Table Of Contents

Welcome

The Prioritization Project Submittal Tool is intended to improve the way North Carolina Department of Transportation (NCDOT) gathers, stores, analyzes and ranks candidate priority projects for funding consideration. This Tool, along with NCDOT's new strategic prioritization process, represents the first tangible steps towards fulfilling the Governor's Executive Order's # 2 & 3, which emphasize improved decision making, accountability and transparency.

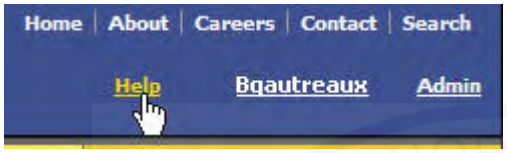
In the past, candidate project data and information was collected via a series of separate Excel spreadsheets or through various types of separate databases. This new Tool (over time) will establish a more uniform approach for capturing project information and determining how well candidate projects meet the Department's Mission and Goals of enhanced Mobility, Safety and Infrastructure Health. Also, this tool harnesses the power of online technology and is built using a user friendly GUI (graphic user interface). The continued maturation of this Tool and the overall prioritization process will improve access and accountability of project data, enhance the ability to store, retrieve, and transfer information, and create greater transparency for how the data is used to drive decision making for all types of projects (highways, ferries, transit, bridges, etc.) that impact transportation across North Carolina.

The Prioritization Project Submittal Tool will be used by NC Metropolitan Planning Organizations (MPO), Rural Planning Organizations (RPO), internal Business Units (also called Lead Business Units (LBUs)), NCDOT Divisions and the Strategic Planning Office of Transportation (SPOT). The implementation of this application allows users, who have access to the application, to view existing project information, add comments and/or update project information and add new projects. Users rank the projects (existing plus new) based on the output of their respective local prioritization methodologies, knowledge and expertise of the region.

This help guide provides an overview and step by step process for how to submit and enter project information consistent with the new prioritization process. The guide

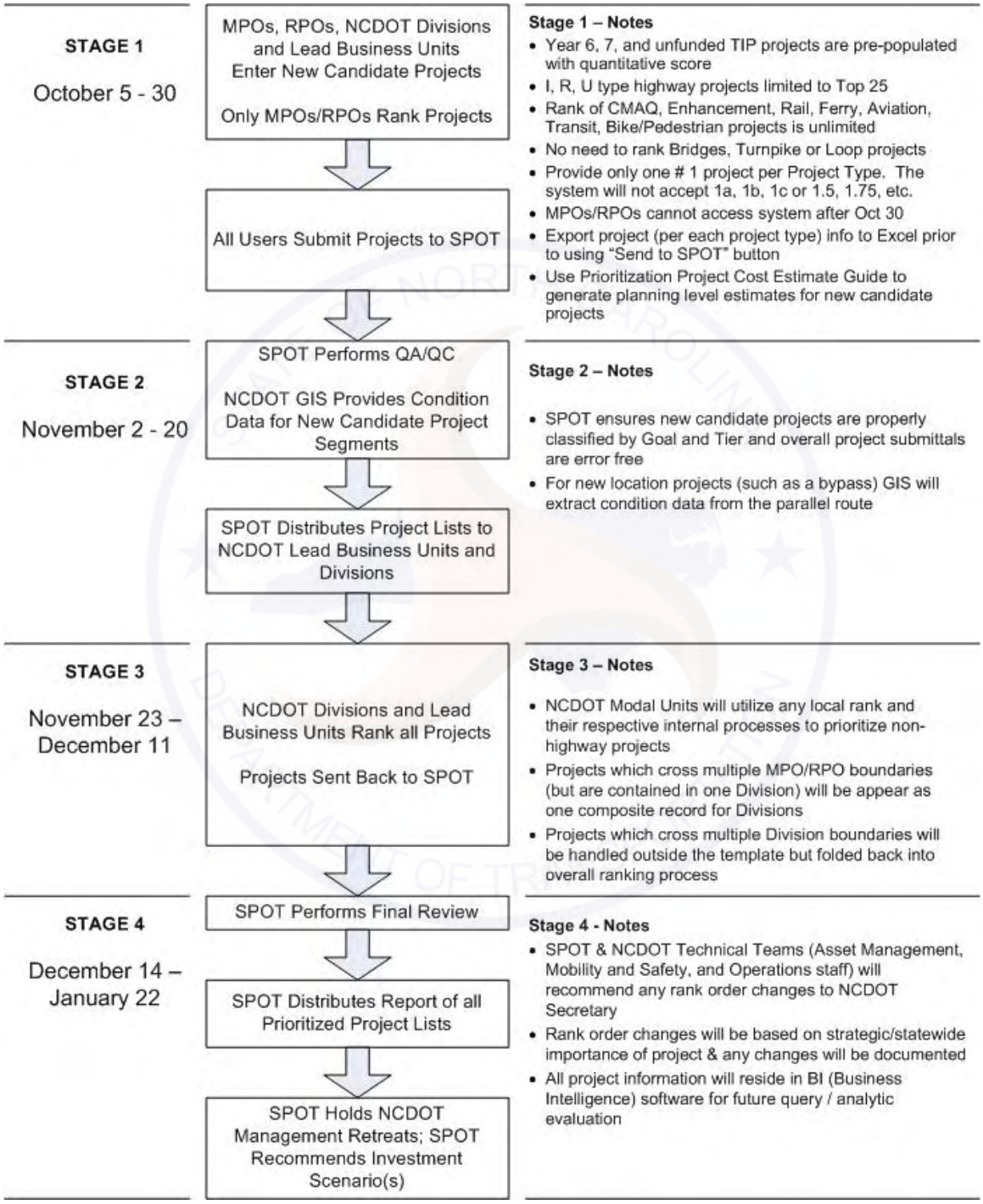
provides definitions, example project entries, technical details and reminders/tips for users to become more accustomed to this application.

Refer to the Help link in the application to reference any of the information in this Instructional Guide. Interactive links in the Help guide are structured to lead you directly to info you need without having to scroll up and down through this guide.



If you are new to this application, you may want to read What you should Know prior to using this application.

Overview of Prioritization Workflow



Security & Accessing the Application

The Prioritization Project Submittal Tool is available to users who are authorized to access this application. User authorization includes NCID security for user access control and assigned user role.

Users are required to access the Prioritization Project Submittal Tool through a login to NCID.

If you do not have an NCID, copy/paste the url below into your web browser address bar. Click the **First Time NCID User** link on the login page to access the NCID page. This page provides information and step-by-step instructions on how to create your account.

https://ncid.nc.gov/login/login.html

If you have a security login to NCID, but have questions pertaining to your log in or need assistance accessing the application, please contact the NCDOT Help Desk. For Help Desk contact information, go to Support for more information.

Accessing the Application

1. Enter the Prioritization Project Submittal Tool application URL, listed below, in the Address field of your web browser.

   https://apps03.dot.state.nc.us/dot/spotlist/

2. Click the **Enter** key.

3. Complete the login to NCID by entering your UserID and Password.

   After you have successfully logged into NCID, select the **Continue button** to access the Prioritization Project Submittal Tool application.

The Tool opens to your Inbox page, refer to the Inbox folder for more information.

What You Should Know Before You Begin

Logging into the Application

You must use your NCID login to access this application. If you can log into NCID but cannot access the application, you have not been assigned a user role to the application. If you experience this problem contact SPOT for further assistance.

Entering Data and Projects in the Application

- The Strategic Planning Office of Transportation (SPOT) will publish the dates for each phase of the prioritization process. You will have a specific period of time to complete your tasks before SPOT removes the candidate projects from your access.

- You can log into the application as many times as necessary to complete your project entries. Your information will be saved each time you log out of the application.

- • The Prioritization Project Submittal Tool includes an auto save feature which saves every two minutes while entering data. Remember to click the **Save Project Details** or **Save and Return** button before leaving each page (tab) when you enter data. Click the **Save and Return** button reverts to your Inbox.

- The application will "time out" after an half-hour if there is a period of “inactivity” (i.e., you do not enter any information, move your cursor, etc.) during that time frame. The following message (and countdown from the 5 minute mark) appears when your session is about to time out. If you do not click **Here** before the application times out, you are automatically logged out of the application.

- To maintain a record of all your project information and ranking, use the **Export Inbox to Excel** link to export your projects (by individual project type).

- NCID will time out after four hours. If you step away from your computer and try to type after four hours you will receive error messages and will be required to close your browser and log into NCID again.

- Use the "**Project Information**" textbox on the Project Need page or the **Attachments** page to include additional information that cannot be included anywhere else on the project pages. The maximum file size for uploading an attachment is 15M. If your file is larger than 15M, consider converting the document to a pdf.

Inbox

Your Inbox is the first page that appears after you log into the Prioritization Project Submittal Tool. This page displays the projects that are assigned to your region/subregion and user role. The “List” name in the upper right corner should equate to your unique NCID user ID and/or organization. On the left side of the screen, the drop down menu under the "Strategic Planning Office Project List" is used to sort and review the various types of STIP projects in your respective area.

The grid which displays the projects, has a rank column next to each individual highway project (including unfunded projects and projects from STIP Fiscal Years (FY) 2015 and 2016). This column is pre-populated with the acronym NR (Not Ranked). The user is required to manually enter the final rank order (1-25) per highway project in this column.

From the Inbox page you can select a **SPOT ID** or **STIP** link to view a project's detail; create a new project; and export your Inbox projects or all the projects to Microsoft Excel based on your user role.

Entering and Editing Projects

Creating a New Project

You can add new candidate projects to the Prioritization Project Submittal Tool by selecting the **Add New Project** link.

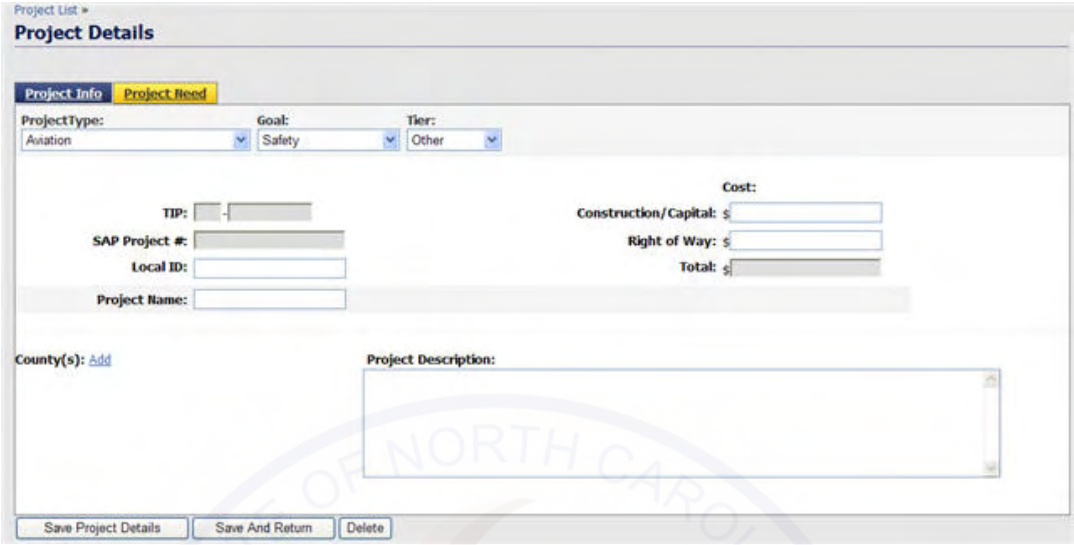
The Project Details page appears with additional tabs. Depending upon the project type all or some of the following tabs will appear: Project Info, Project Need, Location, Project Data, and Attachments. The Attachments tab appears after the Project has been saved. A Location tab may appear if data is available.

Note: ***Before you can enter a new candidate project in the Tool****, you must decide the project type, goal and tier that best describes this project.*

For more information about project types, goals and tiers, select and click on a topic below:

Project Type
Goal
Tier
Tier and Project Type Classification

To create a new candidate project, begin with Step 1 - Projection Information Page.

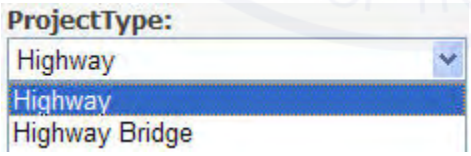


Step 1 - Project Information Page

Completion of the Project Information page provides relevant data and supporting details about a project.

Existing Year six and seven plus unfunded STIP Projects are pre-populated with their associated STIP Number in the TIP field. You do not (and will not be allowed to) enter an arbitrary STIP number for any new candidate project.

1. Select a **Project Type** from the Project Type drop-down list.



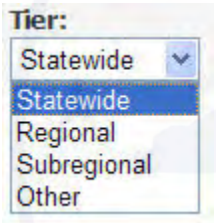
Refer to Project Type definitions for more information.

2. Select a **Goal** from the Category drop-down list.

Note: The following project types are set by default to associate with specific goals: *Highway Bridge, Highway High Hazard Safety, Highway Rest Area, Highway Spot Safety, Highway Weigh Station, CMAQ, Direct Attributable Funded Only, Other Enhancement and Landscape.*

For more information about Goals, refer to Goal definitions.

3. Select a **Tier** from the drop-down list.



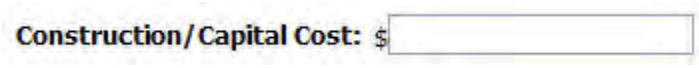
Note: *When determining Tier Select Other for the following project types: CMAQ, Direct Attributable Funded Only, Other Enhancement and Landscape.*

Refer to Tier definitions for more information.

4. Enter a **TIP Number** in the TIP field. Only Division Managers can enter a TIP Number.

The TIP field will be grayed out for new candidate projects. You will not be allowed to enter an arbitrary STIP number for any new candidate project.

5. Enter the **Amount** of Construction/Capital Cost in the field.



For assistance in calculating construction costs, refer to Prioritization Project Cost Estimate spreadsheet. Use this spreadsheet to perform your calculations and list any assumptions. If you have any cost estimates that are more recent you can submit them here. You must use the **Attachment Tab** to submit your cost estimate calculations associated with each project.

6. Enter the **Project Number** from SAP in the field. Only Division Managers can lookup and enter a SAP Project number. This number is not relevant for MPOs and RPOs and used by NCDOT for internal financial tracking purposes only.

7. Enter the **Amount** of Right of Way Cost in the field. When you click the **Save Project Details** or the **Save and Return** button, the Total Cost field populates.

For assistance in calculating right of way costs refer to Prioritization Project Cost Estimate spreadsheet.

Note: *A basic rule of thumb for calculating Right of Way costs is that they represent approximately 20-25% of the total project costs in Rural areas and approximately 40-50% of total project costs in Urban areas.*

8. Enter the **Number** for the Local Project ID in the field.

MPOs and RPOs are being asked to use unique project ID numbers to identify recommended new projects in their Comprehensive Transportation Plans (CTPs) and Long Range Transportation Plans (LRTPs) that will be consistent with the Local Project ID number entered in this Prioritization Project Submittal Tool. Per forthcoming instructions from NCDOT Transportation Planning Branch (TPB) please note the following regarding this Local ID number:

If a TIP project number exists, it is listed as the ID. For NEW project proposals without TIP numbers, the first 4 letters of the county name is combined with a 4 digit unique numerical code followed by a dash and a letter for the primary mode of the recommendation ("H" for highway, "T" for public transit, "R" for rail, "B" for bicycle or "P" for pedestrian).

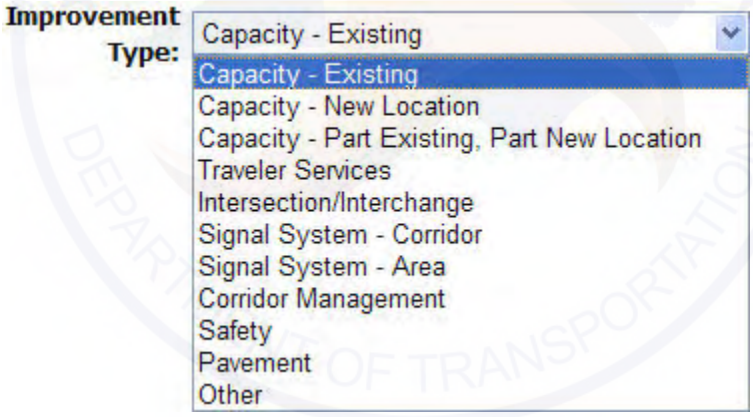
If the county name only has 3 letters, use those 3 letters. For Davidson and Duplin Counties use 5 letters. Regardless of whether the proposed project crosses multiple counties or Divisions, enter only one Local ID, using the County name that contains the largest portion of the project. To generate the numerical portion of the code, start with '0001' and proceed in sequence. For each mode, the sequencing should start over at '0001'. As CTPs and LRTPs are updated it is ultimately intended that all project proposals will have a unique Local ID that will follow the project proposal until a TIP number is assigned. Ensure that codes are not duplicated within a county.

Also, upper case alphabetic characters (i.e., “A”, “B”, or “C”) may be included directly after the numeric portion of the code if it is anticipated that project segmentation or phasing will be recommended.

Examples:

- Highway project in Davidson County funded in the TIP: Local ID (same as TIP No.) = R-3748
- Highway project in Lee County: Local ID = LEE0001-H
- Highway project in Lee County with segmentation: Local IDs = LEE0012A-H, LEE0012B-H
- Bicycle project in Granville County: Local ID = GRAN0095-B

9. Select the **Improvement Type** (*only for Highway Project type)* from the drop-down list.



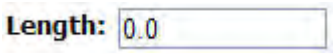
The Length text field appears when you select one of the following Improvement Types:

Capacity - Existing	Capacity - New Location	Capacity - Part Existing, Part New Location
Signal System (Corridor)		Corridor Management

Pavement

Refer to Improvement Type definitions for more information.

10. Enter the **Length** (*only for Highway Project type)* of the area in the field. Note, enter only the numerical distance and one decimal place. **Unit of length** is in miles.



11. Click the **Add** (*only for Highway and Highway Bridge Project Type)* link to display the Route Cross Street drop-down lists and text boxes.

Click the **Route** drop-down list to select the type of route where the Project is located. Choose from **I**, **US**, **NC** or **SR**.

Enter the **Route Number** in the text field.

Click the last **Route** drop-down list and select one of the following **ALT** (alternate route), **TRK** (truck route), or **BUS** (business route).

Enter the **Name of the Project** in the Local Name/Description field. This is a short descriptive name that MPOs/RPOs can use to identify the project locally.

Click the **Add Route** button to display the data entered on the Project Information page.

Click the **Cancel** button to abort the save process.

12. Click the **Add** (*only for Highway and Highway Bridge Project Type)* link to display the Route From drop-down lists and text boxes.

Let the **project limits** govern your entry decisions. Even if the new project extends beyond a single county or Division use the Location tab and the From and To text fields (in the Project Info tab) to provide a complete picture of start and end points for the new project.

Click the **Route** drop-down list to select the type of route where the Project is located. Choose from **I**, **US**, **NC** or **SR**.

Enter the **Route Number** in the text field.

Click the last **Route** drop-down list and select one of the following **ALT** (alternate route), **TRK** (truck route), or **BUS** (business route),.

Enter the **Name of the Project** in the Local Name/Description field. This is a short descriptive name that MPOs/RPOs can use to identify the project locally.

Click the **Add Route** button to display the data entered on the Project Information page.

Click the **Cancel** button to abort the save process.

13. Click the **Add** (*only for Highway and Highway Bridge Project Type)* link to display the Route To drop-down lists and text boxes.

Click the **Route** drop-down list to select the type of route where the Project is located. Choose from **I**, **US**, **NC** or **SR**.

Enter the **Route Number** in the text field.

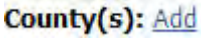
Click the last **Route** drop-down list and select one of the following **ALT** (alternate route), **TRK** (truck route), or **BUS** (business route).

Enter the **Name of the Project** in the Local Name/Description field. This is a short unique name that MPOs/RPOs can use to identify the project locally.

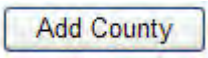
Click the **Add Route** button to display the data entered on the Project Information page.

Click the **Cancel** button to abort the save process.

14. Click the **Add** link and select a County from the County drop-down list.



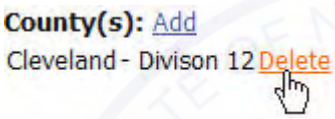
Click the **Add County** button to associate the county to the Project.



To add additional counties, repeat this step.

You must choose a County to ensure the project appears on the Inbox page. After you enter a new project and click Save and Return scroll to the bottom of the Inbox page (for that particular project type) to find your new project.

To delete a county, click the **Delete** link.



15. Enter the **Description of the Project** in the text field.

16. Click the **Save Project Details** button to save data entered and continue onto the next tab.

Click the **Save and Return** button to save data entered and return to your Inbox.

Click the **Delete** button to remove this Project from the Prioritization Project Submittal Tool.

Note: *Using the Delete button will permanently delete all information and record of a particular project. Be careful when choosing to use this button.*

17. If you choose the following from Project Type box you will get a similar Project Info view but there will also be a field called “Project Name” Please put any local name (if relevant) for that project in this field.

18. To continue to the next tab, go to Project Need tab.

    To denote the Project location on the State map, go to Location tab.

    To view the crash data for the Project, go to Project Data tab.

    To attach files to the Project, go to Attachments tab.

Step 2 - Project Need Page

The Project Need page provides questions for the user to answer and help define the Project. Yes answers may require additional information by the user. The default for yes/no questions is no.

The original questions created in the Project Need will no longer be used to determine an overall rank for a project. The Project Need page, along with portions of the overall Inbox, have undergone a redesign to better capture any additional project details relevant to highway, CMAQ, Enhancement, non-highway projects and/or other types of critical projects from a local/regional perspective. This is also the page where multimodal components are identified and scored.

The project is evaluated primarily through manual entry of information via field/text boxes on the other pages.

Note: *Depending upon the project type, goal and tier selected, not all the questions will be available for selection, editing and viewing.*

When you have finished answering the questions, click the **Save Project Details** or **Save and Return** button. If you wish to delete the project, click the **Delete** button.

Question 1: *Is this project included in the area's most recently adopted Transportation Plan (such as Long Range Transportation Plan, Comprehensive Transportation Plan, Thoroughfare Plan, or mode-specific plan such as Comprehensive Bicycle or Pedestrian Plan)?*

Select either the **Yes** option button, or the **No** option button in response to question #1.

If you selected Yes, then the selections for question 2 appear.

Question 2: *Please check if this highway project has a multimodal component that is included in the area's most recently adopted Transportation Plan (such as a Long Range Transportation Plan, Comprehensive Transportation Plan, or mode-specific plan such as a Comprehensive Bicycle Plan or Comprehensive Pedestrian Plan (select all that apply).*

If you selected "Yes" for Question 1, then you can select as many of the Multimodal components that apply.

Multimodal Options: HOV / HOT, light rail, or bus rapid transit within the highway right-of-way. **Receive 8 points.**

Multimodal Connections: Direct connection to a transportation terminal (airport, seaport, rail depot, intermodal terminal, ferry terminal, transit terminal). **Receive 5 points.**

Multimodal Design Features: Sidewalks, pedestrian crossings, striped bicycle lanes, wide outside shoulders (greater than or equal to two feet), bus pullouts, transit bypass lanes, transit signal prioritization, bus shelters. **Receive 3 points.**

Note: *Multimodal Projects must be included in the Top 25 Highway Projects and must be part of an adopted Comprehensive Transportation Plan, Long Range Transportation Plan, or a mode-specific plan.*

Note: *Multimodal points will be added to a project after the Quantitative and Qualitative scoring is calculated.*

Question 3:*Is this highway project regionally significant (for non-attainment areas)?* ***If this highway project is not located in a non-attainment area, please select No.***

Select either the **Yes** option button, or the **No** option button in response to question #2.

If you selected Yes, then select the year the project must be open to traffic to meet air quality conformity.

Step 3 - Location Page

The Location page allows a user to identify where in North Carolina the **new** Highway Project is located. The map features on this page cannot be used to identify latitude and longitude locations for any non-highway projects (such as new transit route, or new airport, etc.) Use the Attachment Tab and submit any plans or images to show alignment of non-highway projects.

You can reposition the start or end location points at any time for a new Highway Project, for information go to Repositioning Start and End Location Points.

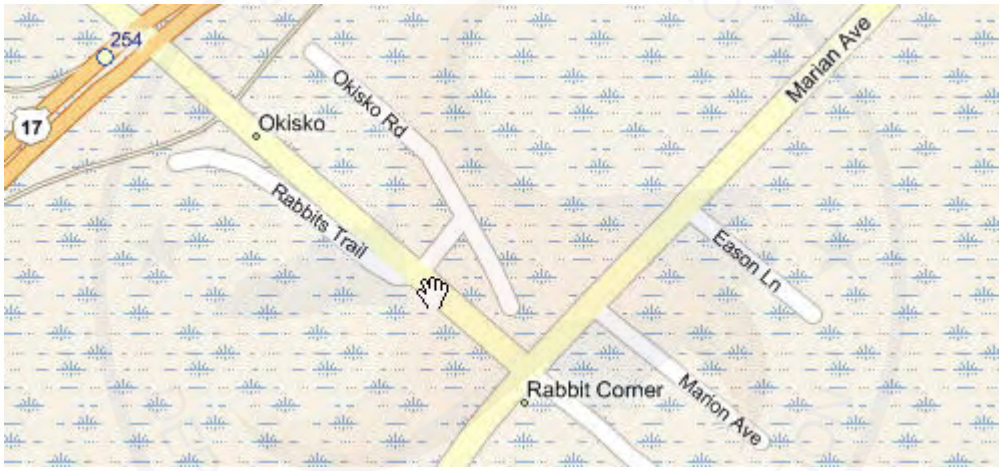
Note: *For existing Highway Projects, the location(s) have been identified and appear on the map already based on the data provided by GIS. A user however cannot add additional start and end location points for these projects. If you see errors in the start and end points or general location of this facility please note and send SPOT an email separately.*

To add starting and ending points for a new Project, you must be ***zoomed on the map to at least 300 yards*** *before you can mark these points. For new location projects (such as bypasses) select your start point*

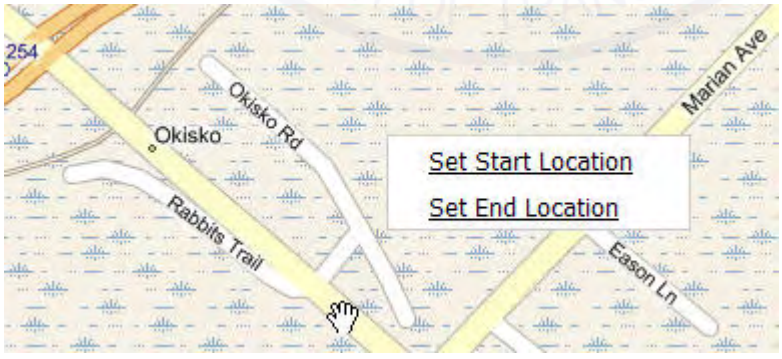
(where the bypass separates from the existing parallel route) and select your end point (where the bypass ties back in to the existing parallel route) which will help SPOT to extract condition data later. Remember using start and end locators on this page will not automatically populate the "From" and "To" information on the Project Info Page. You must still enter that information manually.

Note: *In the examples below the mouse icon is a hand*

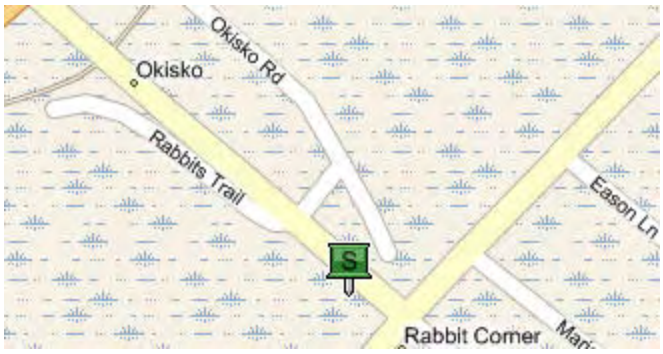
1. Position mouse where you want to position the Start point of the Project.



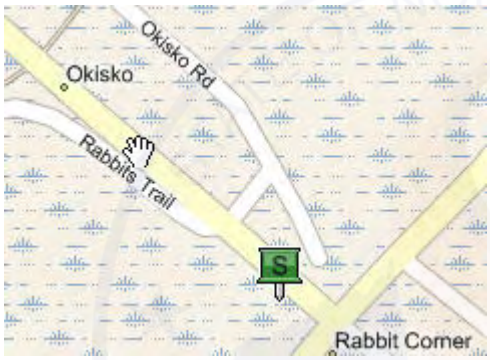
2. Click the right mouse button and select Set Start Location.



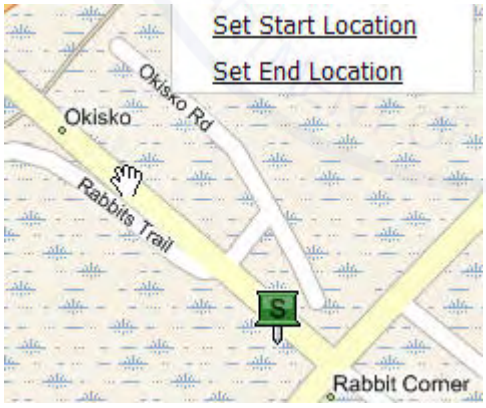
The Start Pin appears.



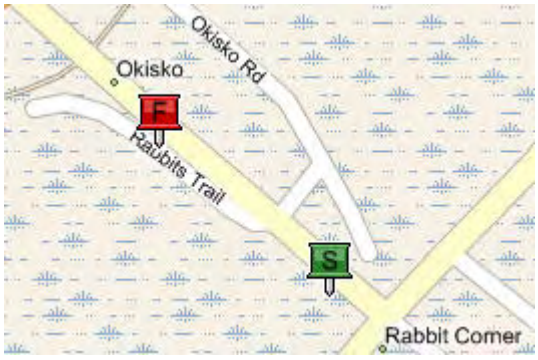
3. Position mouse where you want to position the End point of the Project.



4. Click the right mouse button and select Set End Location.

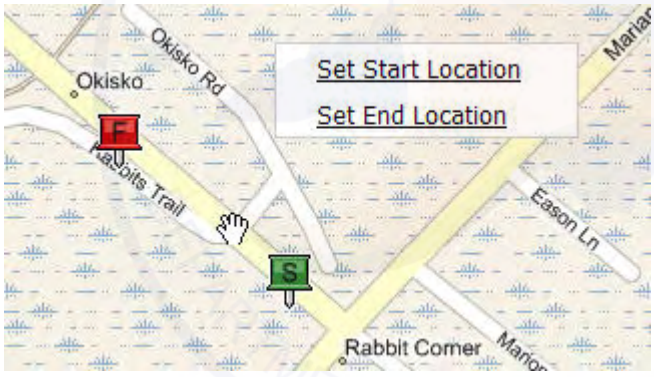


The End Pin appears.

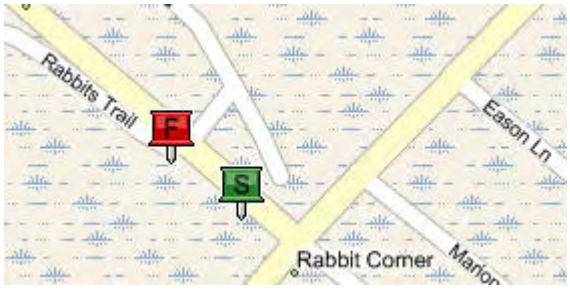


Repositioning Start or End Location Points

To move the starting or ending points, position the mouse where you want the new location. Click the right mouse button and select either **Set Start Location** or **Set End Location**. This action can be performed multiple times until you are confident in the final start and end locations.



In the example below, the End Location was moved.



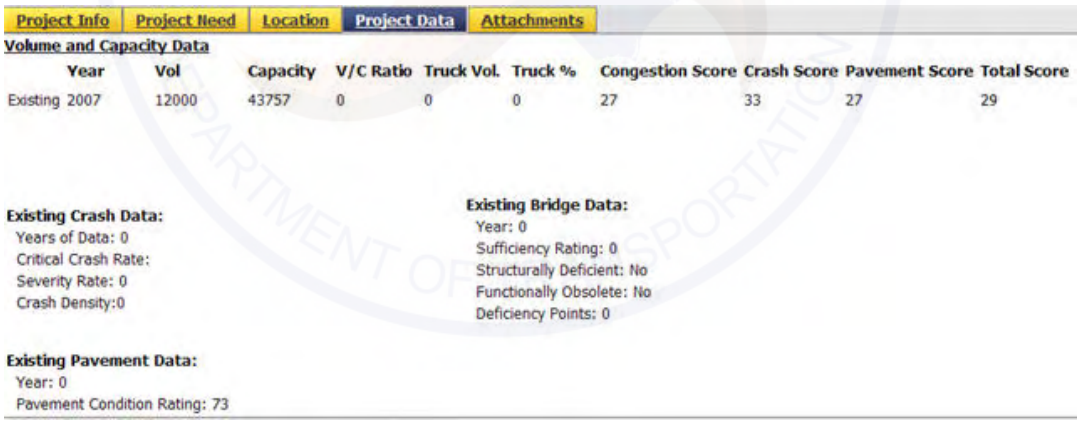
Step 4 - Project Data Page

The Project Data page displays conditional data if data has been collected about location where the Project is located. This data is provided by the Geographic Information System (GIS) Unit and cannot be edited by the user.

NCDOT's GIS Unit is responsible for extracting condition data (data related to mobility, safety, and infrastructure health conditions) after the user submits the ranked project list to SPOT. The associated fields in this Tab (such as volume-capacity ratio, pavement condition rating, etc.) is subsequently populated.

The purpose of the conditional data is to give an overall view of the area where the Project is proposed. The data is a cooperative effort among State Highway Agencies, local governments, and metropolitan planning organizations (MPOs) to assemble and report the information. The data directly ties together roadway physical, operational, usage (travel), pavement condition, and performance data that can be analyzed and summarized at sub-State, statewide, regional, and national levels.

The Congestion, Crash, Pavement and Total Quantitative Score for the existing highway projects pre-populated in the template will be found here.



Step 5 - Attachment

The Attachments page is used to affix and view documents that provide additional information about a Project. Documentation should provide project data, description of needs and benefits, or any other documents that would help with ranking and prioritizing a Project. If the user decides to remove a document, s/he would select the Delete button.

Note: *The maximum file size for uploading an attachment is 15M. If your file is larger than 15M, consider converting the document to a pdf.*

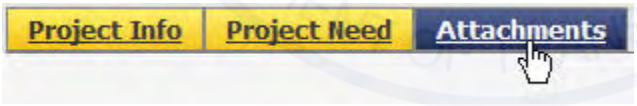
Examples of documents that could be uploaded to a Project:

• Projects that get funded either by the State or Federal monies are required to have a project development and environmental analysis prior to starting the Project. One of the first steps for doing the analysis is a Concurrence Point One statement. So the MPO would include their needs and justification of the Project as an attachment.

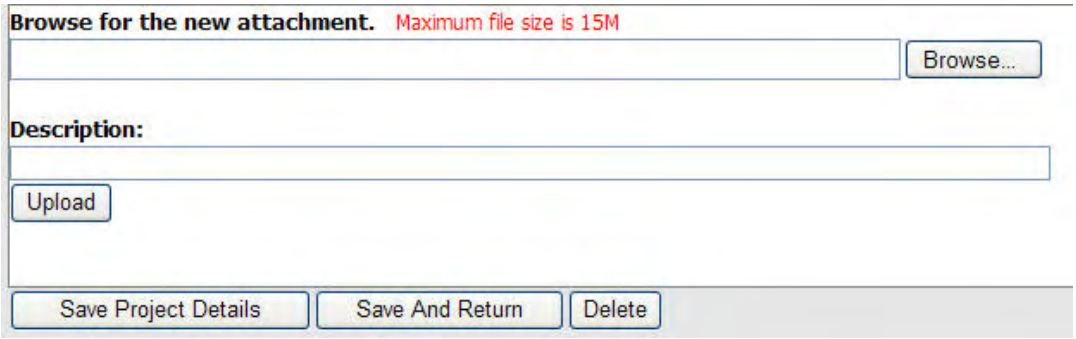
• Additional mapping documents

• Additional historical data that supports the Project (i.e. public signed petitions, newspaper articles supporting the Project)

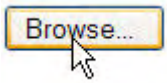
1. From any of the Project tabs, click the **Attachments** Tab to display the details of the Attachments Tab.



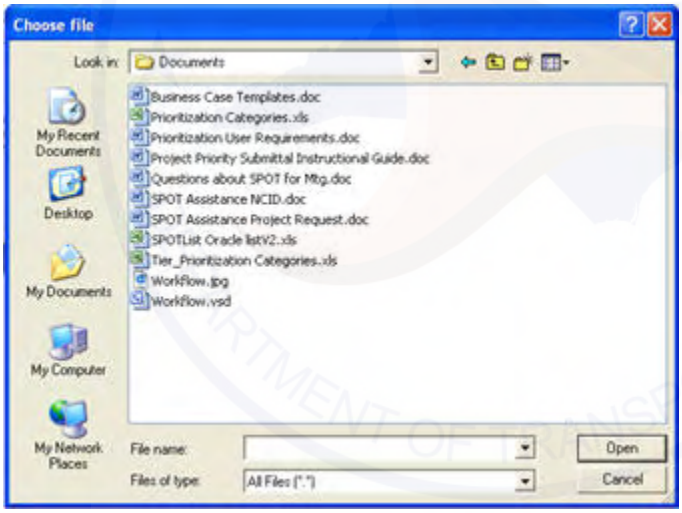
The Attachments page appears.



2. Click the **Browse** button.



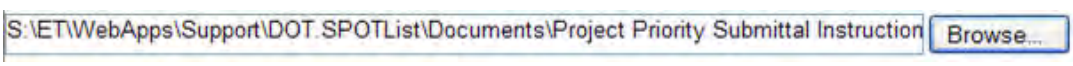
The Choose File window appears.



3. Navigate to locate the file using Microsoft functionality.

4. Select the file to upload; then, click the **Open** button.

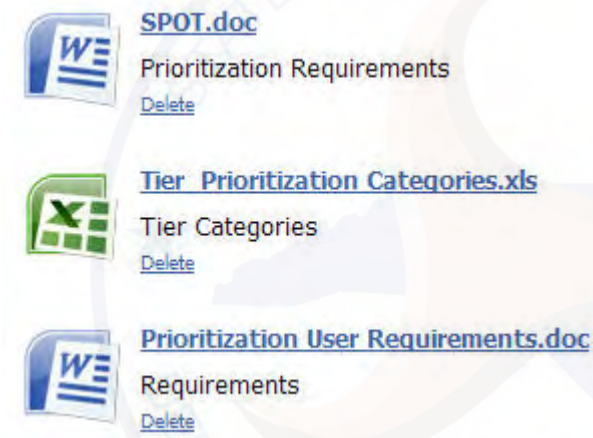
The drive, file path and file name appears in the Browse field.



5. Enter a **Title** or **Description** to identify the file uploaded with the Project.

6. Click the **Upload** button to save and display the document link.

Documents appear as a list on the page.



Editing Project Information

To edit project details for any one project click first on either SPOT ID Number or the TIP number from your Inbox page.

Click the **SPOT ID** or **TIP Number** will bring Project Details pages and tabs into view. At this point you can navigate through any of the pages referring to Steps 1-5 to access, edit, add, save and/or delete any additional information you deem necessary.

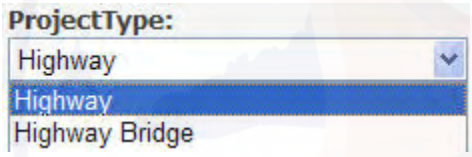
Project Example

Candidate Project: New US 80 Bypass

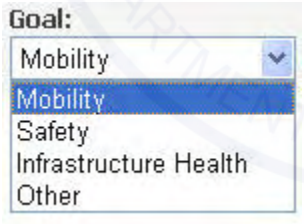
Description: Project is a bypass around Any-Town, NC. Any-Town is located near the border of Lincoln and Washington Counties. Approximately 2/3 of the project length will be in Lincoln County and the remaining 1/3 in Washington County.

In the example below, a new alternate road is being built in Any-Town, North Carolina.

1. **Highway** is selected from the Project Type drop-down list.



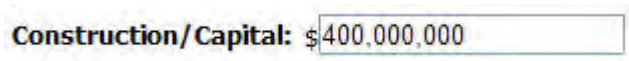
2. **Mobility** is selected from the drop-down list.



3. **Statewide** is selected from the drop-down list.

4. The TIP number will be left blank.

5. $400,000,000 is entered in the Construction/Capital Cost field.

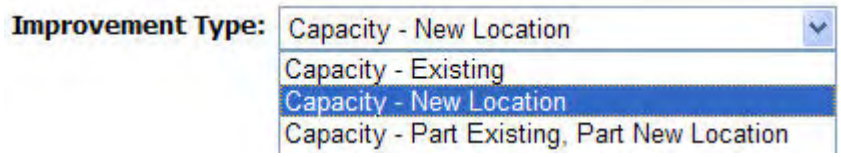


6. The SAP field is left blank.

7. $1,000,000 is entered in the Right of Way Cost field.

8. US.80.001 is entered in the Local Project ID field.

9. Capacity - New Location is selected from the Improvement Type drop-down list.

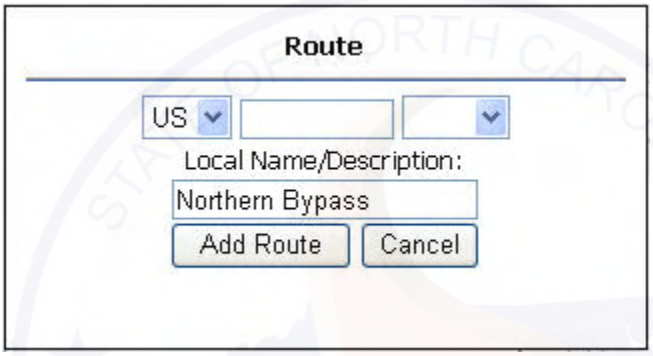


When entering a new candidate project with new location, enter the project information as one complete project (vs. segment by segment entry).

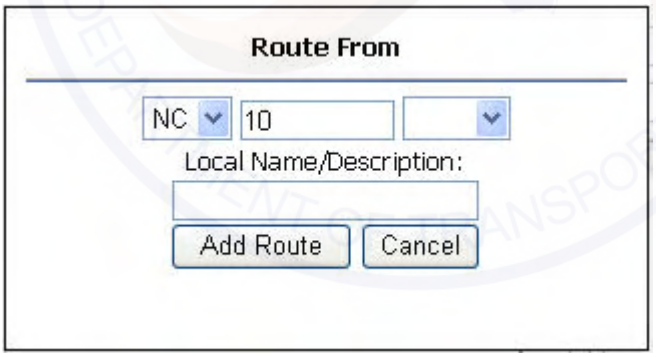
10. 4.0 is entered in the Length field.

    Note, enter only the numerical distance and one decimal place. Unit of length is in miles.

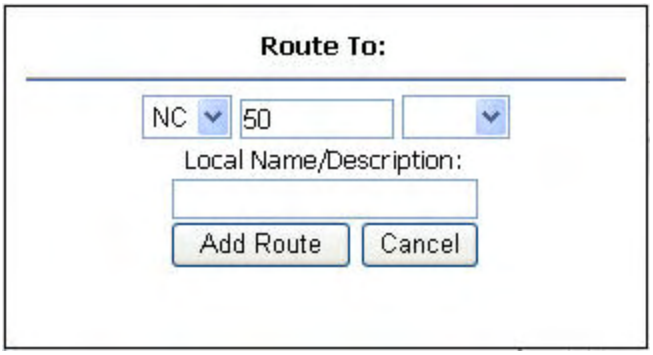
11. US and Northern Bypass are selected/entered in the boxes.



12. NC and 10 are selected/entered in the boxes.

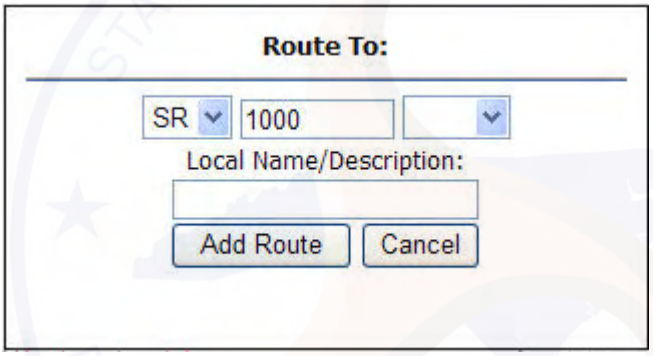


13. NC and 50 are selected/entered in the boxes.

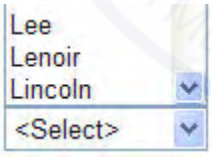


Click the **Add** link to display another Route To entry box.

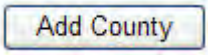
SR and 1000 are selected/entered in the boxes.



14. Click the **Add** link and select Lincoln county from the County drop-down list.



Click the **Add County** button to associate the county to the Project.



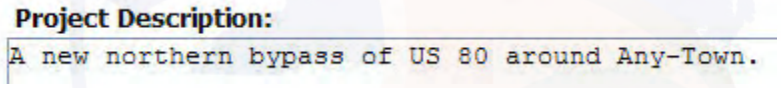
Repeat this step to add Washington County.

Note: *When candidate projects traverse two or more counties within their project limits, the resulting numerical rank is determined by the segment length in each respective MPO/RPO or Division boundary area.*

- *Projects which cross multiple MPO/RPO boundaries (but are contained in one Division) will appear as one composite record for Divisions to rank.*

- *Projects which cross multiple Division boundaries will be handled outside the template but folded back into the overall ranking process.*

15. A description of the Project is entered in the text field.



Definitions

Project Type

Highway

Projects where the primary purpose is to improve the roadway condition via operational or physical infrastructure changes.

Examples include:

- Widening
- Interstate rehabilitation
- New bypass
- Dynamic Message Signs (ITS project which enhances motorist information)

Highway Bridge

A structure providing safe passage over a natural or man-made feature (such as a river or railroad).

Highway High Hazard Safety

Projects which provide immediate safety improvements typically at spot locations.

More info can be found here,
http://www.ncdot.org/doh/preconstruct/traffic/safety/Programs/

Examples include:

- Elimination and/or treatment of roadside obstacles
- Improvement of highway signing and pavement marking
- Installation of traffic control or warning devices at locations with a high number of crashes.

Highway Rest Area

Facility provided to enhance traveler safety and comfort, generally found on Interstates and major US highways.

Highway Spot Safety

Locations with high number of recurring crashes or incidents.

More info can be found here:
http://www.ncdot.org/doh/preconstruct/traffic/safety/Programs/

Highway Weigh Station

Scales for measuring tractor trailer truck weights (typically found on Interstates).

Bicycle and Pedestrian Standalone

Projects where the primary purpose is to create independent pathways built specifically for bicycle and pedestrian travel. Independent projects are not typically associated with highway projects.

Examples include:

- Greenways
- Multiuse trails

Note: *Bicycle accommodations such as bike lanes, widened paved shoulders and bicycle-safe bridge design are frequently included as incidental features of highway projects and therefore should be classified with the associated highway project for the purposes of this prioritization process. Local requests for small pedestrian projects, such as sidewalk links, should be directed to the relevant NCDOT Highway Division office. Most pedestrian safety accommodations built by NCDOT are included as part of scheduled highway improvement projects funded with a combination of federal and state roadway construction funds.*

Public Transportation

Projects where the primary purpose is to improve the operational or physical infrastructure of public regional/urban/rural transit systems, enhance passenger service and/or boost economic development. Do not submit or prioritize recurring operating expenses, this prioritization process if focused on capital costs/projects.

Examples include:

- New regional commuter rail service (such as Lynx Line in Charlotte)
- Purchasing upgraded bus fleet
- Installation of new seats and chair lifts on existing bus fleet

Rail

Projects where the primary purpose is to improve the operational or physical railroad infrastructure, enhance passenger service, and/or boost economic development. Rail safety projects may be classified as a rail project or a highway project, depending how they are classified in the STIP. Do not submit or prioritize recurring operating expenses, this prioritization process if focused on capital costs/projects.

Examples include:

- Grade crossing improvements
- Improving sight distance and sharp curvature of rail track
- Purchasing new rail equipment
- Creating additional train service between communities

Ferry

Projects where the primary purpose is to improve the operational or vessel carrying capacity and/or passenger service within the ferry system. Do not submit or prioritize recurring operating expenses, this prioritization process if focused on capital costs/projects.

Examples include:

- Purchasing new ferry vessels
- Improving dock facilities
- Automating ticket purchasing system

Aviation

Projects where the primary purpose is to improve the operational or physical infrastructure of general aviation facilities statewide. These include projects which could boost economic development. For the purposes of prioritization candidate projects are limited to the general aviation airports not commercial service airports (which are typically run by independent authorities). Do not submit or prioritize recurring operating expenses, this prioritization process if focused on capital costs/projects.

Examples include:

- Installing instrument landing systems
- Facilities upgrades (longer runways, improved lighting on runways or taxiways)
- Improved communication devices for air control tower

CMAQ

Congestion Mitigation and Air Quality projects from non-attainment/maintenance areas which include: demand management activities, diesel retrofits, alternative fuel vehicles, traffic control systems, etc.

Go to the following link for a qualifying list of CMAQ projects:
http://www.fhwa.dot.gov/environment/cmaqpgs/

Direct Attributable Funded Only

Surface Transportation Program funds awarded directly to MPOs (with a population greater than 200,000), example uses of these funds include transportation planning, bicycle, greenway, sidewalk, and street and highway projects in urban areas.

Other Enhancement

Qualifying projects (other than Independent Bicycle and Pedestrian projects and Landscaping) include:

- **Scenic or Historic Highway Programs** (including tourist or welcome centers)
- **Historic Preservation or Rehabilitation** of Transportation related Facilities, such as:
    - Rail depots, canals, pedestrian bridges
- **Preservation of Abandoned Rail Corridors**
- **Archaeological Planning and Research**
- **Environmental Mitigation** (creation of wetlands, adding vegetated ditches, detention basins or other permanent filtering systems)
- **Streetscape** (or hardscape) projects – qualifying projects include lighting, historic sidewalk pavers, benches, planting containers, decorative walls and walkways
- **Transportation Museums**

Feasibility Studies

A preliminary document prepared as the initial step in the planning and design process for a candidate project (but not an exhaustive environmental and design investigation). Process includes evaluation of traffic demand, environmental setting, local government concerns and long-range transportation plan compatibility to develop project alternates. Initial estimates of construction and right of way are also prepared.

Landscaping

Qualifying projects include linear highway landscaping, landscaping at interchanges, landscaping at noise barriers, landscaping bridge ends, etc. Also includes the reintroduction of native or endangered plants or trees.

Goal

Safety

"Safety" should be selected for projects where the primary purpose is to improve a safety deficiency (i.e., reduce crashes). A safety project may also improve the condition of the facility or mobility along the corridor.

Examples include:

- Spot Safety projects
- High Hazard Elimination projects
- Guardrail projects
- Upgrade to interstate standards projects, where no additional capacity or lanes are included
- Upgrade roadway projects, where no additional capacity or lanes are included (especially in mountainous areas)
- Convert grade-separation to interchange projects (if the primary purpose of the project is to improve safety)
- Rail crossing and safety projects (includes improvements for an existing crossing and conversion of an existing crossing to grade separation)
- Traffic signals
- Rumble strips
- Transit safety
- Bicycle and pedestrian safety
- Aviation safety

Mobility

"Mobility" should be selected for projects where the primary purpose is to improve mobility or improve access. This includes the majority of projects which add capacity or improve travel time, even if the safety or condition of the facility is also improved.

Examples include:

- Widening projects (including projects with incorporate a bridge replacement project)
- Intrastate System projects
- Signal system projects

- New location projects (unless a project is to relocate a facility to improve safety)
- Convert grade-separation to interchange projects (if the primary purpose of the project is to improve mobility)
- Operational improvements, such as ITS projects
- Bicycle and pedestrian projects
- Public transportation expansion projects or vehicles
- Industrial access projects
- Rail service expansion projects
- Ferry service projects
- Aviation projects

Infrastructure Health

"Infrastructure Health" should be selected for project where the primary purpose is to improve and/or sustain the current condition of the infrastructure. Projects that improve the health of the infrastructure and safety of the facility are typically classified as infrastructure health, unless the primary purpose is to improve safety.

Examples include:

- Reconstruction, rehabilitation, resurfacing, repair, replacement, or preservation projects
- Bridge projects
- Interstate Maintenance projects
- Rest area projects
- Ferry projects
- Public transportation replacement projects
- Maintenance facility projects
- Streetscape projects without intersection improvements
- Aviation maintenance grants
- Rail maintenance grants to short line railroads
- Ferry maintenance

Note: *Intersection or interchange improvements are classified under either Safety or Mobility, depending on the primary purpose of the project.*

For example, project R-0061C in Columbus County proposes to upgrade existing US 74 and NC 211 signalized intersection to an interchange. While this project will help create the goal of a future interstate facility along the US 74 corridor, the primary purpose of this project is to improve the safety of this intersection. If the project has more than one primary purpose, engineering judgment was used to classify the project by the appropriate goal.

Tier

Statewide

"Statewide" should be selected for projects where the tier facilities serve long-distance trips, connect regional centers, have the highest usage, and provide mostly a mobility function (as opposed to a land access function). For highways this constitutes all Interstates and the most heavily traveled US and NC signed routes.

To see all Statewide Tier routes (and inset maps), refer to:
http://www.ncdot.org/performance/reports/

Regional

"Regional" should be selected for projects where the tier facilities connect major population centers and have a mix of functions. These projects can be seen as serving statewide transportation criteria, but it is provided at the localized level. Regional tier projects are equally important to a particular region of the state and provide some land access. For highways these are all primary routes (NC and US signed roadways) not on the Statewide Tier.

Refer to the following URL to view Regional Tier routes.
http://www.ncdot.org/performance/reports/

Subregional

"Subregional" should be selected for projects where the tier facilities serve localized movements. The project provides access to functionality; than mobility and are of a higher interest to cities and counties than the state. For highways this constitutes the majority of the secondary roads system in NC.For highways this constitutes the majority of the secondary roads system in NC.

Note: *If your project does not fall on either a Statewide or Regional Tier maps (and is not a city maintained street) you can enter it as Subregional Tier.*

Tier and Project Type Classification

Tier Definitions are based on the North Carolina Multimodal Investment Network (NCMIN) first introduced under the 2004 State Long Range Plan.

For detailed definitions and overview of NCMIN, refer to:

http://www.ncdot.org/doh/preconstruct/tpb/shc/pdf/NCMIN_definitions.pdf

Note: *If a project is located at the intersection of more than one tier, the project is classified by the higher tier.*

An exception is when an intersection, interchange, or grade separation where the project only improves one of the facilities. In this case, the project is classified according to the facility in which the improvement is located.

For example, a project that converts a grade separation to an interchange (on a freeway) is classified by the tier of facility which currently does not have access to the freeway.

Citywide signal system projects are typically classified as Statewide Tier, as long as there is a signalized Statewide Tier highway within the system.

The following table provides definitions and a guide for the classification of Project Types (by mode) within each of the three tiers used by NCDOT SPOT.

Project Type	Statewide Tier	Regional Tier	Subregional Tier
Highways [(1)]	The Strategic Highway Corridors	All primary routes (US and NC) not	All secondary routes (SR) not

	(SHC) as approved by the Board of Transportation on the SHC Vision Plan[2]	on the Statewide Tier	on the Statewide Tier[3]
Rail (Passenger & Commuter)	All intercity (including out-of-state) passenger rail service and station facilities associated with intercity services	Commuter rail service and associated station facilities which serve commuters between two or more counties	Commuter and light rail service and associated station facilities which serve commuters within a county
Rail (Freight)	Rail lines of strategic importance as determined by the Rail Division	All remaining rail lines not included on the Statewide Tier	N/A
Ferry	Ferry routes connecting Statewide Tier Highway facilities	Ferry routes connecting Regional Tier Highway facilities	Ferry routes connecting Subregional Tier Highway facilities
Aviation	Commercial service airports with at least 100,000 annual enplanements	Commercial service airports (Part 139 Certificated) with less than 100,000 annual enplanements or General aviation airports with at least 25 based aircraft	General Aviation airports with fewer than 25 based aircraft
Public Transportation	Bus service and associated station facilities which serve out-of-state travel	Bus and van pool service and associated stations facilities and passenger amenities which serve commuters between two or more counties	Bus and van pool service and associated stations facilities and passenger amenities which serve commuters within a county
Bicycle and Pedestrian	NC bicycling highways (on-road)	NCDOT designated multi-county regional routes (on-road) or Off-road facilities spanning multiple jurisdictions with a length of at least 20 miles	Off-road facilities with a length shorter than 20 miles or Town, city, or county on-road bicycle networks or All sidewalks

Footnotes:

(1) - The Board of Transportation (BOT) formally designated the Strategic Highway Corridors as the highway element of the Statewide Tier on March 1, 2007.

(2) - An existing segment of a Strategic Highway Corridor, which is proposed to be bypassed (and the bypass has been approved by the BOT on the SHC Vision Plan), is considered to function as part of the Corridor until the bypass is open to traffic.

(3) - It is proposed that all secondary routes on the Statewide Tier will be evaluated for primary route designations.

Improvement Type

Note: *A field for Improvement Type only appears when you choose "Highway" as a Project Type. For any other choice under Project Type, the Improvement Type choices will be replaced by a filed titled "Project Name".*
Use this field to submit the local name (if one exists) for a particular project.

Capacity – Existing

Roadway project in which the proposed mobility improvement is constructed upon the existing alignment (such as a widening project).

Capacity – New Location

Roadway project in which the proposed mobility improvement is constructed along a new path or corridor (such as a bypass project).

Capacity – Part Existing, Part New Location

Roadway project in which the proposed mobility improvement is constructed partly upon the existing alignment and partly along a new path or corridor.

Traveler Services

Intelligent Transportation System (ITS) improvements which utilize technology to inform travelers of transportation conditions, such as congestion, work

zones, etc. These projects include Dynamic Message Signs, Transportation Management Centers, Traffic Cameras, Incident Management Assistance Patrols, etc.

Intersection / Interchange

Note: *Choose this category for mobility projects. If the primary purpose of the project is to improve safety choose "safety" under Improvement Type.*

Four different types of projects can fit under this category:

- Improvements to an existing intersection
- Improvements to an existing interchange
- Upgrading at-grade intersection to an interchange
- Converting existing intersection or overpass into an interchange

Signal System – Corridor

Synchronizing traffic signal timing along a defined corridor to improve traffic flow and operational capacity (such as a closed loop system).

Signal System – Area

Installing or expanding upon a traffic signal system in a municipality.

Corridor Management

Freeway or access management strategies such as ramp metering, converting a 5 lane cross section into a 4 lane median divided section with turn lanes, traffic flow/operational improvements along a corridor, etc.

Safety

Any project where the primary purpose is to improve safety.

Pavement

Any project where the primary purpose is to improve pavement condition.

Other

If the improvement does not fall under any other category please list it as “Other”.

Ranking Projects

Ranking project must be done before the Strategic Planning Office of Transportation moves the projects to Stage 2. To rank your Projects, you should evaluate each Project; then, assign a numerical value to each Project based on the NCDOT mission statement and goals, priorities, and needs of the your metropolitan/rural areas or Division.

- Use any available local ranking methodology and criteria
- Evaluate your initial list against the NCDOT mission statement and goals
- Consider overall priorities in your area and gain input from your respective Technical Coordinating Committee (TCC) and Transportation Advisory Committee (TAC)
- Assign a numerical value (1 – 25) to each Project

Note: *If you choose to reorder your numerical sequence (i.e., move a #5 rank to #1 rank or vice versa) click on the Update Rank button to finalize your action.*

Note: *As the Projects are ranked and passed from one DOT office/unit to another, each office/unit can view the previous ranking.*

Notes for Divisions:

- Projects which cross multiple MPO/RPO boundaries (but are contained in one Division) will be appear as one composite record for Divisions.

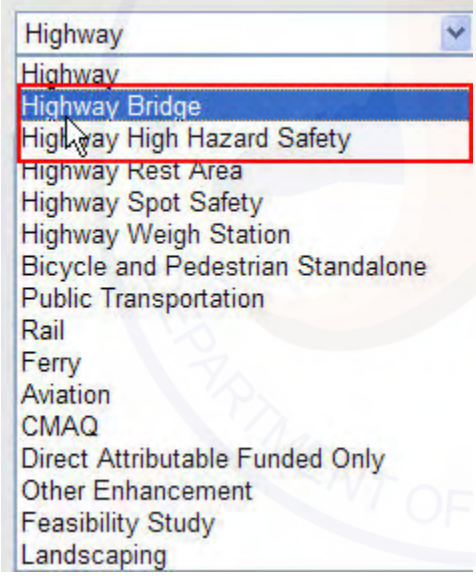
- Projects which cross multiple Division boundaries will be handled outside the template but folded back into overall ranking process.

Exporting to Excel

It is recommended that you export your list of projects from your Inbox to an Excel document. Refer to the following procedures for more information.

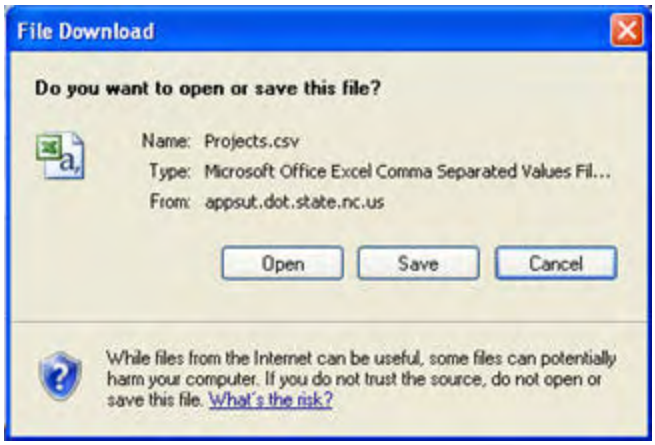
Note: *Any user can export a list of projects to Excel.*

Note: *You can only export to Excel the projects that appear on your Inbox page. To export all projects, you must access each project type from your Inbox and export that list.* ***Remember to rename each document*** *or you will over write the last Excel export.*



1. Click the **Export Inbox to Excel** link.

The File Download box appears.



2. Click the **Open** button to display and view the excel document.

   Click the **Save** button to save the excel document file to a specified location on your PC or shared drive.

   Click the **Cancel** button to exit this dialog box without viewing or saving the excel file.

   If you clicked the Open button, a list of projects appears in an Excel spreadsheet.

   Export Inbox to Excel

SpotID	Spot State	ImprovementType	Mode	Tier	Category	Title	TipNumber	MPORPOrank	DivisionRank	DOTRank	Description
15767	MPORPO	ExistingRoadSegment	BiPed	Regional	Mobility		EB-3132	Not Ranked	Not Ranked	Not Ranked	BICYCLE ROUTE
15773	MPORPO	ExistingRoadSegment	BiPed	Regional	Mobility		EB-3416	Not Ranked	Not Ranked	Not Ranked	OLD US 70: OLD
15774	MPORPO	ExistingRoadSegment	BiPed	Regional	Mobility		EB-3606	Not Ranked	Not Ranked	Not Ranked	BICYCLE ROUTE
15775	MPORPO	ExistingRoadSegment	BiPed	Regional	Mobility		EB-3606	Not Ranked	Not Ranked	Not Ranked	BICYCLE ROUTE
15803	MPORPO	ExistingRoadSegment	BiPed	Regional	Mobility		EB-4726	Not Ranked	Not Ranked	Not Ranked	US 64 WEST, SR
15846	MPORPO	ExistingRoadSegment	BiPed	Regional	Mobility		EB-5102	Not Ranked	Not Ranked	Not Ranked	EMERALD ISLE

   Export All Projects to Excel

SpotID	Spot State	ImprovementType	Mode	Tier	Category	Title	TipNumber	MPORPOrank	DivisionRank	DOTRank	Description	Constructic	Con Rigl	RightOfWa
17704	MPORPO	ExistingRoadSegment	Highway	Statewide	Safety		W-5123	Not Ranked	Not Ranked	Not Ranked	SR 1929	550		2011
17705	MPORPO	ExistingRoadSegment	Highway	Statewide	Safety		W-5124	Not Ranked	Not Ranked	Not Ranked	US 117	625		2010
17706	MPORPO	ExistingRoadSegment	Highway	Statewide	Safety		W-5125	Not Ranked	Not Ranked	Not Ranked	EAST OF	150		2009
17707	MPORPO	ExistingRoadSegment	Highway	Statewide	Safety		W-5126	Not Ranked	Not Ranked	Not Ranked	US 158	115		2010
17708	MPORPO	ExistingRoadSegment	Highway	Subregions	Safety		W-5127	Not Ranked	Not Ranked	Not Ranked	SOUTH OF	110		2010
17709	MPORPO	ExistingRoadSegment	Highway	Statewide	Safety		W-5128	Not Ranked	Not Ranked	Not Ranked	I-440 TO SR	170		2010
17710	MPORPO	ExistingRoadSegment	Highway	Statewide	Safety		W-5129	Not Ranked	Not Ranked	Not Ranked	US 64 TO	340		2009
17711	MPORPO	ExistingRoadSegment	Highway	Statewide	Safety		W-5130	Not Ranked	Not Ranked	Not Ranked	WEST OF	470		2009
17712	MPORPO	ExistingRoadSegment	Highway	Statewide	Safety		W-5131	Not Ranked	Not Ranked	Not Ranked	WEST OF	130		2009

Support

Application Support

For application problems or if you need to make changes to your NC DOT user profile, contact the NC DOT Helpdesk:

dothelp@ncdot.gov

919.861.3840

or

800.368.2778

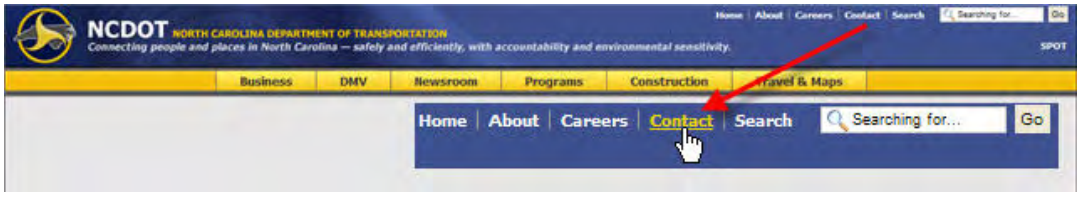
Help Guide Inquiries

To send your comments or questions about the Prioritization Project Submittal Tool application Help Files, click this ContactUs link to send your information to a documentation specialist.

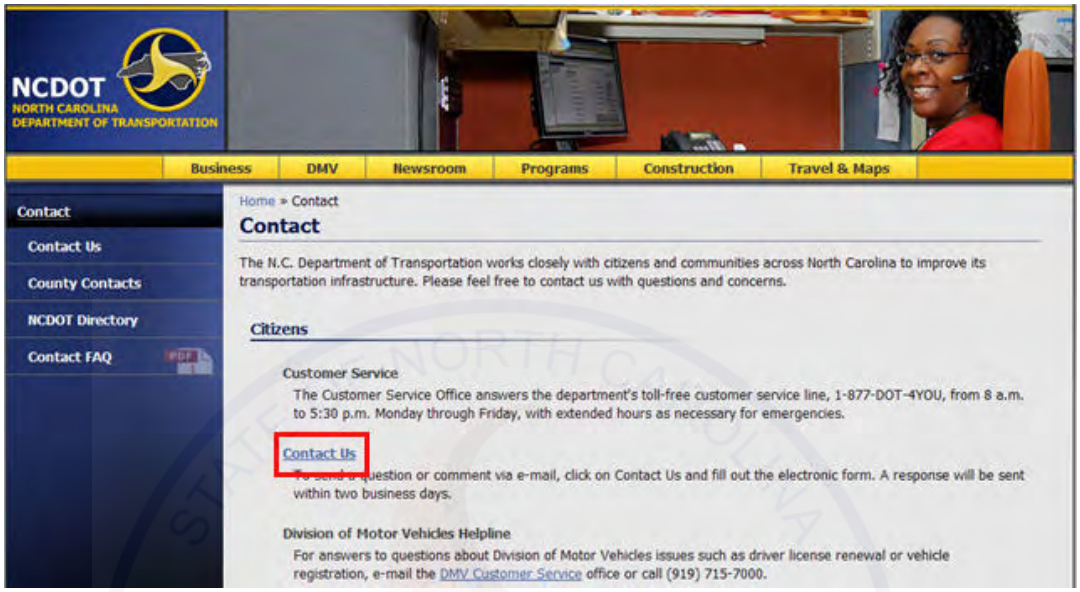
To send your comments or questions about the Prioritization Project Submittal Tool, use the ContactUs link to submit your inquiries. Refer to the procedures below for more information on sending an inquiry using the ContactUs procedure below.

Sending an Inquiry using the NCDOT ContactUs link

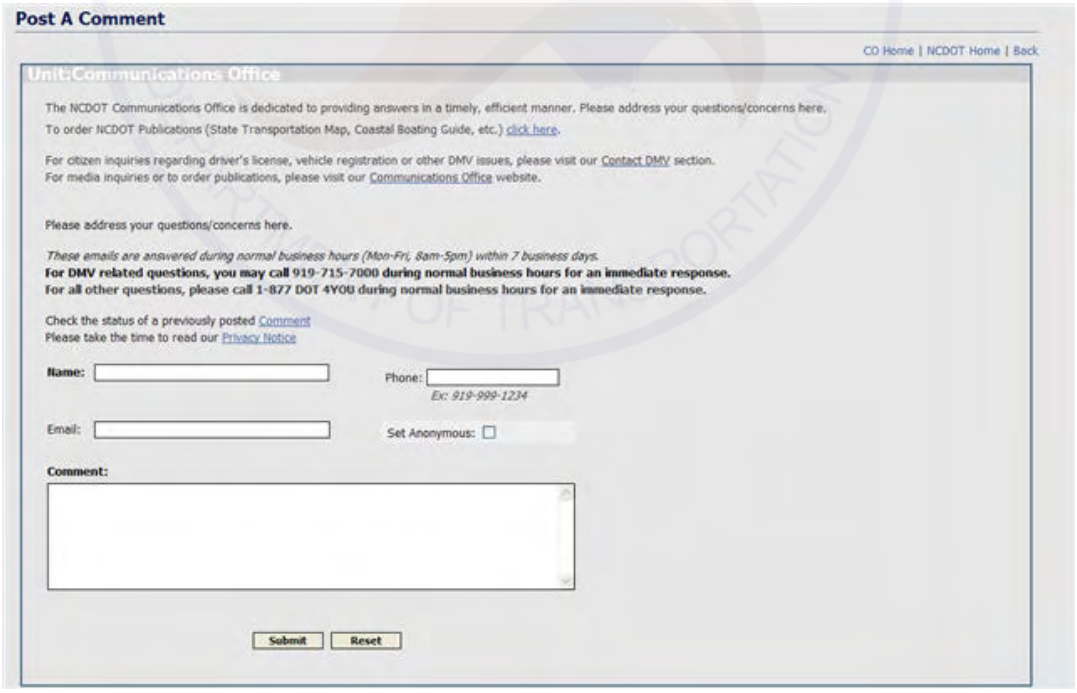
1. Click the **Contact** link to access the Contact page.



The NCDOT Contact page appears.



2. Click the **Contact Us** link to access the Post A Comment page.



3. Enter your Name, Phone Number, Email and Comment/Question in the appropriate text fields. Then, click the **Submit** button to send you inquiry to an SME.

Note: *If you check "Set Anonymous", your personal information will not be supplied with the comment. The term "Anonymous" will populate the Name, Phone and Email text fields.*

If you choose to submit a comment anonymously, you will not receive an email notification when the Subject Matter Expert responds to your inquiry. In order to receive an email notification, you must enter your email address in the Email field. If you did not supply an email address in your comment, make sure you retain the tracking number and the URL where your comment is posted. You must provide the tracking number to access the URL listed on this page and view responses to your inquiry.

Glossary

A

Arterials: Provide the highest level of mobility, at the highest speed, for long, uninterrupted travel. The Interstate Highway System is an arterial network. Arterials generally have higher design standards than other roads, often with multiple lanes and some degree of access control.

B

BI: SAP Business Intelligence

C

Collectors: Provide a lower degree of mobility than arterials. They are designed for travel at lower speeds and for shorter distances. Collectors are typically two-lane roads that collect and distribute traffic from the arterial system.

I

Infrastructure Health Category: Infrastructure Health projects are where the primary purpose is to improve the health of the infrastructure.

M

Major Collector Roads: These routes should: (1) Provide service to any county seat not on an arterial route, to the larger towns not directly served by the higher systems, and to other traffic generators of equivalent intracounty importance, such as consolidated schools, shipping points, county parks, important mining and agricultural areas, etc.; (2) link these places with nearby larger towns or cities, or with routes of higher classification; and (3) serve the more important intra-county travel corridors.

Minor Collector Roads: These routes should: (1) Be spaced at intervals, consistent with population density, to collect traffic from local roads and bring all developed areas within a reasonable distance of a collector road; (2) provide service to the remaining smaller communities; and (3) link the locally important traffic generators with their rural hinterland.

Mobility Category: Mobility projects are where physical or operational capacity is added. Improvement to safety and/or infrastructure health can be included with mobility projects.

MPO: Metropolitan Planning Organization

R

Regional Tier: Regional tier projects are where the tier facilities can be viewed as serving statewide transportation criteria, but it is providing at the localized function.

RPO: Rural Planning Organization

Rural Area: Places of less than 5,000 population and comprise the areas outside the boundaries of small urban and urbanized areas.

Rural Arterials: The rural arterial network provides interstate and intercounty service so that all developed areas are within a reasonable distance of an arterial highway. This network is broken down into principal and minor routes. The rural principal arterial network is more significant. It serves virtually all urban areas with populations greater than 50,000 people. Additionally, most urban areas larger than 25,000 people are served by rural principal arterial highways. Rural principal arterial highways provide an integrated network without stub connections except where needed because of unusual geographic or traffic conditions (for example, connections to international borders, coastal cities, waterports and airports). The rural principal arterial network is divided into two subsystems, Interstate highways and other principal arterials.

Rural Minor Collectors: Spaced at intervals, consistent with population density, to collect traffic from local roads and to insure that all urbanized areas are within a reasonable distance of a collector road.

S

Safety Category: Safety projects are where the primary purpose is to improve a safety deficiency.

SPOT: Strategic Planning Office of Transportation

Statewide Tier: Statewide projects are where the tier facilities serve long-distance trips, connect regional centers, have the highest usage, and provide mostly a mobility function (as opposed to a land access function).

T

TAC: The Transportation Advisory Committee is the governing policy board for the RPO. The TAC's membership includes elected officials, members of the local governments, the area's representative on the Board of Transportation and other members as may be designated. The Transportation Advisory Committee provides policy direction for the planning process, facilitates communication and coordination among the member jurisdictions, and guides the development of a comprehensive multi-modal transportation program for the rural area.

TCC: The Technical Coordinating Committee's role is to support and advise the TAC. It is comprised of staff representatives of the various member governments, NCDOT, transit providers, and other agencies with an interest in transportation planning. The TCC has the responsibility of supervising and coordinating the four core duties by making technical recommendations to the Transportation Advisory Committee on decisions pertaining to that process. The TCC, in conjunction with transportation Planning Branch, is usually responsible for development, review, and recommendation for approval and changes to the Prospectus, Planning Work Program, and the Comprehensive Transportation Plan, for planning citizen participation, and documenting reports of the transportation study.

U

Urban Area: Are those places, as designated by the Bureau of the Census having a population of five thousand (5,000) or more and not within any urbanized area.

Urban Cluster: An urban area that extends across city, state, and/or county lines. Urban clusters by definition contain fewer than 50,000 people.

Urban Collector System: Provides traffic circulation within residential neighborhoods and commercial and industrial areas. Unlike arterials, collector roads may penetrate residential communities, distributing traffic from the arterials to the ultimate destination for many motorists. Urban collectors also channel traffic from local streets onto the arterial system.

Urban Minor Arterial Roads: Provide service for trips of moderate length and at a lower level of mobility. They connect with urban principal arterial roads and rural collector routes.

Urban Principal Arterial System: Consists of the interstate, freeways and expressways and other principal arterials. This system serves the major traffic movements within urbanized areas connecting central business districts, outlying residential areas, major intercity communities, and major urban centers. It provides continuity to rural arterials which intercept an urban area.