



# Highway Infrastructure Program (HIP) Funds

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## Program Manual – February 2020

(FY 2018 - 2019 HIP funding)

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### QUICK CHECK: SHOULD YOU APPLY?

While the remainder of the document explains the details of the CORE MPO Highway Infrastructure Program (HIP), the following reference list is provided here to highlight the **minimum** expectations in CORE MPO's project selection process. If you answer **NO** to any one of these questions, you **should not** apply.

- Is your agency or organization an eligible entity? (See Eligible Project Sponsors on Page 3)

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- Is your project in an eligible location and for eligible activity? (See Eligibility on Page 3)

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- Is your project (including all phases) identified in or consistent with the CORE MPO's financially constrained Mobility 2045? (See Eligibility on Page 4)

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- Are you requesting at least \$200,000? (See Funding and Local Match on Page 2-3)

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- Do you have the local match for the total project cost? Please provide written confirmation of your local match. Local funds already spent on prior project phases cannot be used as part of the local match for the HIP awards. (See Funding and Local Match on Page 2-3)

### PROGRAM OVERVIEW

#### **Highway Infrastructure Program (HIP)**

The Highway Infrastructure Program (HIP) funds for this Call for Projects come from the Department of Transportation Appropriations Act, 2018, title I of division L, Public Law (Pub. L.) 115-141; and the Department of Transportation Appropriations Act, 2019, title I of division G, Public Law (Pub. L.) 116-6.

The funds are distributed to States in the same ratio as the FY 2018 and FY 2019 formula obligation limitations, respectively; and the states sub-allocate the funds in the states per a population-based formula, including to Transportation Management Areas (MPOs in urbanized areas with population over 200,000). Once these funds have been sub-allocated to MPOs, they are committed through the MPO to local governments and agencies for eligible transportation improvement projects through a competitive project selection process approved by the MPO Board.

***Additional Sources of Information***

- FHWA Notice N4510.826 issued April 25, 2018  
<http://www.fhwa.dot.gov/legisregs/directives/notices/n4510826/>
- FHWA Notice N4510.835 issued March 15, 2019  
[www.fhwa.dot.gov/legisregs/directives/notices/n4510835/](http://www.fhwa.dot.gov/legisregs/directives/notices/n4510835/)
- FHWA Highway Infrastructure Program Guidance.  
<https://www.fhwa.dot.gov/federalaid/projects.pdf#page=78>

**CORE MPO’s Highway Infrastructure Program (HIP)**

CORE MPO received notification from GDOT on the availability of the FY 2018 and FY 2019 HIP funds at the end of August 2019. The CORE MPO Technical Coordinating Committee (TCC) made the recommendation in October 2019 to conduct a Call for Projects in order to allocate these HIP funds. Projects programmed with the allocated HIP funds can then be amended into the FY 2018 – 2021 Transportation Improvement Program (TIP) or incorporated into the upcoming FY 2021 – 2024 TIP.

**FUNDING AND LOCAL MATCH**

**Funding**

The table below shows the available HIP funds for use in the CORE MPO planning area.

<b>CORE MPO 2020 HIP Call for Projects</b>				
<b>Fiscal Year Funds</b>	<b>Total Available HIP Federal Revenues</b>	<b>Obligation Deadline</b>	<b>Minimum Federal Funding Request per Project*</b>	<b>Maximum Federal Funding Request per Project*</b>
2018	\$926,709	9/30/2021	\$200,000	\$926,709
2019	\$1,305,713	9/30/2022	\$200,000	\$1,305,713

\* Local project sponsor will cover the local match for each project or project phase. The percentage of local match depends on the type of projects being proposed. In most cases the percentage of local match is 20%.

**Period of Availability**

The HIP funds are available for obligation immediately and are not subject to any limitation on obligations.

- The 2018 Apportioned HIP funds must be obligated by September 30, 2021 and expended by September 30, 2026.
- The 2019 Apportioned HIP funds must be obligated by September 30, 2022 and expended by September 30, 2027.

## **Local Match**

The Federal shares for the HIP funds according to 23 USC 120 are 1) 90% on interstate; 2) 80% otherwise, subject to sliding scale; and 3) 100% for certain safety projects. For most projects in the Savannah urbanized area, the **80/20** share applies.

Note that the local share is calculated as 20% of the **total** project costs, not 20% of the federal funding amount. For example, if an applicant requests federal amount of \$1,000,000 for a project phase, the application needs to demonstrate that at least \$250,000 of local funds are available for that phase because the total cost estimate would be \$1,250,000. Local funds already spent on prior project phases cannot be used as part of the local match for the HIP fund awards.

For the local match, an applicant may not count any other US DOT funds, nor funds awarded from any other federal agency.

## **ELIGIBLE PROJECT SPONSORS**

Though the FWHA guidance does not specify eligible project sponsors for HIP funds, this program is geared towards state and local governments and agencies with responsibility for oversight of transportation improvements. Thus, the eligible primary sponsors for the CORE MPO-managed HIP funds should be local/regional governments and agencies responsible for transportation improvements.

## **ELIGIBILITY**

### **1. Eligible Projects and Activities:**

- The HIP funds are eligible to be obligated for activities eligible under section 133(b)(1)(A) of title 23, U.S.C. Eligibilities under section 133(b)(1)(A) are as follows: construction of highways, bridges, tunnels, including designated routes of the Appalachian development highway system and local access roads under section 14501 of title 40, U.S.C.
- Pursuant to section 133(c) of title 23, U.S.C., projects may not be undertaken on a road functionally classified as a local road or a rural minor collector unless the road was on a Federal-aid highway system on January 1, 1991, except; (1) for a bridge or tunnel project (other than the construction of a new bridge or tunnel at a new location); (2) for the elimination of hazards and the installation of protective devices at railway-highway crossings; and (3) as approved by the Secretary.
- Rural minor collectors are differentiated from urban minor collectors using the latest (2010) U.S. Census Maps - [www.census.gov/geographies/reference-maps/2010/geo/2010-census-urban-areas.html](http://www.census.gov/geographies/reference-maps/2010/geo/2010-census-urban-areas.html)
- For **2019 Apportioned funds**, eligibility also includes “elimination of hazards and the installation of protective devices at railway-highway crossings.”

2. **Applicability of Planning Requirements (23 U.S.C. 134 and 135):** Pursuant to section 133(d)(5) of title 23, U.S.C., programming and expenditure of funds for projects shall be consistent with sections 134 and 135 of title 23, U.S.C. Projects must be identified in the Statewide Transportation Improvement Program/Transportation Improvement Program and be consistent with the Long-Range Statewide Transportation Plan and the Metropolitan Transportation Plan(s).

The CORE MPO – managed HIP funds can only be programmed to projects located within the MPO’s Metropolitan Planning Area (MPA) which includes all of Chatham County, the portions of Bryan and Effingham Counties located in the Savannah Urbanized Area according to 2010 census, and the City of Richmond Hill.

Therefore, the HIP-funded projects resulting from this Call for Projects must be consistent with the CORE MPO’s financially constrained 2045 Metropolitan Transportation Plan (Mobility 2045) and be programmed in the MPO’s TIP before funds are obligated.

When obligating sub-allocated funding, the States must coordinate with relevant metropolitan planning organizations or rural planning organizations as required under section 133(d)(3) of title 23, U.S.C.

3. **DBE Rule:** Section 1101(b) of the FAST Act, which deals with participation of disadvantaged business enterprises, shall apply to funds resulting from the HIP apportionments.

## **ELIGIBLE COSTS**

All projects must follow applicable federal guidelines for implementation. Applicants should be aware of the following:

- Timing of expenditures – costs incurred prior to “obligation” are *not* eligible for reimbursement. Obligation occurs when a project is approved and an agreement is executed between the FHWA division office and the State. Any design and feasibility studies conducted prior to receipt of HIP funds award notice are not eligible as reimbursable costs.
- Types of costs – the following project-specific costs are eligible.
  - Preliminary engineering (PE) work, including project development, environmental work, cost estimates, construction plans, and architectural work;
  - Utility relocations;
  - Right-of-way (ROW) acquisition (the acquisition of real property is subject to the Uniform Act);
  - Construction costs.

## APPLICATION PROCESS AND PROJECT SELECTION

### Application Process Timeline

Proposed CORE MPO Project Selection Schedule for HIP Funds	
Date	Activity
December 2019 – January 2020	CORE MPO staff develops funding application package.
February 6, 2020	TCC reviews and comments on the HIP Call for Projects application package.
February 7 – 25, 2020	CORE MPO staff edits and finalizes the application package based on TCC comments.
February 26, 2020	CORE MPO Board approves the proposed schedule and project selection process.
February 26, 2020	Announce Call for Projects. Application cycle opens.
March 25, 2020 (by 5:00 p.m.)	Applications due.
March 26-27, 2020	CORE MPO staff pre-screens the applications for completeness and eligibility.
March 30 – April 10, 2020	All TCC members screen and score applications and send the scores to MPO staff.
April 13 -15, 2020	MPO staff compiles scores.
April 16, 2020	TCC meets to review the compiled scores, comes up with project priority lists and award recommendations based on GDOT revenue projections, and makes recommendations for either TIP amendment or project incorporation into new TIP.
April 22, 2020	TCC presents project award recommendations for approval at CORE MPO’s meeting, and TIP amendment be processed based on the TCC recommendations.
June 24, 2020	Projected date that the MPO’s FY 2021 - 2024 TIP will be adopted with awarded HIP projects programmed.

Applicants should send the electronic copy of a completed application, by 5:00 p.m. on Wednesday, March 25, 2020, to:

**Wykoda Wang, Transportation Administrator**  
**Chatham County-Savannah Metropolitan Planning Commission**  
**110 E. State Street**  
**Savannah, GA 31401**  
[wangw@thempc.org](mailto:wangw@thempc.org)

## PROJECT SELECTION PROCESS

After applications are submitted to CORE MPO, they will go through the following process:

1. **Pre-screening** - Applications are screened for the following criteria. An application not meeting any of these pre-screening criteria will be disqualified.
  - a. **Eligibility** - eligible sponsor and eligible project type per HIP eligibility requirement.

- b. **Plan consistency** – projects, including all phases must be identified in or be consistent with the CORE MPO’s financially constrained 2045 Metropolitan Transportation Plan (Mobility 2045).
  - c. **Completeness** – the application must address all of the questions in the application package.
  - d. **Funding amount** - - the full funding must be identified for the project phase for which funding is requested. If the HIP funds for which the applicant is applying are not sufficient to complete the project phase, the applicant must identify sufficient available supplemental funding with which the project can be completed. The total requested federal amount must be at least \$200,000 (federal).
  - e. **Local Match** - the applicant needs to provide written confirmation of local match of at least 20% of the total project cost (for most projects). Local funds already spent on prior project phases cannot be used as part of the local match for new HIP fund awards.
2. **Project Scoring** - MPO staff sends the applications that make through the pre-screening process to all of the members of the CORE MPO Technical Coordinating Committee (TCC), who review the applications and score them against the project selection criteria, and then send the scores back to the MPO staff for compilation.
  3. **TCC Review** – The TCC meets to review the compiled scores, comes up with project priority list and recommendations for funding award, and presents the recommendations to the CORE MPO Board.
  4. **Board Approval** - The project rankings and award recommendations are approved by the CORE MPO Board.
  5. **Announcement** - Approved project award winners are announced. Priority projects not receiving awards will be put in the waiting list based on their priority rankings.
  6. **TIP Inclusion** - Approved projects with awarded funds are programmed in the FY 2018 – 2021 TIP or the FY 2021 – 2024 TIP.

## **PROJECT SELECTION CRITERIA**

The project ranking and selection criteria are mostly based on the adopted prioritization process of the 2045 Metropolitan Transportation Plan (Mobility 2045). Each evaluation criterion consists of assigning points to a project based on the project’s answer to the screening questions. The table below lists the project scoring system.

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<b>Project Ranking and Selection Criteria</b>			
<b>Factors /goals /emphasis areas</b>	<b>Performance Factors</b>	<b>Questions</b>	<b>Scores</b>
System Performance	Truck Traffic	Is the project located on a facility with a Level of Service E or F, which is below the statewide Level of Service minimum of Level of Service D?	Yes: 5 points No: 0 points
	Freight connections to strategic infrastructure	Is the project located on a facility with a high level of truck traffic (volumes and percentage) based on averages for similar functionally classified facilities?	Yes: 5 points No: 0 points
Safety and Security	Crash rate	Is the project located on a facility with a crash rate above the state average for that functional classification?	Yes: 5 points No: 0 points
	Designated evacuation route	Is the project on a designated evacuation route?	Yes: 5 points No: 0 points
Accessibility, Mobility and Connectivity	Freight last mile	Does the project connect population centers with employment and activity centers?	Yes: 5 points No: 0 points
	Transit ridership	Is the project identified in the Freight Plan as a high priority?	Yes: 5 points No: 0 points
	Non-motorized Plan priorities	Is the project identified in the CAT Transit Development Plan as a high priority?	Yes: 5 points No: 0 points
		Is the project ranked in the Non-motorized Plan as a high priority?	Yes: 5 points No: 0 points
Environment and Quality of Life	Impacts to environmental, cultural and social resources	Does the project adversely impact environmental resources?	Scale from 0 to 5 Worst Impact: 0 points No Impact: 5 points
		Does the project adversely impact cultural, historic and community resources?	Scale from 0 to 5 Worst Impact: 0 points No Impact: 5 points
		Does the project adversely impact environmental justice communities?	Scale from 0 to 5 Worst Impact: 0 points No Impact: 5 points
State of Good Repair	Bridge rating	Does the project include a bridge with a sufficiency rating below 50, or has it been identified as having poor deck, structural or pavement conditions making it eligible for replacement according to GDOT standards?	Yes: 5 points No: 0 points
	Bridge Conditions		
	Pavement Conditions		
	Benefit/Cost	Do the project benefits justify the projects costs?	0-5
Intergovernmental Coordination	Project Status	What is the <b>current</b> project development stage?	CST: 5 points ROW: 3 points PE: 1 points
	Local Priority	In this grant application, what phase is the local sponsor contributing funds for?	CST: 5 points UTL: 4 points ROW: 3 points PE: 1 points
	Consistency with other local, regional and state plans	Is this project consistent with the plans of other MPOs in the region (HAMPO, LATS, etc.)?	Yes: 5 points Neutral 0 points No: (5)points
	Financial feasibility	Is this project phase included in Cost Band One of Mobility 2045 (financially feasible in the next 10 years)?	Yes: 5 points No: 0 points

## **PROGRESS REPORTING**

If the HIP funds are not obligated by their respective deadlines, they will lapse. Therefore, funding recipients will be required to make regular progress reports to the CORE MPO TCC to ensure timely and efficient use of funds. The CORE MPO TCC will monitor progress and make timely recommendations to the CORE MPO Board to ensure full and timely use of the HIP funds. If the applicant fails to make adequate progress towards funding authorization after the funding award, or fails to make sufficient progress to ensure that funds can be obligated, the funds will be rescinded and awarded to another eligible priority project on the waiting list.

## **CORE MPO CONTACT INFORMATION**

CORE MPO will maintain a web page linked at <https://www.thempc.org/Core> (through Quick Links) during the application period where Questions & Answers will be listed. Applicants are encouraged to seek clarifications from MPO staff before submitting their application.

If you have any questions, please contact:

**Wykoda Wang, Transportation Administrator**  
**CORE MPO / Chatham County – Savannah MPC**  
**110 E. State Street**  
**Savannah, GA 31401**  
**912-651-1466**  
[wangw@thempc.org](mailto:wangw@thempc.org)