

2022 Transportation Improvement Program (TIP) Project Solicitation

Frequently Asked Questions

Selecting the Right Application Form or Submit to PlanIt

- 1. My project is entirely in Long Range (all phases), which form do I need to complete?**
 - Applications for projects that have all phases in long range must be completed using the Infrastructure Form.
- 2. All three phases of my project are in Long Range, but PE was originally in a previous TIP with federal funding programmed. I am now seeking additional federal funding for PE and/or a subsequent phase. Which application do I complete?**
 - Applicant must complete the Infrastructure Form, as long as the proposed project has PE, ROW, and CST in long range or ROW and CST are in long range.
- 3. All three phases of my project are within the TIP period, but they are currently programmed with local or non-federal funding. If I am now seeking federal funding for one or more phases, which application do I complete?**
 - Applicant must complete the Infrastructure Form because this would be the first time the applicant is seeking federal funding for the project.
- 4. The PE phase of my project is in the TIP and was funded with federal funds, but ROW and CST are currently listed as local in the TIP. I am seeking federal funds for ROW and/or CST. Do I need to submit a new application, or can I request through PLANIT?**
 - Since the phase where funding is being requested did not have federal funds previously programmed, an infrastructure application will need to be submitted.
- 5. What if my project phase currently has local or state funds programmed but previously had federal funds programmed in a previous fiscal year for that same phase? Which method should we follow if we want the phase to have federal funds again?**
 - If the project previously had federal funds on the phase and the applicant would like to change from a local/state fund source back to federal, please submit request into PlanIt if it is under \$2 million. Requests over \$2 million, we are asking that an infrastructure application be submitted.
- 6. My project is not listed in the TIP or Long Range Plan, but it was identified in an unconstrained project list. Which application form do I need to fill out? OR my project is not in the TIP, the Long Range Plan, or the Unconstrained List, which application form do I need to fill out?**
 - If the proposed project is not listed in the TIP or Long Range plan, please fill out the Infrastructure application. If the project was previously in the unconstrained project list, again we ask that an infrastructure application is submitted. The project in question does need to be part of a locally adopted plan. Be sure and identify the plan of which the project is listed along with the ID and page number.

2022 Transportation Improvement Program (TIP) Project Solicitation

Frequently Asked Questions

Completing the Forms

1. **If my project is already listed in the TIP or RTP, and I need to complete the Infrastructure Form, how should the Application Identification Number be assigned?**
 - The Application Identification Number for existing TIP or RTP projects must be the same as the existing ARC ID number. If the project was previously listed as an active project in the TIP or RTP and had an ARC ID assigned, please use that existing ID. [See Guidance on Unique IDs for Applications.](#)
2. **If my project is currently in the TIP (all phases in TIP years), do I still need to provide the elected official resolution and supportive documents in addition to mapping?**
 - Yes. Applications for existing TIP projects, with existing federal funds programmed on any phase beyond PE, do need to be accompanied by a supporting local government resolution. These applications do not require the inclusion of any mapping data unless the scope of the project has changed. Mapping data is only necessary for proposed projects that are not currently in the TIP.
3. **May a Community Improvement District (CID) complete an application? Should a CID assign their own unique project ID code? Should a CID submit their own prioritization list? Do CID applications need to be accompanied by a letter of support from city/county?**
 - For the 2022 TIP Solicitation process, the procedures are different this year. With the **Infrastructure Application** submittals, we are asking that the CIDs work with the local government on the application submittal. Ultimately, the local government is the LAP-certified sponsor of record and responsible for the project. Therefore, ARC will be accepting project applications primarily from local governments. However, the local government may share their login with the CID staff to submit the application on their behalf along with a support letter submitted from the local government. The application identification generated for the Infrastructure Application should follow the project identification guidelines for local governments. If the application is for an existing TIP project, please use the current ARC ID assigned to that project.
 - For the **Study Application**, CIDs may submit the application and generate their own application ID. Please see the [Guidance on Unique IDs for Applications](#).
 - Please coordinate with the local government on the priority of the application. The application identification used will be for the local jurisdiction that the CID will be partnering with on the project rather than solely for the CID which had been done in previous solicitation cycles. Since CIDs are not LAP certified, we are requiring that an LAP certified local government not only serve as the sponsor but also be the primary respondent to the application. Therefore, to coordinate the priority listing, please work with the local government on how best to tackle the priority listing. The

2022 Transportation Improvement Program (TIP) Project Solicitation

Frequently Asked Questions

priority question assists ARC staff during the KDP3 process and the development of the initial funding recommendations list.

- If a CID is providing matching funds for the proposed project, or will be managing the project on behalf of the local government, then the application must include a CID Board resolution or letter of commitment from the Chief Executive Officer. Applications prepared by CID staff must also include a resolution from the local government. If the local government is not providing any matching funds for any phase of the project, then the application may include a letter of support from the associated local government, in lieu of a resolution.

4. For applications involving multiple municipalities and/or a CID, which entity should be the sponsor of record, and how many resolutions or support letters are needed?

- **For Studies:** ARC will only contract with one entity for the study, therefore, there should just be one entity listed as the sponsor of record on the application. For studies, the applicant/sponsor may be a local government or a CID. The other jurisdictions and CIDs involved with the study, may work directly with the Study Sponsor for MOUs, providing match, etc. A resolution will be required from the sponsor of record and entities providing matching funds. Other CIDs or local governments involved in the project, but not providing matching funds, may provide a letter of support in lieu of a resolution.
- **For Infrastructure applications:** GDOT will only sign a Project Framework Agreement (PFA) or local government agreement with one sponsor, therefore, just one jurisdiction should be listed as the sponsor and submit the application. CIDs are not eligible to be the official project sponsors or applicants. The local government sponsor may directly work with the other jurisdictions or CIDs to sign MOUs or agreements related to the matching funds and project management. A resolution is required of all entities providing matching funds. Other CIDs or local governments involved in the project but not providing funding, may provide a letter of support.

5. For funding match commitment and project sponsor support resolutions (study application question 2-13 and infrastructure application question 4-69), to whom should they be addressed to?

- Please address all such letters to John Orr, Manager - Transportation Access and Mobility Group. The information is available on the application under Question 2-13 and 4-69 (hover pointer over the question mark).
- GDOT support communiques for projects which impact interstate highways or other portions of the state system (see infrastructure application question 4-39) may be addressed to the applicant.

2022 Transportation Improvement Program (TIP) Project Solicitation

Frequently Asked Questions

6. May project sponsors rely on consultants to work on the application?

- Yes, consultants may fill out the application on behalf of the project sponsor. However, the sponsor contact must be a local jurisdiction employee/staff. Also, consultants should be aware that if they complete a funding application on behalf of a local government or CID, pursuant to federal bidding and procurement regulations, they must recuse themselves from responding to RFPs or RFQs for the same project or study, if awarded. Therefore, whenever possible, it is best for the local governments to prepare applications themselves. If they need assistance, they can always reach out to ARC staff.

7. Can I use my existing consultant for PE services if I am seeking federal PE funding?

- To be eligible for federal funds, the consultant must have been acquired through a competitive bid process, in accordance with the Brooks Act, for the specific work scope you are seeking funding for. If you believe your consultant procurement meets this criteria and you have documentation to support it, you may be able to use this consultant/engineering firm, but ARC recommends you clear it with GDOT. Generally speaking, once awarded PE funds, the local government should issue an RFQ for the PE services, and any consultant involved in preparing the ARC funding application of the RFQ, should recuse themselves from bidding on the project.
- However, if a sponsor wants to pay for PE services entirely with local funds, for the duration of the project, they may use their own local procurement process and does not need to comply with Brooks Act.

8. How should packaging of projects or programs be handled (one form or multiple forms)?

- Please submit individual applications for bundled projects. They will be evaluated on their own merits. For projects that involve transit routes, individual applications will need to be submitted for each route.
- Proposed packages may still be partially awarded.

9. What if I am seeking funding for a project or program for more than one fiscal year?

- Please reflect the total amount requested with the two (or more) fiscal years in its appropriate box. It is strongly suggested that the most realistic schedule be reflected when entering fiscal years.

10. How should I calculate my Right of Way (ROW) cost estimates?

- ARC recommends that the applicant provide a cost estimate based on the GDOT ROW cost estimation tool/methodology, rather than providing its own, locally derived estimate. This helps avoid future ROW cost estimate increases, because of the conservative nature of GDOT's cost estimate assumptions and methodology (which, for instance, does not count on receiving donations). Therefore, it is critical to have a basic understanding of ROW implications of the proposed project, which

2022 Transportation Improvement Program (TIP) Project Solicitation

Frequently Asked Questions

should lead to more consistency with GDOT's ROW cost estimation methodology. Otherwise, this can lead to project delay and unnecessary TIP re-programming in the future. Contact the GDOT Office of Program Control for more specific information on ROW cost estimating.

11. Question 4-39 asks for a form letter or similar communication from GDOT (Office of Planning, Office of Program Delivery, and the GDOT District Office). Can the approved concept report serve as official documentation to indicate GDOT approval of the project?

- If available, then yes – please upload an approved concept report via the subsequent question (4-39). Otherwise, some documentation of communication and initial coordination with GDOT is required if the project is on the state system. If the project application is located on a state route, we require some form of acknowledgement from GDOT offices/staff that they are aware the sponsor is seeking federal funds for a project on the state system. This can be a formal letter or an email from the required offices/staff.

12. My project is currently in the TIP and is located on a State Route. We are seeking federal funds for the remaining phases of the project (ROW, UTL or CST) and the project has an approved concept report. Is a GDOT support letter still required?

No. Since the project is an existing and active TIP project and has an assigned GDOT project manager, a GDOT support letter is not required.

13. Our jurisdiction previously applied for multiple projects, and several were unfunded. These are still available on the TIP application site. Should I delete these applications and start over or can I go ahead and edit the previous application to resubmit during this solicitation cycle?

- No. The TIP applications submitted during previous solicitation cycles are no longer available. Due to revisions in the TIP Project Prioritization Framework, questions in the application have changed. The project sponsor will not be able to go back in and edit previously submitted applications. A new application will need to be filled out. A copy of a previously submitted application may be requested, if needed for use to transpose information if it remains current. It is critical that information and data from a previously submitted application reflects the most up to date information.

14. Should the priorities for the Studies application be separate from the Infrastructure application? Or should the priorities be merged as a collective submittal for the sponsor regardless of priority level?

- When indicating the priority in the application, please do so as a collective priority for the jurisdiction/project sponsor. For example, the project sponsor is submitting three studies applications and two infrastructure applications for a total of five. Indicate the priority among all five submittals regardless of application type.

2022 Transportation Improvement Program (TIP) Project Solicitation

Frequently Asked Questions

Mapping

1. How should we reflect the project if it covers the entire city or a specific area? What about if the application covers multiple intersections?

- A polygon around the study area may be drawn. However, if the project/study covers the entire city/county, a PDF of the jurisdiction boundaries may also be submitted.

General TIP/RTP Guidance

1. When is the TIP funding cycle?

- The 2022 TIP Solicitation is for STBG-Urban (Surface Transportation Block Grant Program), the Transportation Alternatives Program (TAP), and the Congestion Mitigation and Air Quality (CMAQ) program. The solicitation involves anticipated available funding for these programs for fiscal years 2023 through 2025.

2. Do projects need to exist in a county/state/regional plan?

- Yes, all projects must be listed in an approved and adopted local or regional plan, or an official document that has been vetted with the public and adopted/endorsed by the local governing entity. Eligible plans include LCI plans, corridor plans, trails plans, CTPs, or other locally adopted planning studies.

3. Matching Funding: Can a third party (NGO, university, private organization, etc...) provide matching funding? How would this work?

- Third parties may provide funds to contribute towards the local match for federal funding. This type of commitment is usually executed through a written agreement between the project sponsor and the third party. ARC or GDOT will not officially recognize this third-party agreement in the TIP.
- The local government is ultimately held responsible for the entirety of the required local match, regardless of whether or not the third-party meets its commitment.

4. Are projects ever partially funded? For instance, will ARC amend a proposal and lower the funding amount?

- Yes. Proposed projects can be awarded with federal funds in an amount that is less than what is requested. To the extent practicable, project applications must be scalable, so that partial awards are possible. ARC will confer with project sponsors if only partial funding can be provided.

2022 Transportation Improvement Program (TIP) Project Solicitation

Frequently Asked Questions

5. When are project funds distributed, and who are they distributed to?

- Actual FHWA funds are managed on a reimbursement basis. The project sponsor (local government) or other entities financially committed to the project (e.g., CIDs or NGOs) must be prepared to front the entire cost of each phase of the project. Once the work for that phase begins, the actual sponsor of record will submit their invoices, and will then be reimbursed up to the 80% of each invoice amount, up to the full amount of federal funds programmed for that phase. Co-funding sponsors should seek reimbursement for their portion from the sponsor of record.

6. Would there be any funding implications if the jurisdictional boundaries (e.g., future annexations or incorporations) where the project is located change, after it has been programmed in the TIP?

- ARC will conduct a TIP Administrative Modification to reflect the new local government as the sponsor of record pending agreement between all entities involved. As such, applicants are encouraged to identify appropriate project delivery contingencies and document these through the application process if possible. Infrastructure applications that are following the state process will undergo additional review to assess deliverability, commitment, etc.

7. Can in-kind services or right-of-way donations be used towards local match?

- No. Local sponsors must pay consultant or contractor invoices in full and submit to GDOT (for projects) or ARC (for studies) for reimbursement up to 80% of the cost. However, the sponsor may use a variety of fund sources to cover its 20% match, including local sources, state funds, non-USDOT federal funds such as GTIB, CID or private funds, etc.

8. If my application is awarded federal funding, am I required to conduct a competitive procurement process?

- Yes. In order for its application to be considered for any amount of federal funding, the local government sponsor must be certified through the Georgia Department of Transportation's Locally Administered Projects (LAP) training program. This LAP training will provide the guidance on how to procure goods and services that are funded with FHWA funds.
- For services that do not require a professional license certification, the procurement process to hire for those services must be competitive-based, where price must be one of the factors considered. See [2 CFR § 200.320](#).
- For services that do require a professional license certification (professional architect or engineer), the procurement process must be based on qualifications, according to the Brooks Act. See [2 CFR § 200.320](#).

2022 Transportation Improvement Program (TIP) Project Solicitation

Frequently Asked Questions

- For additional questions and answers regarding the Brooks Act (procurement requirements for architectural/engineering services for federal aid projects), click on the following URL: http://www.fhwa.dot.gov/programadmin/172qa_01.cfm.
- If a sponsor wishes to use a consultant/engineering firm not procured in accordance with Brooks Act or other federal procurement regulations, they may do so if they are funding their services completely locally. These consultant services will not be eligible for federal funding reimbursement at any point in the project. However, some sponsors choose to do this and fund PE locally so as to advance the project. Federal funds will still be available for ROW acquisition and construction as long as those phases are bid out in accordance with federal procurement regulations and the PDP has been followed.