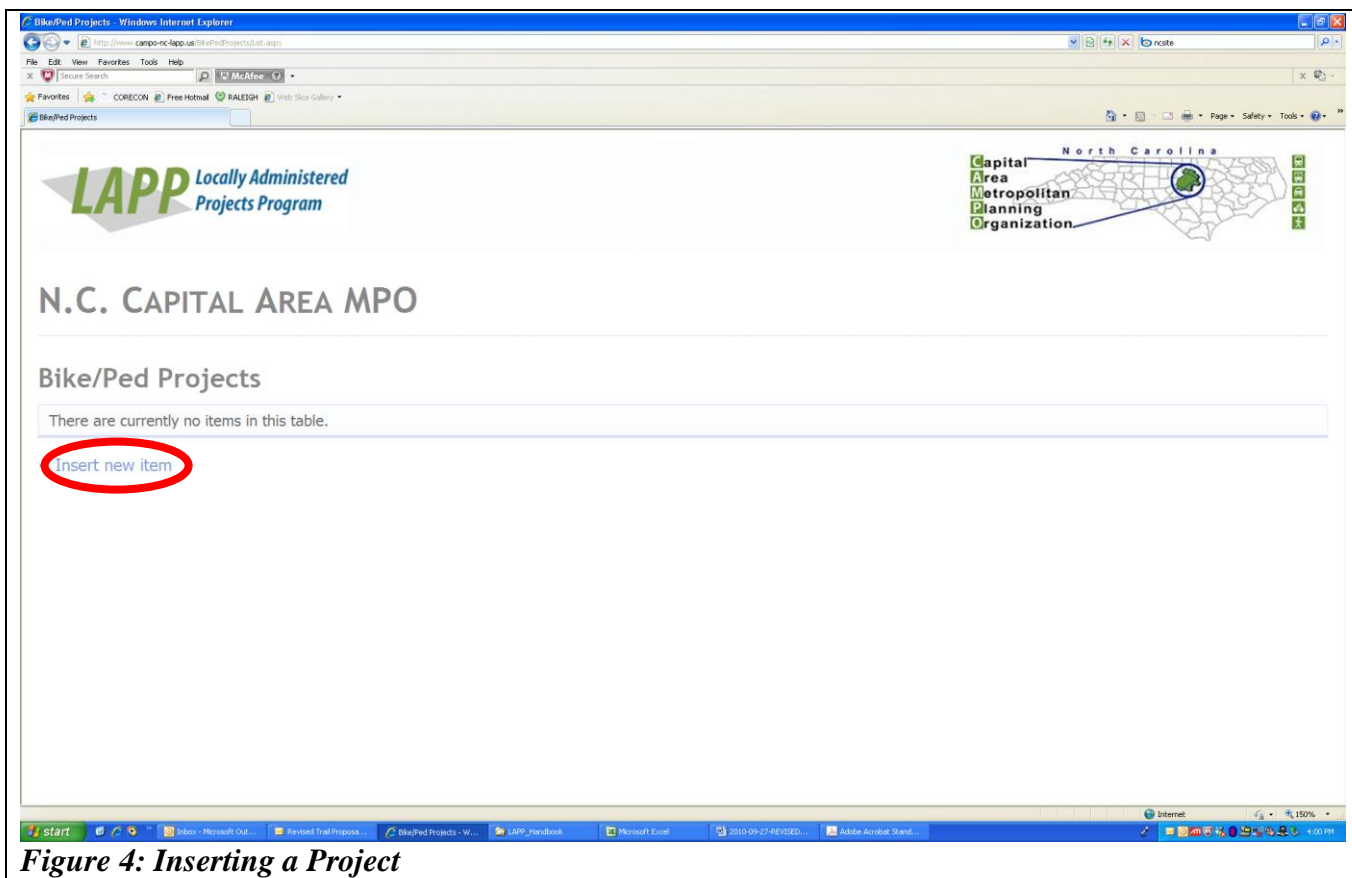


Figure 4: Inserting a Project

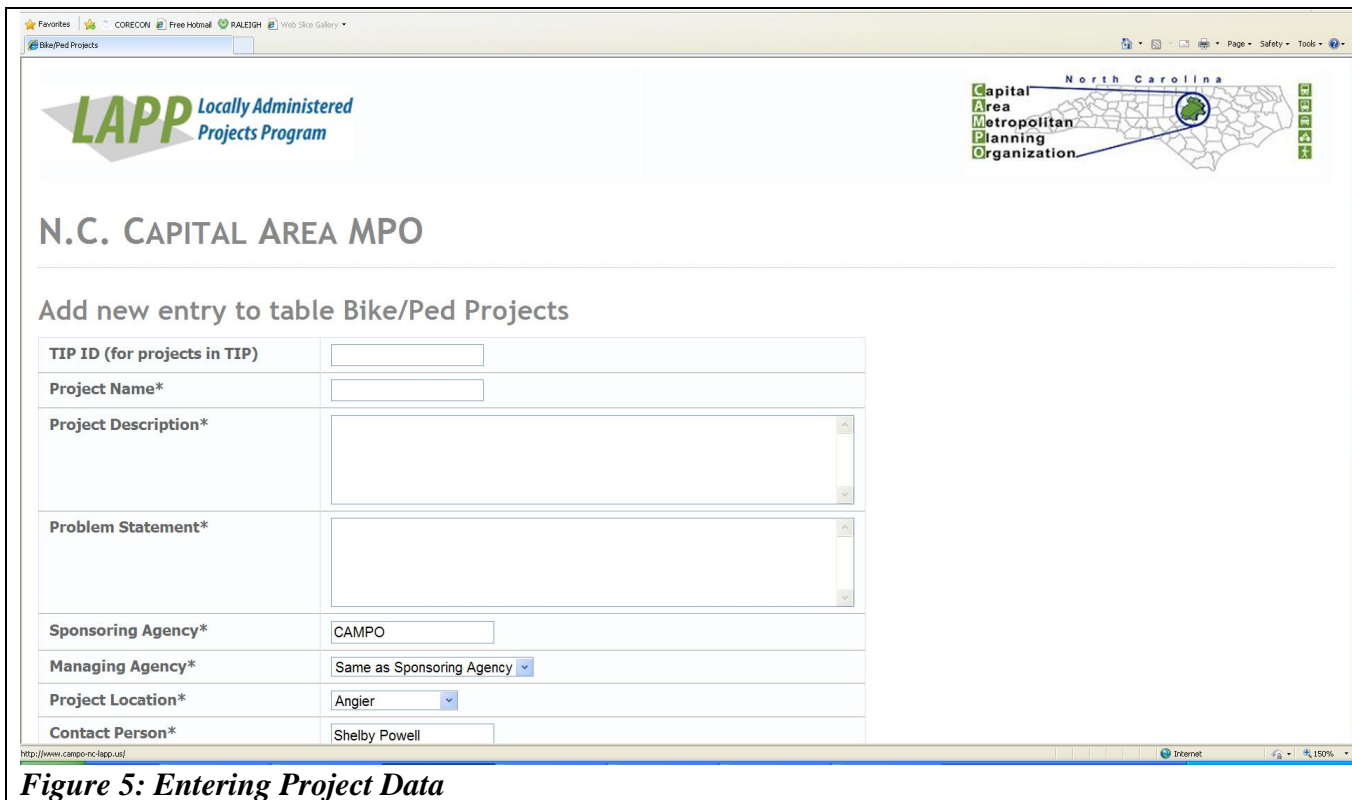


Figure 5: Entering Project Data

a. Bicycle/Pedestrian Project Field Descriptions:

Note: Data can be saved using the “Insert” button at the bottom of the application fields. “Insert” will only work after all required fields are filled in. An applicant can review, edit and add additional information to projects through the Edit button on the home page after a project has been inserted.

TIP ID (for projects in TIP) – If your project is for work on a project that is already in the TIP, include the TIP number here.

Project Name* - A descriptive name for your project (ex: Neuse River Greenway Phase 3; Zebulon Bicycle Lane Project; etc.)

Project Description* - A specific description of your project, including beginning and end points of the project. For example, “Construction of six-foot wide paved off-road greenway facility from Meadow Park greenway trail connecting to existing bicycle facilities on Broad Street, including signage at beginning and end of the trail.” The description should include all phases of the project that are being requested during the current fiscal year. **Applicants are asked to propose only those project phases that can reasonably reach obligation during the application year.** See Appendix I for typical approval / obligation schedules for project phases.

Problem Statement* - In order to be considered for LAPP funding, a project must address a problem in a CAMPO member jurisdiction. For information on creating an appropriate problem statement, see Appendix V.

Sponsoring Agency – This field will be pre-populated according to your login information.

Managing Agency* – The managing agency will typically be the sponsoring agency; in some cases, however, local governments have partnered with NCDOT to have the Division office administer a project.

Project Location* - The physical location of a proposed project. If a project spans multiple jurisdictions, select the jurisdiction where the bulk of the physical project is located.

Contact Person* - This is the person CAMPO staff will contact with any questions regarding the application. The default entry in this field will be the individual logging in the project.



A Note on Cost Estimation: Applicants are strongly encouraged to prepare cost estimates for full project implementation, even if the project is only to fund one phase of the project. This is good practice for the applicant to be aware of the full implications of funding part of the project with federal funds, since the applicant will be required to

complete the project implementation within 10 years regardless of the availability of federal funds for future phases. Cost estimates for the applicable phases should be submitted with project data on the FTP site; for assistance preparing cost estimates, contact your local Division office or CAMPO staff. Additionally, the applicant should consider that NCDOT can charge to these projects to cover review time, and should consider adding 10% or \$5000 (whichever is greater) to project estimates to cover this review.

Design Phase - If the project is requesting funding for Preliminary Engineering, NEPA documentation, and/or design work during this fiscal year, this box should be checked.

Design Cost – If the project is requesting funding for Preliminary Engineering, NEPA documentation, and/or 100 % design work, provide the **total** cost of this project phase.

ROW Phase – If the project is requesting funding for right-of-way acquisition and/or utility relocation during this fiscal year (note: LAPP will not fund the cost of relocating municipally-owned utilities), this box should be checked.

ROW Cost - If the project is requesting funding for right-of-way acquisition and/or utility relocation during this fiscal year, provide the **total** cost of this project phase.

Construction Phase – If the project is requesting funding for construction during this fiscal year, this box should be checked.

Construction Cost – If the project is requesting funding for construction during this fiscal year, provide the **total** cost of this project phase.

Local Match Percent (decimal)* - The minimum local match required on LAPP projects is 20%, or 0.2. This is the default in this field. Projects will receive additional points during prioritization for having 30% or more provided in local match. This field is for the applicant to supply the actual percentage of match being committed toward the project, in decimal format. For instance, if 30% of the project cost will be funded through local match, the applicant should enter 0.3 into this field.

Who Maintains Project After Completion?* - This field identifies the entity that will be responsible for maintenance of a project after construction is completed. The default is the Sponsoring Agency; select from the drop-down menu for other options.

Missing Link* - If a project connects on both sides to an existing pedestrian facility (**either currently existing, under construction, or obligated for construction with state or federal dollars**) on a residential



collector or higher (see map in Appendix III) or to an existing bicycle facility, determine the total facility length as completed by a project, and select the appropriate total distance created from the drop-down menu. For instance, if a project is for 1 mile of sidewalk construction, and connects to existing sidewalk, and brings the total sidewalk network length to 3 miles, select “Greater than 2 miles.”

Link Explanation – If the project is a missing link, as described above, use this space to detail the beginning and end points of the total facility created by the project.



Major Obstacle* - If this project provides a NEW pedestrian or bicycle connection over a major obstacle, select the appropriate obstacle from the drop down list.

Safety Concern* – If this project is located in an area with documented bicycle or pedestrian crash history related to inadequate facility design, this box should be checked.

Proven Demand* - If the project improves access to transit services by being approximately ¼-mile from existing transit services, or where a sidewalk project serves an obvious pedestrian footpath on a residential collector or higher, this box should be checked.

Local Priority* - Each CAMPO member agency has 15 priority points to spread amongst its bicycle / pedestrian project proposals. Each project must have at least 1 priority point assigned to it, and may have no more than 12 points assigned to it. *Cumulative points for all projects in this category must equal no more than 15.*

Connections* - If this project is within 1/4-mile of an activity center, high density residential development, or government facilities, it will receive one point for each connection made. Indicate the number of activity centers, high density residential developments, and/or government facilities connected by this project.

Connections Explanation – If the Connections box is checked, use this space to detail what those connections are.

On Local Plan* - If this project is recommended specifically in a locally-adopted bicycle or pedestrian plan, this box should be checked.



Link to Plan* - If the On Local Plan box is checked, use this space to provide an online link or a title to the locally-adopted bicycle or pedestrian plan; if no online link is available, the plan should be uploaded to the FTP site with other project materials.



NCDOT Consult Completed? – Project ideas should be discussed with the Division or Modal Unit staff prior to applying for LAPP funds. Checking this box indicates that the applicant has consulted with NCDOT.



Work Already Begun?* - If any work has been done on this project, this box should be checked.

If Yes, Explanation – If the “Work Already Begun” box is checked, this field is provided for the applicant to explain what work has been done.

Uploading to FTP for this Project? – GIS data is required to be submitted for each project. This data and other pertinent information can also be uploaded to the CAMPO FTP site. Checking this box will provide notice to CAMPO staff to retrieve your project data from the FTP site.

Schedule Items: In order to ensure a fully-thought-out project proposal that will enable maximum obligation of funding as programmed through the LAPP, the applicant is asked to tentatively define a schedule for the project phases being requested for funding. Additional information on typical review timelines can be found in Appendix I, and additional information regarding each item requiring approval can be found in Appendix XII. Please note, these review timelines are applicable only to the reviewing piece of any particular phase and DO NOT include the time it will take the applicant to prepare the materials for review and submittal. The schedule supplied here is only tentative, but if a project is awarded funding, the applicant will be asked to revisit the schedule with a more firm list of dates in mind. Further, if the project is for a later phase (i.e., Right-of-Way or Construction) and the preliminary work has already been completed (such as design or NEPA documentation, etc.), the applicant should note the dates of these milestones here. This applies to the following fields:

Municipal Agreement Approval – Date which the local governing board approves the interlocal agreement with NCDOT.

NEPA Approval – date which the NEPA documentation is approved by NCDOT.

Location & Design Approval – Location and Design Approval date

ROW Authorization – Date anticipated for right-of-way funds to be authorized by FHWA/NCDOT.

Appraisal Authorized By Town – Date the Local governing board concurs with validity of appraisals.

Appraisal Completion by DOT – Date the local appraisals are approved by NCDOT.

ROW Acquisition Start – Date anticipated for right-of-way acquisition to begin (must be AFTER the ROW Authorization).

ROW Acquisition Complete – Date anticipated for right-of-way acquisition to be completed.

ROW Certification Completion – Date anticipated for right-of-way to receive certification by NCDOT. [Right of Way Certification guidelines for each NCDOT Division within the MPO are included on the LAPP Training CD.](#)

Contract Documents Completion – Date anticipated for local government to complete drafting of all construction contracts.

PSE Submittal – Date local government anticipates sending PS&E package to NCDOT for review.

PSE Review Approval – Date anticipated for completion of NCDOT review of package.

Const Authorization Request to FHWA – After the PS&E package is approved by NCDOT, the date anticipated for authorization of construction funds to be requested.

DOT Notice to Proceed – Date after funds are authorized by FHWA that NCDOT will issue a Notice to Proceed for work to begin on the project.

Bid Advertisement – Date after funds are authorized that local government anticipates advertising for bids on the project.

Bid Opening – Anticipated bid opening date.

Town Council Award – Anticipated award of contract by local governing board.

DOT Concurrence – Anticipated date that local governing board will obtain NCDOT’s concurrence and approval of contract.

Construction Start – Date construction is anticipated to begin.

Construction Completion – Anticipated date construction is expected to be complete.

Project Closeout – Anticipated date of final closeout of project contracts.

b. Roadway Project Field Descriptions:

Note: Data can be saved using the “Insert” button at the bottom of the application fields. “Insert” will only work after all required fields are filled in. An applicant can review, edit and add additional information to projects through the Edit button on the home page after a project has been inserted.

TIP ID (for projects in TIP) – If your project is for work on a project that is already in the TIP, include the TIP number here.

Project Name* - A descriptive name for your project (ex: First Avenue Turn Lanes; Intersection Improvement at Main Street and Broad Street in Citytown; etc.).

Project Description* - A specific description of your project, including beginning and end points of the project. For example, “Construct 60 feet of new-location roadway to connect Main Street and Broad Street in eastern Citytown” or “Purchase right-of-way in Citytown for a new

location roadway to be constructed to connect Main Street and Broad Street.” The description should include all phases of the project that are being requested during the current fiscal year. Applicants are asked to propose only those project phases that can reasonably reach obligation during the application year. See Appendix I for typical approval / obligation schedules for project phases.

Problem Statement* - In order to be considered for LAPP funding, a project must address a problem in a CAMPO member jurisdiction. For information on creating an appropriate problem statement, see Appendix V.

Sponsoring Agency – This field will be prepopulated according to your login information.

Managing Agency* – The managing agency will typically be the sponsoring agency; in some cases, however, local governments have partnered with NCDOT to have the Division office administer a project.

Project Location* - The physical location of a proposed project. If a project spans multiple jurisdictions, select the jurisdiction where the bulk of the physical project is located.

Contact Person* - This is the person CAMPO staff will contact with any questions regarding the application. The default entry in this field will be the individual logging in the project.



***A Note on Cost Estimation:** Applicants are strongly encouraged to prepare cost estimates for full project implementation, even if the project is only to fund one phase of the project. This is good practice for the applicant to be aware of the full implications of funding part of the project with federal funds, since the applicant will be required to complete the project implementation within 10 years regardless of the availability of federal funds for future phases. Cost estimates for the applicable phases should be submitted with project data on the FTP site; for assistance preparing cost estimates, contact your local Division office or CAMPO staff. Additionally, the applicant should consider that NCDOT can charge to these projects to cover review time, and should consider adding 10% or \$5000 (whichever is greater) to project estimates to cover this review.*

Design Phase - If the project is requesting funding for Preliminary Engineering, NEPA documentation, and/or 100% design work during this fiscal year, this box should be checked.

Design Cost – If the project is requesting funding for Preliminary Engineering, NEPA documentation, and/or design work, provide the **total** cost of this project phase.

ROW Phase – If the project is requesting funding for right-of-way acquisition and/or utility relocation during this fiscal year (note: LAPP will not fund the cost of relocating municipally-owned utilities), this box should be checked.

ROW Cost - If the project is requesting funding for right-of-way acquisition and/or utility relocation during this fiscal year, provide the **total** cost of this project phase.

Construction Phase – If the project is requesting funding for construction during this fiscal year, this box should be checked.

Construction Cost – If the project is requesting funding for construction during this fiscal year, provide the **total** cost of this project phase.

Local Match Percent (decimal)* - The minimum local match required on LAPP projects is 20%, or 0.2. This is the default in this field. Projects will receive additional points during prioritization for having 30% or more provided in local match. This field is for the applicant to supply the actual percentage of match being committed toward the project, in decimal format. For instance, if 30% of the project cost will be funded through local match, the applicant should enter 0.3 into this field.



Who Maintains Project After Completion?* - This field identifies the entity that will be responsible for maintenance of a project after construction is completed. The default is the Sponsoring Agency; select from the drop-down menu for other options.

Local Priority* - Each CAMPO member agency has 15 priority points to spread amongst its roadway project proposals. Each project must have at least 1 priority point assigned to it, and may have no more than 12 points assigned to it. *Cumulative points for all projects in this category must equal no more than 15.*

LRTP Horizon Year* - Note the year the project is listed for construction in the CAMPO Long Range Transportation Plan. If the project is not in the LRTP, select “Only in CTP.”

Volume* - Determine the volume of the existing road where your project is located by using NCDOT’s published Annual Average Daily Traffic volume maps available [online](http://www.ncdot.org/travel/statemapping/trafficvolumemaps/) . **For projects covering multiple road segment locations, the average of all volumes should be calculated and submitted for this item.** (<http://www.ncdot.org/travel/statemapping/trafficvolumemaps/>).



CMP_Strategies_Used* - The CAMPO Congestion Management Process contains 12 strategies recommended for reducing congestion in

the region. These are outlined in Appendix VII. In this field, type the quantity of proposed CMP strategies your project employs, up to five.

CMP Explanation – Outline each of the CMP strategies being utilized in your project proposal.

TEAAS EPDO* - The data for this field will come from a three-year crash report generated through the TEAAS system. The EPDO is typically located on page 2 of a TEAAS report. See Appendix IX for a sample TEAAS report. **For projects covering multiple road segments, use an average of the EPDO scores from each TEAAS report. All reports should be added via the FTP site.**



FHWA Crash Red. Factor* - Federal Highway’s Crash Reduction Factors (CRF) can be found in Appendix VIII. Use this guide to determine the highest CRF associated with your project, and select the appropriate percentage from the drop down menu. **The guide can also be found online at**

<http://safety.fhwa.dot.gov/tools/crf/resources/fhwasa08011/> .

NCDOT Consult Completed? – Project ideas should be discussed with the Division or Modal Unit staff prior to applying for LAPP funds. **Checking this box indicates that the applicant has consulted with NCDOT.**



Work Already Begun?* - If any work has been done on this project, this box should be checked.

If Yes, Explanation – If the “Work Already Begun” box is checked, this field is provided for the applicant to explain what work has been done.



Uploading to FTP for this Project? – GIS data is required to be submitted for each project. This data and other pertinent information can also be uploaded to the CAMPO FTP site. Checking this box will provide notice to CAMPO staff to retrieve your project data from the FTP site.

Schedule Items: In order to ensure a fully-thought-out project proposal that will enable maximum obligation of funding as programmed through the LAPP, the applicant is asked to tentatively define a schedule for the project phases being requested for funding. Additional information on typical review timelines can be found in Appendix I, and additional information regarding each item requiring approval can be found in Appendix XII. Please note, these review timelines are applicable only to the reviewing piece of any particular phase and DO NOT include the time it will take the applicant to prepare the materials for review and submittal. The schedule supplied here is only tentative, but if a project is awarded funding, the applicant will be asked to revisit the schedule with

a more firm list of dates in mind. Further, if the project is for a later phase (i.e., Right-of-Way or Construction) and the preliminary work has already been completed (such as design or NEPA documentation, etc.), the applicant should note the dates of these milestones here. This applies to the following fields:

Municipal Agreement Approval – Date which the local governing board approves the interlocal agreement with NCDOT.

NEPA Approval – date which the NEPA documentation is approved by NCDOT.

Location & Design Approval – Location and Design Approval date

ROW Authorization – Date anticipated for right-of-way funds to be authorized by FHWA/NCDOT.

Appraisal Authorized By Town – Date the Local governing board concurs with validity of appraisals.

Appraisal Completion by DOT – Date the local appraisals are approved by NCDOT.

ROW Acquisition Start – Date anticipated for right-of-way acquisition to begin (must be AFTER the ROW Authorization).

ROW Acquisition Complete – Date anticipated for right-of-way acquisition to be completed.

ROW Certification Completion – Date anticipated for right-of-way to receive certification by NCDOT. [Right of Way Certification guidelines for each NCDOT Division within the MPO are included on the LAPP Training CD.](#)

Contract Documents Completion – Date anticipated for local government to complete drafting of all construction contracts.

PSE Submittal – Date local government anticipates sending PS&E package to NCDOT for review.

PSE Review Approval – Date anticipated for completion of NCDOT review of package.

Const Authorization Request to FHWA – After the PS&E package is approved by NCDOT, the date anticipated for authorization of construction funds to be requested.

DOT Notice to Proceed – Date after funds are authorized by FHWA that NCDOT will issue a Notice to Proceed for work to begin on the project.

Bid Advertisement – Date after funds are authorized that local government anticipates advertising for bids on the project.

Bid Opening – Anticipated bid opening date.

Town Council Award – Anticipated award of contract by local governing board.

DOT Concurrence – Anticipated date that local governing board will obtain NCDOT's concurrence and approval of contract.

Construction Start – Date construction is anticipated to begin.

Construction Completion – Anticipated date construction is expected to be complete.

After all fields have been entered, click ‘Insert.’ To erase all project information, click ‘Cancel.’ See Figure 6.

The screenshot shows a web browser window titled "Bike/Ped Projects - Windows Internet Explorer". The address bar shows "http://www.camco-nc-lapp.us/BikePedProjects/Insert.aspx". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar includes "Secure Search", "McAfee", and "Web Site Gallery". The main content area displays a form with the following fields:

On Local Plan*	<input type="checkbox"/>
Municipal Agreement Approval	<input type="text"/>
NEPA Approval	<input type="text"/>
Loc. Des. Approval	<input type="text"/>
Appraisal Authorized By Town	<input type="text"/>
Appraisal Completion By DOT	<input type="text"/>
ROW Authorization	<input type="text"/>
ROW Aquisition Start	<input type="text"/>
ROW Aquisition Completion	<input type="text"/>
ROW Certification Completion	<input type="text"/>
Contract Documents Completion	<input type="text"/>
PSE Submittal	<input type="text"/>
PSE Review Approval	<input type="text"/>
Const Authorization Request To FHWA	<input type="text"/>
DOT Notice To Proceed	<input type="text"/>
Bid Advertisement	<input type="text"/>
Bid Opening	<input type="text"/>
Town Council Award	<input type="text"/>
DOT concurrence	<input type="text"/>
Construction Start	<input type="text"/>
Construction Completion	<input type="text"/>

At the bottom of the form, there are two buttons: "Insert" and "Cancel". The "Insert" button is circled in red.

Figure 6: Save Project Information

3. EDITING PROJECTS

To edit project information after the project has been inserted, go to the Bike/Ped projects page, find the project you want to edit, and click “Edit” next to that project. See Figure 7.

Clicking “Edit” will take you to a page containing all previously-entered project information. On this page, there is a tab for the project information and another tab for the project schedule information. **Click “SAVE” at the bottom of the page to save any edits made.** Projects will be editable throughout the duration of the application call period. When the application period closes, project details will be viewable, but no more edits can be made.

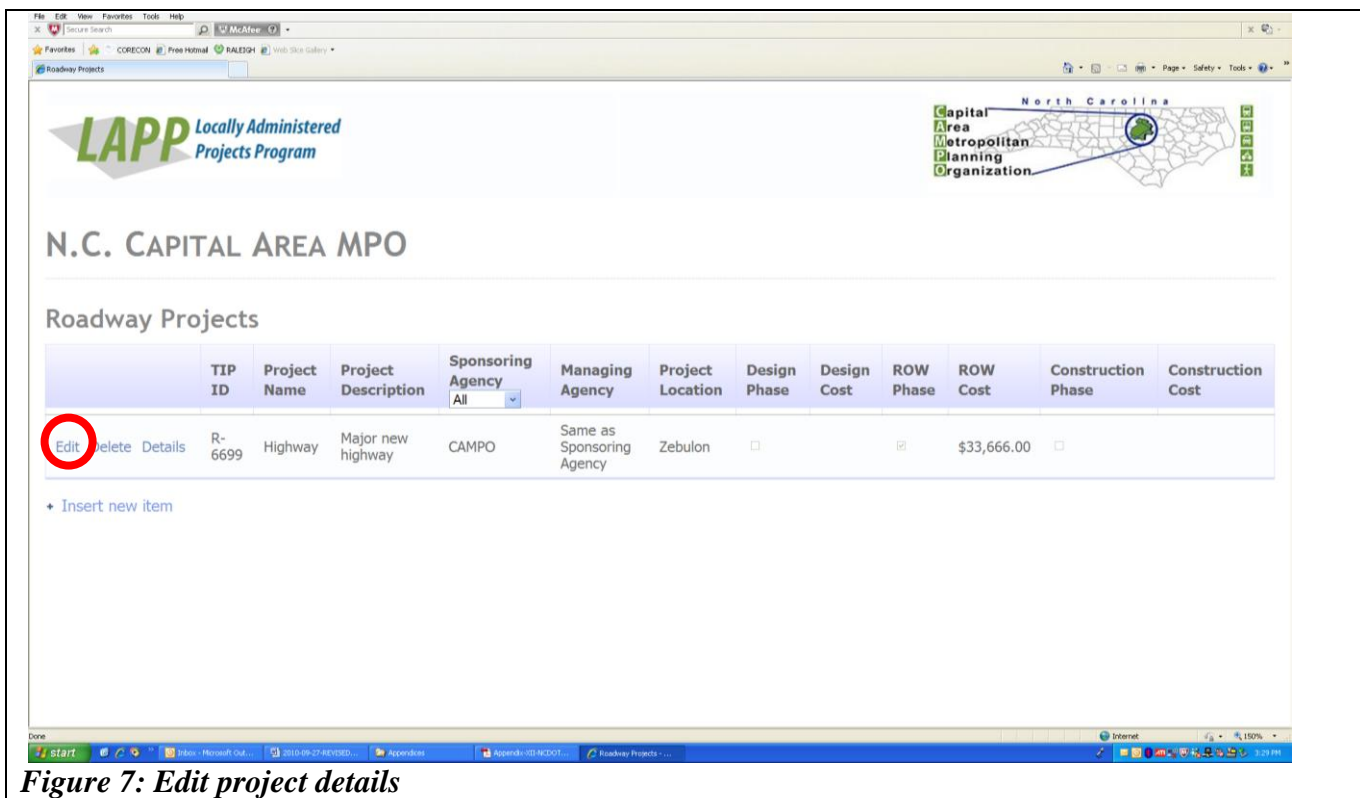


Figure 7: Edit project details

4. VIEWING PROJECTS

To view projects submitted into the system, one need not log in. Go to the LAPP homepage and select the table (either Bicycle/Pedestrian or Roadway) of projects you wish to see. The tables are sortable by column headings, or can be filtered by the Sponsoring Agency to view only those projects submitted by a single agency.

5. RETURN TO THE LAPP HOMEPAGE

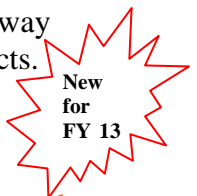
To return to the main LAPP Application homepage, click the LAPP logo at the top of the page.

6. ACCESS THE CAMPO WEBPAGE

To return to CAMPO's main website where scoring materials and other information can be found, click the CAMPO logo at the top right-hand side of the page. Remember to save any edits you have made prior to exiting the LAPP Application site.

VII. Project Prioritization Scoring Criteria

Projects will be scored using a 90 point scale. Highway projects will be scored against other highway projects; bicycle and pedestrian projects will be scored against other bicycle and pedestrian projects. As such, the scoring criteria for these two modes is slightly different. Appendix VI contains a simplified outline of the scoring criteria.



All projects are expected to score at least 50% of the points awarded to the top-scoring project for each mode. If a project does not score at least 50% of the top project's point value, the project will be routed to the LAPP committee to determine if the project should be funded, or if the funds from that modal mix element should be reallocated to the other modal mix element to fund higher-scoring projects. All

recommendations from the LAPP committee will be submitted to the TCC and TAC for review and approval.

Transit projects will not be prioritized, but instead will be a joint recommendation from the transit providers in the MPO area that will be considered by the TCC and TAC separately from highway and bicycle / pedestrian projects.

A. Highway Project Scoring
Highway Effectiveness – Maximum 20 Points

The Highway Effectiveness score will be comprised of four components, each worth a maximum of 5 points:

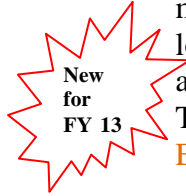
Current Volume-to-Capacity Ratio (V/C) – The current V/C on an existing facility, or, for new location projects, the V/C on parallel facilities being improved by the proposed project. Parallel facilities used will be at the discretion of the LAPP Committee. This data will come from the Triangle Regional Travel Demand Model, and will be scored on the following scale:

V/C < 0.2	...	0 Points
V/C < 0.4	...	2 Points
V/C < 0.6	...	3 Points
V/C < 0.8	...	4 Points
V/C > 0.8	...	5 Points

Congestion Management Process (CMP) -- The CAMPO CMP contains twelve strategies for reducing congestion in the MPO region. The project will receive one point for each strategy employed by the project, up to a maximum of 5 points. The CMP Toolkit can be found in Appendix VII.

Federal Crash Reduction Factors (CRF) – The Federal Highway Administration has documented the estimates of crash reduction that may be experienced when certain countermeasures are implemented. Appendix VIII contains the complete FHWA CRF Desk Reference. If multiple countermeasures are implemented by a single project, the highest CRF associated with the countermeasures should be applied. This item will be scored on the following scale:

CRF < 10%	...	0 Points
CRF > 10%	...	1 Point
CRF > 20%	...	2 Points
CRF > 30%	...	3 Points
CRF > 40%	...	4 Points
CRF > 50%	...	5 Points



Equivalent Property Damage Only (EPDO) Score – The NCDOT TEAAS system provides crash analysis data for all reported crashes on North Carolina roads. The TEAAS system can be downloaded from NCDOT’s [website](#) and used to generate a crash report. Technical assistance for the system is also available [online](#). Crash reports should be generated for the period of the past **three years** in order to maintain consistency. NCDOT offers classes on the use of the TEAAS system, and staff is available to prepare TEAAS reports upon request. The NCDOT Traffic Safety Unit can be reached at 919/773-2800 for additional information. The EPDO provides a consistent measurement to enable comparisons of crash frequency and severity across many locations. This item will be scored based on a scale created using all EPDO scores on all submitted projects, up to a maximum of 5 points. Appendix IX contains a sample TEAAS report. **For projects on multiple locations or road segments, an average of all EPDO scores should be used.**

Highway Planning Consistency – Maximum 10 Points

All LAPP projects must be in the CAMPO Comprehensive Transportation Plan at a minimum. Projects that are outlined in the Long Range Transportation Plan (LRTP) will be scored based on their horizon year in the document. This is to encourage air quality conformity and to further the implementation of the LRTP priorities. Appendix X contains the most recent CAMPO CTP and LRTP maps. The Highway Planning Consistency will be scored on the following scale:

Post-Year / CTP Project	...	0 Points
2035 / 3 rd Horizon Year Project	...	3 Points
2025 / 2 nd Horizon Year Project	...	5 Points
2015 / 1 st Horizon Year	...	10 Points

Local Priority – Maximum 12 Points Per Project

Each applicant agency will have a maximum of 15 points to distribute across its highway project submittals. Each project must have at least one local priority point, and no project can have more than 12 local priority points. If an agency submits only one project, that agency forfeits 3 of its local priority points.

Local Match – Maximum 15 Points

A minimum 20% match is required for participation in the LAPP program. In order to leverage LAPP funds to the maximum extent possible, the projects contributing significant additional local match will receive points in this category.

Local Match 30% or More	...	5 Points
Local Match 40% or More	...	10 Points
Local Match 50% or More	...	15 Points

Project Phase – Maximum 10 Points

Since the CAMPO TAC is interested in making immediate improvements using LAPP funds, projects will be scored based on the highest phase of project that will achieve funding

obligation during the LAPP year. For projects requesting multiple phases, the highest phase expecting to achieve funding obligation will be used for scoring.

NEPA/Design Phase	...	3 Points
Right-of-Way Acquisition	...	5 Points
Construction	...	10 Points

Prior Agency Funding – Maximum 10 Points

In an effort to ensure that LAPP funds are used equitably across the geography of the MPO, local agency sponsors will receive more points for having received fewer dollars per capita through LAPP in the preceding five years. Likewise, local agency sponsors that have received more dollars per capita from the LAPP in the past five years will receive fewer points. **Prior agency funding will be calculated based on the applicant for the project (even if the project is not in the applicant’s jurisdiction), except for the NCDOT Division or Unit projects as noted below.** This will be scored on the following scale:



Prior LAPP Funding >= \$200 per capita	...	0 Points
< \$200 per capita	...	2 Points
< \$150 per capita	...	4 Points
< \$100 per capita	...	6 Points
< \$50 per capita	...	8 Points
= \$0 per capita	...	10 Points

Several caveats are in place for this item for those projects submitted by an NCDOT Division or Unit:

- NCDOT projects will be awarded these points based on project location (i.e., the jurisdiction where the project is physically located will be used for a per capita determination for the project).
- NCDOT projects will be included in prior funding for the local government where the project is physically located (i.e., the jurisdiction receiving the NCDOT-sponsored project will have the cost of that project accounted for in that jurisdiction’s prior funding of LAPP funds calculation).
- Regionally significant projects such as interchanges, ITS projects, safety projects, etc. sponsored by NCDOT using LAPP funding will *not* count towards the prior funding for the jurisdiction where the project is located.
- Population estimates used for this criterion will be the certified estimates used to determine dues paid to the MPO by the local governments in the year of application. These estimates can be found in Appendix IV.

Cost Effectiveness – Maximum 13 Points

In order to utilize LAPP funds in a most cost-effective manner, the following formula will be used to calculate a cost effectiveness score. These points will be scaled based on all candidate

projects' cost effectiveness scores, with the highest project earning 13 points and the lowest project scoring 0 points.

(Total Points - Local Match Points)

LAPP Cost Share of Project

Total Possible Highway Score – 90 Points

B. Bicycle / Pedestrian Project Scoring

Bicycle/Pedestrian Effectiveness – Maximum 25 Points

This effectiveness score will be comprised of five elements that will be scored as follows:

Missing Link – The project must connect on both sides to an existing bicycle or pedestrian facility in order to qualify for these points. **These points will only be awarded if this project is the final link in a bicycle or pedestrian facility; to qualify for points, the remainder of the existing system must be existing on the ground, under construction at time of application, or obligated for federal or state construction funding at the time of application.** The total length of the facility completed by the project will be used to award points. Applicants should note that the total length of a facility will be calculated only on collector street roads or higher level facilities for sidewalks or bike lanes; internal neighborhood street sidewalk or bike lane networks will not count toward an overall facility length for the purposes of this criterion. The following scale will be used to score this:



Total Length of Facility as Completed Via the Project	Points
< 0.5 miles	1
0.5 – 2 miles	3
> 2.0 miles	5

Major Obstacle – The project must provide a NEW pedestrian or bicycle connection over a river, railroad, roadway with four or more lanes, or limited access roadway. If the link is provided by the project, the project will receive points as follows:

New connection created across a river, railroad, or limited-access multi-lane freeway – 5 points

New connection created across a roadway containing four or more lanes – 3 points



Safety Concern – If the project is located in an area with documented bicycle or pedestrian crash history related to inadequate facility design, the project will receive 5 points.

Proven Demand – If the project improves access to transit services by being around ¼-mile from transit services, or where a sidewalk serves an obvious pedestrian footpath on a residential collector or higher, the project will receive 5 points.

Network Connections – The project must be within approximately ¼-mile of activity centers, high density residential development, or government facilities. **To qualify for these points, the activity centers, etc. must be existing, under construction at the time of application, or obligated for federal or state construction funding at the time of application.** The project will receive one point for each connection made, up to a maximum of 5 points.



Bicycle / Pedestrian Planning Consistency – Maximum 5 Points

To promote the implementation of local bicycle and pedestrian planning efforts, the project will receive 5 points for being specifically identified on a locally-adopted bicycle or pedestrian plan.

Local Priority – Maximum 12 Points Per Project

Each applicant agency will have a maximum of 15 points to distribute across its bicycle and pedestrian project submittals. Each project must have at least one local priority point, and no project can have more than 12 local priority points. If an agency submits only one project, that agency forfeits 3 of its local priority points.

Local Match – Maximum 15 Points

A minimum 20% match is required for participation in the LAPP program. In order to leverage LAPP funds to the maximum extent possible, the projects contributing significant additional local match will receive points in this category.

Local Match 30% or More	...	5 Points
Local Match 40% or More	...	10 Points
Local Match 50% or More	...	15 Points

Project Phase – Maximum 10 Points

Since the CAMPO TAC is interested in making immediate improvements using LAPP funds, projects will be scored based on the highest phase of project that will achieve funding obligation during the LAPP year. For projects requesting multiple phases, the highest phase expecting to achieve funding obligation will be used for scoring.

NEPA/Design Phase	...	3 Points
Right-of-Way Acquisition	...	5 Points
Construction	...	10 Points

Prior Agency Funding – Maximum 10 Points

In an effort to ensure that LAPP funds are used equitably across the geography of the MPO, local agency sponsors will receive more points for having received fewer dollars per capita through LAPP in the preceding five years. Likewise, local agency sponsors that have received more dollars per capita from the LAPP in the past five years will receive fewer points. This will be scored on the following scale:

Prior LAPP Funding >= \$200 per capita	...	0 Points
--	-----	----------

< \$200 per capita	...	2 Points
< \$150 per capita	...	4 Points
< \$100 per capita	...	6 Points
< \$50 per capita	...	8 Points
= \$0 per capita	...	10 Points

Several caveats are in place for this item for those projects submitted by an NCDOT Division or Unit:

- NCDOT projects will be awarded these points based on project location (i.e., the jurisdiction where the project is physically located will be used for a per capita determination for the project).
- NCDOT projects will be included in prior funding for the local government where the project is physically located (i.e., the jurisdiction receiving the NCDOT-sponsored project will have the cost of that project accounted for in that jurisdiction’s prior funding of LAPP funds calculation).
- Regionally significant projects such as interchanges, ITS projects, safety projects, etc. sponsored by NCDOT using LAPP funding will *not* count towards the prior funding for the jurisdiction where the project is located.
- Population estimates used for this criterion will be the certified estimates used to determine dues paid to the MPO by the local governments in the year of application. These estimates can be found in Appendix IV.

Cost Effectiveness – Maximum 13 Points

In order to utilize LAPP funds in a most cost-effective manner, the following formula will be used to calculate a cost effectiveness score. These points will be scaled based on all candidate projects’ cost effectiveness scores, with the highest project earning 13 points and the lowest project scoring 0 points.

$$\frac{\text{(Total Points - Local Match Points)}}{\text{LAPP Cost Share of Project}}$$

Total Possible Bicycle / Pedestrian Score – 90 Points

C. Transit Project Scoring

Transit projects will not be scored using a methodology like the highway or the bicycle/pedestrian projects. Instead, once the modal mix has determined a target transit investment amount for a given LAPP year, the transit providers in the MPO area will caucus to provide a joint recommendation to the TCC and TAC for transit projects proposed to utilize the target transit investment.

VIII. Reporting Requirements

In addition to the requirements associated with receiving federal funding, the MPO will also require regular reporting on projects funded through the LAPP. Applicants will be required to submit monthly

status reports to the MPO outlining where the project is in the timeline toward funding obligation, as well as toward the implementation of the project. Reports will be due to the CAMPO Grants Administrator by 5:00 PM on the 5th of each month, beginning with the month following the award of the project by the TAC. The form to be used for reporting, along with instructions for its use, can be found in Appendix XI. A separate form is NOT required for each project.

More information on the federal and state reporting requirements associated with these projects can be found in the NCDOT Local Programs Management Handbook (see Appendix XII).

For projects where federal funds (such as those programmed through LAPP) are used on any phase of the project, the federal government expects to see final construction on the project within ten years of the initial authorization of federal funds to the project. If that final construction does not occur, the federal government may require the repayment of the federal funds as expended by the applicant on earlier phases of the project.

IX. Role of the LAPP Committee

The LAPP Committee is a standing committee of the CAMPO TCC. The LAPP Committee has four primary responsibilities.

- A. Assist CAMPO staff with project scoring and prioritization to develop a recommended list of projects to be funded each year through LAPP. This includes the discretion to determine appropriate parallel routes being improved by new-location projects for the purposes of data collection and project scoring. This activity will typically occur in November and December of each year.
- B. Recommend the reprogramming of funds left unobligated by the LAPP deadline each year. This activity will typically occur in April or May of each year.
- C. Develop a recommended target modal investment mix for each LAPP year. This recommendation will be considered by the TCC and the public before being offered to the TAC for review. This activity will typically occur in April or May of each year, and will be presented to the TCC at their June meeting.
- D. Develop recommendations for improvements to the LAPP program. This activity will be discussed annually, and will take place as needed.

X. LAPP Public Involvement Opportunities

To have a fully transparent process, the public will be engaged at various points throughout the LAPP cycle. In addition to the regular TCC and TAC meetings held monthly by the MPO, the following opportunities will be available:

- Each summer in July and August, the recommended modal investment targets will be available for public review, comment and input.
- Each winter in January, the TCC-recommended list of projects to be programmed using LAPP funds will be available for public review, comment, and input.
- Each spring in March, April and May, any TIP amendments necessary will be processed, and the normal MPO public involvement process associated with those will be conducted. This includes a 30-day public comment period on each TIP

amendment proposed. The MPO Public Involvement Policy is available on the MPO website.

- It is anticipated that the LAPP will be a regular item on the monthly TCC and TAC meeting agendas; these meetings are open to the public and always include a public comment period for the public to address any issue. TCC meetings are typically the first Thursday of the month at 10 a.m. and the TAC meetings are typically the third Wednesday of the month at 4 p.m. Both meetings are typically held at the MPO headquarters at 127 West Hargett Street, Suite 800, Raleigh, NC.

XI. APPENDIX

Appendix I – Detailed LAPP Schedule and General Project Phase Approval Timelines

Appendix II – Target vs. Actual Historical Modal Mix for CAMPO

Appendix III – Federal Functional Classification Map

Appendix IV – Official Population Estimates by CAMPO-member jurisdiction

Appendix V – FHWA Problem Statement Guidance

Appendix VI – LAPP Scoring Criteria

Appendix VII – CAMPO Congestion Management Process Toolkit

Appendix VIII -- FHWA Crash Reduction Factor Desk Reference Guide

Appendix IX – Sample TEAAS Report

Appendix X - CAMPO CTP and LRTP Maps
Appendix XI – CAMPO LAPP Reporting Form
Appendix XII – NCDOT Local Programs Management Handbook
Appendix XIII - List of Terms and Acronymns