

NORTH DAKOTA

DEPARTMENT OF TRANSPORTATION'S

DIRECTOR'S TASK FORCE

***TRANSPORTATION
ENHANCEMENT
PROGRAM***

APPLICATION INSTRUCTIONS

For Federal Fiscal Year 2011

Prepared by:
North Dakota Department of Transportation
Local Government Division
Bismarck, North Dakota
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Website: <http://www.dot.nd.gov>

**NDDOT'S DIRECTOR'S TASK FORCE
TRANSPORTATION ENHANCEMENT PROGRAM
APPLICATION INSTRUCTIONS**

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The following pages provide instructions for applying for the NDDOT's Director's Task Force Transportation Enhancement (TE) Program.

▶ **You may use your own word processing program in preparing this application. Or you may request an MS Word application from Bennett Kubischta by e-mailing him at bkubisch@nd.gov.**

▶ **All information and supporting documentation must be on reproducible paper either 82" x 11" or 11" x 17". Colored maps and photos are encouraged.**

These instructions and the TE brochure are also available on NDDOT's web site (<http://www.dot.nd.gov>) under Transportation Information

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▶ **Submit one reproducible copy of your completed application to:**
Mr. Bennett Kubischta, TE Coordinator
Local Government Division
North Dakota Department of Transportation
608 East Boulevard Avenue
Bismarck, ND 58505-0700

▶▶▶ **APPLICATION DEADLINE IS 4:00 P.M. NOVEMBER 24, 2009** ◀◀◀

Projects in MPO jurisdictions (see page 2) must be submitted to the MPO's and then the MPO's submit them to the NDDOT. MPO submittal dates are as follows:

Fargo Moorhead Council of Governments	4:00 p.m. October 26, 2009
Grand Forks/East Grand Forks	12:00 p.m. November 4, 2009
Bismarck Mandan MPO	12:00 p.m. November 5, 2009

DO YOU HAVE ANY QUESTIONS?

Please contact Mr. Bennett Kubischta if you have questions about the application or the Transportation Enhancement Program. You can reach him at 701-328-3555, FAX 701-328-0310, TTY 701-328-4156. His e-mail address is: bkubisch@nd.gov

YEAR OF CONSTRUCTION

This application is for projects for federal fiscal year 2011 (FY '11). (October 1, 2010 through September 30, 2011). It is anticipated that construction of funded projects will occur in 2011.

FEDERAL FUNDING

Transportation Enhancement (TE) Program projects have been funded with TE funds from the current highway bill, the *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users* (SAFETEA-LU). SAFETEA-LU expires September 30, 2009, and Congress will be developing legislation that will become the next highway bill. It is anticipated that there will be a TE provision in the next highway bill; however, the provisions of the next TE program will not be known until that legislation is passed. There is also the possibility that TE may not be included.

For 2011, NDDOT will not know how much federal aid will be available until the pending highway bill is passed by Congress and signed by the President. For planning purposes it is estimated that federal funding will provide about \$750,000 for urban projects and about \$350,000 for rural projects. If Congress reduces NDDOT's federal aid, project schedules may need to be adjusted accordingly.

URBAN PROJECTS

All projects within the corporate boundaries of the following cities: Bismarck, Devils Lake, Dickinson, Fargo, Grafton, Grand Forks, Jamestown, Mandan, Minot, Valley City, Wahpeton, West Fargo, and Williston.

RURAL PROJEC

All other cities and all counties.

MPO COORDINATION

Projects in or near Grand Forks, Fargo/West Fargo, or Bismarck/Mandan must be coordinated with the local Metropolitan Planning Organization (MPO). If you are unsure if your project is within the MPO jurisdiction, contact the MPO office in your area. MPO contact information is as follows:

Grand Forks-East Grand Forks MPO
P.O. Box 5200
Grand Forks, ND 58206-5200
701-746-2657

Fargo-Moorhead Council of Governments
Case Plaza Center
Suite 232
1 2nd Street North
Fargo, ND 58102
701-232-3242

Bismarck-Mandan MPO
221 North 5th Street
Bismarck, ND 58506
701-355-1848

APPLICATION INSTRUCTIONS

1. PROJECT NAME

Provide the name of your project.

2. PROJECT LOCATION

Fully describe the location of your project.

3. REQUESTED BY

Name of the group or agency requesting the transportation enhancement project.

4. CONTACT PERSON

Provide the name, address, telephone number, and e-mail address of the person who is directing this project. ► **(The e-mail address is important)**

5. PROJECT SPONSOR

Provide the name the governmental agency sponsoring the project. e.g. Burleigh County Commission (rural project), Bismarck City Commission (urban project). Your project must be sponsored by either a county commission (rural projects) or a city government (urban projects). Tribal projects, on reservation land, can be sponsored by the County in which they are located, or the Bureau of Indian Affairs Roads Office in Aberdeen, South Dakota.

Cities under 5,000 population - These communities must submit their projects through the Board of County Commissioners of their respective county. The basis for this is that these projects are funded with federal funds that have been assigned to the county. On county federal aid projects, the county must enter into a project agreement with NDDOT.

Metropolitan Planning Organization (MPO) Coordination - Projects in or near Grand Forks, Fargo, and Bismarck/Mandan must be coordinated with the local MPO prior to submitting to NDDOT. If you are unsure if your project is within the MPO jurisdiction, contact the MPO office in your area.

6. SPONSORING OFFICIAL

Provide the name, address, telephone number, and e-mail address of the contact person at the governmental agency sponsoring the project.

7. PROJECT DESCRIPTION

Fully describe your project. This should include, but is not necessarily limited to a description of what is planned and right of way requirements. Include typical sections, site plans, drawings, sketches, etc.

A Youth Conservation Corps, Service Corps, or a Job Corps can be utilized as the labor force in constructing your project. They could be used in your landscaping project, or rebuilding your historic transportation building. If you plan on using such a group, indicate that in this section.

8. PROJECT COST

Enter the estimated cost of your project. A detailed copy of the estimate and who prepared it should be provided. A maximum of 80% of eligible costs can be funded with federal aid TE funds.

Eligible costs include: Project construction costs.

Ineligible costs include: Planning, preliminary engineering, construction engineering, environmental impact mitigation, right of way acquisition, and those construction items that are not eligible for federal aid.

▶▶▶ THE COST ESTIMATE IS VERY IMPORTANT! IF YOUR PROJECT RECEIVES FUNDING, THE AMOUNT RECEIVED WILL BE BASED ON YOUR COST ESTIMATE. ◀◀◀

9. WHAT ENHANCEMENT ACTIVITY CATEGORY/CATEGORIES BEST DESCRIBES YOUR PROJECT?

Identify the category and type of project you believe best fits your project. To be eligible for Transportation Enhancement funding, your project must fit into one of these categories.

▶ IF YOU HAVE QUESTIONS, OR WOULD LIKE CLARIFICATION ON THE ELIGIBILITY OF YOUR PROPOSED PROJECT, PLEASE CONTACT BENNETT KUBISCHTA.

Category 1: Bicycle & Pedestrian Projects

a) the construction of bicycle and pedestrian facilities, b) preservation of abandoned railway corridors including the conversion for use as bicycle or pedestrian trails, and c) provision of safety and educational activities for pedestrians and bicyclists.

Category 2: Scenic & Environmental Projects

a) scenic highway programs, b) landscaping and other scenic beautification, c) control and removal of outdoor advertising, d) tourist and welcome centers (tourist and welcome centers must be associated with roadways that would qualify as scenic byways), and e) environmental mitigation to address water pollution due to highway runoff or reduce vehicle-caused wildlife mortality while maintaining habitat connectivity.

Category 3: Historic projects

a) historic highway programs, b) historic preservation, studies and/or rehabilitation and operation of historic transportation buildings, structures, or facilities, and c) establishment of transportation museums.

10. HOW DOES THIS PROJECT RELATE TO SURFACE TRANSPORTATION?

In order to be eligible, your project must have a surface transportation linkage. This includes water and/or land transportation. Some examples are:

Shared Use Paths (Pedestrian/Bikeways) must connect points of travel such as a park to a residential area. A closed loop trail, such as one around a golf course, is mainly recreation oriented and not eligible.

Historic buildings would include those whose primary function was to serve or continues to serve the transportation system, e.g. gas stations, depots, warehouses, etc. Other historic projects would include ferries, bridges, roadways, etc.

Function - Does the proposed activity provide a transportation related function and/or be dependent upon an existing or planned transportation system? e.g. An independent Shared Use Path is a functional component of a transportation system.

Proximity - Is the proposed activity physically associated with a transportation system? e.g. Removal of outdoor advertising in the viewshed of a highway is justified in light of its proximity. Landscaping public land that is adjacent to a roadway is justified because it is also in the viewshed of the roadway. An historic building, adjacent to a roadway, is eligible if the building itself is transportation related.

Impact - Will the proposed activity result in a positive effect to a transportation system? e.g. Retrofitting an existing highway by creating a wetland to filter runoff from the highway would qualify based on the impact of the highway in terms of water pollution. Installation of landscaping along a city street, adds beauty to the local community. Constructing a separated crossing for bicycles/pedestrians reduces the potential for conflicts between them and motor vehicles and restoring an historic train depot that is now used for city offices are benefits to the transportation system.

11. SUPPORTING DATA

Answers to the following will help the reviewers 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.

1. Is this project part of an identified tourism, recreation or transportation plan and if so explain?
2. If your project is part of a plan, explain the background and origin of the plan and attach supporting documentation.
3. Is your project tied to another project? If so, please explain.
4. How does your project fit with similar projects in your community and/or region?
5. What is the population of the community in which the project is proposed?
6. What is the population within one-half mile of the project?
7. What is the estimated number of people per year you believe will use the completed project?
8. For bicycle/pedestrian projects, provide counts of existing bike/ped users if they are available.

9. For bicycle/pedestrian projects, provide collision data between these users and motor vehicles if it is available.

10. Provide the names of governmental agencies that are in support of this project. Also, please state if there is support from the general public, other groups and organizations.

▶ *Attach documentation from all those affirming this support.*

12. WHO WILL OWN THIS PROPERTY WHEN PROJECT IS COMPLETED?

To be eligible for consideration, **this property must be in public or non-profit ownership.** Provide the name of the entity, and its status (e.g. public, public non-profit, private non-profit), that will be the owner of this project when it is completed.

13. MATCHING FUNDS PROVIDED BY

Identify who will provide the matching funds and how these funds are to be obtained.

The project sponsor (County, City, or Bureau of Indian Affairs) must assure NDDOT that the matching funds will be available.

14. RIGHT OF WAY FOR THIS PROJECT WILL BE PROVIDED BY

If right of way is needed to construct your project, indicate who will acquire it and how its acquisition will be funded.

15. 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.

NDDOT will only enter into maintenance agreements with the project sponsor. If the county, city, or BIA does not wish to provide maintenance, they can develop a pass through agreement with the party requesting the project, requiring them to maintain the project.

16. ENVIRONMENTAL IMPACTS

Impacts of projects can be both beneficial and adverse. The following is a list of some categories that must be addressed. If there are additional categories that you feel need to be addressed please add them. **If your project is selected you will be responsible to obtain necessary environmental clearances and permits.**

Land Use - Describe changes or potential changes this project will have upon land use in the vicinity.

Farmland - If any farmlands are to be used for this project, identify what their present usage is.

Social - Describe the project's impact upon the neighborhood and community.

Economic - Describe the project's economic impact.

Relocation - Will this project require the displacement of any people or businesses?

Wetlands - Will this project result in fill material being placed in any wetlands?

Flood plain - Is this project within a flood plain?

Threatened or Endangered Species - Are there any threatened or endangered species in the project vicinity?

Cultural Resources - Are there any properties on or eligible to be on the National Register of Historic Places in the project vicinity?
Hazardous Waste - Are there any hazardous waste sites in the area?

17. SIGNATURES

Contact Person - This is the person identified in item 4 who will be responsible for the management and implementation of your proposed project.

Responsible County, City or BIA official - This is the person identified in item 6.

MPO Official - If your project is within a Metropolitan Planning Organization area, the MPO Director must sign here.

PROJECT SAMPLES

The following are some examples of types of Transportation Enhancement projects that have been funded by the Directors Task Force. For more information, please contact Bennett Kubischta via one of the methods indicated on Page 1.

Bicycle Pedestrian projects

1. The Cavlandic trail from Cavalier to Icelandic State Park
2. The trail around Lake Metigoshe
3. Fargo's Oak Grove trail
4. Mandan's Sunset Park trail
5. Wahpeton's 11th Street North shared use path

Scenic & Environmental projects

1. Scenic Byway interpretive projects such as Mystical Horizons along the ND 43 in the Turtle Mountains and the individual interpretive sites along the James River Backway.
2. Landscaping (softscape and hardscape) along a roadway such as Bismarck's East Century Avenue and Fargo's 45th St SW.
3. Tourist and welcome centers such as the Martineau House in St. John or the Sheyenne River National Scenic Byway center in Valley City. Tourist and welcome centers must be located on, or a roadway that would be eligible for scenic byway designation.

Historic Projects

1. The Rosebud railroad executive car restoration in Valley City
2. Williston's historic Amtrak Depot ADA accessibility project.