



February 11, 2021

**MEMORANDUM**

**To:** Theo Ghitea, PE  
Town of Waxhaw

**From:** Jennifer Stafford  
Charlotte Regional Transportation Planning Organization (CRTPO)

**Subject:** CRTPO Local Planning Project Funding Award

Thank you for submitting your project for planning funds through CRTPO. We are pleased to inform you that the CRTPO Board approved funding for the following project:

Planning Project Submittals	Total Project Cost	Reimbursement from CRTPO (80%) to the Town of Waxhaw	Non-Federal Match by the Town of Waxhaw (20%)
Downtown Waxhaw Origin-Destination Study  Planning Funds 80% CRTPO 20% Local Match	<b>\$60,000</b>	<b>\$48,000 (not to exceed)</b>	<b>\$12,000</b>

The funds were approved through the discretionary process and are federal direct attributable for the CRTPO. The CRTPO and the Town of Waxhaw must follow the federal procurement process because the Federal Highway Administration (FHWA) and/or the Federal Transit Administration (FTA) allocates these funds to MPOs.

The planning funds are to be used within one fiscal year, starting July 1, 2021 and with all reimbursable work completed by June 30, 2022. Any work that is done prior to that date will not be reimbursable. However, to get a project completed in a year, it is advisable to draft the scope of work for your planning project and even work on the Request for Letters of Interest (RFLOI) as described below.

Attached is a Quick Facts reference for using Federal Funds and below a list of steps to help guide you through the process can be found on the next page.

1. Submit Request for Letter of Interest (RFLOI) for review/approval to Dominique Boyd, at the NCDOT Transportation Planning Branch, at [dlboyd1@ncdot.gov](mailto:dlboyd1@ncdot.gov) or 919-707-0932. Please find attached a RFLOI template from NCDOT and an example from the City of Charlotte – either format is ok.

2. Consultants must be pre-qualified by NCDOT. [Click here](#) for more information on this topic at NCDOT's website.
3. Solicit consultants – Advertise for a minimum of three weeks. Please let me know if you need help posting the advertisement publicly.
4. Form a Selection Committee (3-5 people) to select the most qualified company and then request NCDOT's concurrence (send the request to Dominique Boyd). If you desire, your Selection Committee may include NCDOT or CRTPO staff.
5. Negotiate fees and schedule with the selected consultant. Then request NCDOT concurrence with fees and the contract terms – this could take a couple of weeks.
6. Finalize the consultant's contract – You may finalize the contract as long as no one starts work before July 1, 2021.
7. Depending on your internal process, you may get the contract on your Council/Board agenda for your consultant contract approval.
8. Quarterly progress reports must be submitted that briefly describes the progress made on the project.
  - a bulleted list of accomplishments during the quarter
  - invoices submitted by consultants

Planning projects are reimbursement projects through CRTPO, unlike capital projects where the sponsor organization is reimbursed through NCDOT. All planning projects are required to have a 20% local match. After you hire a consultant/professional services firm, your member jurisdiction will receive the invoices. Your organization will pay 100% of their invoice. Then your organization will request an 80% reimbursement from CRTPO/City of Charlotte. We typically reimburse quarterly, but we can reimburse monthly if you need cash flow.

I'm happy to review your RFQ and contract(s) prior to sending it to NCDOT.

Any work throughout the year that does not follow the federal process, NCDOT process, or CRTPO process may be rejected for reimbursement. When in doubt, please reach out, and please let me know if I can be of further assistance to aid in the success of your project!

Jennifer Stafford, RLA, CPCM  
Project Development Planner  
Charlotte Regional Transportation Planning Organization  
704-336-3369 | [jennifer.stafford@charlottenc.gov](mailto:jennifer.stafford@charlottenc.gov)