## Pavement Rehabilitation and Complete Streets – Application Instructions

Project sponsors are asked to complete the following application form and submit to UCTC by January 25, 2018 at close of business (5:00pm).

All applications will be reviewed by a sub-committee of the UCTC Technical Committee based on the information submitted by the applicant.

Please complete all sections and be sure to reference the source of any data, cost estimates or other pertinent information included. Applications should be accompanied by a signed cover letter from the Chief Elected Official of the sponsoring organization that supports the application.

**Applications and cover letter signed by the Chief Elected Official should be emailed to** [**uctc@co.ulster.ny.us**](mailto:uctc@co.ulster.ny.us) **by 5:00pm on January 25h, 2018.**

|  |  |  |
| --- | --- | --- |
| **Estimated Funds Available for Distribution (in millions of dollars)** | | |
| **PIN** | **2019** | **2020** |
| **8T0714: Bridges** | $1.205 | $1.125 |
| **8T0715: Paving** | $0.706 | $0.675 |

## Section A: Sponsor Information and Project Priority

1) Project Name:

2) Project Location (city, town, village, etc.):

3) Project Sponsor (government body submitting the proposal):

4) Contact person with direct knowledge of the project:

Name:

Municipality/Organization:

Title:

Street Address:

City/Zip:

Telephone:

Email:

5) Place an “X” in the boxes to indicate that you have read and understand the following:

|  |  |
| --- | --- |
|  | The sponsor has provided a signed cover letter from the chief elected official or equivalent along with this Project Justification Package. |
|  | The sponsoring municipality or agency agrees to provide the minimum required local match (20% of the total project cost). NOTE: The 20% local match may be reduced depending on the project type, the federal fund source and the availability of matching state funds. |
|  | The sponsoring municipality or agency acknowledges that funds for locally administered federal aid projects will be provided on a reimbursement basis. The sponsor will be responsible for 100% of the upfront costs and will be reimbursed following completion of the project. |
|  | The sponsoring municipality or agency acknowledges that the cost estimate provided by the sponsor may be adjusted by UCTC staff based on federal unit costs or other information related to federal aid projects. |
|  | The sponsoring municipality or agency acknowledges that if preliminary engineering funds are not obligated in the federal fiscal year in which they are programmed, the entire project will be removed from the TIP and federal funds will be reprogrammed for other purposes. The project would then have no status. The UCTC Technical Committee can take action to approve exceptions to this rule at its discretion. |

6) Sponsors submitting multiple project proposals should numerically rank them (1 being highest) as an indication of their priority.

Priority Level (if submitting multiple applications under this category):

## Section B: Project Description Including Key Project Elements

Describe the proposed project with as much detail as possible including key project features by dominant project type. If the project proposal is directly related to an existing federal aid project, provide that PIN as well.

For All Pavement Projects:

1. What are the limits of the project (Describe the beginning and endpoints of the project using side street names, reference markers or specific street addresses).
2. If the project is related to an existing federal aid project funded in the TIP, provide the NYSDOT PIN number.
3. What is the AADT (Annual Average Daily Traffic) and what year is the traffic count from? What is the percentage of Heavy Vehicles, if known? Refer to the NYSDOT traffic data view for more information at: <http://gis3.dot.ny.gov/html5viewer/?viewer=tdv>.
4. What is the project’s purpose and need? Is it preventive maintenance, corrective maintenance, or rehabilitation (system renewal) (it is not anticipated that there will be sufficient funds available for reconstruction project proposals under this solicitation)? Provide the condition score and/or other necessary engineering data that describes the problem. Applicants should refer to the standard assessment protocol outlined in the [New York State Department of Transportation Pavement Condition Assessment](https://www.dot.ny.gov/divisions/engineering/technical-services/technical-services-repository/pavement/nlp_cond_assess_manual.pdf) manual for background on pavement scoring. Note: Preventive/corrective maintenance projects typically have a pavement condition score of 6. A pavement can be considered for preventive/corrective maintenance with a condition score of 5 if the previous year the score was 6. Pavements with a score of 7 can be crack sealed after 4 to 6 years of service. Pavements with a condition score of 5 or less for more than two cycles are considered to be beyond preservation and should be considered for rehabilitation or reconstruction (system renewal projects).
5. How was the need for the project identified? Was the project derived from a local pavement condition inventory, a planning/engineering study, part of an overall plan, or part of an existing capital plan? Other source? Provide a copy or web link to the related planning/engineering studies or other planning work as part of this application.
6. What specific pavement treatment will be used in the project? For examples of pavement work by category, see page 15 of the NYSDOT TIP/STIP Policy Guidance Document (Part 1) for the 2016 TIP Update on UCTC’s website at: <http://ulstercountyny.gov/planning/transportation-improvement-plan> (bottom of page).
7. Are other treatments included in the project such as ADA compliant project elements or complete streets features, including low cost treatments to address identified needs related to sidewalk gaps, better access for transit and improved bicycle access features such as striping? ADA compliant project elements, such as the number of sidewalk curb ramps to be upgraded or the replacement of an impassible panel of sidewalk, must be identified as part of any resurfacing project on a roadway with sidewalks. Note: For resurfacing projects on roadways with sidewalks a technical advisory found at: <http://www.ada.gov/doj-fhwa-ta.htm> and issued jointly by the USDOT and US Department of Justice requires that such projects address the need for, or adequacy of, ADA curb ramps and crosswalks. See NYSDOT’s website at <http://on.ny.gov/1lyFENP> and <http://on.ny.gov/1IYlNMK> for more information. For more information on complete streets features for different project types see NYSDOT’s website at: <http://on.ny.gov/1Rd5vHM>.

1. Is there a specific traffic safety problem, based on documented crash history, the project intends to address? Provide relevant crash data and identify the specific project element that intends to reduce the documented crashes.

1. What is the length of the pavement area in feet or miles?
2. What is the width of the pavement area in feet (curb to curb or pavement edge to pavement edge if no curbs)?
3. Provide the following information in the table below for pre and post project conditions. If the width of the cross section (e.g. shoulder width, travel lane width, median width, sidewalk width, bike lane width, etc.) varies throughout the length of the project area, then provide the information for each segment where a new cross section exists and/or is proposed. Include ADA features as well. Do not leave blank spaces - insert N/A if the topic is not applicable to the proposed project.

|  |  |  |
| --- | --- | --- |
| Cross Section Feature | Base Condition (Pre-Project) | Proposed Condition (Post Project) |
| Total Number of Travel Lanes in Cross Section |  |  |
| Number of Travel Lanes by Direction |  |  |
| Width of Travel Lanes (Feet) |  |  |
| Shoulder Type (paved or unpaved) |  |  |
| Shoulder Width by Direction (Feet) |  |  |
| Median Type (i.e. Raised or two way center turn lane) |  |  |
| Median Width (Feet) |  |  |
| Parking Lane Width by Direction (Feet) |  |  |
| On-Street Bike Lane Width by Direction (Feet) |  |  |
| Multi-Use Path Width (Feet) |  |  |
| Number of Mid-block Crosswalks |  |  |
| Sidewalk Width by Direction (Feet) |  |  |

(table continues on following page)

|  |  |  |
| --- | --- | --- |
| Sidewalk/Path Buffer/Planting Area/Maintenance Strip Width (Feet) |  |  |

1. Any additional information the sponsor would like to provide about the project?

## Section C: Project Costs

1) Estimated Total Project Costs Worksheet

Sponsors should complete the worksheet below using the best available cost estimates.

If the project includes an element(s) for which no direct reference is available, please provide a cost estimate and indicate its source.

Note: All project cost estimates may be inflated 3.0% annually by UCTC staff if necessary.

|  |  |
| --- | --- |
| Construction Costs (in 2017 $) | $ |
| +Inspection Cost/Contingency (10%)\* | $ |
| +All Design Phases\*\*: |  |
| For Pavement Preservation (10%)\* | $ |
| **=Total Project Cost\*\*\*** | $ |

Source of cost estimate:

Notes:

\* Percentages shown are percentages of the construction cost.

\*\* Select the percentage to apply for all design phases based on project type.

\*\*\* The total in the project cost worksheet must equal the total in the funding worksheet.

2) Funding Worksheet

Sponsors should note the proposed sources of funding for the project. For clarity, the amount of federal funds requested has been separated from the required local match (though the two together constitute the federal aid requested as funds are provided on a reimbursement basis. Overmatches and other sources of funding beyond the required match should also be noted.

|  |  |
| --- | --- |
| Federal Funds Requested + Required 20% Local Match\* | $ |
| +Additional Local Funds Beyond the Required Match\*\* | $ |
| +Funds for Other Sources Beyond the Required Match\*\* | $ |
| *List the source of the other funding:* |  |
| =Total Project Cost\*\*\* | $ |

Notes:

\* Match percentage may vary based on federal fund source requirements.

\*\* These funds would be in addition to the required Local Match.

\*\*\* The total in the project cost worksheet must equal the total in the funding worksheet.

3) What is your preferred year for design and construction? Select one. Note that the federal fiscal year begins on October 1st and ends September 30th. The preferred year is not guaranteed.

|  |  |
| --- | --- |
| Check one box: | |
|  | 3rd year (FFY2019-2020) of 2017-2021 TIP |
|  | 4th year (FFY2020-2021) of 2017-2021 TIP |
|  |  |

## Section D: Project Evaluation

Projects must be consistent with the goals and objectives of the UCTC Year 2040 Long Range Transportation Plan and meet an identified federal aid eligible need. Project evaluation criteria will include:

* **Cost/Benefit Ratio:** Quantifiable project benefits divided by the annualized cost of the project will be evaluated based on information provided by the applicant in the sections above. Information is subject to verification by the UCTC TIP Subcommittee.
* **Regional Benefit:** As described here, the UCTC TIP Subcommittee will consider NYSDOT’s “Preservation First” framework when considering regional benefit of project proposals. This strategy focuses on preventive, corrective and demand work using Asset Management principles and data driven decision making. The highest priority is to preserve the functionality of the existing highway system in a manner that provides a regional benefit to all users of the system. Applicants that are able to show
* **Project Delivery:** ability of the project sponsor to deliver the project on schedule.