

## **HIGHWAY-RAIL CROSSING SAFETY PROJECT APPLICATION INSTRUCTIONS (Quiet Zone Project)**

### Program Background

The sixty second state legislature passed House Bill 1012 which amends and reenacts section 57-43.2-19 of the North Dakota Century Code. The amendment provides funding of up to \$230,000 that may be used by the Department of Transportation for additional highway-rail grade crossing safety projects.

Effective 1 July 2011, political subdivisions may apply for grants to establish quiet zones or make individual crossing safety improvements. To obtain a grant, the political subdivision must meet the following requirements:

1. A political subdivision must file an application with the department of transportation for a grant.
2. A political subdivision grant applicant must provide ten percent matching funds for the project costs but no local matching funds are required for a highway-rail grade crossing on a state highway.
3. Grant funds may be allocated for development of railroad quiet zones, installation or upgrading of active warning devices, resurfacing crossings, building of grade separations, and other costs associated with these improvements.
4. An applicant for grant approval for development of a railroad quiet zone shall provide the department of transportation a copy of the notice of intent filed with the federal railroad administration regarding establishment of a proposed quiet zone and copies of any subsequent filings with or orders from the federal railroad administration relating to the notice of intent.
5. Grants provided to political subdivisions may not exceed a cumulative amount of \$80,000.

### Application Instructions (Quiet Zone)

*Items listed below correspond to the respective sections in the Highway-Rail Grade Crossing Safety Project Application (Railroad Quiet Zone) - (SFN59142)*

**1a-o.** Fill in all contact information

**2a.** The Notice of Intent must complete the diagnostic team's comment period and be approved by the city. The Final Quiet Zone Assessment must be submitted as supporting documentation if the North Dakota Department of Transportation (NDDOT) does not already have the document.

**2b.** A copy of the city council meeting minutes certifies the applicant has the necessary funding to complete all portions of the project.

**2c.** This block explains the comment process for the Notice of Intent

**2d.** A contract agreement must be established prior to start of construction.

**2e.** Applications must be filled out completely and the Notice of Intent must have been commented on by the diagnostic team/review committee and approved by the respective city prior to the applications being processed.

- 3a.** The overview map must encompass the entire Quiet Zone.
- 3b.** Provide the total # of Crossings that exist in the Quiet Zone.
- 3c.** Provide the estimated total cost for the Quiet Zone project.
- 3d.** Fill in blocks 1, 2, and 4 for each crossing that requires funding in the Quiet Zone. Dollar amounts will automatically populate in blocks titled: *Match Funds*, *Remaining Installation Cost*, and *Total Cost to the Applicant* based on the information the applicant provides in blocks 1, 2, & 4.
- 4.** The correct name of the applicant's city will automatically populate in the blanks provided in this section if the correct name is provided in Section 1a.

#### Checklist

All items identified on the checklist must be submitted prior to or with the completed application before the application can be processed.

#### Questions

Any questions regarding the program, application, or submission process should be directed to the North Dakota Department of Transportation-Rail Planning representative. Contact information is provided below.

Jim Styron  
NDDOT Planning & Programming Division- Rail Section  
Phone: (701)328-4409  
Fax: (701)328-1404  
Email: [jstyron@nd.gov](mailto:jstyron@nd.gov)

#### Application Submission

Mail the completed application and all required supporting documentation to the address provided on the last page of the application. NDDOT address is provided below.

North Department of Transportation  
Planning & Programming Division  
Attn: Rail Section  
608 East Boulevard Avenue  
Bismarck, ND 58505-0700

#### Application Processing

Completed applications will be processed in the order of which they are received. An application must be completely filled out. It must be accompanied by all the required supporting documentation (see checklist). These criteria must be met before the application can be processed.

#### Selection Process

Quiet Zone applicants will be awarded grant funds in the order of which they are received.

## Examples of Quiet Zone Project Funding

\*Funding for Match and Remaining Costs are the responsibility of the applicant.

### EXAMPLE #1

	<u>Crossing #1</u>	<u>Crossing #2</u> <u>(State Hwy)</u>	<u>Crossing #3</u>	<u>Crossing #4</u>	<u>Crossing #5</u>	<u>Total</u>
<b>Estimate Cost</b>	\$38,000	\$100,000	\$40,000	\$88,000	\$50,000	\$316,000
<b>Match*</b>	\$3,800	\$0	\$4,000	\$8,800	\$5,000	\$21,600
<b>Grant Funding</b>	\$0	\$80,000	\$0	\$0	\$0	\$80,000
<b>Remaining Cost*</b>	\$4,200	\$20,000	\$0	\$79,200	\$0	\$103,400

#### Example #1 Notes:

- Crossing #2 is on a State Hwy; no local match required
- Crossing #3 is not seeking grant funding
- Remaining Cost on Crossing #1 is due to Grant maximum (\$225K) being reached.

### EXAMPLE #2

	<u>Crossing #1</u>	<u>Crossing #2</u>	<u>Crossing #3</u>	<u>Crossing #4</u>	<u>Total</u>
<b>Estimate Cost</b>	\$38,000	\$100,000	\$40,000	\$88,000	\$266,000
<b>Match*</b>	\$3,800	\$10,000	\$4,000	\$8,800	\$26,600
<b>Grant Funding</b>	\$0	\$80,000	\$0	\$0	\$80,000
<b>Remaining Cost*</b>	\$0	\$10,000	\$0	\$79,200	\$89,200

#### Example #2 Notes:

- None of the crossings are one a state highway

### EXAMPLE #3

	<u>Crossing #1</u> <u>(State Hwy)</u>	<u>Crossing #2</u>	<u>Crossing #3</u>	<u>Crossing #4</u>	<u>Total</u>
<b>Estimate Cost</b>	\$120,000	\$100,000	\$40,000	\$88,000	\$348,000
<b>Match*</b>	\$0	\$10,000	\$4,000	\$8,800	\$22,800
<b>Grant Funding</b>	\$80,000	\$0	\$0	\$0	\$80,000
<b>Remaining Cost*</b>	\$40,000	\$90,000	\$36,000	\$79,200	\$245,200

Example #3 Notes:

-Crossing #1 is on a state highway

### EXAMPLE #4

	<u>Crossing #1</u>	<u>Crossing #2</u>	<u>Crossing #3</u>	<u>Crossing #4</u> <u>(State Hwy)</u>	<u>Total</u>
<b>Estimate Cost</b>	\$320,000	\$41,000	\$120,500	\$37,000	\$518,500
<b>Match*</b>	\$32,000	\$4,100	\$12,050	\$0	\$48,150
<b>Grant Funding</b>	\$80,000	\$0	\$0	\$0	\$80,000
<b>Remaining Cost*</b>	\$208,000	\$0	\$108,450	\$0	\$316,450

Example #4 Notes:

-Crossing #4 is on a state highway