

Application Instructions – FALL 2019 Planning Grant Initiative Program

Application Instructions

There are three applications.

- (1) **Application for Bicycle and Pedestrian Planning Grant Funds** – use this application if your community (or county) desires a comprehensive bicycle and/or pedestrian plan that offers an assessment of the entire community, that includes an extensive existing conditions analysis, followed by an approach for developing guidance and recommendations for varied aspects such as projects (short/mid/long-term), policy elements and programs and the strategies for implementation.
- (2) **Application for Bicycle and Pedestrian Planning Grant Funds - Project Acceleration Plan** – use this application if the population of your community is 5,000 or less and you feel your community would benefit more from an abbreviated plan that primarily focuses on the identification of priority projects that are implementable for smaller communities with more limited resources.
- (3) **Application for Bicycle and Pedestrian Planning Grant Funds – Plan Update**– use this application if your community (or county) desires to update a comprehensive bicycle and/or pedestrian plan that is at least five years old. The plan update offers an assessment of the existing plan, its structure and how it has been utilized by the community, and includes an evaluation of past program, policy and project recommendations. The update will further provide additional guidance and recommendations for varied aspects such as projects (short/mid/long-term), policy elements and programs as well as new strategies for implementation. **If a community needs help in determining if either a more standard plan (bullet no. 1 above) or a plan update would be more appropriate, it is recommended to utilize staff contacts found in this document for assistance.**

The applications for the Bicycle and Pedestrian Planning Grant have been designed to be as self-explanatory as possible. Nevertheless, if there is a question about a specific part of the application please see the detailed, step-by-step instructions below or contact Bryan Lopez, 919.707.2606 or Kathryn Zeringue, 919.707.2610.

The application forms are available in a fillable field PDF format. The application form and relevant documents will be accepted in digital format only and should be emailed to Bryan Lopez at balopez@ncdot.gov with subject title, FALL 2019 Planning Grant Initiative Application – Your Municipality or County Name. Every effort should be made to convert completed application form and scanned files to PDF format. (There is a maximum 25 megabyte application packet size for emailing per municipality).

Step-by-Step Instructions

Instructions for each section of the application are listed below, in order of the application.

Applicant Information

1. Population = the year-round population of the municipality (or county if for a county plan).
2. NCDOT Divisions – the 14 divisions are divided by county. To determine the division in which your municipality resides visit: (<https://www.ncdot.gov/divisions/highways/Pages/divisions.aspx>).
3. The "department applying for the grant" should be a municipal department in which the "Contact Person" works. **The Contact Person may or may not have prepared the application, but will be the key contact for the municipality with regards to the grant, and must be a full-time, permanent employee of the municipality.**

Eligibility Criteria

1. Municipalities with populations greater than 10,000 must choose to develop either a bicycle or a pedestrian plan. Municipalities with populations below 10,000 are eligible to apply for a joint bicycle and pedestrian plan, but still have the option of applying for a stand-alone pedestrian or a stand-alone bicycle plan. Neighboring municipalities may apply for a joint plan, but must contact the Bike and Pedestrian Division for guidance prior to application submission.
2. Counties that have populations of 50,000 or less, may apply for a bicycle or pedestrian planning grant, on behalf of incorporated communities and/or unincorporated areas within their jurisdiction.
3. Municipalities with populations below 5,000 may apply for a project acceleration plan.
4. All Municipalities (and counties with populations of less than 50,000) who currently have bicycle plans and/or pedestrian plans, either through this grant program or otherwise, may apply to update their plan provided it is at least five years old.
5. The application must be signed and dated by the appropriate staff person in the space provided. Please print the signatory's title and name in the space directly to the right and below the signature. Appropriate staff may include a City/Town Manager, Administrator, or Mayor, if authorized.
6. A resolution from the municipal governing body (i.e. the City/Town/County Council) must be provided to be eligible for funding. It is strongly recommended that you ensure this resolution is put on the governing body's agenda in a timely fashion, so that you may send in the signed document with the application.
7. A resolution from the MPO or RPO, as appropriate, must be provided as part of the application. Please include these scanned documents with your application submittal.
 - If you are obtaining a resolution from your representative planning organization, it is strongly recommended that this be put on their agenda in a timely fashion so that you may send in the signed document with your application.
 - If you check "pending" please indicate when you expect to receive your resolution in the date field provided.
 - If you are not a member of an MPO or RPO (and have indicated such in the Applicant Information section) do not check "yes", "no" or "pending" in the Eligibility Criteria section in relation to an MPO or RPO resolution.

Application Questions

We encourage municipalities to make use of local staff members to answer the application questions. We also **highly** encourage municipalities to contact their RPO/MPO or NCDOT's Division of Bicycle and Pedestrian Transportation for assistance in completing the application.

Read each question carefully. Answer all questions thoroughly and concisely – using only the space provided.

Remember to note online references and materials where applicable.

For question No. 2 (question No. 1 in the project acceleration and plan update applications), it may be helpful to look up specific crash data for your community. The North Carolina crash data can be found at http://www.pedbikeinfo.org/pbcat_nc/ and for an interactive map, click [here](#).

For question No. 6 (question No. 3 in the project acceleration application), be sure to check with your MPO/RPO, county, and other regional groups for potentially relevant planning documents.

Project Cost Information

For the Project Cost Range, please refer to the Estimated Costs section of the Bicycle and Pedestrian Planning Grant Initiative Program Overview document. The estimated cost of a plan is based on the population of the municipality (or county, if a county plan).

For the Local Match Percentage, please refer to the Matching Grant Formula section of the Bicycle and Pedestrian Planning Grant Initiative Program Overview document. The amount of the local match is based on the population of the municipality (or county, if a county plan).

Attachments

The *required* and *optional* attachment lists are provided for your convenience with check-boxes to ensure that you have attached everything necessary for submittal. Please check off all items that are attached.

1. **Resumes:** Resumes of any staff person identified in question 7 **must** be attached. Please write the number of resumes included in the space provided.
2. **Municipality Map:** A map of the municipality is required as an attachment. Please keep it within manageable file size (There is a maximum 25 megabyte application packet size for emailing per municipality). You may also provide a link to it as an online reference.
Municipal Resolution: See Eligibility Criteria item #5 above for more information about your municipal resolution.
3. **MPO/RPO Resolution:** See Eligibility Criteria item #6 above for more information about MPO or RPO resolutions.
4. **Letters of Support:** We prefer that all letters of support be collected by the municipality and emailed to NCDOT with your application packet. However, we will accept any letters emailed directly that are received before 5 p.m., August 2, 2019. Unsigned letters or letters from previous grant applications will not be accepted. Letters can be emailed to balopez@ncdot.gov

or mailed to:

Bryan Lopez
NCDOT Bike/Pedestrian Division
1552 Mail Service Center
Raleigh, NC 27699-1552

Please indicate in the space provided how many total letters of support are either attached and/or anticipated to be received by August 2, 2019.

1. **Copies of Previous Plans:** Online information is preferred for any resources referred to in your Application Questions answers. If Web links are not available, summaries of plan information are acceptable. Please do not attach to your email an entire plan; only the pages with the pertinent information should be sent unless it is a bicycle plan or pedestrian plan.
2. **Photos:** We encourage the inclusion of photos showing the municipality's "good" and "bad" locations for walking and/or biking and any other photos that would help reviewers to better understand the community. Links to specific Google Maps Streetview locations are also acceptable.

Preparer Information

If the person who prepared the application is different from the "Contact Person" provided in the Applicant Information section, please provide the preparer's information in space provided. **We encourage municipalities to utilize local staff to prepare the application and to answer application questions.** Assistance from RPO/MPO may also be pursued, if needed.

Submission Instructions

1. Please submit in one e-mail the completed application in PDF format, the signed first page of the application, and any relevant scanned attachments.
2. Format for application materials submitted:
 - Make sure municipality name is printed in the top right corner the pages of the application where indicated.
 - Application packet is to be submitted together in the following order:
 1. Application (eight [8] pages)
 2. Municipal/County Resolution
 3. MPO/RPO Resolution
 4. Municipal Map
 5. Letters of Support
 6. Other materials
3. Applications will be accepted via e-mail only.
 - Maximum application packet size per municipality must be no larger than 25 megabyte
 - Completed application form and relevant scanned documents should be converted to PDF format.

- Please use reference links to large files such as maps and previous plans.

Commitment for Participation in Implementation Survey Report

According to General Statute legislation, NCDOT's Division of Bicycle and Pedestrian Transportation is required to produce an annual report on the implementation of projects identified in funded plans. Therefore, local governments receiving funds for the development of bicycle and/or pedestrian plans will be required to annually respond to a project implementation survey.

Email final application to:

Contact: Bryan Lopez at balopez@ncdot.gov

Subject Title: FALL 2019 Planning Grant Initiative Application – Your Municipality Name

Format: Every effort should be made to convert the completed application form and all scanned files to PDF format

Application Package: There is a maximum 25 megabyte application packet size for emailing per municipality

For questions: Bryan Lopez, 919.707.2606 or Kathryn Zeringue, 919.707.2610