

North Dakota

Department of Transportation

***Special Road Fund
Program***

Project Guidelines

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

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, city, or state agency.

Applications can be submitted at [Special Road Fund Program | NDDOT](#) and must be received by the NDDOT by November 30, 2024.

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, 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 Local Public Agency (LPA)

- 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 the spring of 2025. 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.

Special Road fund Program Application Instructions

Local Public Agency (LPA) Type

Select the type of public agency you represent. Enter the agency name, contact name, title, phone number, and email of the contact person at the LPA in the next fields.

Engineering Firm information (If Applicable)

Enter the engineering firm contacts name, title, phone number, and email of the contact person.

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.

What SRF category best fits your project?

Select 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.

Who prepared cost estimate?

Provide the name of the person that prepared the cost estimate.

Total Project Cost

Enter the estimated cost of your project and upload project cost estimate in next field. 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 LPA will be responsible for covering the additional costs.

SRF Funds Requested

Enter the SRF funds requested.

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.

Matching Funding Source

SRF funds require matching monies. The ratio is 60 percent state and 40 percent local. Identify who will provide the matching funds and the source of these funds.

Project Location

Describe the project location in as much detail as possible and upload project map in next field.

Project Length

Total length of the project in miles.

Is this project ready to be advertised for bid (shovel ready)?

Enter yes or no.

Proposed construction year

Enter year of the proposed project construction.

Proposed surface type

Gravel or pavement.

Average daily traffic

Vehicles per day

Speed limit on roadway

Miles per hour

Design speed

Miles per hour

Please describe the overall scope of the project

This should include, but not necessarily limited to, type of improvement, description of what is planned, etc. If your project is in phases, please describe the phases and which phase you are requesting for SRF funding.

Please describe the need for the project

Why is the improvement needed?

Is this project on County Major Collector Route?

If yes, what is the CMC route number?

Who will provide maintenance?

The LPA 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.

Will all ROW be acquired with local funds prior to construction?

Will additional right of way be needed for your project? Right of way acquisition costs are not eligible for SRF funding.

Attach supporting pdf documents

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 is encouraged. This can include documents such as letters of support, colored maps and photographs as well as typical sections, site plans, drawings, sketches, and right of way requirements.

Date and signature of LPA