

If you have questions on filling out the application or the program, please contact:
flexfund@nd.gov

If you encounter any errors in the application or are unclear with what should be submitted, please contact flexfund@nd.gov

1. Email Address of Contact Person to Receive Confirmation of the Completed Form

example@example.com

2. Local Public Agency Type *

City Name *

3. City Project Contact Person

Name *

First Name

Last Name

Phone Number *

Please enter a valid phone number.

Email *

example@example.com

City Mayor/Chairperson

Name *

First Name

Last Name

Phone Number *

Please enter a valid phone number.

1. Add the email address that you would like the final application emailed to. This may be the project contact or a consultant engineer. When the application is submitted a copy will be emailed to this address. The email will contain links to edit the application if necessary.
2. Select the LPA type that is applying for a project. The selection will then open the required contact information.
3. Each LPA will need to provide a Project Contact. This is the person at the LPA that knows the details of the project. Mayor/Chairperson and Auditor/Administrator are needed for contracting purposes if the project is selected. Townships will also need to include information for the county in which they are located.

Project Information

4. Has a consultant engineer been involved in the project? *

Consultant Engineer Information

Consulting Engineering Firm *

Project Manager Name *

First Name

Last Name

Phone Number *


Please enter a valid phone number.

Email *

example@example.com

5. Does the project include multiple jurisdictions? *


Multi-Jurisdiction Letter Template Upload (.pdf, .doc, .docx) *


Browse Files
Drag and drop files here

6. Does the LPA maintain the roadway? *

7. Is the road maintained by NDDOT? *

NDDOT Project Consent Letter Template Upload (.pdf, .doc, .docx) *


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4. If a consultant engineer has been involved in the project, then select yes with this question. You will then be asked to provide information for the Engineering Firm and the Project Manager or Engineer familiar with the project.

5. Select Yes for this question if the project involves multiple LPAs. This could be a project that crosses county lines, a county/city project, or a project with county and township roads. Only one LPA should apply for the project. If more than one LPA is involved a letter should be submitted (in the Browse Files box) stating all LPAs are aware of the project and which LPA will lead the project. A template for this letter is located on the Flex Fund website in the Resources section.
6. Is the project located within the jurisdiction of the LPA applying for the project. If the project is not in a LPAs jurisdiction or NDDOT ROW, then the project should not be submitted, and the LPA that maintains the road should apply.
7. If it is located within NDDOT ROW, select No to 6.and submit a letter from the NDDOT District Engineer. A template for the letter is located in the resources section of the Flex Fund website.

8. **Total Project Cost ***

In Dollars

Upload Project Estimate (pdf) (estimate should be prepared by an engineer or county highway department and include a breakdown of funding splits between Flex Funds, Local Funds, Outside Funds) *



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9. **Flex Funds Requested ***

In Dollars


10. **Local Funds ***

In Dollars


11. **Outside Funding ***

In Dollars

12. **Project Location ***



Upload Project Map (pdf) *



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13. **Project Length ***

In Miles

14. **What phases are included in the application? (only checked items are eligible for reimbursement) ***

☐ Preliminary Engineering
☐ Construction
☐ Construction Engineering
☐ Utilities
☐ Right of Way Acquisition

8. This is the entire estimated cost of the project. In the Browse Files box, a project estimate should be submitted. This should include all phases/anticipated costs of the project.
9. This is the amount of funding the LPA would like to receive from the Flex Fund. Project costs will be split based on the percentage of project cost that is Flex Funds until the cap is reached. See the Guidance Document for more information about caps.
10. The amount the LPA plans to spend on the project. See Guidance Document for information on how project costs are split.
11. Outside funding is any other grants or private funding the LPA has received for this project. See Guidance Document for more information on Outside Funding.
12. A description of the project location. Upload a PDF map of the project location in the Browse Files box.

13. Total Length of the project

14. Phases that are included in the project. Only phases that are indicated as included in the project and not marked complete are eligible for reimbursement.

15. What phases of the project are completed? (completed items are NOT eligible for reimbursement) *
- ☐ Preliminary Engineering
 - ☐ Construction
 - ☐ Construction Engineering
 - ☐ Utilities
 - ☐ Right of Way Acquisition
 - ☐ None

16. Was Preliminary Engineering funded in the last round of Flex Funds? *

Please Select ▼

17. Primary Project Work Type *

Please Select ▼

18. Does the project improve or maintain a paved or unpaved roadway or bridge? *

Please Select ▼

19. Does this project include a major structure (greater than 20 feet in span)? *

Please Select ▼

20. Does this project include work on a minor structure (span of less than 20 feet)? *

Please Select ▼

21. Proposed surface type *

Please Select ▼

22. Average daily traffic *

vehicles per day

23. Speed limit on roadway *

miles per hour

24. Design speed *

miles per hour

25. Proposed construction year *

e.g., 23

15. Phases that have been completed. If a phase is checked, then it will NOT be eligible for reimbursement.

16. Mark yes if the project was selected for preliminary engineering only during the 2023-2025 biennium.

17. The primary work type for the project. Only one can be selected.

18. Projects must be used for road and bridge projects.

19. Major structures will be considered for the Grants for Bridges program.

20. Work on any culvert or bridge that has a span less than 20 feet.

21. Road type

22. Estimated average daily traffic on road or bridge.

23. Current speed limit on road or bridge

24. The design speed for the road or bridge.

25. Year of anticipated construction of the project if funding is received.

26. Is the project ready to be advertised for bid? *


27. Does the project serve as a local corridor? *

28. Description of Project Need (Review guidance document scoring for information to include) *

Please attach the following documents in pdf format:

- Map showing project location
- Cost estimate (for all phases)
- Other Supporting documents
 - Letters of support
 - Traffic studies
 - Pictures

29. Attach supporting documents here:


Browse Files
Drag and drop files here

30.

26. See guidance document for definition of ready for bid.

27. See guidance document for definition of local corridor.

28. See guidance document for items that should be included in this section. This includes but isn't limited to why it is a local corridor, what the LPA has done to work towards completing this project, why the project needs to be completed, etc.

29. Additional documents such as studies, photos, letters of support, etc. can be attached to the application in the Browse Files box.

30. The application is not complete until the submit button is clicked. An email will be sent to the email given in question 1 of the application. This is confirmation that the application has been received. It will also include links at the bottom of the email to edit the application if needed.