

**Agency:** North Dakota Department of Transportation  
**Division:** Local Government  
**Group:** Executive Policy Manual  
**Category:** II-Management, Project and Program Development  
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**Title:** North Dakota Small Town Revitalization Endeavor for Enhancing Transportation (NDSTREET) Program  
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**PURPOSE:** The intent of the program is to provide assistance in upgrading the existing transportation infrastructure along with improving multi-modal transportation facilities through communities with a population of less than 5,000. The program will allocate funding on an annual basis to small urban areas to provide opportunities to improve state highways (within state owned Right-of-Way) through smaller communities through a solicitation process rather than requiring it as part of a rural corridor project.

**POLICY:** The Local Government Division will coordinate, develop, and administer a program to provide highway projects to Local Public Agencies (LPAs) with populations less than 5,000. Highway projects are limited to state highways that run through the city limits of these small urban areas.

The annual amount of federal funding dedicated to this program shall be \$3,000,000. The annual allocation of a single project shall not exceed \$2,000,000 of federally eligible items. If the proposed project cost exceeds \$2,000,000, the Director may use two or more years' allocation to pay for the project. This program will participate in the environmental process, preliminary and construction engineering, design, right-of-way, utility relocation and construction. This program will participate in all Title 23 CFR eligible activities up to the approved allocation. The North Dakota Department of Transportation (NDDOT) will determine which activities to complete with internal staff or hire a qualified consultant following the procedures outlined in the CAS Manual. NDDOT will oversee and make payment to the consultant, and bill the LPA for the local match.

Before any preliminary engineering and bidding of a construction project, the NDDOT and the LPA must agree in writing on preconstruction and construction responsibilities, maintenance, right of way access, encroachments, final project plans, and financial arrangements for reimbursing NDDOT, including project items not eligible for federal aid.

## **1. Project Submission**

The Local Government Division will send a letter to the Mayor and Auditor of all LPAs with a population under 5,000 to notify them of the submittal process, and having a state highway running thru its city limits.

Interested LPAs must submit to the Local Government Division the proposed project for the given year of construction by the deadline established. Applicants, at a minimum, must include the information identified in the NDSTREET Application. The LPA and appropriate NDDOT District Engineer will need to sign the application prior to submission.

The submissions must be developed with the appropriate NDDOT district office and LPAs must use and document a public input process with endorsement by the LPA governing body.

## **2. Cost Participation**

Projects will be constructed using federal aid funding. For projects requiring a 20 percent match, the LPA participation will be 10 percent and the NDDOT will provide the remaining 10 percent. The federal and state portion is capped at project selection based on the cost estimate submitted in the application. All cost overruns or ineligible costs will be the responsibility of the LPA. For projects requiring less than 20 percent match, the NDDOT and the LPA will each provide one-half of the required match.

The LPA will be required to cover all match needed for service road construction or improvements (typically 20 percent). Participation on side streets will be to the right of way line or to the radius point adjacent to the state highway if the radius point is beyond the right of way line, unless traffic operations require turn lanes or other widening.

Any project items requested by the LPA, in addition to the level of improvement NDDOT finds adequate for highway purposes, will be at the LPAs expense. The LPA will be required to provide 100 percent funding for items not eligible for federal aid such as water lines, sanitary sewer, ineligible storm sewer costs, and items that exceed reasonable design specifications as determined by NDDOT. Participation in this program does not exclude an LPA from also participating in the Transportation Alternatives (TA) program.

### **3. Maintenance**

All prior maintenance agreements will remain in effect unless they are superseded by a new agreement. New agreements will be established as part of a major rehabilitation project.

LPAs with a population of 750 to 4,999 will be responsible for all maintenance except that the NDDOT will furnish route marker signs, maintain center line striping, and do snow plowing but not snow removal. Center-line striping shall include, but are not limited to the following mainline markings: center-line, channel line, crosswalk, stop bar, railroad crossing, and turn arrows. The LPA is also responsible for restoring to the original condition any cuts in the surface initiated by the LPA for utilities, etc. The first seal coat following the new construction will be the full width of the section and the LPA shall be responsible for the same matching percentage as required for the new construction. The NDDOT will be responsible for all future maintenance seals which will be a maximum of 40 feet in width. The LPA is responsible for all maintenance on service roads to include maintenance seals, signing, striping, snow plowing, and snow removal.

LPAs with a population under 750 will maintain the drainage system, street lights, and signals. The LPA is also responsible for restoring to original condition any cuts in the road surface initiated by the LPA for utilities, etc. The LPA is responsible for all maintenance on service roads to include maintenance seals, signing, striping, snow plowing, and snow removal. The NDDOT will maintain the roadway surface, route marker signs, regulatory signs (STOP, YIELD, and SPEED LIMIT signs but not parking signs), and center line striping, and will do snow plowing but not snow removal. Center-line striping shall include, but are not limited to the following mainline markings: center-line, channel line, crosswalk, stop bar, railroad crossing, and turn arrows.

### **4. Guidelines and Criteria**

Projects will be evaluated by the North Dakota Small Town Revitalization Endeavor for Enhancing Transportation Program Advisory Committee. The committee will consist of five people. One from an LPA with less than 750 population, one from an LPA with a population from 750 to 1,500, one from an LPA with a population over 1,500 but less than 5,000, one from the Local Government Division of the NDDOT, and one from the Programming Division of the NDDOT. The representative from the Local Government Division will chair the committee. The LPA representatives will be coordinated with the North Dakota League of Cities. If the North Dakota League of Cities cannot provide three representatives as identified above, NDDOT will move forward with one representative from the League of Cities.

The committee will review submittals each year and develop a priority list of recommendations to the NDDOT Director. Projects will be reviewed according to the following criteria:

1. Pavement condition
2. Drainage condition
3. How the project fits in the LPAs economic development plan
4. History of investment by the LPA in other parts of the LPA
5. Traffic volume
6. Estimated cost

The committee may also consider other criteria in their recommendation.

Once a project is selected by the Director, it shall be incorporated into the NDDOT's Statewide Transportation Improvement Program (STIP). Typically, the earliest a project would then be constructed is three years from the time it is selected. Project scope changes that occur after agreement may cause the project to be shifted to a later date.

**William T. Panos**  
**Director**