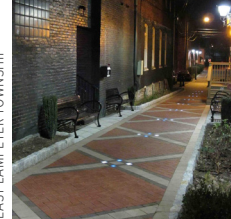




CITY OF LANCASTER



EAST LANPETER TOWNSHIP



ELIZABETHTOWN BOROUGH



MOUNT JOY BOROUGH



**connects**  
**2040**



metropolitan transportation plan  
for Lancaster county, pa

# Implementation Program

## FFY 2025 Funding



LANCASTER COUNTY  
**PLANNING**



Lancaster County  
**MPO**

# Acknowledgments



## Lancaster County Board of Commissioners

Ray D'Agostino, *Chairman*  
Joshua G. Parsons, *Vice Chairman*  
John B. Trescot

Prepared by

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for the

## Lancaster Metropolitan Planning Organization (MPO)

Ray D'Agostino, Lancaster County Board of Commissioners, *Chairman*  
Danene Sorace, Mayor, City of Lancaster, *Vice Chairman*

*Staff to the MPO*

Scott W. Standish, Executive Director, Lancaster County Planning Department

[www.lancompo.org](http://www.lancompo.org)



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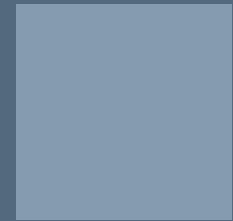
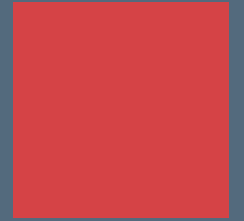
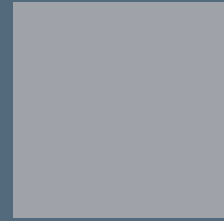
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# PROGRAM BACKGROUND



The Metropolitan Transportation Plan (MTP) – called [connects2040](#) – is a vision for transportation in Lancaster County twenty years from now.

*Equitably meet the mobility needs of residents, businesses, and visitors while strengthening the unique identity of Lancaster County through an environmentally responsible, safe, and reliable multimodal transportation system.*

— *connects2040* vision statement

The Lancaster MPO adopted *connects2040* in June 2020. The plan makes recommendations in eight policy areas that the public determined critical to future transportation planning and programming. The implementation of *connects2040* will be guided by eight strategic directions, which mirror the transportation priorities from the public survey.

The eight strategic directions are:

1. **Safety** – Reduce crashes and road user conflicts. Provide safety improvements for all users, particularly non-motorized users (buggies, bicyclists, and pedestrians).

2. **Reliable Travel** – Reduce travel delays by measuring and improving the reliability of travel. Make it easier to predict how long it will take to get to places throughout Lancaster County.
3. **System Maintenance** – Keep existing roads, bridges, and other transportation assets in good condition. Choose projects based on lasting impact.
4. **Transportation Choices** – Expand the range of transportation options for getting around Lancaster County and reduce reliance on cars. Support alternatives to driving like taking the bus, riding the train, biking, or walking.
5. **Environmental Protection and Mitigation** – Review the impact of projects on important community, historic, and natural resources. Boost quality of life and public health by protecting these resources.
6. **Critical Connections** – Create strategic connections to improve access to major job and shopping centers through road extensions, transit service expansions, and walking and biking facilities.
7. **Quality of Service** – Increase driver, transit rider, bicyclist, and pedestrian satisfaction.
8. **Performance Goals** – Meet state and federal goals for road safety, route conditions, and travel reliability. Carefully use our funding to implement the best projects to achieve the targets.

These strategies build upon policies previously adopted in other county plans, including [places2040](#), the [Lancaster Active Transportation Plan \(ATP\)](#), the [Congestion Management Process \(CMP\)](#), and the South Central Transit Authority's [Transit Development Plan](#).

Transportation is closely linked to land use. In fact, how land is used has a larger impact on the quality of our transportation system than most other factors. Places with a higher density of housing and stores let people do more, take shorter trips, and get around without cars. When people can walk between their home, workplace, and grocery store, they require less space to move. This translates to less congestion and fewer miles of roads that need to be maintained. *Connects2040* considers how travel in Lancaster might change as we follow the land use ideas outlined in *places2040*, the county's comprehensive plan. Therefore, the strategies recommended by *connects2040* are closely integrated with the land use concepts and planning tools in *places2040*.



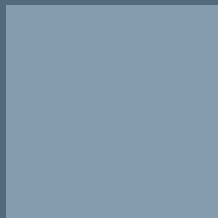
thinking beyond boundaries

### Places2040

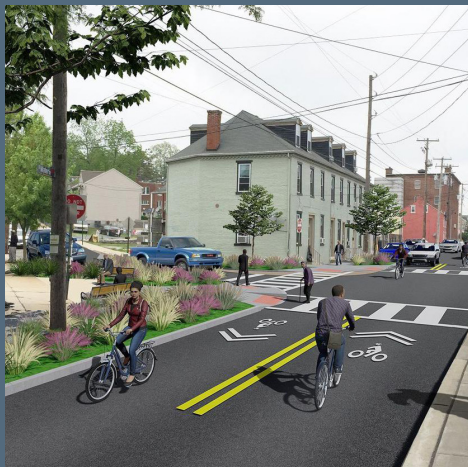
*Places2040* takes a holistic approach to land-use planning by breaking down the barriers between land use and transportation. In particular, the plan notes that development pattern has a significant impact on the transportation network. Decisions about jobs and housing have a considerable effect on our road network, transit usage, and who chooses to bike or walk.

*Places2040* envisions more compact and efficient land use supported by a balanced multimodal transportation system, with a focus on directing growth into county-designated growth areas. To implement that vision, the plan provides a three-pronged strategy focusing on:

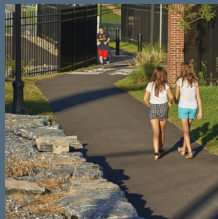
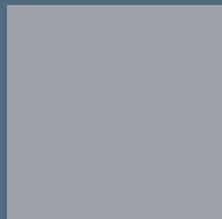
- Five big ideas (goals) and 26 policies (what we need to do differently to achieve these goals);
- The Lancaster County [Future Land Use and Transportation Map](#), which outlines a planning approach focusing on seven character zones (a land use transect) and priority places (communities, corridors, and landscapes that county residents said were important to them);
- Seven catalytic tools and strategies with the greatest potential to move us toward the future that county residents want to see.



MOUNT JOY BOROUGH



CITY OF LANCASTER



ELIZABETHTOWN BOROUGH



# PROGRAM DESCRIPTION

## Introduction

Formerly the Smart Growth Transportation Program, the current competitive funding program is called the *connects2040* Implementation Program. Smart growth principles are included in both *connects2040* and *places2040* – therefore, the program's original focus on smart growth is continued within the broader context of implementing *connects2040*. This program directly links the funding of regional and local transportation projects and studies to their demonstrated potential to implement the countywide plan. Essentially, this is an opportunity for regional and municipal implementation of *connects2040*.

The *connects2040* Implementation Program helps to achieve the vision of *connects2040* by funding transportation projects and studies that provide a safer, more walkable, bikeable, and transit-friendly transportation system. The projects must clearly meet the needs identified in *connects2040*, with preference given to projects and studies located along priority corridors or in priority places (as identified on the [Future Land Use and Transportation Map](#) in *places2040*).

The *connects2040* Implementation Program intends to fund projects that will provide tangible benefits in the near future. No more than 20% of available funding will be allocated to transportation and land use studies. Therefore, at least 80% of funding will be allocated to construction projects. Projects funded through the program must be open to the public and ADA accessible.

The primary goal of the program is to fund transportation construction projects, as well as transportation and land use studies, that:

1. Address the goals and objectives of *connects2040*, with emphasis on those that are also consistent with other county, multi-municipal, or local plans of the jurisdictions in which the projects are located.
2. Link focused transportation needs with growth management, as defined in *places2040* by “Growing Responsibly” and “Connecting People, Place, & Opportunity.”
3. Contribute to “Creating Great Places” for residents and visitors (as defined in *places2040*).
4. Support the priority places and seven character zones identified on the [Future Land Use and Transportation Map](#).

The secondary goals of the program are to:

1. Reward municipalities who collaborate and “Think Beyond Boundaries” to address challenges and identify opportunities in our priority places, i.e. transportation corridors, regional trails, and mobility hubs.
2. Prioritize transportation solutions that reduce single-occupant vehicle usage and improve the comfort and safety of non-motorized and transit users to encourage active transportation and transit ridership.
3. Create Complete Streets, a catalytic tool identified in *places2040*.
4. Implement mobility hubs to improve intermodal connections, as identified in the *Lancaster ATP*.



5. Encourage regional and municipal official maps, a catalytic tool identified in *places2040*.
6. Promote transportation projects that are intentionally designed to be context-sensitive and right-sized to regional or community needs – environmental, financial, land use, or other.
7. Support transportation projects that have been planned in collaboration with the community.
8. Boost public projects that have the ability to leverage other grant sources or private dollars to expand the total dollars available for transportation investment.

## Who Can Apply?

1. The applicant must be a municipality, transportation service provider, or other organization responsible for providing transportation facilities and/or services. They must be eligible to receive federal transportation funds.
2. The applicant must be located in Lancaster County and serve Lancaster County residents.
3. The applicant must be familiar with the county plans, including *connects2040*, *places2040*, and the *Lancaster Active Transportation Plan (ATP)*, as well as the South Central Transit Authority's *Transit Development Plan Update (2018)*.
4. The applicant must be committed to fully funding and completing the project, if awarded.

5. The applicant must be committed to the successful implementation and ongoing maintenance of the proposed project if awarded.
6. Any eligible project sponsor listed in PennDOT's [Transportation Alternatives Set-Aside Program Guidance and Procedures](#).

## Eligible Types of Projects

Eligible projects include the following:

1. Transportation and land use area plans, corridor studies, and other plans/studies that are intended to recommend integrated land use policy and transportation system improvements to address areas of identified transportation need. Preference will be given to projects considering transportation and land use issues along regional transportation corridors and within mobility hubs identified in *places2040* and/or the *Lancaster Active Transportation Plan (ATP)*.
2. Feasibility or similar plans/studies that are intended to produce transportation system improvements to address areas of identified transportation need. Plans or studies should have a strong implementation focus and lead to specific improvement concepts that are feasible. Preference will be given to projects considering new or improved transportation facilities and/or services in our priority places, i.e. transportation corridors, regional trails, and mobility hubs identified on the [Future Land Use and Transportation Map](#).
3. Non-motorized transportation facilities that provide a transportation benefit and could also provide a recreational benefit (trails, bike networks). Projects should provide non-motorized connections between housing, commercial and retail districts, regional parks and trails, transit centers, libraries, or schools. Projects with only recreational value will

not be funded under this program, unless they are part of a multi-municipal recreational trail that is identified on the [Future Land Use and Transportation Map](#). Projects that involve sidewalk installation require the municipality to have an adopted sidewalk ordinance (see the **Maintenance** section on p. [24](#) for more information). Preference will be given to existing and proposed facilities identified in the *Lancaster Active Transportation Plan*, municipal Active Transportation Plans, regional comprehensive plans, or any official map.

4. Facilities that make transit service more convenient to sites of regional significance and more viable countywide by providing accessible and safe connections to access transit (sidewalks, interconnected streets that reduce 'last mile' trip walking distances, ADA improvements, etc.).
5. Streetscape improvement projects that prioritize the needs of non-motorized transportation users and successfully incorporate green infrastructure and traffic calming treatments.
6. Improved roadway connections that provide for a more interconnected transportation network to reduce travel distances and enhance safety for motorists, public transportation, and non-motorized transportation users (bicyclists, pedestrians, and buggies, where applicable).
7. Redevelopment of existing streets (i.e. Complete Streets, road diets, etc.) utilizing non-motorized transportation facilities, traffic calming treatments, and other best practices to enhance communities while providing designated space for road users of all ages and abilities.
8. Roundabouts or other intersection improvements that meaningfully consider the accessibility and safety of public transportation and non-motorized transportation users (bicyclists, pedestrians, and buggies, where applicable) in the final design.
9. Low-cost investments to improve safety and/or reduce congestion, such as dedicated multimodal facilities, Intelligent Transportation Systems (ITS) projects (traffic signal coordination, dynamic message boards, transit signal priority, etc.), and local Transportation Systems Management & Operations (TSMO) projects identified in PennDOT's [Eastern Regional Operations Plan](#).
10. Public transportation capital improvements or associated transit improvements (bus shelters, functional landscaping and streetscaping, pedestrian access and walkways, bicycle access and storage, signage), particularly those identified in SCTA's [Transit Development Plan Update](#).
11. Other transportation system enhancements that are consistent with the strategic directions of *connects2040*, but may not be easily addressed through traditional transportation projects.
12. Any additional eligible project type listed in the PennDOT publication [Transportation Alternatives Set-Aside Program Guidance and Procedures](#).
13. Studies that may result in any of the project types listed above.

Applicants may submit more than one application for *connects2040* Implementation Program funding. If submitting more than one application, the applicant should provide a prioritized ranking of their applications in the project description of the application.

### How Much Funding Is Available?

The *connects2040* Implementation Program is funded using a variety of federal transportation funding programs. Depending on project viability and eligibility, the program has a minimum amount of \$3 million and maximum

of \$5 million available each funding cycle. Applications are accepted every two years with the goal of a total program level of \$3 million each funding cycle. The actual amount may vary depending on the status of awarded projects, including project cancellations. Projects that are selected for funding under the program will be placed on the MPO's Transportation Improvement Program (TIP). Funding is based on the federal fiscal year, not calendar year. The federal fiscal year starts on October 1st. For example, October 1, 2024 is the beginning of the 2025 federal fiscal year.

The project sponsor is responsible for providing matching funds that vary by project type:

- For construction projects, the project sponsor is responsible for costs associated with all phases of pre-construction. This includes preliminary engineering, final design, environmental permitting and clearance, utility relocations, and right-of-way plan development and acquisition phases. The awarded federal funds from this program provide 100% for construction costs, including construction inspection fees.
- For studies, the applicant shall provide at least a 20% match for the federal funds, which will pay up to 80% of the study cost.

The applicant must be committed to fully funding and completing the project, if awarded.

Every project must comply with PennDOT and federal requirements for process and procedures.

## Project Evaluation Criteria

All construction projects and studies funded under the *connects2040* Implementation Program must meet four core criteria. Projects that fail to meet the core criteria will not advance further in the process. Projects that meet the core criteria are then evaluated by five weighted criteria.

To meet the core criteria, the project or study must:

- Address and implement at least one of the eight strategic directions in *connects2040*.
- Be located within or adjacent to designated Urban or Village Growth Areas or identified as a "Priority Corridor" on the [Future Land Use and Transportation Map](#) in *places2040*.
- Demonstrate that the applicant has the ability to pay pre-construction costs for construction projects, or the 20% match for studies.
- Include a viable implementation strategy, including long-term funding for maintenance.

The weighted criteria prioritize projects based on their ability to:

- Increase mobility by providing safe and reliable multimodal transportation service, facilities, and/or infrastructure as alternatives to single-occupant driving, particularly in environmental justice communities (areas with significant minority and low-income populations).
- Support development and/or redevelopment within or adjacent to designated Urban or Village Growth Areas.
- Enhance or preserve the environmental, natural, historic, and cultural integrity of Lancaster County through context-sensitive design that is right-sized to regional or community needs.
- Implement a directly recommended project or a project that furthers a goal, objective, or strategy from a countywide, multi-municipal, or municipal land use and transportation study or plan.

## PROGRAM DESCRIPTION

- Encourage public-private partnerships to extend the reach of public dollars and leverage private development opportunities in county-designated growth areas.

### Bonus Points

Projects located in municipalities that have adopted or are working towards one or more of the following planning regulations or management procedures will receive bonus points for each policy or procedure, as indicated below. For multi-municipal projects, the lead applicant (municipality) is evaluated for bonus points, not all municipalities in the project area.

Comprehensive plan consistency (*only one*):

The municipality ...

<b>5 points</b>	<ul style="list-style-type: none"> <li>• Has adopted a regional comprehensive plan that closely follows the structure of <i>places2040</i>, or</li> <li>• Is actively participating in the development of such a plan.</li> </ul>
<b>4 points</b>	<ul style="list-style-type: none"> <li>• Has adopted a regional comprehensive plan that addresses the big ideas &amp; policies, catalytic tools, and <a href="#">Future Land Use and Transportation Map</a> in <i>places2040</i>, or</li> <li>• Is actively participating in the development of such a plan.</li> </ul>
<b>2 points</b>	<ul style="list-style-type: none"> <li>• Has adopted a municipal comprehensive plan that addresses the big ideas &amp; policies, catalytic tools, and <a href="#">Future Land Use and Transportation Map</a> in <i>places2040</i>, or</li> <li>• Is actively participating in the development of such a plan.</li> </ul>
<b>1 point</b>	<ul style="list-style-type: none"> <li>• Agrees to implement policies and strategies that are generally consistent with countywide and regional plans including <i>places2040</i>, <i>connects2040</i>, the <i>Lancaster Active Transportation Plan</i>, and SCTA's <i>Transit Development Plan Update</i>, and</li> <li>• Agrees to work in partnership with Lancaster County Planning Department staff on any future updates to their comprehensive plan, whether municipal or regional in scope.</li> </ul>

*Places2040* catalytic tools:

<b>5 points</b>	The municipality has adopted a regional official map.
<b>3 points</b>	The municipality has adopted a municipal Complete Streets policy.
<b>2 points</b>	The municipality has adopted a municipal official map that includes a transportation element.

Other:

<b>5 points</b>	The municipality has adopted a local Active Transportation Plan.
<b>3 points</b>	The municipality has adopted a Capital Improvements Plan that includes multimodal transportation elements.
<b>2 points</b>	The municipality has adopted Smart Growth, mixed-use, or density bonus options in their ordinances that meet the county growth management density targets identified in <i>places2040</i> .
<b>1 point</b>	The municipality has adopted an access management ordinance.

## Program Timeline

FFY 2025 Funding

Date(s)	Description
April 24, 2023	Staff presents revised <i>connects2040</i> program guidelines at MPO meeting.
May 1, 2023	Optional virtual information session held. Program Guidelines and Notices of Intent are published at this time.
<b>May 26, 2023</b>	<b>Notice of Intent forms and project checklists are due at the LCPD office by 5:00 p.m.</b>
May 29 – June 9, 2023	Staff reviews Notice of Intent forms for project eligibility and share results with TTAC.
June 12 – 30, 2023	Required pre-application meetings with staff.
July 3, 2023	Applications are issued to those with approved Notice of Intent forms.
<b>July 31, 2023</b>	<b>Applications are due at the LCPD office by 5:00 p.m. Applications received after this date will not be reviewed.</b>
August 1 – 11, 2023	Preliminary application review by staff. They will coordinate with applicants on any edits or points of clarification, as needed.
August 14, 2023	Staff shares complete application submissions with TTAC.
August 21 – September 8, 2023	Required virtual applicant interviews with TTAC.
September 11 – 15, 2023	TTAC meets to review and discuss applications and interviews.
September 29, 2023	Deadline for TTAC members to submit their application scores.
October 2 – 6, 2023	TTAC meets to review and discuss application scores.
October 23, 2023	TTAC recommends projects for funding approval by the MPO at the regularly scheduled TTAC meeting.
November 27, 2023	Staff present TTAC funding recommendations for approval (action) at the regularly scheduled MPO meeting.
<b>December 1, 2023</b>	<b>Staff notify applicants of funding recommendation or regret.</b>
December 29, 2023	Awardees must submit an adopted resolution from their governing body declaring a commitment to complete the awarded projects.

## Transparency

### Public Meetings

All meetings will be held in person in Rooms 102/104 at the Lancaster County Government Center, 150 North Queen Street, Lancaster, Pennsylvania 17603-1805 and online using the [Lifesize app](#) at <https://call.lifesizecloud.com/1696302> or over the phone at 312-584-2401, code 1696302#.

- TTAC – October 23, 2023 at 12:30 p.m.
- MPO – November 27, 2023 at 12:30 p.m.

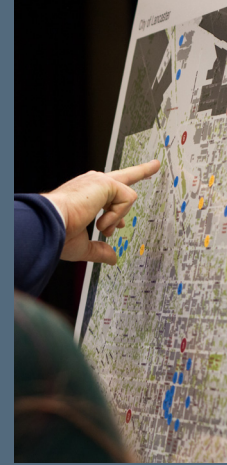
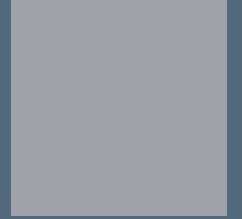
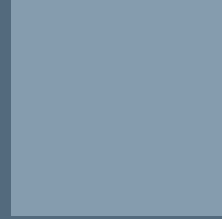
For updates, please visit the Lancaster MPO website:

<https://www.lancompo.org/upcoming>.

The Lancaster MPO is committed to compliance with the non-discrimination requirements of applicable civil rights statutes, executive orders, regulations, and policies. The meeting location is accessible to persons with disabilities. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in this public meeting, please contact Will Clark at 717-299-8333, or by email to [wclark@lancastercountypa.gov](mailto:wclark@lancastercountypa.gov) as soon as possible but no later than 5 days before the scheduled event.

## Conflict of Interest

Any TTAC or MPO member that has a direct interest in an application submitted for funding will inform Lancaster County Planning Department (LCPD) staff and other members of this conflict. For example, they represent the project sponsor(s) as an elected official or staff member, work for a firm that is currently contracted with the project sponsor(s) and/or a major employer that will benefit from the project, live in the project area, or have some other financial interest or major involvement in the project. The member will recuse themselves from any discussions of that project, and they will not score the project. They may, however, participate in the presentation of the project to TTAC.



# APPLICATION PROCEDURES

## Information Session

Staff will hold a virtual information session for interested municipalities, transportation service providers, and other eligible organizations via the Lifesize platform. Attendance is encouraged, but not mandatory. A video recording of the session will be publicly posted to the MPO website once available.

Immediately after the information session, the *connects2040* Implementation Program guidelines and Notice of Intent (NOI) forms will be distributed to attendees and posted to the MPO website.

## Notice of Intent

Interested applicants must submit an NOI form. This informs staff of their intent to apply for funds and provides enough information about the proposed application so a preliminary determination of funding eligibility can be made. A separate NOI form must be submitted for each project being considered as an application. There is no commitment to apply, even if a project is determined to be eligible for application to the program. Therefore, we encourage interested applicants to submit NOI forms for all projects being considered for funding through the program. Only projects with approved NOI forms will be considered for funding by Lancaster County Planning Department (LCPD) staff and TTAC.

Staff will review the NOI forms received by the indicated due date to determine if the proposed project sponsor is an eligible applicant and if the proposed project is an eligible type of project. This review is consistent with the **Who can Apply?** and **Eligible Types of Projects** sections on p. 9 of this document and other technical requirements. For example, if a proposed project includes sidewalk construction or restoration, we would review any potential sidewalk ordinances of the municipality or municipalities in which

the project is located. For more information, see the **Maintenance** section on p. 24 of this document. Interested applicants will be contacted by staff if more information is needed to determine eligibility, or if there are questions about the information provided on the NOI form(s).

Staff will notify TTAC of the findings of eligibility based on their review of the submitted NOI forms.

Interested applicants will be notified by staff via email if the information provided on the NOI form indicates that a proposed project sponsor or project does not meet the criteria outlined in these guidelines. An explanation of ineligibility will be provided by staff. Any questions about determinations of ineligibility must be sent as a written reply to the email from staff within a week of receipt.

Application forms will be emailed to eligible applicants with an approved NOI form.

## Pre-Application Meeting

Applicants will meet with LCPD staff prior to the formal submission of their application(s). The meeting will focus on a review of the submitted Notice of Intent form and project pre-application checklist. The checklist is intended to guide a conversation on the design and permitting process requirements for federally funded projects. It will provide applicants and staff with a better understanding of the project readiness, potential deliverability concerns, and ultimately, suitability for the program.

After the meeting, applicants may revise their application submission, as they deem necessary, prior to formal submission by the indicated deadline.



## Application

For multi-municipal projects, a lead applicant must be identified.

Applicants should include all the requested information on the application form. At a minimum, applications should include:

1. A description of the proposed project or study and how it meets the project eligibility criteria, including a map of the project location. If submitting more than one application, the applicant should provide a prioritized ranking of their applications in this section.
2. How the proposed project is consistent with *connects2040*, *places2040*, the *Lancaster Active Transportation Plan (ATP)*, South Central Transit Authority's *Transit Development Plan Update (2018)*, and/or applicable multi-municipal and local comprehensive plans or studies.
3. Public involvement in the planning of and support for the proposed project or study.
4. Implementation strategy to demonstrate how the proposed project or study will meet the intent of the *connects2040* Implementation Program, which is to fund projects that will be successfully implemented in the short term and responsibly maintained in the future.
5. Studies funded under the *connects2040* Implementation Program must include a NEPA Purpose and Need Statement within the document since the purpose of the study is to prepare for and lead to a construction project. See the **Frequently Asked Questions** section on p. [26](#) of this document for more information.
6. Local Match: Description of the funding source(s) that will be used to match the federal transportation funds, if awarded by the *connects2040* Implementation Program.
7. Project Budget and Schedule: A reliable estimate of the expected costs and schedule for each phase of the proposed project (including preliminary engineering, final design, environmental clearance, utilities, right-of-way plans and potential acquisition, and construction) prepared and signed by a licensed Professional Engineer (P.E.). In arriving at a reliable estimate, the applicant and their P.E. should recognize that compliance with federal requirements generally adds costs beyond the costs of locally funded projects. For construction projects, the cost estimate must include a contingency factor (15% of estimated construction costs) and construction inspection fees (7% of estimated construction costs). See the **Budget** section on p. [24](#) of this document for more information.
8. Projects sponsored by more than one municipality shall include a signed letter or resolution of support approved by the governing body of each municipality participating in the project. It should affirm their support for the project and commitment to the project, particularly the local share of funding and long-term maintenance responsibilities.
9. If the application includes construction of sidewalks, all municipalities in which they will be located must have adopted a sidewalk ordinance. See the **Maintenance** section on p. [24](#) of this document for more information.

Completed application forms and any attachments will be accepted in electronic or hard copy format by the indicated deadline. As described above, the required attachments are a map of the project location (all applications), a reliable cost estimate and schedule (all applications), a copy of adopted

sidewalk ordinance(s) (only for applications that include the construction of sidewalks), and a signed letter or resolution of support (only for projects with more than one sponsor). Optional attachments may include additional letters of support from stakeholders, visual depictions of the planning or project area (images, maps, or videos), any policy or planning document referenced in the application form, and existing plans or studies that identify the need for the proposed project and provide data to support it. Any other attachments will not be reviewed or considered as part of the application package.

LCPD staff will conduct an initial review of all applications received by the due date to determine if they are complete and eligible for *connects2040* Implementation Program funding. Applications that pass the staff review will be shared with TTAC members for their review.

### Interview

Staff will reach out to all applicants to schedule a virtual interview with TTAC. The interview is an opportunity for TTAC members to hear directly from applicants about their project and its value.

All applicants must be prepared to give a visual presentation that includes:

- Description of the project;
- Names of the project sponsors;
- Maps of the project site and surrounding area;
- Pictures of the project site; and
- An explanation of how the project is consistent with county, regional, and local planning documents.

After all interviews are completed, TTAC meets to discuss the proposed projects based on the application and interview content.

After the TTAC meeting, each TTAC member will individually score each project based on the weighted evaluation criteria identified in the **Project Evaluation Criteria** section on p. 11 of this document. The table below shows the corresponding point values.

### Scoring of Project Evaluation Criteria

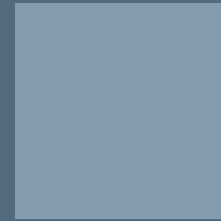
Weighted Criteria	Maximum Points
1	30
2	25
3	20
4	15
5	10
Bonus Points	26

Staff will compile the individual scoring sheets and produce a summary chart with an overall application score. Proposed projects with the highest total scores are recommended for funding.

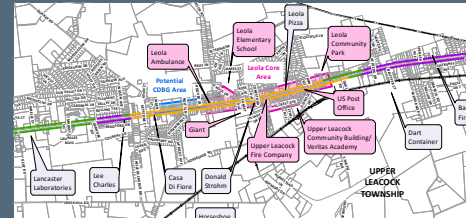
### MPO Approval

Staff will present the scoring summary chart and proposed funding recommendations to the Lancaster County Transportation Coordinating Committee (LCTCC or Lancaster MPO). The Lancaster MPO is the decision-making body that acts on the *connects2040* Implementation Program funding recommendations. After the MPO acts, staff will formally notify all applicants of funding recommendation or regret. Within 30 days, awardees must submit an adopted resolution from their governing body declaring a commitment to complete the awarded projects.

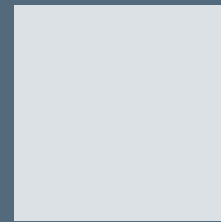
# PROJECT MANAGEMENT AND DELIVERY



PROVIDENCE TOWNSHIP



LEACOCK TOWNSHIP



UPPER LEACOCK TOWNSHIP

Projects approved for funding will be placed on the MPO's Transportation Improvement Program (TIP). The TIP is a four-year list of transportation projects in Lancaster County. Funding is based on the federal fiscal year, not calendar year. The federal fiscal year starts on October 1st of the prior year. When the new TIP takes effect, the awarded project funding is available for use.

### **Project Lead**

The entity that is the lead sponsor of a project shall be the lead on the project. Consultant selection must be done in compliance with PennDOT requirements for all projects. Some upfront costs may accrue to the sponsor(s) prior to selecting consultants for design work or studies.

### **Local Project Delivery**

Projects funded by the *connects2040* Implementation Program will be carried out through the local project delivery process. A local project manager is assigned to provide project delivery assistance to keep the project moving through the design phase. This includes the review and design oversight of regulatory and resource agency submittals, design submittals, and coordination with private stakeholders, public officials, the media, residents, and the public. The Lancaster County Planning Department (LCPD) will coordinate with the local project manager and ensure the necessary resources are available to deliver the project.

LCPD staff will schedule a project kick-off meeting where project sponsors and their consultants can ask questions. Project sponsors will be provided with additional guidance on how to proceed.

### **Project Cancellation**

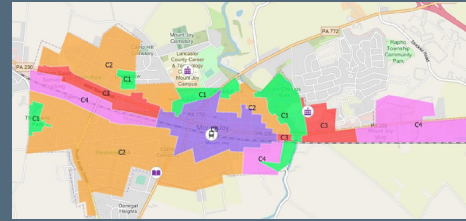
All projects that are funded under the *connects2040* Implementation Program are expected to make 'continuous progress' to meet expected timeframes for completion of project phases. Construction projects are expected to complete the pre-construction phases within two years and final design within one year. The construction phase should be completed within three years of preliminary engineering. Studies should be completed within twenty-four months. The county engineer serving as the local project manager should provide LCPD with monthly status reports on all projects.

Construction projects in pre-construction phases with no substantial progress for six or more months will be evaluated by LCPD staff with guidance from the local project manager. If there are serious concerns about the successful management and/or delivery of the project, they will reach out to the project sponsor(s) to affirm their commitment to fully funding and completing the project. The project sponsor(s) and their consultant(s) must provide an explanation for any delays and describe the actions being taken to address the situation. If a project sponsor is not confident in their ability to successfully deliver the project, then LCPD staff will ask that they voluntarily cancel the project. If the project sponsor(s) do not voluntarily cancel the project, staff may present the situation to the Lancaster MPO for recommendation to cancel the project.

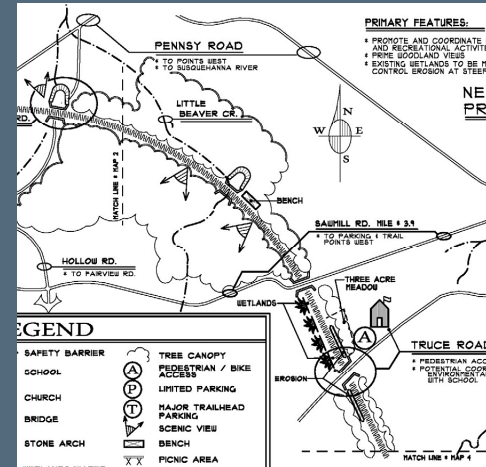
Construction projects or studies with substantial additions or reductions in the scope of work must be approved by LCPD staff with guidance from the local project manager. If the change in scope of work results in a much different project with a significantly expanded or limited intent from when it was awarded funding, LCPD staff will reach out to the project sponsor(s) to make them aware of their concerns about the altered scope of work. Staff may

present the situation to the Lancaster MPO for recommendation to reevaluate the funding award, which may include up to cancellation of the project.

Construction project sponsor(s) may decide to cancel the project and drop out of the program at any time during pre-construction. Projects must be canceled before going to construction. The awarded funds are returned to the *connects2040* Implementation Program Reserve on the TIP for use in the next round of funding. If the project sponsor(s) decide to cancel the project, they are welcome to apply again for the same project or any other in a future funding cycle.



MOUNT JOY BOROUGH



PROVIDENCE TOWNSHIP



COLUMBIA BOROUGH

# OTHER PROGRAM INFORMATION

### **PennDOT ECMS Registration**

PennDOT's [Engineering and Construction Management System](https://www.penndot.gov/Doing-Business/Pages/ConstructionContractor-Registration.aspx) (ECMS) provides current information on construction projects, construction contracts, and consultant agreements. All project sponsors must be registered as a PennDOT Business Partner in ECMS. If they are not already, project sponsors should register as soon as possible. They must be registered to receive reimbursement for local transportation projects. <https://www.penndot.gov/Doing-Business/Pages/ConstructionContractor-Registration.aspx>

### **Reimbursement Agreement**

The project sponsor must execute a standard legal agreement with PennDOT prior to proceeding with any work on the project. Any project costs incurred prior to the execution of a reimbursement agreement for which federal dollars are requested will not be eligible for reimbursement. Interest payments made by municipalities or other project sponsors to finance any portion of the project costs are not reimbursable.

### **Budget**

The project sponsor must present a well-defined scope of work that lays the foundation for an accurate budget. Speaking with professionals familiar with PennDOT policies and regulations – such as architects, designers, engineers, contractors, or other appropriate individuals that have PennDOT project experience – is highly recommended. A detailed budget must be prepared and signed by a licensed engineer. Cost estimates may not include inflationary factors. Costs should be current (Year 2023). The budget should be divided into project development phases that include preliminary engineering, final design, environmental clearance, right-of-way plans and potential acquisition, utilities, and construction.

For the construction phase, the project sponsor must develop and attach to the project application a detailed construction cost estimate that includes the ECMS item number (optional), bid item description/name, quantity, unit of

measure, unit price, and item-total cost. When possible, use PennDOT ECMS bid history to calculate cost estimates. Cost estimates for construction projects must include a fifteen percent (15%) contingency factor to account for unforeseen expenses. Additionally, an estimate of construction inspection fees (7% of construction costs) must be included. The estimate may contain allowances for other items during the construction phase, such as the maintenance and protection of traffic, erosion and sedimentation control, mobilization, stormwater, drainage, pre-construction schedule, and construction surveying. Refer to PennDOT's [Pub 352 – Estimating Manual](#) for more information about creating a cost estimate. Project sponsors may be responsible for all cost overages, including those caused by inaccurate or incorrect project cost estimating.

The project sponsor is responsible for funding all pre-construction activities. Funding for pre-construction phases may come from any combination of other federal, state, local, or private funds. The project sponsor should also list any donated, in-kind, and volunteer services. Although the pre-construction activities are not funded by the *connects2040* Implementation Program funds, a detailed budget is needed to ensure that the sponsor can fund and deliver the project phases required for federally funded projects.

### **Environmental Clearance**

All construction projects will require an environmental clearance document as part of the preliminary engineering phase of work. The process is outlined in PennDOT's [Pub 10B – Part 1B](#). The level of effort varies by the type of project, the anticipated impact, and the degree of public controversy. Except in unusual circumstances, most *connects2040* Implementation Program projects are processed as a Categorical Exclusion (CE) under the NEPA process.

The local project manager will provide direction on the type of documentation required and which entity will prepare the document. Be advised that the project sponsor or their consultant may be required to prepare the environmental clearance document. There may be additional costs associated with obtaining

environmental clearance. These costs, like all pre-construction expenses, are the responsibility of the project sponsor.

### **Project Engineering and Inspection**

Projects must follow standard federal and state procedures for all phases of work. Project sponsors should acquire the services of a qualified project manager to oversee the development and implementation of the project (including project inspection) and ensure compliance with all state and federal requirements. This professional may be an architect, landscape architect, or engineer depending upon the nature and scope of the project. In the case of municipally-sponsored projects, municipalities may choose to use their municipal engineers with PennDOT approval, or follow an approved consultant selection process. It is important to recognize that the project sponsor, not PennDOT, employs the design and/or construction professionals. Project sponsors are strongly encouraged to utilize a firm that is familiar with the PennDOT project approval process.

### **Right-of-Way Clearance**

The development of a right-of-way plan and subsequent acquisition of right-of-way may be required. All right-of-way acquisitions must follow federal regulations, including the Uniform Relocation Assistance and Real Property Acquisition Policies of 1970. Right-of-way certification will be required for all projects prior to advertising for construction bids.

### **Utility Clearance**

All projects must have a utility clearance form processed prior to the advertisement for bids. This procedure requires the project sponsor to certify that all necessary arrangements have been completed for the relocation of any affected utility.

### **Permits**

It will be the responsibility of the project sponsor to secure all necessary permits to design or implement the project. These may involve permits from the Pennsylvania Department of Environmental Protection, the U.S. Army Corps of Engineers, PennDOT highway occupancy agreements (HOA), highway occupancy permits (HOP), local municipal permits, etc.

### **Public Utility Commission (PUC) Involvement**

Certain projects may require the involvement of the Public Utility Commission (PUC). It will be the responsibility of the project sponsor to contact PUC to secure the necessary actions by that agency.

### **Construction**

Project sponsors may proceed with the construction phase of the project only upon receipt of PennDOT's written authorization (notice to proceed). This will ensure that all necessary approvals have been secured. An approved contractor must perform construction. All material used in conjunction with the project must meet project specifications and special provisions included in the Plans, Specifications, and Estimate package. Fifteen percent (15%) of the estimated construction cost is used for project inspection and must be included in the total construction costs.

### **Cost Increases or Changes in Scope of Work**

Each programmed project has been approved for a specific scope of work and funding level based on the information submitted by the project sponsor. All changes in the scope of work for increases in federal funding are the responsibility of the applicant.

### **Maintenance**

The project sponsor will be responsible for the maintenance of the project after completion of construction. Municipal maintenance responsibilities include traffic signals, sidewalks, bike facilities (see below), and other facilities,



as determined by PennDOT and detailed in a signed maintenance agreement between the municipality and PennDOT before construction. The project sponsor should develop a plan for maintenance, upkeep, and effective operation of a project constructed with federal funding. Program funds are not to be used for the maintenance and/or operation of projects.

For projects that involve sidewalk construction, an adopted municipal sidewalk ordinance is required. The ordinance must cover the entire project area. The ordinance shall require the installation and maintenance of sidewalk, including snow removal. The ordinance must be enforceable. The municipality must enforce the ordinance, when needed. The County of Lancaster, the Lancaster MPO, or PennDOT will not be responsible for future maintenance activities and associated costs.

For projects that involve the installation of bicycle facilities (sharrows and bike lanes), PennDOT requires a formal request letter from the municipality. Additionally, a maintenance agreement must be signed prior to the inclusion of the bicycle facility into the overall project design. See Appendix 14A of PennDOT's [Publication 13 \(Design Manual Part 2\)](#) for more information. The County of Lancaster, the Lancaster MPO, or PennDOT will not be responsible for future maintenance activities and associated costs.

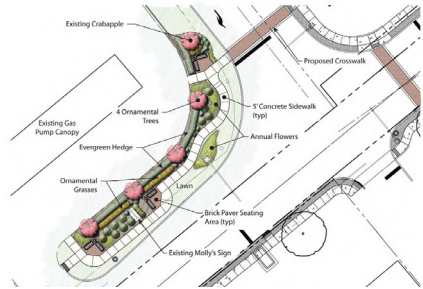
If there are any concerns or questions about maintenance responsibilities, please reach out to LCPD staff during the preliminary engineering phase. They will consult with PennDOT, when necessary. Any concerns raised after the preliminary engineering phase cannot be addressed. The project will not proceed to construction without a fully executed maintenance agreement. If the project sponsor has serious concerns about maintenance responsibilities, the project must proceed or they must initiate the project cancellation. The project sponsor(s) will be responsible for the reimbursement of all federal funds received as of that date. The sponsor(s) will also be responsible for payment of all outstanding invoices to all project contractors. Any unexpended funds are

returned to the *connects2040* Implementation Program Reserve on the TIP for use in the next round of funding. If the project sponsor(s) decide to cancel the project, they are welcome to apply again for the same project or any other in a future funding cycle.

### **Final Product**

For studies, adopted documents should be publicly accessible and published on the project sponsor's website. The project sponsor(s) must share the final files with LCPD staff for their records.

incorporated into the overall design. By utilizing the correct landscape materials the façade of the store will remain visible and be enhanced and yet make the space more inviting.



# FREQUENTLY ASKED QUESTIONS

**1. How much funding is available during this connects2040 Implementation Program solicitation round?**

During this funding round, approximately \$3.7 million in federal transportation funding is available.

**2. Design for my project is nearly complete. May I include these costs in my application total?**

Yes – Design costs incurred in advance of project approval can be used to meet the local share for funding (if the value of these expenses is determined to be reasonable). Federal funds may not, however, be provided to retroactively reimburse a sponsor for design costs incurred.

**3. Can the members of our organization, staff, or equipment be used to construct the project, and use the value of our labor as our share of the project?**

Yes – Credit for donations of funds, materials, land, or services can be used/given, but no match is required for the construction phase. Projects that are not located in the highway right-of-way and are not directly related to a highway have been given more flexibility, so project sponsors may keep costs to a minimum.

**4. Can I use a grant from another federal program as part of the local share (pre-construction phase) or to blend with the federal funds I receive under the connects2040 Implementation Program?**

Yes – Funds from other federal agencies (excluding other U.S. Department of Transportation funds) may be used for the non-federal or local share (pre-construction phase) of the project, or be combined with the federal connects2040 Implementation Program funds for the construction phase.

**5. My project will obviously have positive benefits to the environment. Why do I have to obtain environmental clearance?**

All federally-funded projects must have an environmental document, which quantifies the impacts of the project (both positive and negative) on the environment. There are three levels of an environmental document: Categorical Exclusion (CE), Environmental Assessment (EA), and Environmental Impact Statement (EIS). Most connects2040 Implementation Program projects will fall under CE.

**6. Where do I find information about the NEPA Purpose and Need Statement?**

Information about the NEPA Purpose and Need Statement is found on the following federal and state websites:

- <http://environment.fhwa.dot.gov/projdev/tdmelements.asp>
- <https://www.penndot.gov/ProjectAndPrograms/RoadDesignEnvironment/Environment/environmental-policy/Pages/Environmental-Documentation.aspx>

**7. Why do I need a construction inspector for my project?**

Federal and state regulations require that an individual who is familiar with federal and state construction requirements review the project during the construction phase to assure that it is constructed in accordance with those regulations.

**8. Do the project design and construction inspection have to be conducted by separate consulting firms?**

It depends on the project. For projects approved at \$1 million or less in construction costs, the final design consultant may be considered for construction inspection. Sponsors will want to check with the PennDOT District 8-0 office for the specific provisions and selection processes to follow in allowing the same consultant to be used for both design and construction inspection services.

**9. Can construction inspection be paid for out of the SGT construction funding award?**

Yes – Sponsors should assume that fifteen percent (15%) of their construction cost estimate will be the amount needed for inspection services. Sponsors are able to use *connects2040* Implementation Program funds to pay for inspection costs, and they should fill out their application accordingly.

**10. Can *connects2040* Implementation Program funds be matched with (use for the pre-construction phase) Community Development Block Grant (CDBG) or Department of Conservation and Natural Resources (DCNR) funding?**

Yes – If the funds are used to pay for the sponsor's pre-construction costs, there is no issue. However, sponsors will want to closely coordinate with the PennDOT District 8-0 office on the process and forms necessary to enable blending *connects2040* Implementation Program funds with CDBG or DCNR funds for construction contract activities. An exception needs to be sought when jointly funding construction with *connects2040* Implementation Program and CDBG or DCNR funds due to different bidding guidelines used for these funding sources.

**11. Will local letting be allowed for *connects2040* Implementation Program projects?**

No – All projects of all types will be advertised and let through PennDOT's ECMS (Engineering and Construction Management System). This will require the project sponsors for all project types to become registered as Business Partners in ECMS to administer payments, and for the sponsor's engineer to prepare the materials for the ECMS letting.

Please refer to PennDOT's [Pub 740 – Local Project Delivery Manual](#) for more information.

**12. If the sponsor has a completed environmental clearance for another agency, will that expedite the clearance required for the *connects2040* Implementation Program?**

Maybe – It may help the review move forward, but the clearances completed under FHWA procedures by PennDOT may consider separate or additional factors that take considerable time to complete. The project sponsor should coordinate with the county's Local Project Delivery Project Manager.



**Lancaster County Planning Department**

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Connects2040 IMPLEMENTATION PROGRAM  
FFY 2025 FUNDING

APRIL 27, 2023