

# **South Carolina Department of Transportation**

## **Planning Office Process Directive**

**Number: 3**

**Date: February 2018**

**Subject: State Planning and Research (SPR)**

**Purpose: Basic Process for Guideshare Program Administration**

### **Program Purpose**

Based on the latest consolidated funding plan for SCDOT (January 2018), the Guideshare Program is a state administered program category in the STIP using STPBG funds and state match to complete Rural and Urban System Upgrade projects for Metropolitan Planning Organizations (MPOs) and Councils of Government (COGs). Over the years the formula for Guideshare funding distribution has changed using various combinations of criteria, such as urban, urban cluster, and study area populations, as well as VMT.

Currently, the formula for the distribution of Guideshare funds to the state's 11 MPOs and 10 COGs is based solely on the 2010 Census population:

1. Uses cumulative statewide Study Area Population (MPO Planning Area) to split \$138 million between MPOs (urban share) and COGs (rural share)
2. Uses each MPO's urbanized area and urban cluster populations to divide funding between MPOs; and
3. Uses each COG's county populations outside of the MPO Study Areas to divide funding between COGs

The formula and funding distributions have historically been updated following each new decennial Census, with updated Census Block-Level population data typically available 2 years after the Census year. An additional consideration from the Census is any new Metropolitan Planning Organizations (MPO), which is based solely on Census defined urbanized areas of 50,000 or more in population. LATS is the most recent MPO based on the 2010 Census. The analysis of updated Census data by MPO and COG area has been coordinated with the GIS Office (see attachments 1, 2, and 3).

**FY18 Apportionment Level:** \$138 Million (Total)

**Federal share:** 80% **State share:** 20% **Local share:** (May be required based on policy guide)

### **Eligible Activities**

Eligible activities include planning, preliminary engineering/design, rights of way acquisition and construction. Projects include, but are not limited to intersections, road widenings, new roads, operational, and safety enhancements.

The South Carolina Department of Transportation Commission approved a policy guide in 2012 to define eligible activities and requirements of local match based on project type and roadway ownership (See attachment 4).

## **TIP Administration**

The Statewide Planning Unit coordinates with MPOs and COGs to develop TIPs, which reflect a six year programming of Guideshares for individual projects that are consistent with eligibility guidelines. The specifics of TIP administration are defined in the STIP Administration Coordination Process approved by FHWA and FTA.

## **Advancements**

To assist with project delivery and demonstration of yearly fiscal constraint of the TIP, Guideshare advancements can be made available to MPOs and COGs. The need and justification for an advancement will be determined in coordination between the Planning Office and Preconstruction/Program Manager. Guideshare advancements that exceed the yearly allocation require Commission approval, while a lesser advancement should be approved by the Director of Planning. The payback of an advancement should occur within the horizon years of the TIP and be reflected in the financial accounting as a deduction against available budget. The specifics of administering Guideshare advancements are defined in the STIP Administration Coordination Process approved by FHWA and FTA.

## **Financial Reporting**

The Office of Program Controls provides an annual accounting of the individual MPO and COG Guideshare programs to assist with tracking yearly carryover. The Planning Office should coordinate with the Office of Program Controls to distribute the annual reports following the end of each federal fiscal year.

Submitted by:

 Mark Pleasant  
2018.02.21 11:19:15 -05'00'

Director of Planning

Approved by:

 Feda, Jim  
2018.02.21 15:17:54 -05'00'

Deputy Secretary for Intermodal Planning

# *MPO Guideshare Allocations*

Guideshare - \$138,000,000

	<b>PREVIOUS GUIDESHARE</b>	<b>NEW GUIDESHARE</b>	<b>GAIN (LOSS)</b>
<b>ANATS</b>	<b>\$2,540,761</b>	<b>\$2,815,237</b>	<b>\$274,476</b>
<b>ARTS</b>	<b>\$3,393,387</b>	<b>\$3,593,769</b>	<b>\$200,382</b>
<b>CHATS</b>	<b>\$15,807,877</b>	<b>\$19,026,279</b>	<b>\$3,218,402</b>
<b>COATS</b>	<b>\$16,725,999</b>	<b>\$19,199,714</b>	<b>\$2,473,715</b>
<b>FLATS</b>	<b>\$2,486,686</b>	<b>\$3,107,082</b>	<b>\$620,396</b>
<b>GPATS</b>	<b>\$14,835,044</b>	<b>\$18,077,921</b>	<b>\$3,242,877</b>
<b>GSATS</b>	<b>\$6,333,479</b>	<b>\$7,599,944</b>	<b>\$1,266,465</b>
<b>LATS</b>	<b>\$0</b>	<b>\$4,625,288</b>	<b>\$4,625,288</b>
<b>RFATS</b>	<b>\$4,093,613</b>	<b>\$6,035,144</b>	<b>\$1,941,531</b>
<b>SPATS</b>	<b>\$6,246,239</b>	<b>\$6,376,359</b>	<b>\$130,120</b>
<b>SUATS</b>	<b>\$2,428,403</b>	<b>\$2,536,368</b>	<b>\$107,965</b>

\*Approved April 2014

# *COG Guideshare Allocations*

Guideshare - \$138,000,000

	<b>PREVIOUS GUIDESHARE</b>	<b>NEW GUIDESHARE</b>	<b>GAIN (LOSS)</b>
<b>APPALACHIAN</b>	<b>\$9,245,453</b>	<b>\$7,579,497</b>	<b>(\$1,665,956)</b>
<b>BERKELEY</b>			
<b>CHARLESTON</b>			
<b>DORCHESTER</b>	<b>\$4,543,388</b>	<b>\$2,181,422</b>	<b>(\$2,361,966)</b>
<b>CATAWBA</b>	<b>\$5,913,946</b>	<b>\$4,903,284</b>	<b>(\$1,010,662)</b>
<b>CENTRAL MIDLANDS</b>	<b>\$4,167,334</b>	<b>\$2,883,809</b>	<b>(\$1,283,525)</b>
<b>LOWCOUNTRY</b>	<b>\$8,153,516</b>	<b>\$2,688,118</b>	<b>(\$5,465,398)</b>
<b>LOWER SAVANNAH</b>	<b>\$7,446,890</b>	<b>\$5,489,253</b>	<b>(\$1,957,637)</b>
<b>PEE DEE</b>	<b>\$8,709,131</b>	<b>\$6,622,076</b>	<b>(\$2,087,055)</b>
<b>SANTEE-LYNCHES</b>	<b>\$4,970,832</b>	<b>\$3,208,717</b>	<b>(\$1,762,115)</b>
<b>UPPER SAVANNAH</b>	<b>\$6,601,670</b>	<b>\$6,263,156</b>	<b>(\$338,514)</b>
<b>WACCAMAW</b>	<b>\$3,499,517</b>	<b>\$3,187,564</b>	<b>(\$311,953)</b>

\*Approved April 2014

**GUIDESHARE SCENARIO SUMMARY  
BASED ON PROPOSED FUNDING: \$138,000,000**

<b>MPOs</b>			
	<b>SCENARIO</b>	<b>CURRENT *</b>	<b>GAIN (LOSS)</b>
ANATS	\$2,815,237	\$2,540,761	\$274,476
ARTS	\$3,593,769	\$3,393,387	\$200,382
CHATS	\$19,026,279	\$15,807,877	\$3,218,402
COATS	\$19,199,714	\$16,725,999	\$2,473,715
FLATS	\$3,107,082	\$2,486,686	\$620,396
GPATS	\$18,077,921	\$14,835,044	\$3,242,877
GSATS	\$7,599,944	\$6,333,479	\$1,266,465
RFATS	\$6,035,144	\$4,093,613	\$1,941,531
SPATS	\$6,376,359	\$6,246,239	\$130,120
SUATS	\$2,536,368	\$2,428,403	\$107,965
LATS	\$4,625,288	\$0	\$4,625,288
<b>TOTAL URBAN GS:</b>	<b>\$92,993,104</b>	<b>\$74,891,490</b>	<b>\$ 18,101,616</b>
	67.39%	54.21%	\$ -

<b>RURAL COGS</b>			
	<b>SCENARIO</b>	<b>CURRENT *</b>	<b>GAIN (LOSS)</b>
APPALACHIAN	\$7,579,497	\$9,245,453	(\$1,665,956)
BCD	\$2,181,422	\$4,543,388	(\$2,361,966)
CATAWBA	\$4,903,284	\$5,913,946	(\$1,010,662)
CENTRAL MIDLANDS	\$2,883,809	\$4,167,334	(\$1,283,525)
LOWCOUNTRY	\$2,688,118	\$8,153,516	(\$5,465,398)
LOWER SAVANNAH	\$5,489,253	\$7,446,890	(\$1,957,637)
PEE DEE	\$6,622,076	\$8,709,131	(\$2,087,055)
SANTEE-LYNCHES	\$3,208,717	\$4,970,832	(\$1,762,115)
UPPER SAVANNAH	\$6,263,156	\$6,601,670	(\$338,514)
WACCAMAW	\$3,187,564	\$3,499,517	(\$311,953)
<b>TOTAL RURAL GS:</b>	<b>\$45,006,896</b>	<b>\$63,251,677</b>	<b>\$ (18,244,781)</b>
	32.61%	45.79%	\$ (18,244,781)

**ENTER TOTAL SYSTEM UPGRADE FUNDS:**

**\$138,000,000**

MPO Population Share (67.39%)

MPO VMT Study Area Share (60.79%)

COG Population Share (32.61%)

COG VMT Share (39.21%)

BASED ON FOLLOWING WEIGHT FACTORS:

POPULATION	<b>100%</b>
VMT	<b>0%</b>
	<b>100%</b>

\*This scenario considers the study area population only to determine urban/rural split.

\*This scenario allocates funding amongst the MPOs by urban population and clusters only - NO VMT.

URBAN/RURAL SPLIT BREAKDOWN

URBAN PORTION	\$92,993,104
RURAL PORTION	\$45,006,896

Regional Analysis

	<u>Before</u>	<u>After</u>	<u>Gain/(Loss)</u>	<u>% change</u>	<u>% of total before</u>	<u>% of total after</u>
Appalachian	\$32,867,497	\$34,849,014	\$1,981,517	6.03%	23.79%	25.25%
ARTS/Lower Savannah	\$10,840,277	\$9,083,021	(\$1,757,256)	-16.21%	7.85%	6.58%
CHATS/BCD	\$20,351,265	\$21,207,701	\$856,436	4.21%	14.73%	15.37%
Midlands	\$20,893,333	\$22,083,523	\$1,190,190	5.70%	15.12%	16.00%
FLATS/Pee Dee	\$11,195,817	\$9,729,159	(\$1,466,658)	-13.10%	8.10%	7.05%
Grand Strand	\$9,832,996	\$10,787,508	\$954,512	9.71%	7.12%	7.82%
RFATS/Catawba	\$10,007,559	\$10,938,428	\$930,869	9.30%	7.24%	7.93%
SUATS/Santee Lynches	\$7,399,235	\$5,745,085	(\$1,654,150)	-22.36%	5.36%	4.16%
Lowcountry	\$8,153,516	\$7,313,406	(\$840,110)	-10.30%	5.90%	5.30%
Upper Savannah	\$6,601,670	\$6,263,156	(\$338,514)	-5.13%	4.78%	4.54%
	\$138,143,165	\$138,000,000	(\$143,165)			

MEMORANDUM

**TO:** MPO and COG Directors

**FROM:** Mark Lester, P.E., Acting Deputy Secretary for Intermodal Planning

**DATE:** April 25, 2014

**RE:** Approval of Guideshare Formula and Funding Allocation

As a follow up to our meeting with the COG and MPO staff in February, I wanted to confirm the Commission's approval of the proposed Guideshare formula and funding allocation at their April meeting. We appreciate your input and assistance in crafting a formula that provides an equitable distribution of funding based on the 2010 Census. A copy of the Guideshare allocation table is attached. In summary, the changes to the Guideshare formula include:

- Elimination of Vehicle Miles of Travel (VMT) from the calculation, and
- Inclusion of Census defined urban clusters in addition to urbanized area population as the basis for allocating funds between MPOs.

It is our intent to implement the new Guideshare allocation beginning FFY 2015. In the interim, SCDOT's Planning Office will be coordinating with each COG and MPO to address the impacts of the new Guideshare allocation, including TIP programming requirements.

On a separate note, the Commission has asked staff to provide an update on the 20% resurfacing requirement at their May meeting. Our update will include a summary of how many MPOs and COGs are in compliance as well as what types of projects are being implemented.

It has been a pleasure working with all of you on this important issue and we look forward to our continued efforts serve the transportation needs of South Carolina.

MCL:sdb

Attachment

cc: The Honorable W.B. Cook, SCDOT Commission Chairman, Fifth Congressional District  
The Honorable Jim Rozier, SCDOT Commissioner, First Congressional District  
The Honorable John N. Hardee, SCDOT Commissioner, Second Congressional District  
The Honorable Woodrow W. Willard Jr., SCDOT Commissioner, Fourth Congressional District  
The Honorable Samuel B. Glover, SCDOT Commissioner, Sixth Congressional District  
The Honorable Mike Wooten, SCDOT Commissioner, Seventh Congressional District  
The Honorable Clifton Parker, SCDOT Commissioner At-Large

ec: Christy A. Hall, P.E., Acting Secretary of Transportation

File: Pln/MDP





# **SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION COMMISSION**

## **STATEMENT OF POLICY**

**Policy No.** 3

**Subject:** System Upgrade Guideshare Match and Use

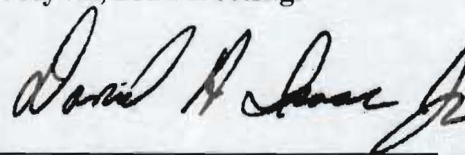
**References:** Section 57-1-30, 57-1-370  
S. C. Code of Laws, 1976, as amended  
23 Code of Federal Regulations Part 450.324

The South Carolina Department of Transportation (SCDOT) Commission establishes the following policy for Metropolitan Planning Organization (MPO) and Council of Government (COG) System Upgrade Guideshare Use, Match Responsibility, and Maintenance Responsibility:

- 1) The Commission establishes that SCDOT will provide the required state match for the annual Statewide Transportation Improvement Program (STIP) federally funded Guideshare allocation to the states MPOs and COGs for eligible project activities that address the Department's goals of improving traffic operations, safety, and system preservation.
- 2) In cases where an MPO/COG project is eligible for federal Guideshare funding, but is not recommended by the Department for state match due to the improvement being outside the Department's core goals of the System Upgrade Guideshare Program, the local jurisdiction must provide the required matching funds, typically set at 20% of the total project cost. As an alternative to a cash match, a jurisdiction may elect to satisfy the match requirement by accepting state secondary roads into their respective local road system for ownership and ongoing maintenance. The financial equivalent for accepting state roads will be established using current SCDOT policy. In addition, County Transportation Committees (CTCs) may also contribute all or a portion of the required match for Guideshare projects. Any financial commitment by a CTC to a Guideshare project on the state system will also count towards the county's requirement to spend at least twenty-five percent of their apportionment of C-Funds based on a biennial averaging of expenditures on the state highway system for construction, and maintenance.
- 3) The attached guidelines will provide a general policy for Guideshare use, match and maintenance responsibility. Some unique cases may arise that require special evaluation and approval by the Commission to ensure the most effective use of federal and state funds.

**This Policy was adopted by the Commission at its July 21, 2011 meeting.**

**Effective date: July 21, 2011**



---

**Commission Chairman**

**Amended by the Commission at its January 19, 2012 meeting.**

---

**Commission Chairman**



## **Exhibit A**

### **Criteria to Determine Eligibility of State Match for Guideshare Funded Sidewalk Projects**

Standalone sidewalk, bikeway, and multi-use path projects must be identified in the MPO/COG Long-Range Plan. Standalone sidewalk, bikeway, and multi-use path projects shall not be considered for corridors identified in the cost constrained long-range plans for capacity improvements.

A project would be deemed eligible for state match if 6 of the 8 criteria are met:

#### **Connectivity**

1. No adjacent route alternative that includes sidewalks
2. Provides connection to existing sidewalks

#### **Minimum Cost**

3. Estimated cost must be at least \$250,000

#### **Minimum Average Daily Traffic**

4. At least 5,000 vehicles per day

#### **Safety (3-year accident history)**

5. One or more reported pedestrian incident(s) correctable with sidewalks

#### **Transit Benefit**

6. Project supports linkage with existing or planned transit service

#### **School Accessibility**

7. Sidewalk is within ½ mile of elementary, middle, high school, or college

#### **Consistency with Local Plans**

8. Project is identified in the MPO/COG bike and pedestrian element of the long-range plan

## SCDOT Guideshare Use, Match Responsibility, and Maintenance Responsibility Guidelines

Eligible Activities	Match Responsibility		Maintenance Responsibility	
	SCDOT	Local	SCDOT	Local
Capacity projects involving mainline widening or intersection improvements to include bicycle and pedestrian accommodations	X		X	
Access reconfiguration and turn lanes	X		X	
Park and Ride facilities (To be reviewed on a case by case basis)	X		X	X
Safety projects (i.e. enhanced signing, marking, widening shoulder, intersections)	X		X	
Road diet projects (eligibility and design criteria under development) a. Project is eligible and results in operational and safety improvements. (e.g. Additional turn lanes, access control/consolidation) Road diet projects that do not result in operational and safety improvements are not considered eligible for State funding	X		X	
Bus pull-outs	X		X	
System Preservation (i.e. bridge replacement, resurfacing)	X		X	
Traffic Signals and Systems	X		X	
Landscaping in conjunction with larger capacity or operational improvement project	X			X

<u>Eligible Activities</u>	<u>Match Responsibility</u>		<u>Maintenance Responsibility</u>	
	<u>SCDOT</u>	<u>Local</u>	<u>SCDOT</u>	<u>Local</u>
<b>Landscaping as stand-alone project</b>		X		X
<b>Streetscape/hardscape in conjunction with a capacity or operational improvement project (stamped asphalt, formliners)</b>	X		X	
<b>Mast Arms (locals provide the match for the difference between a mast arm installation and a normal signal installation)</b>		X		X
<b>Traffic Calming Projects (as defined by SCDOT Traffic Calming Guidelines)</b>		X		X
<b>Underground utilities that are part of a widening or qualifying road-diet project (included in scope of project). Utility owner still responsible for their share as determined by prior rights.</b>		X		X
<b>Stand-alone sidewalk projects, bikeways, or multi-use paths meeting the criteria as established in the attached Exhibit A. Locals will have to provide the match for those projects not meeting the criteria.</b>	X		X	
<b>Complete Street Retrofit (addition of bike lanes, sidewalks, mass transit accommodations, enhanced pedestrian crossings, curb extensions, median islands, etc., as stand-alone project – not in conjunction with widening)</b>	X	X	X	X
<b>Greenways (Off DOT right-of-way recreation/pedestrian facility)</b>		X		X
<b>Lighting</b>		X		X
<b>Beautification projects</b>		X		X
<b>Transit (local match requirement based on associated FTA program i.e. 5307,5311, and 5310)</b>		X		X

<u>Eligible Activities</u>	<u>Match Responsibility</u>		<u>Maintenance Responsibility</u>	
	<u>SCDOT</u>	<u>Local</u>	<u>SCDOT</u>	<u>Local</u>
<b>Corridor or project specific feasibility studies</b>	X		NA	NA
<b>Traditional UPWP/RPWP activities (i.e., long-range plans, congestion management plans, regional freight plans, enhancement master plans, regional bike and pedestrian plans)</b>		X	NA	NA
<b>Upgrades to federally eligible roads not on the state system</b>		X		X