Application Instructions – 2020 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.

Applications are only being accepted online via the Submittable application portal. The online service allows the applicant to create a login account so partially completed applications may be saved and returned to. It is not necessary to complete the application in one session.

**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](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.

The below Eligibility Table summarizes criteria nos. 1 through 4.
Table 1 - Eligibility Table

*Existing plan must be at least 5 years old to be eligible for Plan Update.

<table>
<thead>
<tr>
<th>Population</th>
<th>Comprehensive Bicycle Plan</th>
<th>Comprehensive Pedestrian Plan</th>
<th>Combined Bicycle + Pedestrian Plan</th>
<th>Project Acceleration (abbreviated plan)</th>
<th>Plan Update*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town or city &lt; 5,000 population</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Town or city between 5,000 and 10,000 population</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Town or city &gt; 10,000 population</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Counties &lt; 50,000 population</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Counties &gt; 50,000 population</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Not eligible</td>
</tr>
</tbody>
</table>

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 must be attached.
2. **Municipality Map**: A map of the municipality is required as an attachment. Please keep it within manageable file size. You may also provide a link to it as an online reference.
3. **Municipal Resolution**: See Eligibility Criteria item #6 above for more information about your municipal resolution.
4. **MPO/RPO Resolution**: See Eligibility Criteria item #7 above for more information about MPO or RPO resolutions.
5. **Letters of Support**: We prefer that all letters of support be collected by the municipality and uploaded to the application portal. However, we will accept any letters emailed directly that are received before 5 p.m., June 30, 2020. 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 Integrated Mobility 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 June 30, 2020.
6. **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.
7. **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.
8. Submittable enables the uploading of the required supporting documents (such as municipal resolutions, MPO/RPO resolutions, etc.). Acceptable file formats for uploaded documents include:
   - .pdf
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. The applications are available online at the Submittable application portal. This online portal will accept the entirety of the application including contact information, narrative response, and supporting documents. Unlike in previous years, emailed applications will not be accepted.
2. The online service allows the applicant to create a login account so partially completed applications may be saved and returned to. It is not necessary to complete the application in one session.
3. Please title your application appropriately using the name of the local government, e.g. “Town of Eden.”
4. There are no word limits to responses.
5. There are 3 unique application forms depending on the preferred program of the applicant, each with unique submission links. It is the responsibility of the applicant to complete the correct application. Applications that submitted mistakenly for the wrong program type are at risk to be disqualified from consideration. Please see the eligibility table to ensure compliance with criteria.
   - Application for Comprehensive Bicycle and/or Pedestrian Plans: [https://ncdot.submittable.com/submit/160018/2020-planning-grant-initiative-comprehensive-plans-application](https://ncdot.submittable.com/submit/160018/2020-planning-grant-initiative-comprehensive-plans-application)
   - Application for Project Acceleration Plans: [https://ncdot.submittable.com/submit/160444/2020-planning-grant-initiative-project-acceleration-plans](https://ncdot.submittable.com/submit/160444/2020-planning-grant-initiative-project-acceleration-plans)
   - Application for Existing Plan Update:
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.

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