

# CITY OF HIGH POINT

## AGENDA ITEM



**Title:** Municipal Agreement with NCDOT for the Second Strategic Highway Research Program (SHRP2) Transportation Visioning for Communities Grant

**From:** Mark McDonald, Transportation Director

**Meeting Date:** Monday September 21, 2015

**Public Hearing:** No

**Advertising Date:** NA

**Advertised By:** NA

**Attachments:** Municipal Agreement

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### **PURPOSE:**

Consideration of a Municipal Agreement with the North Carolina Department of Transportation (NCDOT) for a Second Strategic Highway Research Program (SHRP2) Transportation Visioning for Communities Grant.

### **BACKGROUND:**

The Federal Highway Administration (FHWA) developed the SHRP2 program to identify ways for agencies to work together more efficiently, coordinating the efforts of a wide range of stakeholders and leveraging advances in diverse fields such as bridge construction, nondestructive testing techniques, data analysis, and collaborative decision making. The High Point Metropolitan Organization has been awarded a SHRP2 grant for the development of a transportation plan for the High Point Multi-Modal Transportation Facility. This grant will assist with the development of a long term vision for the area that includes the High Point Train Depot, the Hi tran Broad Avenue Terminal, and the surrounding area.

### **BUDGET IMPACT:**

The grant award is for \$50,000 with no local match required. Any additional project cost above the award of \$50,000 will be provided by the High Point Metropolitan Planning Organization (HPMPO). The HPMPO has budgeted \$25,000 for this project and approved a resolution of support. The HPMPO budget is part of the High Point Department of Transportation's approved FY2015-2016 budget.

### **RECOMMENDATION / ACTION REQUESTED:**

Council is requested to approve this Municipal Agreement and authorize the appropriate city official to execute all necessary documents.

NORTH CAROLINA

**LOCALLY ADMINISTERED PROJECT -  
FEDERAL**

GUILFORD COUNTY

DATE: 7/29/2015

NORTH CAROLINA DEPARTMENT OF  
TRANSPORTATION

TIP #: M-0503

AND

WBS Elements: PE 44559.1.1

CITY OF HIGH POINT

FEDERAL-AID NUMBER: SHRP-0710(35)

CFDA #: 20.205

Total Funds [NCDOT Participation] \$50,000

THIS AGREEMENT is made and entered into on the last date executed below, by and between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the "Department" and the City of High Point, hereinafter referred to as the "Municipality".

**WITNESSETH:**

WHEREAS, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) established the Future Strategic Highway Research Program (SHRP2), which allows for the allocation of Highway Trust funds to be available for certain specified transportation activities; and,

WHEREAS, the Municipality is the lead planning agency for the High Point Urban Area Metropolitan Planning Organization (HPMPO); and,

WHEREAS, the Municipality on behalf of the HPMPO has requested federal funding from the SHRP2 Implementation Assistance Program for a Multi-modal Transportation Facility Vision Plan, hereinafter referred to as the Project, in Guilford County, North Carolina; and,

WHEREAS, subject to the availability of federal funds, the Municipality has been designated as a recipient to receive funds allocated to the Department by the Federal Highway Administration (FHWA) up to and not to exceed the maximum award amount of \$50,000 for the Project; and,

WHEREAS, the Department has agreed to administer the disbursement of said funds on behalf of FHWA to the Municipality for the Project in accordance with the Project scope of work and in accordance with the provisions set out in this Agreement; and,

WHEREAS, the governing board of the Municipality has agreed to participate in certain costs and to assume certain responsibilities in the manner and to the extent as hereinafter set out; and,

WHEREAS, this Agreement is made under the authority granted to the Department by the North Carolina General Assembly including, but not limited to, the following applicable legislation: General Statutes of North Carolina (NCGS) Section 136-66.1, Section 136-71.6, Section 160A-296 and 297, Section 136-18, Section 136-41.3 and Section 20-169, to participate in the planning, construction and/or implementation of the Project approved by the Board of Transportation.

NOW, THEREFORE, this Agreement states the promises and undertakings of each party as herein provided, and the parties do hereby covenant and agree, each with the other, as follows:

## **1. GENERAL PROVISIONS**

### **FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT**

All parties to this Agreement, including contractors, subcontractors, and subsequent workforces, associated with any work under the terms of this Agreement shall provide reports as required by the Federal Funding Accountability and Transparency Act (FFATA) for this Project.

### **AGREEMENT MODIFICATIONS**

Any modification to scope, funding, responsibilities, or time frame will be agreed upon by all parties by means of a Supplemental Agreement.

### **LOCAL PUBLIC AGENCY TO PERFORM ALL WORK**

The Municipality shall be responsible for administering all work performed and for certifying to the Department that all terms set forth in this Agreement are met and adhered to by the Municipality and/or its contractors and agents. The Department will provide technical oversight to guide the Municipality. The Department must approve any assignment or transfer of the responsibilities of the Municipality set forth in this Agreement to other parties or entities.

### **PERSON IN RESPONSIBLE CHARGE**

The Municipality shall designate a person or persons to be in responsible charge of the Project, in accordance with Title 23 of the Code of Federal Regulations, Part 635.105. The person, or persons, shall be expected to:

- Administer governmental project activities, including those dealing with cost, time, adherence to contract requirements, construction quality and scope of Federal-aid projects;
- Maintain knowledge of day to day project operations and safety issues;
- Make or participate in decisions about changed conditions or scope changes that require change orders or supplemental agreements;
- Visit and review the project in accordance with the project scope and scale;
- Review financial processes, transactions and documentation to reduce the likelihood of fraud, waste, and abuse;
- Direct project staff, agency or consultant, to carry out project administration and contract oversight, including proper documentation; and
- Be aware of the qualifications, assignments and on-the-job performance of the agency and consultant staff at all stages of the project.

The person in responsible charge must be a full-time employee of the Municipality, but the duties may be split among several employees, if necessary.

#### **COMPLIANCE WITH STATE/FEDERAL POLICY**

The Municipality, and/or its agent, including all contractors, subcontractors, or sub-recipients shall comply with all applicable Federal and State policies and procedures, stated both in this Agreement and in the Department's guidelines and procedures, including the *Local Programs Management Handbook*.

#### **FAILURE TO COMPLY - CONSEQUENCES**

Failure on the part of the Municipality to comply with any of the provisions of this Agreement will be grounds for the Department to terminate participation in the costs of the Project and, if applicable, seek repayment of any reimbursed funds.

## **2. SCOPE OF PROJECT**

The Project consists of developing a concept plan which engages and builds consensus among a variety of partners and community stakeholders. The Project will also develop a vision for the

multi-modal transportation facility and surrounding area that serves not only the City of High Point but the entire HPMPO region that promotes livability, walkability, improved access, and economic development opportunities through land use, urban design, and redevelopment, as further described in the Statement of Work, attached hereto as Appendix A.

The Department's funding participation in the Project shall be restricted to the items as shown in Appendix A.

### **3. FUNDING**

#### **REIMBURSEMENT FOR ELIGIBLE ACTIVITIES**

Subject to compliance by the Municipality with the provisions set forth in this Agreement and the availability of federal funds, the Department shall reimburse one hundred percent (100%) of eligible expenses incurred by the Municipality up to a maximum amount of Fifty Thousand Dollars (\$50,000) from the SHRP2 Implementation Assistance Program. The Municipality shall provide all costs that exceed the total funding of \$50,000.

### **4. PERIOD OF PERFORMANCE**

The Municipality shall complete the Project by 12/31/2016. Completion for this Agreement is defined as completion of all implementation activities, acceptance of the project, and submission of a final reimbursement package to the Department.

If additional time is needed to complete the Project, then a supplemental agreement must be executed. The Department and/or FHWA reserves the right to revoke the funds awarded if the Municipality is unable to meet milestone dates included herein.

### **5. AUTHORIZATION**

Upon receipt of an executed agreement, the Department will authorize funds and shall issue a notice to proceed to the Municipality, in writing, once funds have been authorized and can be expended. The Municipality shall not contract for, or perform any work prior to receipt of written authorization from the Department to proceed. Any work performed, or contracts executed, prior to receipt of written authorization to proceed will be ineligible for reimbursement.

## **6. PROFESSIONAL AND ENGINEERING SERVICES**

### **PROCUREMENT POLICY**

When procuring professional services, the Municipality must adhere to Title 49 Code of Federal Regulations Part 18.36; Title 23 of the Code of Federal Regulations, Part 172; Title 40 United States Code, Chapter 11, Section 1101-1104; NCGS 143-64, Parts 31 and 32; and the Department's *Policies and Procedures for Major Professional or Specialized Services Contracts*. Said policies and standards are incorporated in this Agreement by reference at [www.fhwa.dot.gov/legisregs/legislat.html](http://www.fhwa.dot.gov/legisregs/legislat.html) and [www.ncleg.net/gascripts/Statutes/Statutes.asp](http://www.ncleg.net/gascripts/Statutes/Statutes.asp).

- The Municipality shall ensure that a qualified firm is obtained through an equitable selection process, and that prescribed work is properly accomplished in a timely manner and at a just and reasonable cost.
- All Professional Services Firms shall be pre-qualified by the Department.
- A pre-negotiation audit will be conducted by the Department's External Audit Branch. The Municipality shall not execute a consultant contract until the Department's review has been completed.

### **SMALL PROFESSIONAL AND ENGINEERING SERVICES FIRMS REQUIREMENTS**

Any contract entered into with another party to perform work associated with the requirements of this Agreement shall contain appropriate provisions regarding the utilization of Small Professional Services Firms (SPSF). This policy conforms with the SPSF Guidelines as approved by the North Carolina Board of Transportation.

- The Municipality shall not advertise nor enter into a contract for services performed as part of this Agreement, unless the Department provides written approval of the advertisement or the contents of the contract.
- If the Municipality fails to comply with these requirements, the Department will withhold funding until these requirements are met.

### **IN-HOUSE STAFF**

If the Professional and Engineering Services required for this project will be undertaken by the Municipality, and the Municipality requests reimbursement, then the Municipality must

submit a request and supporting documentation, to the Department to review and approval, prior to any work being initiated by the Municipality.

#### **REVIEW AND APPROVAL BY THE DEPARTMENT**

All procurement proposals shall be submitted to the Department for review and approval before Municipality executes a contract. The Department will provide written approval to the Municipality.

### **7. PLAN AND DEVELOPMENT**

The Municipality, and/or its agent, shall prepare all requirements of the Work Plan.

#### **SUBMITTAL REQUIREMENTS**

During the process of development, all draft copies of the plan and related information shall be submitted to the Department at:

Transportation Planning Branch  
ATTN: Hemal Shah  
NCDOT High Point MPO Coordinator  
1554 Mail Service Center  
Raleigh, NC 27699-1554

#### **CHANGE ORDERS**

If any changes in the Project are necessary, the Department must approve such changes prior to the work being performed.

### **8. ADMINISTRATION**

- The Municipality shall designate a full-time permanent employee to serve as a Project Manager.
- At a minimum, quarterly meetings will be held between all parties to discuss and review the progress of the Project. A meeting report will be written and submitted to all parties.

## **9. FINAL PROJECT CERTIFICATION**

Upon completion of the Project, the Municipality shall provide a certification to the Department that all work performed for this Project is in accordance with all applicable standards, guidelines, and regulations. The Municipality shall provide all reports as required by the SHRP2 grant.

## **10. REIMBURSEMENT**

### **SCOPE OF REIMBURSEMENT**

Activities eligible for funding reimbursement for this Project shall include the deliverables under the Work Plan as shown in Appendix A.

### **REIMBURSEMENT GUIDANCE**

The Municipality shall adhere to applicable administrative requirements of Title 2 Code of Federal Regulations, Part 200 ([www.fhwa.dot.gov/legisregs/directives/fapgtoc.htm](http://www.fhwa.dot.gov/legisregs/directives/fapgtoc.htm)) "Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards." Reimbursement to the Municipality shall be subject to the policies and procedures contained in Title 23 Code of Federal Regulations, Part 140 and Part 172, which is being incorporated into this Agreement by reference at [www.fhwa.dot.gov/legisregs/directives/fapgtoc.htm](http://www.fhwa.dot.gov/legisregs/directives/fapgtoc.htm). Reimbursement to the Municipality shall be subject to the guidance contained in Title 2 Code of Federal Regulations, Part 170 (<http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf>) and Office of Management and Budget (OMB) "Federal Funding Accountability and Transparency Act" (FFATA). Said reimbursement shall also be subject to the Department being reimbursed by the Federal Highway Administration and subject to compliance by the Municipality with all applicable federal policy and procedures.

### **REIMBURSEMENT LIMITS**

#### **▪ WORK PERFORMED BEFORE NOTIFICATION**

Any costs incurred by the Municipality prior to written notification by the Department to proceed with the work shall not be eligible for reimbursement.

#### **▪ NO REIMBURSEMENT IN EXCESS OF APPROVED FUNDING**

At no time shall the Department reimburse the Municipality costs that exceed the total funding per this Agreement and any Supplemental Agreements.



- **UNSUBSTANTIATED COSTS**

The Municipality agrees that it shall bear all costs for which it is unable to substantiate actual costs or any costs that have been deemed unallowable by the Federal Highway Administration and/or the Department's Financial Management Division.

- **WORK PERFORMED BY NCDOT**

The Department does not anticipate any charges to the Project; however, in the event that the Department needs to charge to the Project, it shall reduce the maximum award amount of \$50,000 available to the Municipality under this Agreement. The Department will bill the Municipality for any costs that exceed the Total Funding of \$50,000.

## **BILLING THE DEPARTMENT**

- **PROCEDURE**

The Municipality may bill the Department for eligible Project costs in accordance with the Department's guidelines and procedures. Proper supporting documentation shall accompany each invoice as may be required by the Department. By submittal of each invoice, the Municipality certifies that it has adhered to all applicable state and federal laws and regulations as set forth in this Agreement.

Along with each invoice, the Municipality is responsible for submitting the FFATA Subrecipient Information Form, which is available at <https://connect.ncdot.gov/municipalities/Funding/Pages/default.aspx>.

- **INTERNAL APPROVALS**

Reimbursement to the Municipality shall be made upon approval of the invoice by the Department's Financial Management Division.

- **TIMELY SUBMITTAL OF INVOICES**

The Municipality may invoice the Department monthly for work accomplished, but no less than once every six (6) months to keep the Project funds active and available. If the Municipality is unable to invoice the Department, then they must provide an explanation. Failure to submit invoices or explanation may result in de-obligation of funds.

- **FINAL INVOICE**

All invoices associated with the Project must be submitted within six (6) months of the completion of construction and acceptance of the Project to be eligible for reimbursement by the Department. Any invoices submitted after this time will not be eligible for reimbursement.

## **11. REPORTING REQUIREMENTS AND RECORDS RETENTION**

### **PROJECT EVALUATION REPORTS**

The Municipality is responsible for providing reporting in accordance with the Statement of Work (Appendix A).

### **PROJECT RECORDS**

The Municipality and its agents shall maintain all books, documents, papers, accounting records, Project records and such other evidence as may be appropriate to substantiate costs incurred under this Agreement. Further, the Municipality shall make such materials available at its office and shall require its agent to make such materials available at its office at all reasonable times during the contract period, and for five (5) years from the date of payment of the final voucher by the Federal Highway Administration, for inspection and audit by the Department's Financial Management Section, the Federal Highway Administration, or any authorized representatives of the Federal Government.

## **12. OTHER PROVISIONS**

### **REFERENCES**

It will be the responsibility of the Municipality to follow the current and/or most recent edition of references, websites, specifications, standards, guidelines, recommendations, regulations and/or general statutes, as stated in this Agreement.

### **INDEMNIFICATION OF DEPARTMENT**

The Municipality agrees to indemnify and hold harmless the Department, FHWA and the State of North Carolina, to the extent allowed by law, for any and all claim for payment, damages and/or liabilities of any nature, asserted against the Department in connection with this Project. The Department shall not be responsible for any damages or claims, which may be initiated by third parties.

## **DEBARMENT POLICY**

It is the policy of the Department not to enter into any agreement with parties that have been debarred by any government agency (Federal or State). By execution of this agreement, the Municipality certifies that neither it nor its agents or contractors are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal or State Agency or Department and that it will not enter into agreements with any entity that is debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction.

## **TITLE VI - CIVIL RIGHTS ACT OF 1964**

The Municipality shall comply with Title VI of the Civil Rights Act of 1964, (Title 49 CFR, Subtitle A, Part 21). Title VI prohibits discrimination on the basis of race, color, national origin, disability, gender, and age in all programs or activities of any recipient of Federal assistance.

## **OTHER AGREEMENTS**

The Municipality is solely responsible for all agreements, contracts, and work orders entered into or issued by the Municipality for this Project. The Department is not responsible for any expenses or obligations incurred for the Project except those specifically eligible for Surface Transportation Program funds and obligations as approved by the Department under the terms of this Agreement.

## **AVAILABILITY OF FUNDS**

All terms and conditions of this Agreement are dependent upon, and, subject to the allocation of funds for the purpose set forth in the Agreement and the Agreement shall automatically terminate if funds cease to be available.

## **IMPROPER USE OF FUNDS**

Where either the Department or the FHWA determines that the funds paid to the Municipality for this Project are not used in accordance with the terms of this Agreement, the Department will bill the Municipality.

## **TERMINATION OF PROJECT**

If the Municipality decides to terminate the Project without the concurrence of the Department, the Municipality shall reimburse the Department one hundred percent (100%) of all costs expended by the Department and associated with the Project.

## **AUDITS**

In accordance with OMB Circular A-133, "Audits of States, Local Governments and Non-Profit Organizations" ([http://www.whitehouse.gov/omb/circulars\\_default](http://www.whitehouse.gov/omb/circulars_default)) and the Federal Single Audit Act Amendments of 1996, the Municipality shall arrange for an annual independent financial and compliance audit of its fiscal operations. The Municipality shall furnish the Department with a copy of the annual independent audit report within thirty (30) days of completion of the report, but not later than nine (9) months after the Municipality's fiscal year ends.

## **REIMBURSEMENT BY MUNICIPALITY**

For all monies due the Department as referenced in this Agreement, reimbursement shall be made by the Municipality to the Department within sixty (60) days of receiving an invoice. A late payment penalty and interest shall be charged on any unpaid balance due in accordance with NCGS 147-86.23.

## **USE OF POWELL BILL FUNDS**

If the other party to this agreement is a Municipality and fails for any reason to reimburse the Department in accordance with the provisions for payment hereinabove provided, NCGS 136-41.3 authorizes the Department to withhold so much of the Municipality's share of funds allocated to Municipality by NCGS 136-41.1, until such time as the Department has received payment in full.

## **ENTIRE AGREEMENT**

This Agreement contains the entire agreement between the parties and there are no understandings or agreements, verbal or otherwise, regarding this Agreement except as expressly set forth herein.

## **AUTHORIZATION TO EXECUTE**

The parties hereby acknowledge that the individual executing the Agreement on their behalf is authorized to execute this Agreement on their behalf and to bind the respective entities to the terms contained herein and that he has read this Agreement, conferred with his attorney, and fully understands its contents.

## **FACSIMILE SIGNATURES**

A copy or facsimile copy of the signature of any party shall be deemed an original with each fully executed copy of the Agreement as binding as an original, and the parties agree that this Agreement can be executed in counterparts, as duplicate originals, with facsimile signatures sufficient to evidence an agreement to be bound by the terms of the Agreement.

## **GIFT BAN**

By Executive Order 24, issued by Governor Perdue, and NCGS 133-32, it is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e. Administration, Commerce, Correction, Crime Control and Public Safety, Cultural Resources, Environment and Natural Resources, Health and Human Services, Juvenile Justice and Delinquency Prevention, Revenue, Transportation, and the Office of the Governor).

## **13. SUNSET PROVISION**

All terms and conditions of this Agreement are dependent upon, and subject to, the allocation of funds for the purpose set forth in the Agreement and the Agreement shall automatically terminate if funds cease to be available.

IT IS UNDERSTOOD AND AGREED that the approval of the Project by the Department is subject to the conditions of this Agreement, and that no expenditures of funds on the part of the Department will be made until the terms of this Agreement have been complied with on the part of the Municipality.

IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, the day and year heretofore set out, on the part of the Department and the Municipality by authority duly given.

L.S. ATTEST:

CITY OF HIGH POINT

BY: \_\_\_\_\_ BY: \_\_\_\_\_

TITLE: \_\_\_\_\_ TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

NCGS 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

Approved by \_\_\_\_\_ of the City of High Point as attested to by the signature of \_\_\_\_\_ Clerk of the \_\_\_\_\_ on \_\_\_\_\_ (Date)

This Agreement has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

(SEAL)

\_\_\_\_\_  
(FINANCE OFFICER)

Federal Tax Identification Number

\_\_\_\_\_  
City of High Point

Remittance Address:

\_\_\_\_\_  
DEPARTMENT OF TRANSPORTATION

BY: \_\_\_\_\_  
(CHIEF ENGINEER)

DATE: \_\_\_\_\_

APPROVED BY BOARD OF TRANSPORTATION ITEM O: \_\_\_\_\_ (Date)

# Attachment A

## SHRP2 IMPLEMENTATION ASSISTANCE PROGRAM PLANNING PROCESS BUNDLE STATEMENT OF WORK

This Statement of Work describes the tasks, deliverables, schedule, and cost estimate required for the use of SHRP2 Implementation Assistance Program funds provided to the High Point Urban Area Metropolitan Planning Organization for deploying a product(s) within the Planning Process Bundle (C02/C08/C09/C12/C15). Your MPO has been selected to receive a SHRP2 User Incentive grant in the amount of \$50,000.

### Use of Funds:

#### **These funds will be used to...**

*Develop a concept plan which engages and builds consensus among a variety of partners and community stakeholders. We want to develop a vision for the multi-modal transportation facility and surrounding area that serves not only the City of High Point but the entire HPMPO region that promotes livability, walkability, improved access, and economic development opportunities through land use, urban design, and redevelopment. Our partnerships with the Piedmont Authority for Regional Transportation [PART], the Piedmont Triad Regional Council [PTRC], the Transit Alliance of the Piedmont, the North Carolina Railroad, Hitran and local community development corporations like the City Project and Southwest Renewal Foundation, are key to integrating current and existing planning efforts with the 2040 Metropolitan Transportation Plan of the HPMPO, taking full advantage of the products offered through this Planning Bundle Process of SHRP2 SOLUTIONS.*

*The multi-modal transportation facility located in downtown High Point currently consists of the High Point Train Depot and the Hitran bus terminal, and a proposed urban greenway will traverse the area. There is interest in creating an entertainment venue to take advantage of the multi-modal transportation options available. Multiple stakeholders have plans for how this area should be developed, so this planning process bundle will help bring these partners and plans together to collectively create a unifying vision. The goal is to use the transportation community visioning tools in C08 to assist key stakeholders in development of the High Point multi-modal Transportation Center small area planning study that addresses connectivity issues, livability, and promotes economic development. The study will include a cost estimate, a funding plan, and an implementation plan.*

#### **The specific Planning Process Bundle product(s) to be addressed include...**

*The High Point MPO will use the Planning Process Bundle product Transportation Visioning for Communities.*

**Note:** User Incentive recipients of Implementation Assistance Program funds may request a workshop facilitated by FHWA to provide additional information on the selected Planning Process Bundle product(s) and assist with developing a tailored action plan to implement the select Planning Process Bundle product(s). The next two sections of this Statement of Work ("Expected Deliverables" and "Schedule and Cost Estimate") should clearly articulate and outline whether and when a workshop is desired (with FHWA's costs for conducting the workshop to be deducted from the total SHRP2 award).

**Expected Deliverables:**

1. Develop Municipal Agreement with NCDOT
2. Request for Proposals (If using a Consultant)
3. Consultant Selection
4. Project Kick off Meeting
5. Summary of existing plans
6. Existing Conditions Report
7. Area Assessment
8. Public Outreach
9. Vision Statement
10. City Policy Review
11. Recommendations
12. Cost Estimate
13. Funding Plan
14. Implementation Plan

**Schedule and Cost Estimate:**

Sources of Funding	
SHRP2 Funding	\$50,000
PL Funding	\$25,000
Total Sources of Funding	\$75,000



The estimated schedule and costs for the various elements of this implementation project are:

Task #	Deliverable/Activity	Timeframe	Funding Source	Estimated Cost
1	Develop municipal agreement with NCDOT	June – August 2015		-
2	Request for Proposals (If using a Consultant)	Sep-15		\$1,500
			SHRP2	\$1,111
			PL	\$389
3	Consultant Selection	Oct-15		\$1,500
			SHRP2	\$1,111
			PL	\$389
4	Project Kick off Meeting	Nov-15		\$2,000
			SHRP2	\$1,481
			PL	\$519
5	Summary of existing plans	Dec-15		\$10,000
			SHRP2	\$7,405
			PL	\$2,595
6	Existing Conditions Report	Dec-15		\$10,000
			SHRP2	\$7,405
			PL	\$2,595
7	Area Assessment	Jan-15		\$10,000
			SHRP2	\$7,405
			PL	\$2,595
8	Public Outreach	Feb-16		\$2,500
			SHRP2	\$1,851
			PL	\$649
9	Vision Statement	Mar-16		\$2,000
			SHRP2	\$1,481
			PL	\$519
10	City Policy Review	Apr-16		\$2,000
			SHRP2	\$1,481
			PL	\$519
11	Recommendations	May-16		\$5,000
			SHRP2	\$3,703
			PL	\$1,298
12	Cost Estimate	Jun-16		\$7,000
			SHRP2	\$5,184
			PL	\$1,817
13	Funding Plan	Jun-16		\$7,000
			SHRP2	\$5,184
			PL	\$1,817
14	Implementation Plan	Jun-16		\$7,000
			SHRP2	\$5,184
			PL	\$1,817
<b>Total Estimated Cost</b>				<b>\$67,500</b>
<b>Total SHRP2 Award</b>				<b>\$50,000</b>

**Note:** If the implementation project's "Total Estimated Cost" is higher than the "Total SHRP2 Award," please explain how your agency proposes to cover for the remaining costs for this implementation project.

The total estimated project cost is \$67,500. However, this is just an estimate and the final cost for each task may be more than is estimated above. The High Point Metropolitan Planning Organization has \$75,000 of PL funding included in the UPWP under Special Studies line item that is available for this project. Of those dollars, \$7,500 is available for potential cost overruns as shown in the table above.

**Reporting and Monitoring:**

Within one month of the announcement of the Round 5 Implementation Assistance Program funding selections, the recipient will participate in two kick-off calls with FHWA (one with all recipients and the other focused solely on the recipient) to discuss the development of the Statement of Work, the recipient's roles and responsibilities for managing the implementation project, ways that FHWA can support the recipient with its Planning Process Bundle product(s) implementation project, and agree upon regular communications and monitoring expectations. On a semi-annual basis, Implementation Assistance Program funding recipients are required to report on their progress toward the completion of the specified deliverables. The recipient will also report on a series of performance measures that are mutually agreed upon by FHWA and the recipient to help the recipient and FHWA meet program goals. These performance measures and methods for communication will be discussed during the kick-off calls.

**Presentations to Share Experiences:**

As an Implementation Assistance Program funding recipient, FHWA may request your agency to present your experiences, successes, challenges, and lessons learned with deploying the Planning Process Bundle product(s) during webinars, expert panels, workshops, peer exchanges, or other instances. This may occur while the project is underway or after its completion, as needed. Your acceptance of this award provides agreement in working with FHWA to achieve these goals.

**Points-of-Contact:**

The various points-of-contact for this SHRP2 implementation project are:

**Funding Recipient**

Name: Greg Venable

Title/Position: Transportation Planning Administrator

Agency: High Point Urban Area Metropolitan Planning Organization

Phone: (336) 883-3310

E-Mail: greg.venable@highpointnc.gov

**FHWA Division Office**

Name: Bill Marley

Title/Position: Transportation Planner

Agency: FHWA North Carolina Division

Phone: (919) 747-7028

E-Mail: bill.marley@fhwa.gov

**FHWA Headquarters**

Name: Reena Mathews

Title/Position: SHRP2 Capacity Implementation Specialist

Agency: FHWA Office of Human Environment

Phone: (202) 366-2076

E-Mail: [Reena.Mathews@dot.gov](mailto:Reena.Mathews@dot.gov)

**FHWA Resource Center**

Name: Larry Anderson

Title/Position: SHRP2 Capacity Implementation Specialist

Agency: FHWA Resource Center - Planning and Freight Technical Services Team

Phone: (720) 963-3268

E-Mail: [Larry.Anderson@dot.gov](mailto:Larry.Anderson@dot.gov)