North Dakota

Department of Transportation

Special Road Fund Program

Project Guidelines

Prepared by:
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Local Government Division
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Special Road Fund (SRF) Program
Application Instructions

The North Dakota Department of Transportation (NDDOT) is accepting applications for Special Road Fund (SRF) projects. SRF projects are limited to roads that provide access to and/or are within recreational, tourist, and historical areas. The intent of this program is to help finance highway projects identified by political subdivisions and state agencies which typically have some funding but need additional help. We are soliciting counties, cities, and state agencies to identify projects of this nature.

If you have any agencies within your jurisdiction such as park boards, historical societies, townships, etc., please advise them of this program. Depending upon the proposed project's location, the application must be sponsored by a county, a city, or a state agency.

The following pages provide instructions for applying for the NDDOT's Special Road Fund Program.

The use of an application form is not necessary; you may use your own word document program in preparing this application. Please follow the same order and provide the requested information as required in these instructions. Please answer all questions. Additional information you believe that will more fully explain and support your proposed project is welcomed.

The use of colored maps and photographs is encouraged to help describe your project. All information and supporting documentation must be on 8 1/2" x 11" paper.

Applications must be received by the NDDOT on November 13, 2015.

Submit two (2) unbound reproducible copies of the completed application to:

Pam Wenger
Local Government Division
North Dakota Department of Transportation
608 East Boulevard Avenue
Bismarck, ND 58505-0700

NDDOT welcomes all inquiries. If you have any questions or comments about the SRF Program or the application process, please contact Pam Wenger at pwenger@nd.gov or 701-328-4787, FAX 701-328-0310, or TTY 1-800-366-6888.

SRF Project Guidelines

Policy: Pursuant to North Dakota Century Code §§24-02-37 and 24-02-37.2, the North Dakota Department of Transportation (NDDOT), upon request by a political subdivision (city, county, or other state agency), will participate in the cost of constructing and the maintenance of access roads to and roads within recreational, tourist, and historical areas. The NDDOT' s financial participation will be limited to 60 percent of the construction cost, except within state-owned recreational, tourist, and historical areas up to 100 percent of the construction cost may be available at the discretion of the Special Road Fund Advisory Committee. The maximum financial participation will be limited to $300,000.

SRF funds require matching monies. The ratio is 60 percent state and 40 percent local. For example, a project that is estimated to have construction costs of $100,000 would be funded at $60,000 state and $40,000 local. Up to 100 percent of the construction costs may be available at the discretion of the Special Road Fund Advisory Committee within state-owned recreational, tourist, and historical areas.

Eligible political subdivisions

- City and county governments
- Park districts
- Any other local or regional governmental entity with responsibility for or oversight of recreational, tourist, and historical areas.

Eligible Project Sponsors

- City or county governments
- State agencies

Project Development

If your project is selected for SRF funding, you will be notified of your award approximately in December of 2015. Upon notification of award you should commence project development.

Agreement

Upon review of the Special Road Advisory Committee, NDDOT and the applicant will execute a construction agreement for the work outlined in the application.

Specifications

The specifications governing any grading, surfacing, and structural work will be mutually determined by the participant and NDDOT.

Maintenance

The routine maintenance of the improvement is the responsibility of the applicant.

APPLICATION INSTRUCTIONS

1. **Project Name**
   Provide the name of your project. This name will be used to identify the project; it should reflect the project scope or purpose.

2. **Project Location**
   Fully describe the location of your project. Include a map showing the location of your project.

3. **Project Contact**
   Provide the name, address, telephone number, and email address along with the group or agency who is requesting SRF funding.

4. **Project Sponsor**
   Provide the name, address, telephone number, and email address of the contact person at the governmental agency sponsoring the project if different than the project contact. Your project must be sponsored by:
   - City or county governments
   - State agencies

5. **Project Description**
   Fully describe your project and why the improvement is needed. Please include the type of improvement and an estimate of the traffic volume.

6. **Project Cost**
   Enter the estimated cost of your project. A detailed copy of the estimate and who prepared it should be provided. The cost estimate is very important. If your project receives funding, the amount received will be based on your cost estimate. If costs exceed the estimate, the sponsor will be responsible for covering the additional costs.

   There is a maximum of 60 percent of construction costs available, except within state-owned recreational, tourist, and historical areas whereas, up to 100 percent of the construction cost may be available at the discretion of the Special Road Fund Advisory Committee. Eligible costs are for construction only, with the maximum financial participation limited to $300,000.

7. **What SRF category best fits your project?**
   Identify the category you believe best fits your project. To be eligible for Special Road Funds, your project must fit into one of these three categories:

   1. Construction and maintenance of access roads to and roads within recreational areas.
   2. Construction and maintenance of access roads to and roads within tourist areas.
   3. Construction and maintenance of access roads to and roads within historical areas.

8. **Supporting Data**
   Please provide any supporting data that will help the SRF Committee obtain a better understanding of your project. Additional information you believe that will more fully explain and support your proposed project or activity is welcomed.

9. **Matching Funds Provided By**
   SRF funds require matching monies. The ratio is 60 percent state and 40 percent local. Identify who will provide the matching funds and how these funds are to be obtained.

10. **Will Right of Way For This Project Be Needed?**
    Will additional right of way be needed for your project? Right of way acquisition costs are not eligible for SRF funding.

11. **Maintenance of This Project Will Be Provided By:**
    The sponsor is responsible for providing or making arrangements for maintenance of the project. Provide the name of the person, agency, or group that will maintain this project after its completion.

12. **Signatures of project contact and/or project sponsor, if different.**