



# Planning Work Program Call for Projects

French Broad River Metropolitan Planning Organization

## INTRODUCTION AND PURPOSE

The French Broad River Metropolitan Planning Organization (FBRMPO) is a transportation planning agency that covers all of Henderson County, most of Buncombe and Haywood counties and parts of Madison and Transylvania counties in Western North Carolina.

The FBRMPO Planning Work Program (PWP) is the MPO's budget for planning activities throughout the fiscal year that includes in-house planning activities as well as special studies undertaken in the region utilizing MPO planning funds. These activities are paid for by federal planning (PL) funds as well as a required 20% local match provided by member governments.

This call for projects is for planning and feasibility studies that focus on improving transportation facilities in and throughout the region. This call for projects is making **\$90,000** in PL funding available to member governments of the FBRMPO in FY 2019 with a 20% local match required from the project sponsor<sup>1</sup>. Studies chosen as part of this call for projects will be implemented as part of the FY 2019 PWP.

## ELIGIBLE APPLICANTS

Any local government that is a member of the FBRMPO whose project is within the planning area of the FBRMPO is eligible to apply. These local governments include:

<b>Buncombe County</b>	<b>Haywood County</b>	<b>Henderson County</b>
<b>Madison County</b>	<b>Transylvania County</b>	<b>City of Asheville</b>
<b>City of Hendersonville</b>	<b>Town of Waynesville</b>	<b>Town of Black Mountain</b>
<b>Town of Mars Hill</b>	<b>Town of Woodfin</b>	<b>Town of Fletcher</b>
<b>Town of Canton</b>	<b>Town of Weaverville</b>	<b>Town of Mills River</b>
<b>Town of Maggie Valley</b>	<b>Town of Biltmore Forest</b>	<b>Town of Laurel Park</b>
<b>Town of Clyde</b>	<b>Town of Montreat</b>	<b>Village of Flat Rock</b>

**ALL PROJECT SPONSORS ARE RESPONSIBLE FOR PROVIDING A 20% LOCAL MATCH OF THE TOTAL PROJECT COST.**

---

<sup>1</sup> Additional funding may be available in FY 2020 and future years for funding requests exceeding \$90,000.

## ELIGIBLE PROJECT TYPES

FBRMPO PL funds are only allowed for transportation planning purposes and activities. Typical project categories include:

- Transportation Master Plan, Corridor Studies, Access/Mobility Studies, Inventories of Existing Routes, and Right of Way Investigations
- Future population, Employment, and Economic Growth Studies
- Traffic studies such as circulation plans, traffic count programs, intersection analysis, and small area studies
- Bicycle and Pedestrian planning such as bicycle parking, sidewalk/bicycle lane master plans and trail and greenway plans
- Economic Impact Studies for Transportation Investments
- GIS data development/mapping applications
- Transportation related health impact assessments
- Environmental Justice Analysis
- Conceptual/Scoping Studies and Limited Engineering Design (specifically up to 15 percent “line and grade” design per NCDOT guidance), also known as “Planning Preliminary Plans” or “Functional Roadway” plans

## PAST PROJECTS

In the past few years, the FBRMPO has funded a number of studies around the region.

Sponsor	Project	Federal Funds
Regional Transit Operators	Urban Transit Funding Formula Study	\$71,000
Buncombe County	Bent Creek Greenway Feasibility Study	\$72,000
City of Asheville	Bike Share Feasibility Study	\$25,000
City of Asheville	Transit Master Plan	\$96,000
City of Asheville	Pedestrian Master Plan	\$140,000
City of Asheville	Biltmore/ /McDowell Complete Streets Corridor Studies	\$160,000
Henderson County	Oklawaha Greenway Extension Feasibility Study- North	\$56,000
Henderson County	Oklawaha Greenway Extension Feasibility Study- South	\$40,000
Village of Flat Rock	Flat Rock Greenway Feasibility Study	\$40,000
Town of Waynesville	Richland Creek Greenway Feasibility Study	\$57,600

## **NOT** ELIGIBLE EXPENSES

- Surveying
- Property Acquisition
- Site Preparations
- Environmental Planning/NEPA Analysis
- Detailed Design Drawings
- Transit Operations and Management

- Construction Projects

## APPLICATION AND PROJECT SCHEDULE

The following are estimated dates for application and implementation of the planning studies- should they be successfully funded.

**October 25, 2017:** Call for Projects Opens

**December 31, 2017:** Applications Due

**January 9, 2018:** FBRMPO Prioritization Subcommittee Discusses and Recommends PWP Projects

**January, 2018:** FBRMPO TCC and Board Approve PWP Projects and Program Them in the Draft FRBMPO FY 2019 PWP

**March, 2018:** FBRMPO Adopts the FY 2019 PWP

**July 6, 2018:** Deadline to Submit a Local Match Commitment Letter

**Summer 2018:** Date Subject to Local Match Commitment Letter Availability- Execute Contract with Land of Sky Regional Council, Issue RFP and Select Consultant

## OTHER PROJECT REQUIREMENTS

One important thing to understand with using PL funds is that these are reimbursable funds, meaning the project sponsor must have the funds available to pay invoices in full and will later be reimbursed by the MPO at 80%. The 20% local match must be provided and secured by the project sponsor prior to commencing the project and may only be provided funds that are **not** from USDOT grants. Secondly, because federal funds would be used for this project, it is mandatory to adhere to all rules and regulations regarding the use of federal funding. If these rules are not met, the FBRMPO has the right to withhold invoice reimbursement until all regulations have been satisfied.

Other requirements include:

- Submit the Project Application Form by the due date
- Submit a Local Match Commitment letter by July 6, 2018, if not available at the time of the application
- Include direct expenses in the overall project budget
- Procure consultants in compliance with state and federal regulations (with the oversight of MPO and NCDOT staff)
- If applicable, ensure consultant contract meets all state and federal requirements prior to execution
- Send copy of consultant contract(s) to the FBRMPO upon execution and before requesting funding reimbursements
- Submit quarterly reporting and invoice forms after the close of each fiscal quarter
- Submit consultant invoices with each reimbursement request
- Ensure that all public outreach efforts meet Title VI requirements
- If a technical team is formed to guide the project, FBRMPO staff must be included
- Be prepared to present the project results to the FBRMPO TCC, Board, and any other committees or events, as requested

If a project sponsor is found to be unable to satisfy these requirements or is unable to move forward in a timely fashion, the FBRMPO reserves the right to rescind the project funds.

## PROJECT SELECTION

Projects will be selected from this call for projects based on the projects ability to meet regional transportation goals as developed in the 2040 Metropolitan Transportation Plan, advance transportation projects noted in regional and/or local transportation plans, illustrate the local and regional importance of the project, as well as local staff's ability to carry out the project.

The FBRMPO Prioritization Subcommittee will make the first recommendations of projects to receive funding but will require TCC and Board approval. The FBRMPO Prioritization Subcommittee meets the Tuesday prior to TCC meetings or the Tuesday before the 2<sup>nd</sup> Thursday of the month. The FBRMPO TCC meets the 2<sup>nd</sup> Thursday of the month (with the exception of the November meeting which is the 3<sup>rd</sup> Thursday) and the FBRMPO Board meets the 4<sup>th</sup> Thursday of the month (with the exception of the November meeting which is the 3<sup>rd</sup> Thursday).



## APPLICATION INSTRUCTIONS

Prospective project sponsors should send their applications with any and all attachments to [mpo@landofsky.org](mailto:mpo@landofsky.org) by December 31, 2017.

Any questions may be forwarded to MPO staff.