



Transportation Alternatives FY2018 Application

Downtown Salem Streetscape and Intersection Improvements

Project Status: Submitted

Project ID: F3-0000001835-R01

General

1. Project Sponsor

Organization

City of Salem

Name

Benjamin W. Tripp, City Planner

Address

21 South Bruffey Street

Address 2**City**

Salem

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2. Project Manager

Organization

City of Salem

Name

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Project Information

3. Sponsor DUNS Number
931542034

4. Project UPC Number (Existing Projects Only)
109612

5. Project Title

Downtown Salem Streetscape Improvements

5a. Provide a description of the project and a clearly defined scope of the improvements to be made utilizing Transportation Alternatives funds. Should additional space be needed please use the upload feature located at the bottom of the page. Please label the document "Project Description"

This project will reconstruct the sidewalks on Main Street in Downtown Salem, from Broad Street to White Oak Alley, as well as the intersection of Broad and Main. Improvements will include replacement and relocation of the crosswalks to improve safety, creation of bump-out islands to shorten pedestrian crossing distance, replacement of the aging sidewalks with brick pavers and the construction of areas for pedestrians to gather and for outdoor dining. It will also include complete replacement of all street lighting and traffic signals with historic style fixtures, as well as the installation of canopy trees and some additional placemaking landscaping.

6. Identify beginning and ending termini and provide a location map with the project area clearly marked.

Start Location

West side of Broad Street and East Main

End Location

East side of White Oak Alley

ZIP Code **ZIP +4**
24153 0869

7. Project Location

Is this project located within a Transportation Management Area (TMA)?

Yes

If yes, please indicate which MPO area:

Roanoke

8. Local Jurisdiction Population (based on 2010 census data)

5,001 to 200,000

9. Select primary category of eligibility even if other categories may apply.

Construction of bicycle and pedestrian facilities

10. Does this project qualify as a “Safe Routes to School” project based on the criteria below?

- Eligible infrastructure activity
- Project is located within 2 miles of an elementary / middle school (K-8th)

No

10a. Do you wish to pursue this as a SRTS project?

\$ Funding

Project Funding

11. Total project cost (*) is to be limited to the project described in this application and based on the beginning and ending termini provided. This should not be considered the “whole” of a multi-phased project. According to the attached Project Budget - Attachment C, the following project costs can be demonstrated:

11a. Total TA Funding needed for this project - Cannot exceed 80% of total project cost	\$480,000.00
11b. Total Local 20% Match Required - Based on the anticipated TA funds above	\$120,000.00
11c. Other Project Funds (Non-TA funds) - Include local funds, other grants and donations	\$0.00
11d. Total Project Cost (*) - Sum of above; should match Attachment C	\$600,000.00

12. Federal Transportation Alternatives Funding

	This Application	Prior TA Funding Received
12a. Federal TA Funds	\$240,000.00	\$240,000.00
12b. Local 20% Match	\$60,000.00	\$60,000.00

13. Do you plan to use in-kind to meet all or part of the 20% local match requirement?

No

13a. If yes, provide the estimated value of services and / or donations to be applied as in-kind match. Include this amount in Item 11b and 12b.

13b. If planning to use in-kind match, explain in detail the services and/or donations to be provided.

14. If not in-kind, identify the proposed funding source(s) for the required match on this project.

General Funds

15. A local 20% match contribution is required – how much additional local contribution (above the required 20%) is proposed? Include this amount in Item 11c.

\$0

16. Is there additional (above the 20% match) non-sponsor or non-local funding secured at this time - other grants, state funds, corporate donations, etc.?

No

16a. If yes, provide the amount of non-local funds secured at this time. Include this amount in Item 11c.

0.00

16b. Identify the source of this funding and provide the deadline or expiration date for these funds (if applicable).

Salem also has CDBG funding for a planning grant and the work proposed in this application was partially developed together with that effort. Work on a CDBG project grant may extend these improvements to subsequent blocks of Downtown, as well as accomplish other objectives. The CDBG funding is \$20,000.

16c. Identify any additional funding that is being applied for and when these awards will be announced. Note whether these funds are contingent upon receipt of the TA funding.

17. If federal funds are expended on PE, regulations require that the project progress to a completed construction phase. In the event that additional TA funding is not secured, what funding source(s) will be utilized to complete this project?

Other funding sources could be used to complete the project such as CDBG, HSIP, RSTP, Smartscale, a local Special Assessment District, or General Funds.

Project Concept

18. Has the sponsor performed an on-site evaluation of the project to determine the project's constructability and cost?

Yes

If Yes, provide date

10/1/2015

Identify those who attended the on-site evaluation

Salem has been working with OWPR Architects on a similar design for College Avenue. The cost estimate for this project is based off estimates prepared for College Avenue. The design is the same.

19. Describe any possible challenges or obstacles that will could require additional design consideration, cost or design waivers.

Work is ongoing to determine the loading requirements for the street lighting design. The distance between strands of lighting has yet to be determined and is being considered by the City of Salem Electric Department. Final designs should be available shortly. We do not anticipate the need for any design waivers.

20. Has the local VDOT Office had an opportunity to offer comments regarding the project scope, conceptual project plans, preliminary drawings or cost estimate? Have these comments been incorporated into this application?

The City of Salem has worked closely with local VDOT staff, including in the LAP section and with the Administrator, to scope the design used in this project. Several other applications have been submitted for different parts of the project in Downtown Salem (East Main Street UPC 8753, College Avenue, Smartscale) and this experience has informed the materials and design of this application.

21. The use of federal transportation funds requires compliance with the Americans with Disabilities Act (ADA); describe how this project will meet these design requirements. If this is a pedestrian and/or bicycle facility, include a description of the proposed surface (concrete, asphalt, etc) and width of the completed facility including any bridges.

The proposed surface of the sidewalks is a smooth brick paver, set without the use of mortar. Width will vary between 12 and 20 feet, depending on the location. Care will be taken to ensure the surface is ADA compliant. Currently crosswalks do not include diagonal crosshatch, countdown timers, or audible pedestrian alerts. This project will install all of those. Additionally, the project will shorten the distance for pedestrians crossing the road by bumping out the sidewalks at intersections, and some midblock locations. This should make it much easier for people with disabilities to cross the road. The project will also create areas of public seating, which will provide pedestrians with disabilities places to stop and rest as they walk through downtown.

22. Describe any anticipated challenges to meeting ADA design requirements including slope / terrain, width/clearance limitations, historic features, etc.

We do not anticipate any challenges to meeting ADA requirements.

23. Is the project located within a designated historic district or within a downtown business district?

Yes

If yes, how will the project improve the aesthetic value of the affected area? What economic impacts will the proposed changes have?

One of the major goals of this project is economic development within the district. Salem has undertaken a planning process for downtown to improve the district for business. The project will create a more historic streetscape context for the buildings in the listed district, thus improving aesthetic value. It will also create areas that can be used for outdoor dining, increasing the available seating for local restaurants, and hopefully increasing their sales. A major component of the design is the use of placemaking street lighting. This distinctive feature of the project will help to draw customers downtown, and create an environment more suitable for business, and more desirable. This will lead to induced investment in the project area, creating additional jobs, profit for businesses, and economic development.

24. It is expected that the sponsor will maintain the facility for its useful life. Provide details regarding maintenance and upkeep of the completed facility – identify who will be providing upkeep, what services will be provided, how long the services will be provided and where the funding for these services will come from.

The City of Salem has a long track record of quality maintenance of city facilities. Salem maintains its own street network, owns and operates an electric utility, a civic center, a minor-league baseball stadium, a school system, and a greenway network, among other facilities. Salem has the capacity to maintain the facility proposed in this application indefinitely. Salem wishes to create something that will be a defining characteristic for our community, and will take care of it as such.

25. If this project is for a pedestrian and/or bicycle facility, mark which best describes the project's primary transportation function:

Alternate transportation for daily needs (shopping, school, library)

26. If this project involves restoring an historic transportation facility, describe the proposed future use of the restored facility including details regarding the proposed staffing and operation of the facility, identifying potential funding sources for these activities.

Description

27. If this project provides vegetation management, describe the transportation right-of-way and how the project will improve roadway safety, prevent against invasive species, and/or provide erosion control.

Description

28. If this project provides for archeological activities, describe the negative impacts of the related transportation project and how the proposed TA activities will improve or mitigate these impacts.

Description

29. If this project provides environmental mitigation and/or pollution prevention – identify the impacts of highway construction and/or highway run-off and describe how the proposed TA activities will improve or mitigate these impacts. Identify any waterways (rivers, streams, etc) being directly impacted / polluted by the current run-off.

Description

30. Does this project support or improve an existing or planned highway project?

Yes

If yes, identify the highway project and explain how this TA project will improve or support it.

This project supports the East Main Street US 460 Improvements Project (UPC 8753) by continuing the historic streetscape into downtown, improving pedestrian connections, and linking neighborhoods. The East Main Street Improvement project is designed to create a multi-modal, pseudo-extension of downtown. It is designed to be pedestrian friendly, with benches, landscaping, and historic-style street lighting. The improvements proposed in this application will compliment that project by bringing these improvements into the downtown district and intensifying them. 460 is the main artery through the city, and these projects are mutually supportive at improving that artery and making it better for pedestrians and vehicles, and more viable for business.

 Improves Transportation Network

Project Improves Transportation Network

31. Does the project provide new access (access that does not currently exist) to transit stations, commuter lots, bus stops, etc.?

No

If yes, provide a description of the public transportation links and explain how this TA project will improve the existing network.

32. Does the project provide connections to existing regional trails or pedestrian / bicycle facilities? Does the project provide a “missing link” in the existing transportation network?

Yes

If yes, explain making sure to identify the specific location and connections provided and the missing links addressed. Include a location map to demonstrate the connections and/or missing link.

This project is adjacent to the existing signed bicycle route, as well as the signed "Walk for Life" route. The project will also provide signage directing users to designated routes that will connect them with the Roanoke River Greenway. See the included map for locations.

33. Does the project provide bicycle/pedestrian facilities where none previously existed?

No

If yes, explain why this location was chosen and include pictures of the proposed location.

34. Does this project increase opportunities to meet daily needs without motorized transportation?

Yes

If yes, give specific destinations served including schools, libraries, shopping, healthcare, etc. and the anticipated number of persons that will benefit or use the facility.

By improving the pedestrian network in Downtown Salem it will make it much easier and safer for users in the district to reach their daily destinations. The area is served by bus transit, and includes a large number of second story apartments. It will improve walkability and access to destinations such as the Salem Public Library, Salem City Hall, the Farmers Market, several churches, Salem/Roanoke County Social Services, Roanoke College, and large numbers of local businesses, including several banks, as well as the surrounding neighborhoods for which downtown is the closest shopping district within walking distance. Funding this project will allow users to better reach all of these destinations without the use of motorized transportation.

Approximately 10,000 people are within walking distance of Downtown Salem. See the included UDA map for walking distances.

35. Does this project add features/devices that will improve bicycle and pedestrian safety (ex. crosswalks, bike/ped signals, lighting, physical barriers to separate facilities, etc.)?

Yes

If yes, provide a description including any accident data available.

This project will reconstruct the sidewalks in downtown to improve pedestrian safety by relocating crosswalks, shortening the distance pedestrians have to travel to cross the street, improving visibility of mid-block crossings, improving ped signals and crosswalks for ADA. The additional lighting proposed will also increase visibility. See the included Accident Reports.

36. Does this project incorporate traffic calming design elements such as bump outs, raised intersections, street trees or crosswalks in a contrasting color?

Yes

If yes, explain what traffic calming elements are being incorporated and how they will improve pedestrian safety.

The sidewalk design employs bump-outs to create areas for pedestrians to gather and for outdoor dining, as well as large landscaped areas. These will have the effect of breaking up the long rows of parked cars, and the linear nature of the street, thus slowing traffic as well as improving pedestrian safety by shortening the distance required to cross the street.

37. Is this project in the locality's local/regional transportation plan?

Yes

Name the plan and explain how this project will help achieve or support the plan goals.

This project is outlined in the Downtown Plan, an appendix of the comprehensive plan. Salem does not have a separate transportation plan. (See attached plan.)

Sponsor's Ability to Administer Federal Project

Federal regulations require that the sponsor provide a full-time employee who is responsible for all major project decisions as explained in Chapter 3.1 of the LAP Manual. This person is referred to as the sponsor's Responsible Person (RP) and may, or may not, be the project manager. Failure to provide a qualified RP may eliminate the project from consideration.

38. Identify the full-time staff member assigned as the "Responsible Person" for this project:

Name	Title	Years in this position
James E. Taliaferro II, PE, LS	Assistant City Manager	16

39. Describe the experience and / or training that qualifies this individual to be the responsible person for a federal-aid transportation project

Education/Certifications	Training / Classes	Project Related Experience
15 years Assistant City Manager, PE, LS, Former City Engineer		Former City Engineer. Has worked on federal-aid projects such as the Roanoke River Greenway, the Hanging Rock Battlefield Trail, the East Main Street Improvement project (UPC 8753), and the replacement of the Colorado Street Bridge over the Roanoke River.

40. Select from the following the best choice describing the RP's experience:

The RP has successful experience providing oversight or administering a federal aid transportation project within the previous five years

Regarding the experience noted above, briefly describe the two (2) most recent *federal-aid* projects including project scope, phases included (PE, RW, CN), cost and whether or not the project finished on-time and on-budget.

All phases of East Main Street Improvements (UPC 8753) and the Roanoke River Greenway. Phase I of East Main Street's total cost is \$15,223,263, and the project is currently ongoing. The most recently completed phase of the Roanoke River Greenway was from Eddy Avenue to Riverside Park. The total cost was approximately \$1,500,000, and the project was completed on-time and on-budget.

41. Describe the RP's role and responsibilities while overseeing these projects

Supervised project management. Procured Right of Way. Met with property owners and engineers. Helped prepare environmental documents, develop typical segments and alignments, and worked to keep the project within budget.

42. Has the RP completed VDOT's Core Curriculum on-line training found on VDOT's Locally Administered Projects webpage (www.virginiadot.org/business/local-assistance-lpt.asp)?

No

43. VDOT is required by federal regulation to ensure that the sponsor is adequately staffed to ensure the project is satisfactorily completed. Sponsors may supplement their staff with consultants, including project management duties.

Is the Responsible Person also the Project Manager (PM)?

No

If not, indicate:

The following local staff member will be assigned as Project Manager:

William L. Simpson, Jr. PE

Project management will be performed by a consultant:

Project manager unknown at this time

44. The sponsor's staff and their consultants must have a working knowledge of the locally administered projects (LAP) process and the federal regulations affecting federal aid projects. Select from the following the best choice describing the proposed PM's experience:

The PM has no experience with federal-aid projects, but has successfully managed a state-aid or locally funded transportation project within the previous five years

Regarding the experience noted above, briefly describe the two (2) most recent federal-aid projects including project scope, cost and whether or not the project finished on-time and on-budget.

Applicable

Description

The Roanoke River Greenway and the Mason Creek Greenway are the two most recent projects Will has worked on. The most recently completed phase of the Roanoke River Greenway was from Eddy Avenue to Riverside Park. The total cost was approximately \$1,500,000, and the project was completed on-time and on-budget. The most recent phase of the Mason Creek Greenway was built between Boulevard-Roanoke and the Lynchburg Turnpike. It was approximately \$500,000 and was completed on-time and budget.

45. Describe the PM's role and responsibilities managing the referenced projects including any challenges / delays encountered. How were these challenges resolved?

Applicable

Description

Supervised design and construction of both projects. Made changes to accommodate a wider bridge on the Roanoke River Greenway. Worked with major corporate property owners to secure right-of-way on Mason Creek.

46. Provide PM's most recent experience managing a Transportation Enhancement / Alternatives project include brief project description, history and any challenges encountered.

Applicable

Description

Both the Roanoke River Greenway and Mason Creek Greenway are funded through Enhancement/TA. Salem has extensively used Enhancement and TA monies, RSTP funds, Recreational Trails funding, and other sources on these projects. The PM has a demonstrated capacity to successfully manage such projects.

47. Has the PM completed training utilizing FHWA's Federal Essentials for Local Public Agencies (www.fhwa.dot.gov/federal-aidessentials/) ?

Yes

48. Will the sponsor need to supplement their staff to complete this federal aid project?

Yes

If yes, select the services that will need to be outsourced:

Environmental

If necessary.

Design

Will contract out design.

Construction Engineering / Management & Inspection

If necessary.

Materials Testing

If necessary.

49. Federal regulations require that the sponsor demonstrate "sufficient accounting controls" to administer a federal-aid project. This requirement is identified in Chapter 2.2 of the VDOT LAP Manual. Briefly describe the local financial management system – currently in place that will track / monitor project costs. Include the type of software used (if applicable) and the process by which costs are verified for reimbursement.

City operates its own finance department, with electronic accounting, and utilizes computerized software for its accounting. We also prepare, using a separate electronic system, accounting for our Electric Department. The City of Salem is audited annually and adheres to all Generally Accepted Accounting Principals. We have administered federal-aid projects in the past and are familiar with their requirements.

▶▶ Project's Readiness to Proceed

Project's Readiness to Proceed

50. Design / engineering will be performed:

In-house utilizing a current on-call contract

51. Is this project part of a larger / multi-phased construction project?

Yes

If yes, include a map clearly identifying the proposed phases and their status, and describe how the prior / future phases relate to this project.

The first phase of improvements to downtown is being done on College Avenue, utilizing revenue sharing. Salem has also prioritized the streets in downtown for improvement as part of the Downtown Plan. See the included map for locations.

52. These funds will not participate in the costs of master plans, feasibility and/or preliminary engineering studies. Has this work been completed using other funding source(s)?

Yes

If yes, attach a copy of the plan / study and briefly summarize the results below.

See the included copy of the Downtown Plan. This plan was prepared using local funds.

53. Has design work started?

Yes

If yes, answer 53a and 53b.

53a. Have these plans been reviewed by appropriate state / local official?

No

53b. Design has been started, and _____ plans have been completed.

54. The ability to secure right of way (including easements) needed for a project is critical to a project's success; which of the following best describes the right of way situation for this project:

All right of way required is publicly owned (local and/or state)

55. This program will not participate in the cost of relocating overhead utilities for scenic beautification or betterment purposes. It will however participate in the costs required to eliminate conflicts. Are there existing utility poles located within the proposed project area that will need to be relocated in order to complete the proposed improvements and/or meet ADA width/clearance requirements?

No

If yes, include pictures of poles within the specified project area explaining how their removal/relocation will impact the project.

55a. Has the right of way needed for relocation of the poles been secured?

56. If overhead utilities are in conflict, has the local utility company(s) been consulted regarding removal and /or relocation of its facilities?

0

If yes, please identify the utility carrier(s) and specify whether or not these costs are included in the attached budget.

57. Are there other conflicts / obstacles that must be addressed for the project to move forward?

No conflicts / obstacles present

58. If awarded, these funds will be available October 1 - the beginning of the new Federal fiscal year. How long after this date will you be ready to begin incurring cost for reimbursement?

59. If this application is for a pedestrian and/or bicycle facility, it may qualify for 100% federal Open Container (OC) safety funding. These funds focus on improving safety for pedestrians and/or bicyclists along active roadways. If this project accomplishes one or more of the following it may be eligible for OC funding:

- Provides pedestrian and/or bicycle safety treatment at locations with history of pedestrian and/or bicycle crashes
- Provides infra-structure that connects pedestrian / bicycle generating land uses
- Road diet that creates bicycle lanes
- Reduces conflict points (opportunities for conflict) between motorists, bicycles and pedestrians
- Improves the opportunity for pedestrians and / or cyclists to safely cross a roadway
- Eliminates a barrier for non-motorized travel
- Provides separation or dedicated space for non-motorized travelers along a high-speed or congested route

Do you believe this project qualifies for OC funding?

No

If planning to apply for Open Container (OC) funding, will the OC funding request be the same amount as this TA application funding request (including local match) (OR) in addition to the TA funds requested in this application?

If interested in applying for OC funding, complete a separate [Bike/Pedestrian Safety Application](#) in the SMART Portal.

Note: Deadline for Open Container (OC) funding consideration is November 1, 2016.

Attachments

Attachment A – Supplemental Information for TMA projects: *Required if project is located in an MPO within a TMA.*

Yes

Attachment B – Supplemental Information for Safe Routes to School (SRTS) Projects *Required if answered “Yes” to Question 10a*

N/A

Attachment C – Project Budget: *Required for ALL projects*

Yes

Attachment D – Existing Project Status: *Required for EXISTING projects only*

Yes

Attachment E – VDOT Administration Request: *Required if population less than 5,000 and requesting VDOT assistance*

N/A

Sponsor Certification

Public Hearing / Information Meeting Held

Public Notice Attached

Yes

Date

10/15/2015

MPO Endorsement (if applicable)

Endorsement Attached:

Yes

Date

9/22/2015

Resolution from Project Sponsor

Resolution Attached:

Yes

Date

10/26/2015

Sponsor certifies the following: *(Read and check each statement below)*

We are familiar with Transportation Alternatives eligibility criteria and the Locally Administered Projects (LAP) Manual.

Yes

We will provide technical guidance and oversight to staff and/or consultants throughout project development.

Yes

Budget accurately reflects cost of proposed project based on preliminary work performed.

Yes

Project development will comply with all state and federal regulations, including ADA requirements.

Yes

We understand this project must be substantially complete and/or ready for construction within four (4) years of the initial federal funding.

Yes

We will be responsible for ensuring future maintenance and operating costs of the completed project.

Yes

By selecting agree I certify that the above statements are true and correct to the best of my knowledge.

Yes

Sponsor Name

Benjamin W. Tripp

Date

10/20/2016

 Attachment A

Attachment A: *Projects Located in a TMA*

1. Describe how the project is consistent with the MPO’s current long range transportation plan (LRTP).

This project is consistent with the LRTP because it addresses the following goals outlined in the plan: 1. Reduce transportation related energy use - This project makes non-motorized commuting for daily needs easier by improving the sidewalk network in Downtown Salem, one of the MPO designated Multi-Modal Centers and an Urban Development Area. 2. Better multi-modal transportation – This project will allow non-motorized users to better navigate Downtown Salem, one of the largest centers of population and employment in the region. It will also improve bus service by improving ADA access at the stops. 3. Compatible with local plan – This project is the outcome of a separate planning process that the City of Salem undertook for downtown and the improvements in this application are outlined in the Downtown Plan (attached). 4. Maximizes benefits by putting \$ into multi-modal UDA center – This project maximizes scarce transportation dollars by using them in Downtown Salem, an MPO designated Multi-Modal center and a designated Urban Development Area. 5. Safety – This project will greatly improve safety in Downtown Salem by relocating and reconstructing the crosswalks at various locations throughout downtown. It will also shorten the distance pedestrians have to cross the street. Additionally, it will improve safety by providing better pedestrian accommodations such as countdown timers, diagonal crosshatch markings, and audible timers. The additional lighting provided will increase visibility. 6. Retirees – Retirees have indicated a desire for walkable communities, as have Millennials. The project addresses this goal by improving the walkability of Downtown Salem, and indirectly the neighborhoods adjacent to it.

2. Describe how the project fits within local adopted master plans and specific goals of local and/or state government agencies and other organizations. Describe how the project originates from planning work conducted in the jurisdiction. Note if the project is included in any planning documents and how it supports the local land use plan.

The City of Salem undertook a planning process to create a Downtown Plan (attached) in 2015. A major goal of the plan is to replace the streetscape in downtown to increase safety, improve walkability, create a better historic context for the buildings in the district, and to make the location more conducive for business. This project is outlined in the plan to accomplish those goals. This project addresses VTRANS 2040 Needs A (Creating Walkable Places) and E (Improving Multi-Modal Transportation Options), as identified by the Roanoke MPO Region Needs Summary, by making Downtown Salem more walkable and more pedestrian friendly, allowing for the use of non-motorized transportation options to meet daily needs. The project is consistent with the local land use plan, which designates the Future Land Use as "Downtown", which is a dense, mixed use type of development. The project is also consistent with the MPO adopted Regional Pedestrian Plan, which designated Downtown Salem as a Multi-Modal District. Downtown Salem is a designed Urban Development Area. The project is also listed in the regional tourism plan produced by the Convention and Visitor’s Bureau.

3. Describe how the project makes the region’s transportation facilities safer and less intimidating for pedestrians, bicyclists, and other non-drivers.

This project will vastly improve access for non-motorists in Downtown Salem, the second largest center of population and business in the Roanoke Valley and an MPO adopted Multi-Modal District. Improvements will include reconstructing all crosswalks to improve their safety, replacing aging sidewalks, creating areas for pedestrians to rest and making the streetscape less intimidating with landscaping. The proposed lighting will make the area brighter and easier to navigate. It will also improve the ADA accessibility of the district.

4. Describe how this project enhances transportation facilities for those with special needs, pursuant to Americans with Disabilities Act (ADA) requirements.

Currently Salem does not have countdown heads, audible pedestrian signals, or zebra stripe crosswalks. These will all be added. Also, reconstructing the sidewalks will allow entrances into businesses to be improved so that there is not a grade separation, or not as much grade separation. Work to the crosswalks at intersections and midblock crossings will also shorten the distance disabled pedestrians have to travel to cross the street, making it much easier. The project will also provide areas of outdoor seating where persons with mobility issues may stop and rest.

5. Describe all public participation activities to date on the proposed project and what has been done to obtain public and community support. Please also describe any project coordination with other jurisdictions or agencies.

As part of the development of the Downtown Plan, one of the outcomes of which is this project, the City of Salem undertook a massive public participation process. 1,152 survey responses were collected and ten stakeholder groups were consulted, resulting in over 3,400 unique comments about downtown. A steering committee of downtown business owners, citizens, and stakeholders was created to oversee the process. The city set up a website: downtown.salemva.gov to keep the public updated, and to provide an easy way to give feedback. A public open house was held on January 20th, and another on November 17th. A public hearing was held on this application at the City Council meeting on October 26th. Salem utilized staff from the Roanoke Valley-Alleghany Regional Commission to process data and to reach out to stakeholders. The city also coordinated with Roanoke County, and Roanoke College, both major landowners in Downtown Salem.

If your project is in the National Capital Region, please answer the following additional questions:

1. As a regional policy, the TPB seeks to promote the development of Transportation Alternatives in Regional Activity Centers. Is any portion of the project located within a Regional Activity Center?

No

Center:

2. Is this project located within ¾ miles of a Metrorail (existing or under construction) or commuter rail station?

No

Station:

3. Describe how the project creates linkages for users to transit and/or employment, as well as how the project fills a gap in the existing non-automobile transportation infrastructure.

 Attachment B

Attachment B: Safe Routes to School Projects

Project Sponsor Organization

1. Attach a letter of support from the school principal or division superintendent, indicating their support of the project as well as their desire to encourage their students to walk and bike to school.

Attached:

2. Provide the name of the school(s) and school division this project serves, indicating whether the school is designated Title-1.

3. Current Travel Modes: *(Estimate for all students and use aggregate totals for 2 or more participating schools)*

Travel Mode	# of Student(s)
Walk	
Bike	
School Bus	
Family Vehicle	
Carpool	
Public Transit	
Other	
Total	

Source

Date/Month (YYYY-MM)

4. Current Travel Distance: *(Estimate for all students and use aggregate totals for 2 or more participating schools)*

Distance lived from school	# of Student(s)
Less than ½ mile	
½ to 1 mile	
1 to 2 miles	
Over 2 miles	
Total	

Source

Date/Month (YYYY-MM)

5. Was a SRTS Parent Survey conducted by the school to determine whether they identified the project as a need?

If yes, summarize the results of the survey, particularly how they relate to the project, and indicate the year the survey was completed.

6. Describe the barriers that currently prevent kids from walking/biking safely to school and how this project would mitigate or remove those barriers. In particular, how will this project improve the safety of the route to school and encourage more children to walk or bike?

7. Describe any efforts that the school or community is currently involved in to encourage kids to walk or bike to school.

This would include any efforts that fit into the four “E’s” of SRTS – education, encouragement, enforcement and evaluation, as well as any policies the school has that promote or discourage walking or biking to school.

 Attachment C

Attachment C: *Project Budget Template*

[Click to download a template for Attachment C](#)

This **template** is an example to be used in creating a detailed project cost estimate – not a form to be completed online. Prepare a budget that is broken down by developmental phases – Preliminary Engineering, Right of Way and/or Construction – including specific line items that are appropriate to the project described in this application.

Note that every budget must include some funding in Preliminary Engineering to cover VDOT coordination, plan review and environmental charges. If the project includes a Construction phase, note that there should also be an amount budgeted in Construction for additional VDOT oversight charges to include attendance at the pre-construction meeting and Civil Rights reviews if required.

If this project is part of a larger, multi-phased endeavor, the project budget should only address costs for the specific project scope described in the current application and identified by the termini included in Item 6. Remember that with new TA projects, each project or phase will be funded separately receiving a new project agreement and project number. **EXCEPTION: If this project has received past TE funds and is a continuation of the proposed TE project as described in previous applications, a second column should be added to the budget identifying the prior funds received.**

 Attachment D

Attachment D: *Status of Existing Projects*

Identify project status and activities completed to date for the project / phase that is currently requesting funds. Check all activities that have been completed on this project / phase and provide additional details of the progress made utilizing the text boxes available for each activity.

1. Project Initiation

Initial Project Agreement fully executed

Yes

The agreement for this project was executed September 21st, 2016. Please see the attached agreement and Appendix A for UPC 109612.

Kick-off meeting with VDOT

No

2. Environmental

Environmental (NEPA) document initiated

No

VDOT performing environmental coordination

No

Preliminary plans have been submitted to DHR for review

No

Environmental document complete and no adverse effect (Or MOA executed)

No

3. Preliminary Engineering for current phase in development

RFP for design services developed

Yes

A contract for overall design for this project and several others (UPC 108853, CDBG program) has been developed and is being signed by the city. This contract was procured in consultation with VDOT and meets the requirements of this program. Billing and design work will be broken out separately for each UPC and phase.

Design underway

Yes

Design will be underway by the time this application is reviewed.

50% Plans submitted for VDOT review

No

90/100% Plans submitted for VDOT review

No

Final plans and bid document submitted to VDOT

No

4. Right of Way

No property or easements required

Yes

Since the project occurs within existing ROW, no additional property is required.

R/W plans/ survey complete

No

Appraisal(s) complete

No

All required property acquired/secured

No

R/W certification complete

No

5. Project Resources

Additional funding is available to complete project if this request is not fully funded – no additional TA funding will be requested.

No

Additional TA funding will be requested if this request is not fully funded.

Yes

6. Provide any additional information that might help establish the progress made to date. *This may include fundraising, public meetings/charrettes, significant donations or other milestones met.*

When the first request for this project was submitted last year, the City of Salem had not finished work on its Downtown Plan. That has since been done. The Downtown Plan is a comprehensive economic development project, designed to revitalize Downtown Salem and position it for the future. The plan contains many diverse strategies, but the ones most relevant to this application concern the replacement of the streetscape with a more historic, more easily accessible one, which will encourage pedestrian activity and provide areas for businesses to use for outdoor dining. It is also an opportunity to increase safety for all users. A significant amount of funding has been awarded and applied for that relates to Downtown Salem. Salem was previously awarded \$240,000 of TAP funding last year (the first half of this application), along with approximately \$500,000 in Revenue Sharing for College Avenue. In addition, Salem has been awarded around \$3,000,000 of funding to complete the first phase of the East Main Street Improvements Project (UPC 8753), which is on the eastern end of downtown. Salem has also applied for approximately \$3,500,000 in Smartscale Funding for various other blocks in downtown. The city also has an active CDBG program which is working in other areas. Lastly, Salem has budgeted approximately \$600,000 for various parts of the project. In the last few months we received the "Appendix A" contract from VDOT and the contract has been executed. In consultation with VDOT, we have approached one of our on-call consultants and scoped out a contract for engineering and design for the project (given the previous funding). That contract should be signed and design work begun by the time this application is being considered.

Attachment E: Request for VDOT Administration

In an effort to assist smaller localities that may not have the staffing necessary to administer a federally funded transportation project, the Department will consider administering a Transportation Alternatives project if requested to do so by the Local Project Sponsor. The Sponsor should discuss this possibility with local VDOT staff prior to submitting their application.

This offer would only be available to localities having a population less than 5,000 and projects that are of a linear nature such as sidewalks and trails. The Department can only consider offering these services if the required staffing is available. In addition, other factors may be considered when VDOT is making a determination of acceptance or not. There is NO guarantee that if a Local Sponsor requests VDOT assistance that the Department will be able to provide the project administration. Therefore every Sponsor must be in a position to administer the project being proposed and should complete the application assuming they will be administering the project.

This offer cannot be made for existing projects and must be made at the time of applying for federal TA funds unless otherwise decided by the Department. When requesting that VDOT administer the project, the following must be understood by the Local Sponsor:

- The Local Sponsor will have to sign a Project Administration Agreement
- The Local Sponsor will be responsible for providing the 20% local match amount
- The local match will be required in cash (no in-kind donations) prior to work beginning
- Any costs above the federal and match amounts will be 100% the responsibility of the Local Sponsor; there are no VDOT funds available for this program
- The Sponsor will be responsible for submitting subsequent TA applications if additional funding is required. They will also be responsible for the additional match requirement if funding is awarded.
- The Local Sponsor will be responsible for maintenance of the completed facility unless otherwise agreed to by the Department
- Department staff will charge their time to the project and these costs will be deducted from the federal allocation and local match contribution
- Department administration will include: design, environmental coordination, advertisement, and construction oversight
- The Project Sponsor will provide final acceptance of the proposed low bid prior to contract award

I understand the requirements above and would like to request that VDOT consider administering this project on the Sponsor’s behalf. I understand that there is no guarantee that the Department will be in a position to provide these services and am fully prepared to pursue this project if awarded funding.

No

Sponsor Name

Date

<p>Description Downtown Plan - Describes Project</p> <p>Attachment Type Planning Study/Safety Study</p> <p>File Name Downtown Plan.pdf</p>	<p>Description Letter of Support from Robin Poteet</p> <p>Attachment Type Letter of Support</p> <p>File Name LOS Poteet.pdf</p>
<p>Description Letter of Support from Roanoke College</p> <p>Attachment Type Letter of Support</p> <p>File Name LOS Roanoke College.pdf</p>	<p>Description Letter of Support from Parkway Brewing</p> <p>Attachment Type Letter of Support</p> <p>File Name LOS Parkway Brewing.docx</p>
<p>Description Letter of Support from Vicki Daulton</p> <p>Attachment Type Letter of Support</p> <p>File Name LOS Daulton.docx</p>	<p>Description Letter of Support from the Roanoke Valley Greenway Commission</p> <p>Attachment Type Letter of Support</p> <p>File Name GC LOS.pdf</p>
<p>Description Letter of Support from Paul Dallas</p> <p>Attachment Type Letter of Support</p> <p>File Name Dallas LOS.pdf</p>	<p>Description Public Hearing Notice</p> <p>Attachment Type Other</p> <p>File Name Public Notice Ad.pdf</p>
<p>Description Local Resolution of Support</p> <p>Attachment Type Resolution of Support</p> <p>File Name Resolution of Support.pdf</p>	<p>Description Committed Funding UPC 109612</p> <p>Attachment Type Other Committed Funds</p> <p>File Name Downtown Streetscape and Intersection Improvements - Project Agmt.pdf</p>

<p>Description TPO Resloution of Support</p> <p>Attachment Type Resolution of Support</p> <p>File Name TAresolutionOct.2015.pdf</p>	<p>Description Project Budget</p> <p>Attachment Type Detailed Cost Estimate</p> <p>File Name Budget.xlsx</p>
<p>Description UDA Map Showing Walking Distances (Adopted)</p> <p>Attachment Type Planning Study/Safety Study</p> <p>File Name Salem_VA_UDA_Analysis_2015_0814.pdf</p>	<p>Description Map Showing Location of Project</p> <p>Attachment Type Project Sketch</p> <p>File Name Downtown_Streetscape_Map.pdf</p>
<p>Description Accident Reports</p> <p>Attachment Type Other</p> <p>File Name Downtown vehicle accidents - report 10-29-2015.pdf</p>	



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