**REQUEST FOR STATEWIDE PROJECT FUNDS**

**(Division-wide Small Construction, Statewide Contingency, Economic Development, Public Access, High Impact/Low Cost)**

**NC Department of Transportation**

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| --- | --- | --- | --- | --- | --- |
| **DIVISION** |       | **COUNTY** |       | **DATE** |       |
| **WBS NO.** |       | **FUND DOC. NO.** |        | **FISCAL YEAR** |       |
| **MUNICIPALITY:** |        |
| **DESCRIPTION OF WORK REQUESTED (including route & termini & map)** |
|       |
| **Plans Prepared By:** |       | **Construction By:** |       |
| **JUSTIFICATION AND/OR COMMENTS:** |
|       |
|  |
| **TOTAL ESTIMATED PROJECT COST:** |       |
| **TOTAL FUNDING AMOUNT REQUESTED:**  |       (show funding breakdown per program below) |
|  **Small Construction (max. $250K FY)** |       | **Economic Development** |       |
|  **Contingency** |       | **Public Access\*** |       |
|  **High Impact/Low Cost (max. $1.5M**  **per project)** |       |  **TYPE: Fire Dept.** **[ ]  School** **[ ]  Industrial\*** **[ ]**  |
| **OTHER FUNDING:**  |       | **Other (Specify)** |       |
|       |
| **REQUESTED BY:**  |       |
| **CONTINGENCY SPONSORS:** | **Senate** |       | **House** |       | **Secretary** |       |
|       |
| **Funds that county/city has received in past 12 months****:** |       |
|  |
| **Reviewed By\*\*** |       | **(Division Engineer)** | **Date**  |       |
| **Reviewed By\*\*** |       | **(Chief Engineer)** | **Date**  |       |
|  |
| **Action By** |       | **(Secretary of Transportation or delegated authority)** | **Date**  |       |
| **Conditions, if any:**  |       |
| **APPROVED AMOUNT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |
| **\*Additional Data for Industrial Access Funding Requests:** |
|  **Dept. of Commerce contact** (if any) |       |
|  **Number of new jobs**  |       | **Expansion or New Industry (circle one)** |       |
|  **Value of investment** |       | **Date of opening**  |       |
|  |  |  |
| \*\*Review: | Small Construction | Division Engineer, Chief Engineer |
|  | Economic Development | Division Engineer, Chief Engineer |
|  | Statewide Contingency | Division Engineer, Chief Engineer |
|  | Public AccessHigh Impact/Low Cost | Division Engineer, Chief EngineerDivision Engineer, Chief Engineer |
|  |  | (10/12/2017) |

**\*\*Signature** indicates compliance with Chapter 138A, State Government Ethics Act, and the NCDOT Ethics Policy.

**Resolution** of support from local government/municipality required for projects when project funding exceeds $250,000.

**Vicinity Map, Sketch of project, Project scope, and Cost estimates required on all projects.**

**GUIDELINES FOR REQUESTING STATEWIDE PROJECT FUNDS**

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| **Small Construction Funds****Background:*** Established 1985 to fund small projects in and around cities and towns which could not be funded in the Statewide Transportation Improvement Program
* Budget Bill provisions currently allow for use on variety of transportation projects for municipalities, counties, businesses, schools and industries throughout the State
* Funds allocated equally to each Division

**Project Selection Criteria:*** $250,000 maximum amount per project per Fiscal Year, unless otherwise approved by the Secretary of Transportation
* Right-of-way should be provided at no cost to NCDOT
* Utility relocations should be accomplished at no cost to NCDOT
* Requests received from municipalities, counties, businesses, schools and industrial entities, and NCDOT staff.
* Request should be submitted to the Division Engineer providing technical information such as location, improvements being requested, timing, etc. for thorough review.

**Technical Review and Approval by NCDOT:*** Division Engineer performs field inspection and forwards documentation to Chief Engineer for review and presentation to the Project Review Committee.
* The Project Review Committee will make a recommendation for further investigation or to include on the Board Agenda for action by the Secretary, NCDOT.
 | **Statewide Contingency Funds**: **Background:*** Created for statewide rural or small urban highway improvements and related transportation enhancements to public roads/public facilities, industrial access roads, and spot safety projects.

Project Selection Criteria:* The President Pro Tempore of the Senate, the Speaker of the House and the Secretary of Transportation sponsor project requests from this fund.
* $12 million fund administered by the Secretary of Transportation.
* Requests received from municipalities, counties, businesses, schools, citizens, legislative members, and NCDOT staff.
* Request should include a clear description and justification of the project.

**Technical Review and Approval by NCDOT:** * Division Engineer performs field inspection and forwards documentation to Chief Engineer for review and presentation to the Project Review Committee.
* The Project Review Committee will make a recommendation for further investigation or to include on the Board Agenda for action by the Secretary, NCDOT.
* Chief Engineer’s Office will review and verify that the Contingency Fund files are complete and accurate.

  | **Public Access Funds**: **Background:**Created in 1959 to assist in attracting new industry and/or relocating or expanding industry. Funding for public school bus drives, access roads to public airports and medical facilities; driveways for rural fire district and rescue squad facilities.**Project Selection Criteria:*** Requests received from schools, volunteer fire departments, and industrial entities.
* $50,000 limit per public school site
* $25,000 limit for Fire Department & Rescue Squad driveway projects
* Industrial access project limit $1,000 per employee for new or expanding industry
* Requests should be submitted to the Division Engineer or Chief Engineer’s Office providing technical information such as location, improvements being requested, timing, job and investment information, etc. for thorough review.

**Technical Review and Approval by NCDOT:*** Division Engineer performs field inspection and forwards documentation to Chief Engineer for review and presentation to the Project Review Committee.
* The Project Review Committee will make a recommendation for further investigation or to include on the Board Agenda for action by the Secretary, NCDOT.
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| **Economic Development Funds****Background:*** Established to expedite transportation projects that promote commercial growth as well as either job creation or job retention.

**Project Selection Criteria:*** $2500 per job (new & retained) allowed unless waived by the Secretary of Transportation
* $400,000 maximum amount per project, unless otherwise approved by the Secretary of Transportation
* New access roads must be approved by NCDOT and serve multiple property owners or government owned property; roads will become part of the State Highway System or serve as public roads maintained by a government agency
* Access roads must terminate at property line

**Technical Review and Approval by NCDOT:*** Division Engineer performs field inspection and forwards documentation to Chief Engineer for review and presentation to the Project Review Committee.
* The Project Review Committee will make a recommendation for further investigation or to include on the Board Agenda for action by the Secretary, NCDOT.
 | **High Impact/Low Cost Funds****Background:*** Established in 2017 to provide funds to complete low cost projects with high impacts to the transportation system including intersection improvement projects, minor widening projects, and operational improvement projects.
* Funds allocated equally to each Division

**Project Selection Criteria:*** Each Division is responsible for selecting their own scoring criteria for determining projects funded in this program. At a minimum, Divisions must consider all of the following in developing scoring formulas:

(1) The average daily traffic volume of a roadway and whether the proposed project will generate additional traffic.(2) Any restrictions on a roadway.(3) Any safety issues with a roadway.(4) The condition of the lanes, shoulders, and pavement on a roadway.(5) The site distance and radius of any intersection on a roadway.* $1.5M max per project unless otherwise approved by the Secretary of Transportation
* Projects are expected to be under contract within 12 months of funding approval by BOT

**Technical Review and Approval by NCDOT:*** Division Engineer completes project scoring evaluations to determine project funding eligibility.
* Division Engineer determines projects to be funded and requests approval of funding from the Chief Engineer. Division Engineer shall supply all necessary project information included funding request forms, project designs and cost estimates.
* The Project Review Committee will make a recommendation for further investigation or to include on the Board Agenda for action by the Secretary, NCDOT.
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| * **Projects with total cost greater than $250,000 require a resolution from the city/town/county; in lieu of resolution, a 45-day notification period for the city/town/county prior to placing project on the Board agenda.**
* **Statewide Project Review Committee: Secretary of Transportation Representative(s); Chief Financial Officer; Chief Engineer; Deputy Chief Engineer; State Traffic Engineer; Director of Highway Operations**
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**(10/12/2017)**