

Prioritization Subcommittee

Meeting Agenda

June 1, 2022

9:00 AM

Meeting to be held via Zoom: <https://zoom.us/j/91373453789>

Voting Members on the Committee: Jessica Morris (City of Asheville, Vice-Chair), Larry Harris (Black Mountain), William High (Buncombe County), Autumn Radcliff (Henderson County), Anthony Sutton (Town of Waynesville), Elizabeth Teague (Town of Waynesville, Chair), Jerry Vebaun (Town of Woodfin)

1. Welcome and Introductions	Elizabeth Teague
2. Public Comment	Elizabeth Teague
3. Approval of April, 2022 Meeting Minutes	Elizabeth Teague
4. Business	
A. LAPP Project Programming	MPO Staff
B. Subrecipient Monitoring	MPO Staff
C. Safe Streets for All	MPO Staff
D. Maintenance	MPO Staff
5. News, Events, Updates	Elizabeth Teague
Strive!	
2050 MTP Maintenance Review	
6. Public Comment	Elizabeth Teague
7. Adjournment	Elizabeth Teague

Item 3

Prioritization Subcommittee Meeting Minutes

Prioritization Subcommittee Meeting
Minutes
May 4, 2022

ATTENDANCE

Voting Members

- Elizabeth Teague, Town of Waynesville*
- Jessica Morris, City of Asheville
- Autumn Radcliff, Henderson County
- Larry B. Harris, Town of Black Mountain
- Jerry Vehaun, Town of Woodfin
- William High, Buncombe County
- Anthony Sutton, Town of Waynesville

Non-Voting Members

- Tristan Winkler, FBRMPO
- John Ridout, FBRMPO
- Hannah Bagli, FBRMPO
- Teresa Robinson, NCDOT
- Bill Marley, FHWA
- Stephen Sparks, NCDOT Division 13
- Troy Wilson, NCDOT Division 14
- Hannah Cook, NCDOT Division 13

WELCOME AND INTRODUCTIONS

Elizabeth Teague started the meeting with introductions. A quorum was announced, and roll was called.

PUBLIC COMMENT

Marc Hunt, Buncombe County resident, made public comment to advocate for funding for the Woodfin Greenway.

APPROVAL OF APRIL 2022 MINUTES AND AGENDA

*Jessica Morriss moved to approve the agenda and the April 2022 minutes.
Larry Harris seconded the motion, which passed unanimously upon a roll call vote.*

BUSINESS

Draft 2024-2033 (S)TIP

The Draft 2024-2033 STIP was released on Monday, April 25th. Unlike the release of previous Draft STIPs, there are no new projects to be discussed but, instead, several projects have been proposed to be “de-committed” in order to right-size NCDOT’s budget.

Statewide Mobility

Projects In		Projects Out	
TIP ID	Project	Project	TIP ID
I-2513B	I-26 Connector (Haywood to Broadway)	I-26 Connector (I-26/I-40/I-240 Interchange Final Improvements)	I-2513C
I-4759	Liberty Road (New Interchange on I-40)	I-26/US 64 Interchange	I-4400B A
I-2513A A	I-26 Connector (I-40 Improvements & Maintenance)		

Regional Impact

Projects In		Projects Out	
TIP ID	Project	Project	TIP ID
I-2513AB	I-26 Connector (Partial I-26/I-40/I-240 Interchange Improvements)	Future I-26 Widening	A-0010AA
I-2513AC	I-26 Connector (Widening from I-40 to Haywood)	US 25A (Sweeten Creek Road) Widening	U-2801A
U-5783	US 64 Improvements (Laurel Park)	NC 191 (Brevard Road) Widening	U-3403B
U-6049	South Main Street Bridge Widening (Hendersonville)	NC 63 (New Leicester Highway) Access Management	U-5972
		NC 63 (New Leicester Highway) and US 19 (Patton Avenue) Intersection Improvements	U-5971B
		NC 280 (Boylston Highway) Access Management	U-6124
		US 25 (Weaverville Highway) and New Stock Road Intersection Improvements	U-5973

Division Needs (Division 13)

Projects In		Projects Out	
TIP ID	Project	Project	TIP ID
I-4409	I-40/Blue Ridge Road New Interchange	NC 81 (Swannanoa River Road) Improvements (Biltmore to S Tunnel)	U-5832
I-2513D	NC 251 (Riverside Drive) Improvements (Hill Street to Broadway)	Riceville Road Improvements	U-5837
U-5834	Mills Gap Road Widening	NC 81 (Swannanoa River Road) Improvements (S Tunnel to Tunnel)	U-6046
U-6163	Mills Gap Road @ Cane Creek Road Intersection Improvements	N Louisiana Avenue Improvements (Patton to Emma)	U-6162
U-4739	Amboy/Meadow Road Improvements		
U-6047	Sand Hill/Sardis Road Widening		
EB-5919	McDowell/Choctaw Pedestrian Improvements		
EB-5822	North RAD Greenway		
EB-5965	Deaverview Road Sidewalks		

Division Needs (Division 14)

Projects In		Projects Out	
TIP ID	Project	Project	TIP ID
R-2588 B	NC 191 Widening (NC 280 to Mountain Road)	South Main Street Widening (Hyatt Creek to US 276 (Pigeon St))	U-4712
U-5839	US 276 (Russ Avenue) Improvements (Main Street to US 23/74)	US 276 @ Crymes Cove Road Intersection Improvements	U-6158
U-5888	N Main @ Walnut Intersection Improvements	US 276 (Russ Avenue) Access Management (US 23/74 to US 19 (Dellwood Road))	U-6159
U-5886	White Street Improvements	US 19/23 Improvements (Chestnut Mountain to Wiggins Road)	U-6048
R-5921	US 276 (Jonathan Creek Road) Improvements	US 23/74 Improvements (Balsam View to Old Balsam)	U-6172
R-5748	Kanuga Road Improvements		
EB-5860	Blythe Street Sidewalks		
EB-5963	Grove Street Sidewalks		

Tristan Winkler shared that with the Draft 2024-2033 STIP, we are looking at \$1.2B in transportation project losses as we trim back the (S)TIP to fit within revenue constraints, with 17 projects proposed to be “de-committed”. Federal regulations require that the development of the (S)TIP is required to be a cooperative process between NCDOT and the MPO/RPOs. The current STIP is \$8B overprogrammed.

Tristan stated that when considering the 2024-2033 (S)TIP, think about it as “starting from scratch.” The first step NCDOT added delivery projects (those scheduled to be constructed by 2026) back into the (S)TIP. Next, they added reconsidered projects with any remaining funds. These projects were added back in based on the year they were prioritized. The final (current) step we are in is determining project “swaps.” There are criteria on how the swaps work, including cost restraints. Committed projects will be those starting right-of-way acquisition in 2028, or with right-of-way in the first five years of the (S)TIP (awaiting approval by the Board of Transportation). Several projects still considered committed had their schedules pushed back (especially projects that were scheduled for construction in 2026 or later.)

Moving forward, putting a premium on preliminary engineering is very important, including development of a TIP Project Development Program (MPO), adding preliminary engineering considerations to the SPOT (SPOT Workgroup and limiting uncertainty in the (S)TIP.

Discussion occurred regarding the length of time a STIP is planned. NC is one of only two states (including RI) that has a 10-year STIP. Most states have a 5-year STIP. It is difficult to plan 10 years out. The importance of relating information about de-committed projects to the public was discussed, as there will be concerns among local residents. NCDOT staff clarified that de-committed projects aren’t actually “kicked-out”. They just have to recompetete for prioritization in P7.0. Tristan noted that NCDOT is developing an automated tool (FBRMPO Swap Machine) to test out potential project swaps.

Tasks Ahead

- Hold local meetings to determine potential project swaps
- Develop a public survey for release over the summer
- Deadline: have draft swaps available by August
- Final project swaps by September
- Final STIP adoption by Summer 2023

Information only. No action required.

LAPP Project Selection

Funding amounts for the 2022 STBG-DA and TAP-DA call for projects in the French Broad RiverMPO region is \$11,042,000 for STBG-DA and \$2,945,000 for TAP-DA totaling \$13,897,000.

Funding amounts are available for FY 2027 and FY 2028.

Update: We can consider incorporating additional funding from the bipartisan infrastructure billhas increased the estimated amount of funding available for this call for

projects. The new total amount available is now \$22,392,000 (17,179,000 in STBG-DA and \$5,213,000 for TAP-DA) - an increase of \$8,405,000.

Action Item:

1. Woodfin Greenway Additional Funding Request Consideration
2. Recommend Projects for funding to the TCC/Board

1. Woodfin Greenway (Buncombe County)

In Previous rounds of LAPP funding call for projects, previous projects that were funded for construction have been historically considered for funding prior to the scoring process (Example: NorthRAD Greenway in 2020). Thus, existing projects would receive first consideration. In this round, due to the significant funding needed (\$7.6 Million) for the Woodfin Greenway, it was requested that the Greenway undergo the application/scoring process.

Would the Prioritization Subcommittee wish to consider the Woodfin Greenway additional funding request independently (skips to the front of the line) or within the confines scoring methodology. If we wish to consider Woodfin independently, we recommend using the

\$8,405,000 in new funds to cover the cost increase.

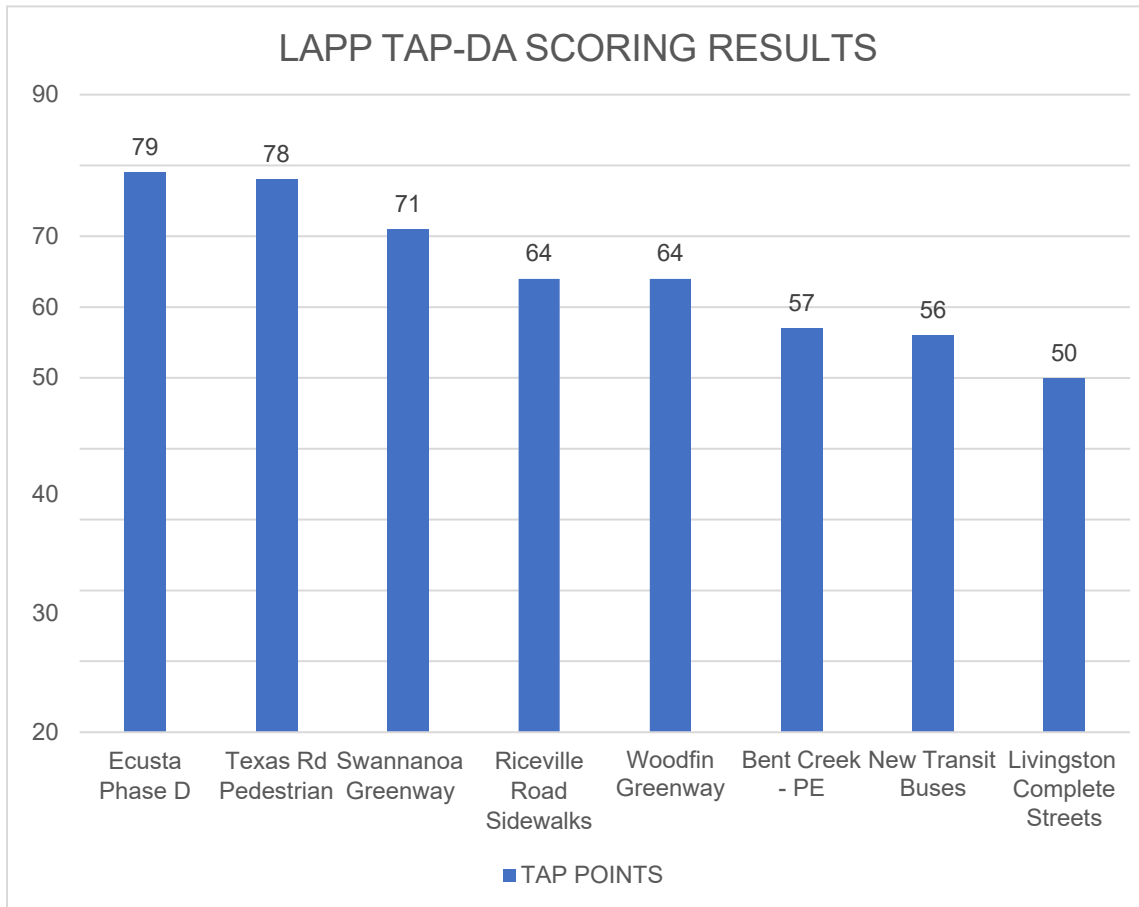
2. Recommended Projects

LAPP Project Selection Staff Ranking

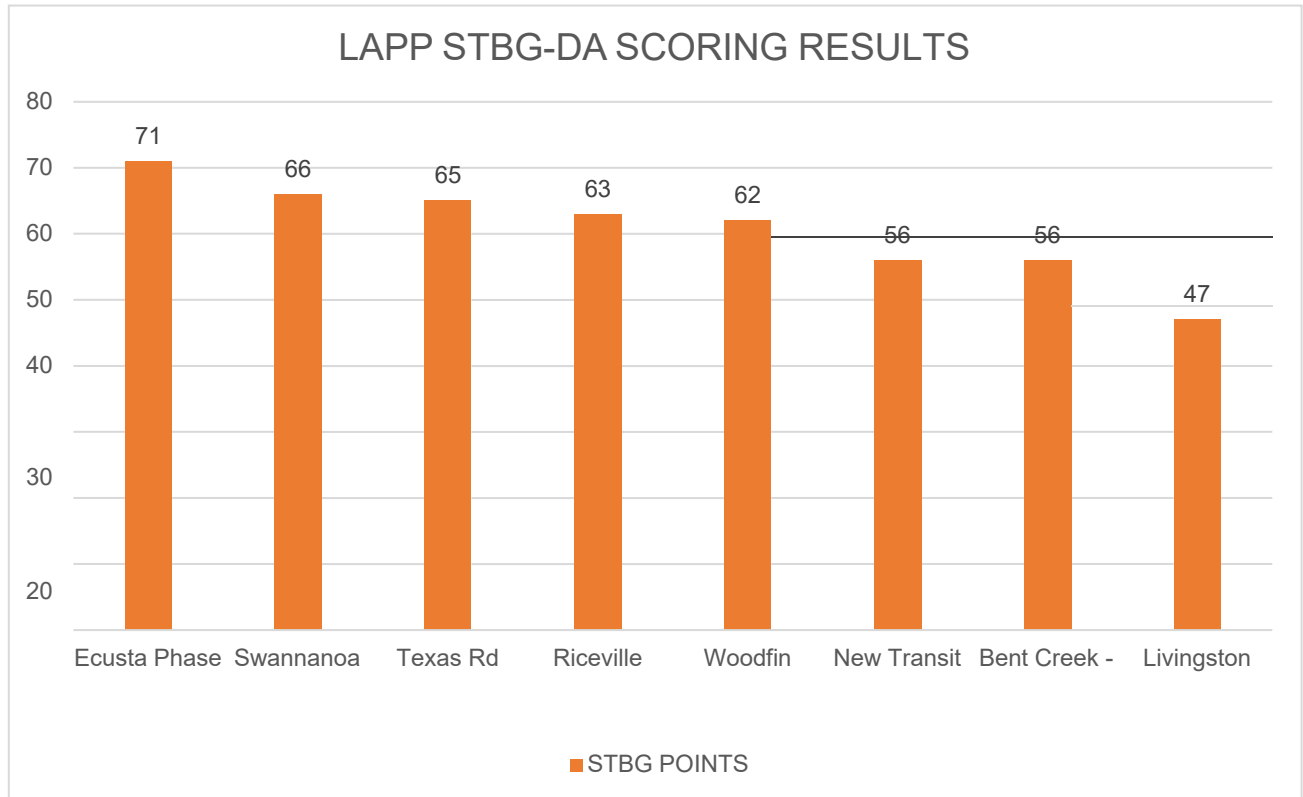
STBG Scoring Rank	Local Government	Project	Federal Funds Requested	Local Cost Share	Total
6th	City of Asheville	Transit Buses	\$2,000,000	\$500,000	\$2,500,000
2nd	City of Asheville	Swannanoa Greenway	\$2,500,000	\$3,600,000	\$6,100,000
8th	City of Asheville	Livingston Complete Street	\$5,136,917	\$1,284,230	\$6,421,147
4th	NCDOT 13	Riceville Road Sidewalks	\$830,000	\$220,000	\$1,050,000
3rd	Town of Montreat	Texas Bridge	\$152,800	\$38,200	\$191,000
5th	Buncombe County	Woodfin Greenway	\$7,636,457	\$1,909,115	\$9,545,572
6th	Buncombe County	Bent Creek South PE	\$600,000	\$150,000	\$750,000
1st	Henderson County	Ecusta Phase D	\$10,467,234	\$2,616,809	\$13,084,043
			\$29,323,408	\$10,318,354	\$39,641,762

LAPP Project Selection Staff Ranking

LAPP Project Selection based on the TAP-DA methodology resulted in Ecusta Phase D as the highest scoring project (Ecusta is also the highest scoring STBG-DA project). Since Ecusta Phase D exhausts the TAP-DA funding, staff recommends funding part of Ecusta with the entire of the TAP-DA allotment and fund the remaining through the STBG-DA funding pot and then rank/score the remaining projects through the STBG-DA scoring method.



The STGB-DA scoring methodology resulted in Ecusta Phase D being the highest rated project followed by Swannanoa Greenway (2nd), Texas Bridge Road Pedestrian Bridge (3rd), Riceville Road Sidewalks (4th), Woodfin Greenway (5th), New Transit Buses for ART (6th- tie), Bent Creek Greenway (6th – tie), and then Livingston Complete Street (8th).



Staff Recommendation

French Broad River MPO recommends funding:

- Ecusta Phase D (Henderson County)
- Swannanoa Greenway (City of Asheville)
- Texas Road Pedestrian Bridge (Town of Montreat)
- Riceville Sidewalks (NCDOT Division 13)

This will total \$13,950,034 of our \$13,987,000 in funding with \$36,966 remaining. Incorporating additional funding from the bipartisan infrastructure bill has increased the estimated amount of funding available for this call for projects. With these extra funds, Woodfin Greenways additional funds would also be funded as the fifth project.

Appendix: Current LAPP Projects

Local Government	Project	Budget Allocation	TIP ID	Year Award Cycle
Buncombe County	Hominy Creek Greenway	\$5,120,000.00	EB-5824	2019
Buncombe County	NC 251 (Riverside Drive)/Beaverdam Creek Greenway	\$4,274,000.00	EB-5774	2019
Buncombe County	Bent Creek Greenway	\$320,000.00	EB-5823	2018
Buncombe County	Reems Creek Greenway	\$480,000.00	EB-5821	2018
City of Asheville	NC 63 (New Leicester Highway) Sidewalks Project	\$2,658,000.00	U-5190	2009
City of Asheville	Johnston Boulevard Sidewalks	\$1,880,000.00	EB-5944	2018
City of Asheville	Onteora Boulevard Sidewalks	\$912,000.00	EB-5948	2018
City of Asheville	French Broad River West Greenway	\$4,200,000.00	U-5019B	2016
City of Asheville	Nasty Branch Greenway	\$3,412,000.00	U-5019A	2016
City of Asheville	Greenway Connectors	\$840,000.00	EB-5790	2016
City of Asheville	New Haw Creek Road Sidewalks	\$1,900,000.00	EB-5947	2018
City of Asheville	Biltmore Ave at White Fawn Drive Signal	\$352,000.00	HL-0014	2020
City of Asheville	Coxe Avenue Complete Streets	\$9,460,000.00	EB-5831	2020
City of Asheville	North RAD Greenway	\$3,303,000.00	EB-5822	2020
City of Asheville	School Zone Safety	\$60,000.00	BL-0006	2020
City of Asheville	Lexington Avenue Complete Streets	\$540,000.00	EB-5830	NA
City of Hendersonville	Clear Creek Greenway	\$1,687,000.00	BL-0008	2020

Henderson County	Ecusta Trail (I, II, III)	\$5,226,000.00	BL-0007	2020
NCDOT Division 13	Broadway Sidewalks	\$474,000.00	BL-0005	2020
NCDOT Division 13	Charlotte Street Ramp	\$668,000.00	HL-0012	2020
NCDOT Division 13	Haywood Road Resurfacing	\$5,014,000.00	HL-0003	2020
Town of Black Mountain	Riverwalk Greenway Phase I	\$937,000.00	EB-5547A	2014
Town of Black Mountain	Riverwalk Greenway Phase II	\$2,398,000.00	EB-5547B	2018
Town of Black Mountain	Bridge Replacement	\$544,000.00	HL-0013	2020
Town of Canton	Champion Drive Multi-Use Path	\$160,000.00	EB-5945	2018
Town of Maggie Valley	US 19 Bike/Ped Improvements	\$1,440,000.00	EB-5926	2018
Town of Mills River	Mills River Valley Trail	\$240,000.00	EB-5946	2018
Total		\$58,499,000.00		

LAPP Scoring Breakout

Local Government	Project	Method	Mode	Geograph	Service/L	Local Mat	Plan Com	Project Ph	Prior Fun	Missing L	Overcom	Connecti	Improve	Safety	Cost Effe	Total	Rank	Cost
City of Asheville	New Transit Buses	Transit	Transit	30	20										6	56	6	\$2,000,000
City of Asheville	Livingston Complete Streets	STBG-DA	Bike/Ped	5	10	0	5	10	0	0	0	5	5	2	5	47	8	\$2,500,000
City of Asheville	Swannanoa Greenway	STBG-DA	Bike/Ped	5	5	15	5	10	5	0	5	4	5	3	4	66	2	\$5,136,917
NCDOT 13	Riceville Road Sidewalks	STBG-DA	Bike/Ped	5	20	0	5	10	0	1	3	5	5	2	7	63	4	\$830,000
Montreat	Texas Rd Bridge Ped Bridge	STBG-DA	Bike/Ped	10	20	0	5	10	0	0	5	5	0	0	10	65	3	\$152,800
Buncombe County	Woodfin Greenway	STBG-DA	Bike/Ped	5	20	0	5	10	5	0	0	5	5	5	2	62	5	\$7,636,457
Buncombe County	Bent Creek - PE	STBG-DA	Bike/Ped	5	10	0	5	5	5	0	3	5	5	5	8	56	6	\$600,000
Henderson County	Ecusta Phase D	STBG-DA	Bike/Ped	5	20	0	5	10	10	0	5	5	5	5	1	71	1	\$10,467,234

Project	Method	Mode	Geographic	Service/Local	Local Match	Plan Compliant	Project Phases	Prior Funding	Missing Link	Overcoming	Connections	Safety	Cost Effectiveness	Total	Rank	Cost	
New Transit Buses	Transit	Transit	30	20										6	56	7	\$2,000,000
Livingston Complete Streets	TAP-DA	Bike/Ped	5	10	0	10	10	0	0	0	8	2	5	50	8	\$2,500,000	
Swannanoa Greenway	TAP-DA	Bike/Ped	5	5	15	10	10	5	0	10	4	3	4	71	3	\$5,136,917	
Riceville Road Sidewalks	TAP-DA	Bike/Ped	5	20	0	10	10	0	1	3	6	2	7	64	4	\$830,000	
Texas Rd Bridge Ped Bridge	TAP-DA	Bike/Ped	10	20	0	10	10	0	0	10	8	0	10	78	2	\$152,800	
Woodfin Greenway	TAP-DA	Bike/Ped	5	20	0	10	10	5	0	0	7	5	2	64	4	\$7,636,457	
Bent Creek - PE	TAP-DA	Bike/Ped	5	10	0	10	5	5	0	3	6	5	8	57	6	\$600,000	
Ecusta Phase D	TAP-DA	Bike/Ped	5	20	0	10	10	10	0	10	8	5	1	79	1	\$10,467,234	

John Ridout noted that there was an error in the agenda packet. Under LAPP Scoring, the Ecusta system shows a 5-point overage.

Autumn Radcliff spoke on the importance of taking a closer look at the STBG application process. She shared that inflation and why cost increases occur should be considered. ROW and PE/Construction should be in separate applications. A threshold should be set on how much a project can come in overbudget. Tristan Winkler agrees that the application should be more complex and have more guidelines. More focus should be placed on preliminary design which can help provide better cost estimates and scope. Project delays add significantly to cost increases.

Discussion occurred about whether to score the Woodfin Greenway project the same as other LAPP projects, or to go ahead and fund it as independent. Consistency, fairness, cost increases and so as not to set a precedent, were reasons discussed for not treating the Woodfin Greenway project independently.

Elizabeth Teague asked for a recommendation to the TCC/ Board that the Woodfin Greenway project be scored the same as other LAPP projects. Larry Harris made the motion and Autumn Radcliff seconded. The motion passed unanimously upon a roll call vote.

NEWS, EVENTS AND UPDATES

Hannah Bagli shared an update on Strive.

PUBLIC COMMENT

No public comment was received.

ADJOURNMENT

Elizabeth Teague adjourned the meeting at 10:55 AM.

Item 4A

LAPP Project Scheduling

The total amount available for LAPP projects is \$22,392,000. Of that total, \$11,042,000 for STBG-DA for FY27 and FY28 and \$2,945,000 for TAP-DA in FY27 and FY28 totaling \$13,897,000. The additional amount of \$8,405,000 through the IIJA bipartisan infrastructure bill available once programmed but can be made available before FY27. Of the \$22,392,000, the five projects selected from the LAPP call for projects are slated to program \$21,586,491 of the available funds with \$805,509 remaining.

For developing the schedule, MPO staff considered time sensitive requirements and existing projects as to which projects needed or would benefit the most from the IIJA funding that would not require the FY27 begin date. Those considered are the Swannanoa Greenway that has time-sensitive bond funding providing the 50% local match, Riceville Road sidewalks, the Woodfin greenway that is requesting additional funding for an existing project. In addition, the Montreat Texas Road Bridge project since the funding request is small enough to fund earlier without any delay in another project and that cost increase may impact the final cost due to a lack of economy of scale for smaller projects. Due to the limited additional funding of the IIJA, not all time sensitive projects can be programmed with IIJA funds. Ecusta Trail D is scheduled for the full TAP-DA funding in FY27 and FY28 with the remaining broken up in FY27 and FY28.

Option one Programs most of the Woodfin Greenway, the Swannanoa Greenway and Montreat. Riceville Road holds and is not programed until FY2027. Part of the Woodfin Construction is held until FY2027., The majority of Ecusta is programed in FY2028

Option 1	LAPP FY28	LAPP FY27	IIJA FY 2024	Total
Cumulative Amount Available	\$ 6,993,500.00	\$ 6,993,500.00	\$ 8,405,000.00	\$ 22,392,000.00
Total Programmed	\$ 6,333,617.00	\$ 6,963,617.00	\$ 8,289,257.00	\$ 21,586,491.00
Budget Remainder	\$ 659,883.00	\$ 29,883.00	\$ 115,743.00	\$ 805,509.00
Project and Phase	LAPP FY28	LAPP FY27	IIJA FY 2024	Total
Ecusta Trail D CST (STBG-DA)	\$ 4,861,117.00	\$ 2,661,117.00		\$ 7,522,234.00
Ecusta Trail D CST (TAP-DA)	\$ 1,472,500.00	\$ 1,472,500.00		\$ 2,945,000.00
Swannanoa Greenway CST			\$ 2,500,000.00	\$ 2,500,000.00
Montreat Texas Road CST			\$ 152,800.00	\$ 152,800.00
Riceville Rd Sidewalk PE		\$ 80,000.00		\$ 80,000.00
Riceville Rd Sidewalk ROW		\$ 100,000.00		\$ 100,000.00
Riceville Rd Sidewalk CST		\$ 650,000.00		\$ 650,000.00
Woodfin Greenway ROW			\$ 1,879,454.00	\$ 1,879,454.00
Woodfin Greenway CST		\$ 2,000,000.00	\$ 3,757,003.00	\$ 5,757,003.00

Option 2 delays the Swannanoa Greenway until FY2028, Riceville PE and ROW is included in the IIJA as well as all of the Woodfin Greenway as well as Montreat bridge project

Option 2	LAPP FY28	LAPP FY27	IIJA FY 2024	Total
Cumulative Amount Available	\$ 6,993,500.00	\$ 6,993,500.00	\$ 8,405,000.00	\$ 22,392,000.00
Total Programmed	\$ 6,833,617.00	\$ 6,783,617.00	\$ 7,969,257.00	\$ 21,586,491.00
Budget Remainder	\$ 159,883.00	\$ 209,883.00	\$ 435,743.00	\$ 805,509.00
Project and Phase	LAPP FY28	LAPP FY27	IIJA FY 2024	Total
Ecusta Trail D CST (STBG-DA)	\$ 2,861,117.00	\$ 4,661,117.00		\$ 7,522,234.00
Ecusta Trail D CST (TAP-DA)	\$ 1,472,500.00	\$ 1,472,500.00		\$ 2,945,000.00
Swannanoa Greenway CST	\$ 2,500,000.00			\$ 2,500,000.00
Montreat Texas Road CST			\$ 152,800.00	\$ 152,800.00
Riceville Rd Sidewalk PE			\$ 80,000.00	\$ 80,000.00
Riceville Rd Sidewalk ROW			\$ 100,000.00	\$ 100,000.00
Riceville Rd Sidewalk CST		\$ 650,000.00		\$ 650,000.00
Woodfin Greenway ROW			\$ 1,879,454.00	\$ 1,879,454.00
Woodfin Greenway CST			\$ 5,757,003.00	\$ 5,757,003.00

Option 3 is currently a non-feasible option without another solution to the over-programming of IIJA funds. If there is another solution to this, only \$61,457 would prevent funding both the Riceville Road and Woodfin Greenway with the IIJA revenue. Montreat Texas Road bridge is programed in FY27 and Swannanoa is in FY28. Construction funds for Ecusta are weighted towards FY27

Option 3	LAPP FY28	LAPP FY27	IIJA FY 2024	Total
Cumulative Amount Available	\$ 6,993,500.00	\$ 6,993,500.00	\$ 8,405,000.00	\$ 22,392,000.00
Total Programmed	\$ 6,833,617.00	\$ 6,286,417.00	\$ 8,466,457.00	\$ 21,586,491.00
Budget Remainder	\$ 159,883.00	\$ 707,083.00	\$ (61,457.00)	\$ 805,509.00
Project and Phase	LAPP FY28	LAPP FY27	IIJA FY 2024	Total
Ecusta Trail D CST (STBG-DA)	\$ 2,861,117.00	\$ 4,661,117.00		\$ 7,522,234.00
Ecusta Trail D CST (TAP-DA)	\$ 1,472,500.00	\$ 1,472,500.00		\$ 2,945,000.00
Swannanoa Greenway CST	\$ 2,500,000.00			\$ 2,500,000.00
Montreat Texas Road CST		\$ 152,800.00		\$ 152,800.00
Riceville Rd Sidewalk PE			\$ 80,000.00	\$ 80,000.00
Riceville Rd Sidewalk ROW			\$ 100,000.00	\$ 100,000.00
Riceville Rd Sidewalk CST			\$ 650,000.00	\$ 650,000.00
Woodfin Greenway ROW			\$ 1,879,454.00	\$ 1,879,454.00
Woodfin Greenway CST			\$ 5,757,003.00	\$ 5,757,003.00

Finally, option 4 is funding only the Woodfin Greenway with IIJA funds. Montreat could also be included in the IIJA or accelerated as another sub-option within this scenario.

Option 4	LAPP FY28	LAPP FY27	IIJA FY 2024	Total
Cumulative Amount Available	\$ 6,993,500.00	\$ 6,993,500.00	\$ 8,405,000.00	\$ 22,392,000.00
Total Programmed	\$ 6,972,500.00	\$ 6,977,534.00	\$ 7,636,457.00	\$ 21,586,491.00
Budget Remainder	\$ 21,000.00	\$ 15,966.00	\$ 768,543.00	\$ 805,509.00
Project and Phase	LAPP FY28	LAPP FY27	IIJA FY 2024	Total
Ecusta Trail D CST (STBG-DA)	\$ 3,000,000.00	\$ 4,522,234.00		\$ 7,522,234.00
Ecusta Trail D CST (TAP-DA)	\$ 1,472,500.00	\$ 1,472,500.00		\$ 2,945,000.00
Swannanoa Greenway CST	\$ 2,500,000.00			\$ 2,500,000.00
Montreat Texas Road CST		\$ 152,800.00		\$ 152,800.00
Riceville Rd Sidewalk PE		\$ 80,000.00		\$ 80,000.00
Riceville Rd Sidewalk ROW		\$ 100,000.00		\$ 100,000.00
Riceville Rd Sidewalk CST		\$ 650,000.00		\$ 650,000.00
Woodfin Greenway ROW			\$ 1,879,454.00	\$ 1,879,454.00
Woodfin Greenway CST			\$ 5,757,003.00	\$ 5,757,003.00

Item 4B:

Subrecipient Monitoring

The MPO is undergoing an audit and is expected to be audited annually now that it regularly maintains a budget over \$1,000,000/year. In a meeting with auditors and Land of Sky finance staff it was noted that the MPO does not maintain a Subrecipient Monitoring Plan. To address this gap, MPO staff has made a Draft Subrecipient Monitoring Plan that summarizes the requirements from FHWA, NCDOT, and MPO policies.

**SUBRECIPIENT
MONITORING PLAN &
GUIDEBOOK**

French Broad River MPO

June 1, 2022

Introduction

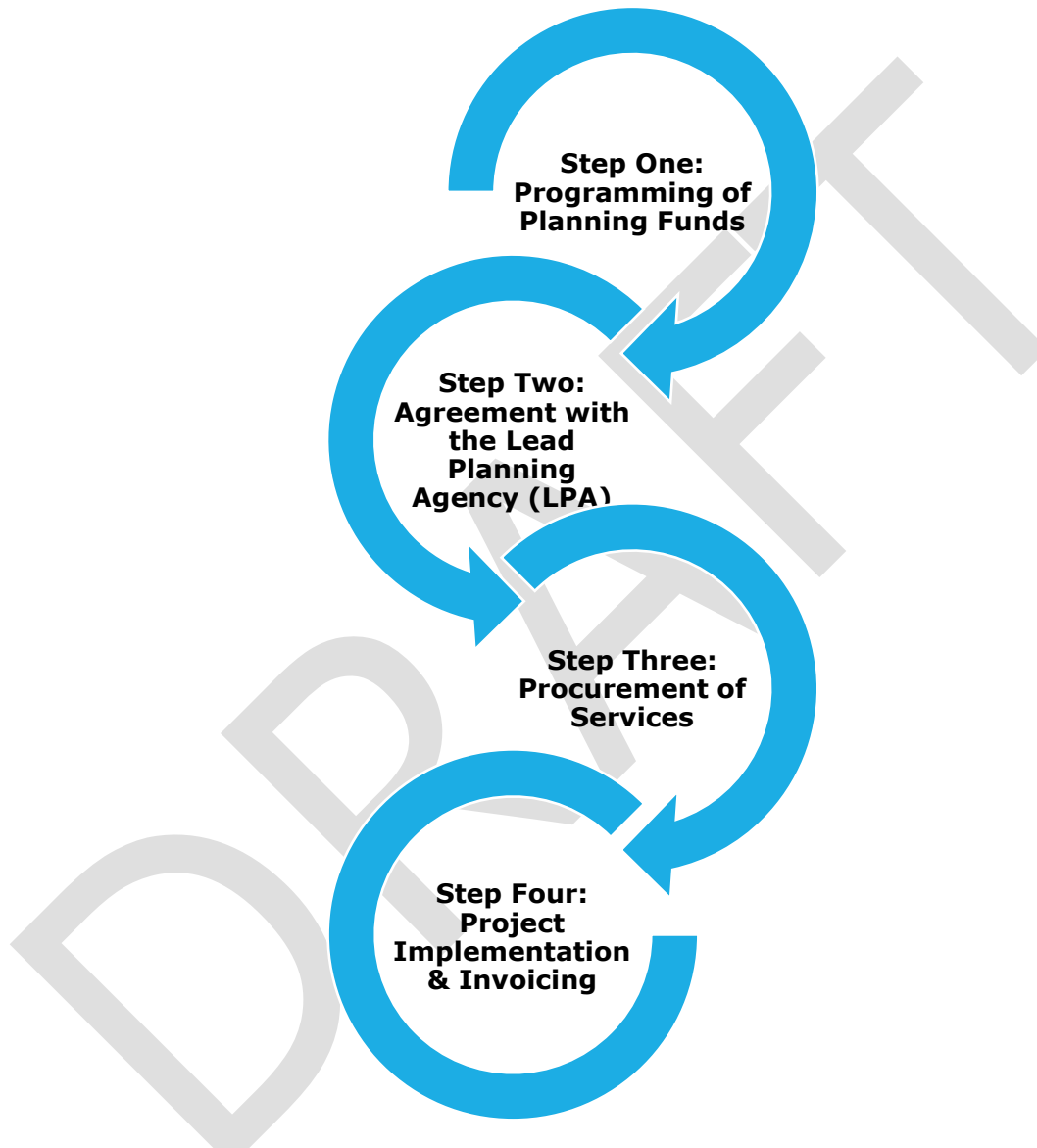
The French Broad River Metropolitan Planning Organization (MPO) makes federal funds available to its member governments and eligible recipients in the region on a regular basis. These funds are most typically used for planning studies, feasibility studies, preliminary engineering, master planning efforts, and other eligible activities. The utilization of these funds by local partners has helped to provide more information, both locally and regionally, to enable better planning and community engagement in the transportation planning process.

The use of these funds, however, require oversight and mandate that certain processes be followed to ensure proper documentation and use of the federal funding being made available to the MPO Planning Area. This monitoring plan and guidebook is intended to provide subrecipients, as well as MPO staff and other external parties, a resource to outline the expectations and requirements for the utilization of these funds.

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Overview of the General Processes and Requirements

The following steps show some of the primary points or considerations during the planning project process and will provide the general outline for this guidebook.



There is not a single way for these studies to be carried out. The most common way these studies have been conducted in the past has been with a local government managing the study with the assistance and oversight of the MPO and NCDOT Transportation Planning Division (TPD) staff, however, several studies have been conducted with MPO staff managing the study on behalf of the local agency. Some differences in requirements based on the managing entity are noted in the guidebook below, but most of the guidebook has been created with the assumption of a local agency managing the project.

Programming of Planning Funds

All planning funds provided through the MPO are required to be reflected in the **Unified Planning Work Program (UPWP)** for the fiscal year in which the funds would begin to be utilized. Local partners interested in utilizing federal planning funds should work with MPO staff on providing application materials, coordinating with local officials, and making sure the funding request is accurately reflected in the MPO's UPWP.

How Planning Funds Are Programmed in the UPWP

The MPO's current process for the programming of planning funds currently consists of a call for projects with local partners, usually in the fall and/or winter prior to the fiscal year. The MPO and its members may consider a range of criteria for evaluating potential projects. The current methodology is based on prior planning, geographic equity, and the qualitative assessment of the MPO's Prioritization Subcommittee.

General Steps for Programming New Planning Projects



Project Delays & Carryovers

Planning projects that are likely to be delayed should be coordinated with MPO staff. If a project is unlikely to begin (process its first invoice) by the end of the fiscal year, the project will need to be moved to the following fiscal year's UPWP with MPO TCC & Board approval.

Projects that begin- but do not finish- within the fiscal year in which they are programmed will be reflected in the following year's UPWP, with MPO TCC & Board approval. Projects unlikely to be completed should be coordinated with MPO staff as the UPWP is developed.

A Note on 80/20 Funding

As of this writing, MPO-funded planning studies require a 20% local match. Projects that provide greater than 20% local match are not recommended as they require additional reporting to NCDOT. If an approved project does provide more than the 20% local match, invoices will still be required to be provided to the MPO after the federal funds are exhausted to document that the local funding programmed was accurate.

WHAT SUBRECIPIENTS NEED TO DO AT THIS STEP

- Be aware of the Call for Planning Projects from the MPO and submit application materials as required
- If your project is successful, review the UPWP to ensure the funding request is accurately reflected
- Work with local officials, as necessary, to ensure the local jurisdiction is aware of the local match required and financial obligations as part of the reimbursement process

WHAT MPO STAFF NEEDS TO DO AT THIS STEP

- Program recommended projects into the Draft & Final UPWP
- Ensure the TIP reflects the necessary amount of STBGDA funding being “flexed” for planning purposes
- Coordinate projects and funding to LPA financial staff for incorporation in the LPA’s budget

Agreement Between the Lead Planning Agency (LPA) and the Local Agency

After a project is programmed in the UPWP but before procurement may begin, an agreement between the Lead Planning Agency (LPA) and the Local Agency is required to be processed. This agreement lays out the terms for the project and the responsibilities of the LPA (Land of Sky Regional Council) and Local Agency.

Locally Managed vs. MPO Managed

Most planning studies funded through the MPO are currently managed by local agencies but some have been managed by MPO staff. Prior to executing an agreement, the local agency should be clear about its expectations for project management. The differences in the process are outlined below.

Locally Managed

- Local Partners Must Follow Requirements for Procurement & Project Implementation
- Consultant Invoices are Sent to the Local Agency
- The Local Agency Provides Requests for Reimbursement to the MPO with Documentation

MPO Managed

- MPO Staff Must Follow Requirements for Procurement & Project Implementation
- Consultant Invoices are Sent to the LPA
- The LPA Bills the Local Agency for the Local Match

Determining whether a project will be managed by the local agency or by MPO staff will impact the terminology and terms of the agreement with the LPA.

Processing the Agreement



Amendments to the Agreement

Amendments to the agreement, either due to changes in funding, timing, or scope of the project, are required to be reflected amendments to the agreement and reflected in the UPWP. Amendments to funding and scope are required to be reflected in agreements with the LPA prior to incorporating those changes into agreements with consultants.

WHAT SUBRECIPIENTS NEED TO DO AT THIS STEP

- Review and provide comments (if any) on the agreement with the LPA
- Provide required signatures for the agreement and return to MPO staff
- Archive a copy of the fully-executed agreement

WHAT MPO STAFF NEEDS TO DO AT THIS STEP

- Develop a draft agreement for review by the LPA
- Request signatures from the Executive Director and Finance Director of the LPA
- Send agreement to the local agency
- Archive a copy of the fully-executed agreement and provide a copy for the LPA Finance Staff

Procurement of Services

The procurement of services is one of the more technical and more important aspects of using federal funds. All federal and state regulations are required to be followed as part of the procurement process.

Procurement of services can technically work in two different ways: procuring the services of external consultants or team of consultants or just be assigning the work to local staff. The MPO has primarily dealt with procuring the services of an external consultant, but it is possible to utilize the funding for local staff- part of the process would be the same.

General Steps in Procuring Consultant Services

1. Develop a Request for Qualifications (RFQ)

The project manager will be responsible for developing a draft RFQ, advertising, and collecting responses. The RFQ should outline the general scope of the proposed project with the general intent of having a selection of potential firms to evaluate to see which is the best qualified in the eyes of the selection committee. General requirements:

- MPO staff and NCDOT Transportation Planning Division staff must review and approve the RFQ before it is released
- if there are questions or requests for clarification, responses should be made publicly so all interested parties are equally informed
- The RFQ should include deadlines, selection criteria, a maximum number of pages, and anything else requested by the MPO staff and NCDOT TPD coordinator
- The RFQ should NOT include a request for budgets and the selection criteria should NOT include an evaluation of the proposed budget
- The RFQ should be publicly advertised in appropriate forums
- Consultants should be given ample time to provide a response to the RFQ
- If the RFQ gets no or few responses, the project manager should coordinate with the MPO and NCDOT TPD about steps forward

2. Develop & Assemble a Selection Committee

A Selection Committee is a group of stakeholders that will help to select the consultant based on the responses to the RFQ. This committee may or may not be the same as a the Steering Committee for the project. The project manager is generally responsible for assembling the Selection Committee and

General requirements:

- MPO staff and NCDOT TPD staff are required to be a part of the steering committee, besides that the selection committee may be made of members

at the project manager's discretion (so long as there are no conflicts of interest)

- Copies of responses should be provided to each selection committee member ahead of time
- Schedule a selection committee meeting

3. Select a Consultant

The Selection Committee should recommend a consultant (or team of consultants) to be utilized for the study. The recommendation should be clearly documented with committee member preferences reflecting back on the criteria outlined in the RFQ. If the materials in the RFQ responses are not sufficient or the Selection Committee would prefer, interviews may be setup by the project manager.

General requirements:

- Clearly document the reasoning the Selection Committee selected the recommended consultant
- Consultant interviews are not required but are often helpful when there is not a clear consensus

4. Establish a Scope, Draft Contract, and Manday Estimates With Consultant

Once a consultant is selected, the project manager should work with the selected consultant to draft a scope, manday estimate spreadsheet, as well as a draft contract.

Scope- the scope of work should detail the tasks to be completed by the consultant as part of the study and be agreed to by the project manager and consultant. The scope of work needs to be reviewed by the NCDOT TPD Coordinator.

Manday Estimate "Form"- this item reflects the estimated amount of funding to be utilized for each task. The information required includes consultant staffing, approved rates, and estimated hours per task. The Manday Estimate "Form" is required to be approved by NCDOT before moving forward with a contract.

NOTE: a project may utilize a consultant that is not pre-approved by NCDOT but this will make the approval process much longer and will require the consultant to register with NCDOT and have its rates approved.

5. Notice to Proceed

Once the Scope and Manday Estimate "Forms" are completed and approved, NCDOT will issue a notice to proceed to the project manager. After the project

manager has received a notice to proceed, the contract between the agency and the consultant should be executed. Copies of the contract should be sent to NCDOT and the MPO once finalized.

6. Contract with the Consultant

After NCDOT approves the scope of work and manday estimates, the local agency may proceed with executing a contract with the consultant. Copies of the contract should be provided to the MPO and NCDOT TPD.

**ADDITIONAL MATERIALS ON PROCUREMENT REQUIREMENTS FROM NCDOT
ARE PROVIDED IN THE APPENDICES**

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Project Implementation & Invoicing

The primary goal in the implementation phase of the project should be to ensure the study is as effective and helpful to the community as possible. However, there are still more requirements to be followed as it includes monitoring and invoicing for the reimbursement of planning funds.

Participation of Planning Partners in the Planning Process

- MPO and NCDOT TPD staff should be included on the project's steering committee
- MPO and NCDOT TPD staff should be included in all steering committee meetings
- Draft and Final documents should be shared with MPO and NCDOT TPD staff

Invoicing

The federal funding for planning studies work on a reimbursement basis. This is important for subrecipients to acknowledge as that means the local agency will need to pay in-full for invoices received as part of the study and then request the 80% federal share from the LPA.

Process for Requesting Reimbursements



Request for Reimbursement Requirements

Requests for Reimbursement have several elements that are required in order for MPO staff to give the approval to pay. The elements are:

- **Cover Letter** from the Local Agency that clearly states the request, the project affiliated with the request, the total amount of funding in the request, the 80% federal share, and the 20% local share
- **Progress Report** that summarizes the tasks that were accomplished or in which progress was made, as related to the approved scope of work
- **Proof of Payment** that shows the consultant was paid in-full by the local agency
- **Copies of Invoices** from the consultant to the local agency

Refusal to Reimburse

MPO staff may refuse to reimburse local agencies in cases in which any steps of the process are considered to be lacking or if documentation is insufficient. If procurement processes were not properly followed and a notice to proceed has not been issued, MPO staff will not reimburse any project expenditures.

Changes to Projects

It is not infrequent that projects may require amending after they have started, whether that is a change in dates, funding amounts, or scope.

- **Changes In Dates**- the most important is the start date. If a project is unable to begin and process invoices by the end of the fiscal year in which it is programmed, MPO staff will need to be contacted to move the study to the following FY UPWP. Changes in end dates specified in the agreement between the local agency and LPA will require an amendment to the agreement.
- **Changes to Funding**- if a project need more or less funding, it is required to be accurately reflected in the MPO's UPWP, agreement between the LPA and local agency, as well as the agreement between the consultant and the local agency.
- **Changes to Scope**- if a project changes scope from what was in initial agreements, the changes will need to be reflected in the agreement between the LPA and local agency, the consultant and local agency, and (if substantial enough) the MPO's UPWP.

WHAT SUBRECIPIENTS NEED TO DO AT THIS STEP

- Manage the project and consultants
- Ensure MPO and NCDOT TPD staff are on the steering committee and invited to steering committee meetings
- Provide necessary documentation to MPO staff on a quarterly basis for reimbursements

WHAT THE MPO NEEDS TO DO AT THIS STEP

- Attend steering committee meetings
- Review and receive draft planning materials
- Process invoices and requests for reimbursement
- Issue a Call for Planning Projects for the upcoming fiscal year
- Work with the Prioritization Subcommittee to develop project

Item 4C:

Safe Streets for All

USDOT recently released the Notice of Funding Opportunity for a new grant program from the Bipartisan Infrastructure Law, Safe Streets for All. MPO staff will present on the grant and how the region can potentially take advantage of the funding program.

Item 4D:

MTP 2050 Maintenance Summary

Within the French Broad River MPO and across the state, NCDOT is required to publish a schedule of State highway maintenance projects. This five-year schedule is the Highway Maintenance Improvement Program (HMIP). The HMIP includes the anticipated funding sources for the improvement, a list of any changes made from the previous year's HMIP, and the reasons for the changes. This cost estimate includes three main categories -formally independent categories: bridge repair project, general maintenance projects, and pavement projects. In previous years prior to 2020, the NCDOT maintained asset management through three independent maintenance programs. These three distinct programs were merged and are now managed under a single "Highway Maintenance Improvement Program". The new unified HMIP is not to be confused with the prior HMIP which only included pavement assets.

The current five-year **Statewide Estimated Cost is \$2.29 Billion for the state's bridges, \$2.75 anticipated costs for general maintenance, and \$2.63 billion towards pavement projects statewide.** Of the estimated cost within the region, French Broad River MPO member counties are estimated to have 219.9 million toward bridge maintenance programs (approximately 9.6% of state estimates) and 112 million toward pavement preservation (4.3%)

Bridge Projects

NCDOT's Highway Maintenance Improvement program identified 89 bridge projects in the five counties that make up the MPO's local county members. This number is just shy of representing 10% of the state-wide number of bridge projects in the state. Within the five counties, Haywood County and Madison County have the most bridge projects in the next 5 years with 27 projects. Buncombe County follows with 17 projects, Henderson has 12 projects and Transylvania has six.

Table 1: Bridge Projects and Estimated Costs

	Number of Bridge Projects	Bridge Total	Bridge Average
Buncombe	17	\$ 49,199,574	\$ 2,894,092
Haywood	27	\$ 112,842,381	\$ 4,179,347
Henderson	12	\$ 22,379,099	\$ 1,864,924
Madison	27	\$ 30,693,760	\$ 1,136,805
Transylvania	6	\$ 4,768,500	\$ 794,750
Region	89	\$ 219,883,315	\$ 2,470,599
Division 13	44	\$ 79,893,334	\$ 1,815,757
Division 14	27	\$ 112,842,381	\$4,179,347

Pavement Projects

Pavement Maintenance is a catch-all for much of the highway preservation program. Prior to 2020, it was the only item in the HMIP before Bridges and General Maintenance was included. Pavement Maintenance includes pavement resurfacing, rehabilitation, and pavement preservation. This is a triage-like system based on the condition of the road surface as identified. For pavement in decent condition, the division may elect for pavement preservation.

Resurfacing: A hot mix asphalt overlay of an existing roadway. Resurfacing may consist of one or two lifts of asphalt surface course and may also consist of milling and replacing asphalt layers, microsurfacing, and other treatments. To minimize cost, a road should be resurfaced prior to the need for significant patching. The maximum thickness of resurfacing is two inches.

Rehabilitation: Significant work done to a road in poor to low fair condition, or to a road requiring additional structure due to increased traffic loads. Rehabilitation frequently includes full-depth patching, leveling, deep milling, or multiple lift overlays.

Preservation: A treatment applied to a road in high fair to good condition that extends the pavement service life without substantially increasing the pavement structure (thickness). Typical pavement preservation treatments include bituminous surface treatments (chip seals), thin lift asphalt overlays, crack sealing, microsurfacing, and diamond grinding on concrete roadways.

The term "**Pavement Preservation Programs and Activities**" means programs and activities employing a network level, long-term strategy that enhances pavement performance by using an integrated, cost-effective set of practices that extend pavement life, improve safety, and meet road user expectations.

Table 4: Pavement Project Distribution

	Projects	Miles	Total Cost	Cost per Mile	Miles per project
Buncombe	429	303.31	\$45,886,658	\$151,289	0.7
Haywood	149	114.56	\$16,817,139	\$146,798	0.8
Henderson	140	153.32	\$20,351,150	\$132,736	1.1
Madison	43	73.70	\$15,885,406	\$215,536	1.7
Transylvania	81	98.91	\$13,018,890	\$131,624	1.2
Region	842	743.80	\$ 111,959,244	\$150,524	0.9
Division 13	472	377.01	\$ 61,772,064	\$ 163,849	0.8
Division 14	370	366.79	\$ 50,187,180	\$ 136,828	1.0

Because the Highway Maintenance Improvement Program (HMIP) distributes to the Divisions, filtering the MPO vs RPO various maintenance projects is imperfect looking forward as it is based on the needs identified by the division's engineers. However, looking at the full five-county network we can get a rough generalization of overall patterns. For example, while Transylvania received the fewest bridge projects, they are seeing more roadway/road surface projects and the inverse is true for Madison. Buncombe, Henderson, and to a lesser extent, Haywood is seeing moderate amounts of attention based on their road network.

Table 3: Inflation

Year	Division	General Maintenance Budget	Inflation	VS 2022 Dollar	IN 2022 Dollars
2022	13	\$41,352,935.47	3%	\$ 1.00	\$41,352,935.47
2022	14	\$38,673,883.92	3%	\$1.00	\$38,673,883.92
2023	13	\$41,346,186.01	3%	\$ 0.97	\$40,105,800.43
2023	14	\$38,882,781.12	3%	\$ 0.97	\$37,716,297.69
2024	13	\$41,338,613.31	3%	\$ 0.94	\$38,895,501.26
2024	14	\$35,928,026.00	3%	\$ 0.94	\$33,804,679.66
2025	13	\$41,338,613.31	3%	\$ 0.91	\$37,728,636.23
2025	14	\$35,094,526.00	3%	\$ 0.91	\$32,029,826.33
2026	13	\$41,338,613.31	3%	\$ 0.89	\$36,596,777.14
2026	14	\$36,151,526.00	3%	\$ 0.89	\$32,004,686.04

The final item considering maintenance in the region is inflation and cost increases. If the HMIP funding remains flat for Division 13 (\$41.3 Million) or decreases for Division 14 (from \$38.6 Million to 36.1 million) This will result in fewer projects to be able to be addressed within a year. By 2026 and assuming an inflation of 3%, the region within Division 14 should expect to have a as much 18% less for maintenance. The region has experience significant cost increase so this 18% loss over four years might see the list of projects in the HMIP increase as there is less able in both total budget such as the 2 million decrease in 2026 compared to 2022, plus the impacts of inflation hand overall higher costs for road treatments. Other factors are also impacting the budgeted amount but with cost increases, there should be more funding for maintenance, not less over time.