

**Pedestrian Safety Action Plan – Local Call for Projects Q&A**

**Q1:** How does an interested party apply for funding under this program?

**A1:** A completed application must be submitted electronically to the Regional or MPO contact no later than March 09, 2017.

The sponsor should send the application to the Regional planning contact if the project is outside an MPO. The sponsor should send the application to the MPO if the project is located within an MPO. An MPO and Regional planning contact list can be found at

<https://www.dot.ny.gov/divisions/operating/osss/highway/psap>

**Q2:** Is there a standard statewide application and where can I find it?

**A2:** A standard application in the form of a fillable pdf is available and can be found at:

<https://www.dot.ny.gov/divisions/operating/osss/highway/psap>

**Q3:** Who can sponsor a project?

**A3:** The following entities are eligible to sponsor a project:

- Counties, towns and villages located in a designated 2010 federal adjusted urban area.
- Cities with a population less than 1 million.
- Counties interested in sponsoring a project on behalf of one or more municipalities within their county are also eligible to apply.

**Q4:** What types of improvements qualify for these funds?

**A4:** Funding provided under this program may be used for projects that systemically implement the countermeasures detailed in New York State’s Pedestrian Safety Action Plan at uncontrolled crosswalks and signalized intersections located within a designated 2010 federal adjusted urban area. The eligible countermeasures are listed in the [Pedestrian Safety Action Plan](#) on pp. 48-58.

**Q5:** What is meant by systemic?

**A5:** A systemic approach to safety involves widely implemented improvements based on high-risk roadway features correlated with specific severe crash types. Data analysis showed that crossing locations on local roads in urban areas are high-risk locations for pedestrians.

Therefore, this program seeks to implement low cost, preventative pedestrian improvements at many local urban locations.

As an illustration, the following list includes three examples of a systemic project.

- Adding pedestrian countdown timers at all or a percentage of the signalized intersections within a municipality.

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- Implementing an upgraded pavement marking and sign package at all or a percentage of uncontrolled crosswalks within a municipality. Include enhanced treatments such as RRFB's or raised refuge areas at several locations where the exposure is greatest.
- Adding backplates on signals along one or more corridors or adding backplates at all signals within a municipality to increase signal conspicuity.

As an illustration, the following list includes projects that are not systemic and therefore not fundable under this program.

- Intersection widening and the installation of turn lanes at a high crash location
- Construction and/or rebuild of an outdated traffic signal

**Q6:** Can this funding be used to replace an outdated traffic signal?

**A6:** No. Replacing an outdated traffic signal would not be considered a low cost systemic treatment.

**Q7:** Can this funding be used to install a new 3-color traffic signal.

**A7:** No. The installation of a new 3-color traffic signal would not be considered a low cost systemic treatment.

**Q8:** Can this funding be used for ADA improvements?

**A8:** Applicants should reach out to their respective DOT regional office to discuss project eligibility. Generally, under the Highway Safety Improvement Program, only ADA activities directly resulting from an eligible PSAP project are reimbursable.

The applicability of the Americans With Disabilities Act (ADA) guidelines to Pedestrian Safety Action Plan (PSAP) countermeasures is explained in detail in NYDOT's Traffic Safety & Mobility Instruction TSMI 17-02 which is available online here:

<https://www.dot.ny.gov/divisions/operating/oom/transportation-systems/official-issuances>

**Q9:** Can this funding be used for pavement improvements?

**A9:** In general, paving work cannot be funded with this program. However, patch work would be eligible in limited situations within the area of a crosswalk that is being added or restriped when a pavement issue exists that could be a pedestrian hazard.

**Q10:** Are locations on touring routes eligible for funding under this program?

**A10:** No. All project locations must be on public roads, off the state touring route system and have a local or county maintenance or owning jurisdiction. State touring routes are included in the current NYSDOT statewide pedestrian project.

**Q11:** Can PSAP HSIP local funds be used for Engineering and Construction Inspection?

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**A11:** Yes. The PSAP HSIP local funds can be used for design, construction and construction inspection. It is not expected that Right of Way (ROW) will be needed; however, this funding can also be used for small amounts of ROW acquisition in isolated cases.

**Q12:** Is a local match required?

**A12:** Eligible projects may be funded up to 100%.

**Q13:** Is this a one time call for projects or would sponsors have other opportunities in the future to apply?

**A13:** Future projects are contingent upon availability of program funding in successor federal surface transportation programs.

**Q14:** What pieces of information should the applicant have available to complete the application?

**A14:** An inventory of locations where systemic treatments are being proposed, potential treatments, ROW impacts, justification for enhanced treatments, estimate of cost, location maps.

**Q15:** What factors would cause a project not to be able to move forward?

**A15:** An application that is inconsistent with the PSAP and/or program eligibility criteria, funding availability, the inability of a sponsor to deliver, or the inability to acquire ROW are examples of factors that could cause a project not to move forward.

**Q16:** What criteria will be used for project selection and ranking?

**A16:** The goal is to provide 60% of the available funding to the focus communities identified in the NYS Pedestrian Safety Action Plan. The remaining funds should be allocated based on identified need and geographic balance.

The regions, in coordination with the MPO's should select projects that are consistent with the program guidance. Once the projects have been selected, the regions should send the NYSDOT Main Office a filtered list of projects (with accompanying applications) that identifies how the local PSAP funding target will be spent in their region. The Main Office will verify that the selected projects are consistent with the program guidance.

**Q17:** Will the NYSDOT Main Office be providing a scoring sheet to score applications?

**Q17:** No. The regional office and the MPO's should select projects that are consistent with the program guidance provided and follow the normal processes that are used to add projects to the capital program.

**Q18:** How will applicants be notified of project decisions?

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**A18:** The contact identified in the application will be notified of project decisions.

**Q19:** Will a webinar be provided and who will be the intended audience?

**A19:** Applicants are encouraged to attend a webinar that will explain the eligibility requirements and the application process. The webinar is expected to occur between the end of October and the beginning of November. Login information will be provided at a later date. Information on the webinar will be posted at

<https://www.dot.ny.gov/divisions/operating/osss/highway/psap>.

**Q20:** Is there a desire to vet applicants for their ability to deliver and inspect Federal Aid projects?

**A20:** The project assessment will include a sponsor's past performance in administering and demonstrated current capacity to deliver federal-aid projects.

**Q21:** If a project cost is larger than the regional allocation, will it automatically be rejected?

**A21:** Not necessarily. While it is not likely that additional funds will be available for this program, funds could get redistributed if some areas cannot fully utilize their target. Other alternatives to consider are partially funding a project if other funding is available for the balance or reducing project scope.

**Q22:** Who will distribute the call for projects letter?

**A22:** The RPPM will send the call letter to the municipalities located outside an MPO. The MPO will send the call letter to municipalities located within an MPO.

**Q23:** Does the NYSDOT Main Office have an inventory of uncontrolled crosswalks on the local system?

**A23:** No.

**Q24:** When do projects have to be completed?

**A24:** Construction must be completed by December 31, 2017.

**Q25:** Can various phases of the project be programmed between FY 2018 and FY 2021 as long as construction is completed by December 31, 2017?

**A25:** Yes.

**Q26:** Can projects be partially funded with PSAP HSIP local funds?

**A26:** Yes, projects can be partially funded with PSAP HSIP local funds if other funding is available for the balance. Sponsors will be required to adequately demonstrate the availability of non-PSAP funding sources to successfully complete the proposed project in the application.

**Q27:** Does a project sponsor have to first instance the HSIP funds?

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**Q27:** Yes. State local agreements (SLAs) must be developed for funded projects. Local sponsors are required to first instance the project costs and will receive reimbursement from NYSDOT per the terms of the SLA.

**Q28:** Are there opportunities for communities to participate that do not have the resources to deliver their own project or who cannot meet the minimum HSIP cost of \$250,000?

**A28:** Maybe. Municipalities that are interested in participating but unable to deliver their own project may submit a PSAP Application and describe the type of assistance they require.

**Q29:** What types of supporting documentation should be attached to the application?

**A29:** Justification for enhanced treatments, backup for the cost estimate, location maps.

**Q30:** Is the applicant required to supply the list of locations or is it valid to supply an application that says something like "install the basic treatment package at 100 locations and install signal improvements at 300 signalized intersections".

**A30:** The application must include a list of locations. If the locations are not supplied, the application will be rejected.

**Q31:** Does an individual procurement record need to be developed for each project?

**A31:** No. This program is covered under the overall Capital Program procurement record.

**Q32:** Does the installation of a HAWK or RRFB require a warrant?

**A32:** All countermeasures including HAWKs and RRFBs must be consistent with the PSAP and other department guidance and be compliant with the Manual on Uniform Traffic Control Devices (MUTCD) if applicable. The need for a HAWK or RRFB should be based on an engineering study. Warrant requirements are discussed in Chapter 4C of the MUTCD; Pedestrian Hybrid Beacons are described in Chapter 4F of the MUTCD and RRFB guidance can be found in [TSMI-15-03](#).

**Q33:** Does the Endangered Species Act and Section 106 (National Historic Preservation Act) apply to this program?

**A33:** Yes. Funding is contingent upon sponsors following the procedures contained in the "Procedures for Locally Administered Federal Aid Projects Manual" including Section 106 and the Endangered Species Act. The manual describes the various processes and documentation required for local agencies to progress federally funded local transportation projects and can be found at <https://www.dot.ny.gov/plafap>.

**Q34:** What happens if a project is delayed? Is the funding in jeopardy?

**A34:** Every effort should be made to meet the schedule defined in the application. Delays in the project approval and/or delivery schedule may jeopardize funding.

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**Q35:** If the road centerline is the intended boundary of an urban area, is all of the location eligible for funding or only the portion contained within the urban area?

**A35:** If an urban boundary splits a proposed PSAP crosswalk or intersection in half, the entire location is considered to be within the urban boundary and therefore eligible for funding.

**Q36:** Should application attachments be transmitted separately?

**A36:** To the extent possible, attachments should be sent with the application. Total file size is limited to 20MB, so attachments may be sent separately if needed. Please identify each attachment using the naming conventions on page 2 of Appendix B – Application Instructions. The instructions can be found at <https://www.dot.ny.gov/divisions/operating/osss/highway/psap>. Please indicate on your emails the total number of emails being sent, e.g., 1 of Total #.

**Q37:** Is there a Dropbox-type or other file transfer feature?

**A37:** Applications and attachments must be submitted via email. There is no dropbox feature.

**Q38:** If a proposed project extends into another Sponsor's or Region's jurisdiction, how do you show that on the application?

**A38:** If a project overlaps NYSDOT geographic boundaries, the application will be reviewed by each NYSDOT Region. If a project impacts another jurisdiction, the application should reflect that jurisdiction's support through a letter or resolution. Describe the coordination and involvement of another Sponsor/Municipality in Part G of the application.

**Q39:** Who would be the lead agency on SEQRA?

**A39:** The Project Sponsor is the lead agency for SEQRA.

**Q40:** Can the SEQRA process start before submitting an application?

**A40:** The SEQRA process may begin prior to application submission; however, any work completed prior to federal authorization is not eligible for reimbursement.

**Q41:** If the municipal sponsor submits an additional application for another project, are the two projects combined?

**A41:** Each project would be evaluated separately. Each individual project requires a separate application.

**Q42:** Do Disadvantage Business Enterprise (DBE) goals apply to these projects?

**A42:** All Federal aid projects will include disadvantaged business enterprise requirements (DBE) requirements and goals, which vary depending on project type and geographic location.

**Q43:** Is maintenance of snow and ice removal a requirement of a project?

**A43:** A Sponsor needs to ensure that a facility will be maintained for the life of the project. Accommodations should be made for public access and may vary based on project and location.

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**Q44:** Can a school district or BOCES sponsor a project?

**A44:** Not directly, however, an eligible sponsor as identified in question #3 could sponsor a project on behalf of a school district or BOCES.

**Q45:** When do you expect award announcements?

**A45:** Award announcements are expected in the late spring of 2018.

**Q46:** Please clarify the use of consultants.

**A46:** Federal regulations require a qualifications-based selection (QBS) process for procuring/obtaining/hiring engineering services. Price cannot be a factor in the selection process. The fee for services is negotiated along with the scope of services AFTER selection has been made. See section 6.3.2 of the Procedures for Locally Administered Federal Aid Projects Manual ([Chapter 6](#)) for how to make a “project specific selection” of a firm using the Local Design Services Agreement (LDSA) list. Section 6.3.1 describes the selection process if a Sponsor would like to pursue a project specific selection.

**Q47:** Can a consultant be used to prepare the application and design plans?

**Q47:** Yes. But, consultants must be selected through a competitive, qualifications-based selection (QBS) process within the last 3 years. They are only eligible to work on the phases (application, design, and/or construction) that are named in the solicitation. **Application development is not an eligible project cost.**

**Q48:** My village has obtained an engineering firm through the RFQ process. The firm has been approved as the engineering firm for the village through a Board Resolution. Can this engineering firm be used to develop this application?

**A48:** The firm may be used to develop your application if the process was completed within the last three years and selected through a qualifications-based selection (QBS) process for procuring/obtaining/hiring engineering services that included application /project development. The costs to develop the application cannot be reimbursed as they will occur before federal authorization.

**Q49:** Please clarify the phases of work and conflict of interest

**A49:** A consultant is only eligible to perform the phases of work named in the solicitation. Example of recommended language: “PSAP project application development, with the option for design and construction inspection if the application is successful.” If later phases are not referenced, and the Sponsor must go through another competitive, qualifications-based selection process, the original consultant cannot be considered due to a conflict of interest. The firm preparing the application would have an unfair advantage as they would have knowledge not available to others as they develop the project application.

**Q50:** Can design paid for with Sponsor funds prior to award be used as part of a federal match?

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**A50:** No, since design was undertaken prior to obtaining federal authorization. The design phase must comply with the National Environmental Policy Act (NEPA) and all federal requirements. If the design is progressed in accordance with NYSDOT standards, then it will be ready for construction. You could apply to fund only construction.

**Q51:** When can the Planning & Design phase start? When is work reimbursable?

**A51:** Eligible planning and design expenses incurred after authorization can be submitted to NYSDOT for reimbursement. NYSDOT RLPLs will contact the project sponsor to begin the federal authorization process after notification letters have been sent.

**Q52:** Can volunteer or county/local municipality employee labor be used to contract my project?

**A52:** Federal code (23 CFR 635.104) requires contracting out (competitively bid) labor unless some other method is justified through a Public Interest Finding. Approval must be obtained from NYSDOT prior to beginning the project. See section 12.5.1 of the Procedures for Locally Administered Federal Aid Projects PLAFAP) Manual (Chapter 12) for Force Account Work by Sponsors and sample Public Interest Finding (PIF), Appendix 12-4.

**Q53:** What is an SFS number and where do I get one?

**A53:** If awarded funding, a Statewide Financial System (SFS) number is required to allow NYSDOT to issue payment/reimburse a sponsor for eligible expenses incurred. The Office of the State Comptroller's ['Vendors Doing Business with NYS'](#) web site has additional information on the Statewide Financial System (SFS) and how to obtain this number if you do not already have one.

**Q54:** What is the Grants Gateway ID and where do I get one?

**A54:** Grants Gateway is a "one stop shop" for information about state administered funds. Registration in Grants Gateway is required for any entity receiving state administered funds. A grantee must register as a user on the system and designate a Delegated Administrator who will manage their user account. This requires submission of a Registration form. Note that your Registration form must be signed, notarized and mailed to Gateway Administrators.