



## Program Manual Development

The majority of States make information on the Transportation Enhancements or Transportation Alternatives program readily available online. Clearly stating the history and structure of the program, the activities eligible under the program, the application process, and the project implementation process is beneficial to everyone involved with the program. For project sponsors, the history and structure of the program will help them understand the priorities of the program and the difficulties in implementing projects. Explaining and providing examples of the eligibilities will ensure that applications are for eligible activities and that interested applicants can get an idea of what has been funded in the past. A clearly defined application process will ensure that applicants can follow a checklist and prevent quality projects from being rejected for a lack of preparation. Finally, a clear implementation process will help applicants understand the constraints and requirements of the Federal-aid Highway Program.

This document is intended to help you develop your own Transportation Alternatives Program Manual. This template is also available as a [Microsoft Word document on the TrADE website](#). Here is a sample outline you may wish to follow:

1. Program Background
  - a. Legislative History
  - b. Mission of Transportation Alternatives
  - c. Reimbursable Nature of the Program
2. Program Structure
  - a. Funding
  - b. Eligible Activities
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**Disclaimer: Any opinions, findings, and conclusions or recommendations expressed in this publication are those of the Author(s) and do not necessarily reflect the view of the Federal Highway Administration. This material is based upon work supported by the Federal Highway Administration under cooperative agreement No. DTFH61-08-H-00033.**

# Program Background

## Legislative History

The Transportation Alternatives (TA) program was authorized by the most recent Federal transportation funding Act - [the Moving Ahead for Progress in the 21st Century \(MAP-21\)](#) that was signed into law on July 6, 2012. The Transportation Alternatives Program redefines the former Transportation Enhancements activities and consolidates these eligibilities with the Safe Routes to School and Recreational Trails Programs. The Transportation Enhancements program was originally authorized in the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) and continued through two successive laws TEA-21 and SAFETEA-LU. The Transportation Alternatives program builds upon the legacy of the TE program by expanding travel choices, strengthening the local economy, improving the quality of life, and protecting the environment. For more information, please visit the [Transportation Alternatives Data Exchange \(TrADE\)](#).

## Mission of the Transportation Alternatives Program

In each State and metropolitan area, the mission of the Transportation Alternatives program is slightly different, and the goals will vary from State to State. TrADE's TA definition is an example of a mission statement that articulates the purpose and form of the program:

“Transportation Alternative (TA) projects are federally-funded community-based projects that expand travel choices and improve the transportation experience by improving the cultural, historic, and environmental aspects of our transportation infrastructure.”

Most agencies have their own name for the Transportation Alternatives program which may or may not include the phrase “Transportation Alternatives”.

## Reimbursable Nature of the Program

The Transportation Alternatives program is a part of the Federal-aid Highway Program. Although the program is a “grant” program under Federal regulation, is not an “up-front” grant program and funds are available only on a reimbursement basis. Only after a project has been approved by the State Department of Transportation or Metropolitan Planning Organization and the FHWA division office can costs become eligible for reimbursement. This means project sponsors must incur the cost of the project prior to being repaid. Costs must be incurred after FHWA division office project approval or they are not eligible for reimbursement.

# Program Structure

## Funding

The funding for each State's Transportation Alternatives program includes the 10 TA eligibilities; the Recreational Trails Program; the Safe Routes to School program; and "planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways". There is \$808,760,000 available in FY 2013 for the Transportation Alternatives Program. Each State receives a portion of this total equal to the proportion of total FY 2009 TE funds that State received. First, there is a subapportionment for the Recreational Trails Program which is taken off the top of [each State's total TA funding](#). Of the remaining balance, 50% is suballocated to [areas based on population](#), while the other 50% may be obligated to any area of the State. Of the 50% suballocated based on population, the amount attributable to large urbanized areas (over 200,000 people) will be administered by designated Metropolitan Planning Organizations in consultation with the State DOT. The divisions for the population-based suballocation are:

1. In urbanized areas of the State with an urbanized area population of over 200,000, also known as a Transportation Management Area;
2. In areas of the State other than urban areas with a population greater than 5,000; and
3. In areas of the State with a population less than 5,000

Some agencies or States include a table listing the geographic distribution of their money. For example, the following is listed on Washington State's TE website:

<b>Washington State RTPO Target Allocations:</b>	
<b>RTPO</b>	<b>Target Allocation</b>
Benton-Franklin Walla Walla RTPO	\$1,626,000
North Central RTPO	\$814,000
Northeast Washington RTPO	\$350,000
Palouse RTPO	\$384,000
Peninsula RTPO	\$839,000
Puget Sound Regional Council	\$19,839,000
Quad-County RTPO	\$833,000
Regional Transportation Council	\$2,495,000
San Juan County	\$88,000
Skagit/Island RTPO	\$1,076,000
Southwest Washington RTPO	\$1,468,000
Spokane Regional Transportation Council	\$2,510,000
Thurston Regional Planning Council	\$1,349,000
Whatcom Council of Governments	\$1,043,000
Yakima Valley Conference of Governments	\$1,287,000

## Eligible Activities

The following eligibilities are authorized in MAP-21 for the Transportation Alternatives program. There is no requirement that States participate in all eligible activities equally or at all. Eligible projects must meet one or more of these eligibilities and must relate to surface transportation (except for recreational trails, covered below). A typical program manual lists the eligible activities that the agency will consider funding, and gives examples. [TRADE.railstotrails.org](http://TRADE.railstotrails.org) is a resource for examples in the case of a new program.

1. Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990.
2. Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
3. Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other nonmotorized transportation users.
4. Construction of turnouts, overlooks, and viewing areas.
5. Inventory, control, or removal of outdoor advertising.
6. Historic preservation and rehabilitation of historic transportation facilities.
7. Vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control.
8. Archaeological activities relating to impacts from implementation of a transportation project eligible under title 23.
9. Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to address stormwater management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff, including activities described in sections 133(b)(11), 328(a), and 329 of title 23;
10. Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats.

In addition to the eligibilities listed above from section 101 of MAP-21, eligible Transportation Alternatives projects also include any projects eligible under the Recreational Trails Program or Safe Routes to School Program, and Section 213(b)(4) of title 23 U.S.C. which allows “planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways”.

## The Recreational Trails Program

1. Maintenance and restoration of existing recreational trails;
2. Development and rehabilitation of trailside and trailhead facilities and trail linkages;
3. Purchase and lease of recreational trail construction and maintenance equipment;
4. Construction of new recreational trails (with some restrictions for new trails on Federal lands);
5. Acquisition of easements and fee simple title to property for recreational trails or recreational trail corridors;
6. Assessment of trail conditions for accessibility and maintenance;
7. Development and dissemination of publications and operation of educational programs to promote safety and environmental protection, (as those objectives relate to one or more of the use of recreational trails, supporting non-law enforcement trail safety and trail use monitoring patrol programs, and providing trail-related training), but in an amount not to exceed 5 percent of the apportionment made to the State for the fiscal year; and
8. Payment of costs to the State incurred in administering the program, but in an amount not to exceed 7 percent of the apportionment made to the State for the fiscal year.

If the State “opts out” of the RTP, then it cannot claim administrative costs for the fiscal year, because there would not be a program for the fiscal year.

MAP-21 exempts RTP projects funded under the RTP subapportionment from the “Treatment of Projects” requirement. This gives projects funded under the RTP some cost-saving flexibility. Projects not funded under the RTP subapportionment must comply with the Treatment of Projects requirement. If the State opts out of the RTP, then any recreational trail projects funded under TA must comply with the Treatment of Projects requirement.

## Safe Routes to School Program - Section 1404 of SAFETEA-LU

### ***1. Infrastructure Related Projects***

The planning, design, and construction of infrastructure-related projects that will substantially improve the ability of students to walk and bicycle to school, including:

- Sidewalk improvements,
- Traffic calming and speed reduction improvements,
- Pedestrian and bicycle crossing improvements,
- On-street bicycle facilities,

- Off-street bicycle and pedestrian facilities,
- Secure bicycle parking facilities, and
- Traffic diversion improvements in the vicinity of schools. (section 1404(f)(1)(a))

## ***2. Non-Infrastructure Related Projects***

Activities to encourage walking and bicycling to school, including:

- Public awareness campaigns and outreach to press and community leaders,
- Traffic education and enforcement in the vicinity of schools,
- Student sessions on bicycle and pedestrian safety, health, and environment, and
- Funding for training, volunteers, and managers of safe routes to school programs. (section 1404(f)(2)(a))

## **Section 213(b)(4) of title 23 U.S.C.**

- Planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.

## **Eligible Applicants**

MAP-21 authorizes the following entities to apply for Transportation Alternatives Funding:

- Local governments
- Regional Transportation Authorities
- Transit Agencies
- Natural Resource or public lands agencies
- School Districts, local education agencies or schools
- Tribal governments
- Any other local or regional governmental entity with responsibility for oversight of transportation or recreational trails (other than a metropolitan planning organization or a State agency that the State determines to be eligible).

NOTE: The Federal Highway Administration (FHWA) is still developing guidance on eligible entities. In addition, the Recreational Trails Program has its own list of eligible entities, which remains in effect.

### **Recreational Trails Program**

A State may allow (but is not required to allow):

- All units of Federal, State, or local government.
- Any private organization approved by the State, whether private nonprofit or for-profit.
- This is permissible for any recreational trail project eligible under the RTP set-aside, but not for other TAP funds.

## Safe Routes to Schools Program

- The list of eligible entities for TAP also applies to Safe Routes to School projects.

## Eligible Costs

Only certain costs are eligible for reimbursement through the Transportation Alternatives program. An obligation occurs when a project is approved and a project agreement is executed between the Federal government (FHWA division offices) and the State. Although considerable time and money may have already been spent developing a project, an obligation marks the beginning of project costs which are eligible for reimbursement. Any design and feasibility studies conducted prior to receipt of a Notice to Proceed are not eligible.

After obligation many project specific costs are eligible. Preliminary and final engineering work including project development, environmental work, cost estimates, construction plans, and architectural work are eligible after approval is received by the administering agency. Utility relocations<sup>1</sup>, construction engineering, and construction costs would also be eligible. Right-of-way property rights required for TA projects and the acquisition of this ROW may be an eligible expense if allowed by the State. The acquisition of real property is subject to the Uniform Act. Any administrative, maintenance, or general planning studies would not be eligible.

## Local Match

The Federal government will pay for up to 80% of eligible project costs for a TA project. A local match is required to pay for 20% or more of the remaining project costs. The Federal Highway Administration has not yet determined what the match rate for Safe Routes to School projects will be under MAP-21. The program manual should specify whether the agency will accept so-called “soft match,” i.e. non-cash contributions such as in-kind services or donated services, materials, or real property. The maximum Federal match may vary depending on the amount of Federal land holdings in your area.<sup>2</sup>

## Project Sponsor Responsibilities

The program manual should make clear if the project will be administered by the State DOT or administered as a form of local aid, and if so, what the duties of the local agency are. Sponsors are required at a minimum to provide cash or donations to fulfill the local match and to maintain the project after completion.

## Application Process

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<sup>1</sup> However, some States prohibit using public funds for utility relocation. Under 23 U.S.C. 123, State law is treated as Federal law for the purposes of utility relocation.

<sup>2</sup> Some States with large amounts of public land may use “sliding scale” rates which may provide a higher Federal share. See <http://www.fhwa.dot.gov/legregs/directives/notices/n4540-12.htm>.

## Cycle

Insert date/frequency of application cycle here.

## Required Documents

Include a checklist so that applicants can make sure to include all necessary forms when submitting an application.

## Letter of Intent

Some agencies are moving toward a two-phase application. In a two-phase application, a letter of intent is required by the agency for a project to be considered. After the letter of intent is received, applicants are required to attend mandatory information training sessions or are provided assistance in developing the project idea by the agency. Anyone who submits the letter and attends the training or development sessions are then approved to submit a formal application. This helps to improve the quality of applications.

## Project Selection

Define your project selection evaluation criteria here. MAP-21 requires that States and transportation management areas use a competitive process for eligible entities to submit Transportation Alternatives projects. Read over [TrADE's Quantitative Selection brief](#) to learn more about using a mixture of technical, qualitative, and local criteria here.

## Transportation Alternatives Advisory Committee

Establishing a Transportation Alternatives Advisory Committee can help to include experts from multiple fields, provide a decision-making buffer, and strengthen relationships with partner agencies like the SHPO and the State resource agency. It is a good idea to include those involved with the TA program and members from the local government, historic preservation groups, arts councils, chambers of commerce, tourism offices, and the general public. More information can be found in [TrADE's Quantitative Selection brief](#).

## Project Approval

Use this space to define the first steps after projects are approved. For example, your process might include an in-person kickoff meeting, a written notice to proceed, or begin with only a conditional commitment prior to additional paperwork, fundraising, or other deadlines.

# Project Implementation

This area should clearly define all the regulations, expectations, and required actions any approved project must follow. Many States use timelines so that sponsors are aware of the progress they should be making on the project. The more specifics you give a sponsor, the better idea they have of what is expected of them. This is also a great place to highlight Federal requirements, standards, or guidelines.

## Timeline/Project Sequence

Below is a sample of the necessary project steps as listed in the Georgia Transportation Enhancements Manual. Use this list as a reference to inform project sponsors of all the required steps they must take for projects administered as local aid.

- Application Approved
- Audits
- Memorandum of Understanding
- Select Consultant
- Concept Report
- Environmental Clearance
- Complete Design Plans
- Acquire Property
- ROW Certification
- Prepare Construction plans and bid documents
  - Construction, labor, and materials cost estimates
- Construction BID documents
- Execute TE agreement
- Advertise Construction Project
- Select Contractor
- Construct Project
  - Materials Testing
  - Progress Reports and Invoices
  - Wage Requirements
  - Site Visits and Inspections
  - Record Keeping
  - Project Closeout
  - Project Maintenance
- Determine the Final TE amount
- Conduct final audit
- Audits of Sponsor, Consultants, and Construction Contractors
- Questioned Costs

## **Reimbursement/Project Closure**

Use this space to explain the final steps for closing out a project.

## **Federal Requirements, Standards, or Guidelines**

Since the TA program is a Federal program, it is subject to Federal rules and regulations. Use this section to clearly explain all of the regulations which must be met. Here are a few things to consider:

- Americans with Disabilities Act
- Letting/Procurement Procedures
- Davis-Bacon Wage Requirements
- Disadvantaged and Minority Business Enterprises
- National Environmental Policy Act
- Section 106 of the National Historic Preservation Act
- Uniform Relocation Property Assistance and Real Property Acquisition Policies Act

# Appendix

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- i. Maine Letter of Intent**
- ii. Iowa Handbook**
- iii. Montana Application**

# **Maine Letter of Intent**



5. Please list name, email, and phone number of local contact for site visit:

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By signing this Letter of Intent the municipality is agreeing to explore the development of a project application for the Quality Community Program. MaineDOT will schedule a site review for your municipality upon receipt of a signed Letter of Intent Form. The full applications are due June 29, 2012.

Authorized Signature:

Date:

\_\_\_\_\_

\_\_\_\_\_

(Name)

\_\_\_\_\_

(Title)

\_\_\_\_\_

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Please return this form no later than **May 11, 2012** to Daniel Stewart, Quality Community Program Manager, (tel: 207.624.3252) MaineDOT, 16 SHS, Augusta, ME 04330-0016

# Iowa Handbook

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**Office of Systems Planning**

# **IOWA DEPT OF TRANSPORTATION**

## **Statewide Transportation Enhancement Funds**

### **Description of the Program**

The Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) requires transportation enhancement activities be a part of the Surface Transportation Program (STP). ISTEA requires that at least 10 percent of each state's apportionment be programmed for transportation enhancement activities.

To be eligible as a transportation enhancement activity, any project or area served by the project must fit one (or more) of the following categories:

- Facilities for pedestrians and bicyclists;
- Acquisition of scenic easements and scenic or historic sites;
- Scenic or historic highway programs;
- Landscaping and other scenic beautification;
- Historic preservation;
- Rehabilitation and operation of historic transportation buildings, structures or facilities, including historic railroad facilities and canals;
- Preservation of abandoned railway corridors, including the conversion and use of those corridors for pedestrian or bicycle trails;
- Control and removal of outdoor advertising;
- Archaeological planning and research; and/or
- Mitigation of water pollution due to highway runoff.

The Transportation Equity Act (TEA 21), which was passed by Congress in 1998, provides for the following modifications and additions (shown in italics) to the eligible transportation enhancement activities:

- Scenic or historic highway programs, *including tourist and welcome centers*
- Landscaping and other scenic beautification, *including graffiti and litter removal*;
- Mitigation of water pollution due to highway runoff, *including projects that reduce vehicle-caused wildlife mortality while maintaining habitat connectivity*;
- *Safety and educational activities for pedestrians and bicyclists; and/or*
- *Establishment of transportation museums.*

**NOTE:** *This list is exclusive; a project must fit into one or more of the categories to be eligible for funding.*

### **State vs. Regional/Metropolitan Enhancement Funds**

Fifty percent of the state's total allocation for transportation enhancements is targeted to the metropolitan planning organizations (MPOs) and regional planning affiliations (RPAs) for their prioritization and programming. The remaining 50 percent will be prioritized and programmed by the Iowa Dept of Transportation for projects of statewide significance.

## **Project Qualifications**

Transportation enhancement projects are intended to go beyond the normal mitigation of a transportation improvement project. Activities already required under ISTEA or any other federal law may not be funded as transportation enhancements. In addition, transportation enhancements must have a direct relationship to the surface transportation system, either as it exists or as it is planned. One of the following eligibility criteria must apply to an enhancement project in order for it to qualify:

- Function – The proposed project has a functional relationship to an existing or planned transportation facility and will be a part of that facility.
- Impact – The proposed project has an impact on an existing or planned transportation facility.

Project sponsors may be a public agency, a private non-profit organization and/or individual. Private non-profit organizations and individuals must have a public agency as a co-sponsor of the project.

In order to offset administrative costs, minimum total project size for statewide enhancements will normally be \$10,000.

Projects can be developed by force account or competitive contract lettings. All projects will be let through the DOT's Office of Contracts and must meet the documentation requirements specified by that office, including the preparation of plans and specifications, where appropriate. If a consultant is to be utilized for which federal funding reimbursement will be requested, the consultant selection process should adhere to established policies and procedures of the governing units selecting such consultants. Such processes must be reviewed and approved by DOT staff prior to reimbursable costs being incurred.

Sponsors must be willing to maintain a project for 20 years.

## **Statewide Enhancement Projects**

Projects of statewide significance may be defined as having one or more of the following characteristics:

- importance or use statewide;
- impact extends beyond regional or metropolitan area boundaries;
- enhances the quality or utility of the state transportation system;
- benefits state tourism efforts; and/or
- is consistent with statewide planning.

Statewide enhancement funding is available by submitting a project application. Forms are available from the Iowa DOT, Office of Systems Planning telephone 515-239-1621 or e-mail [jim.nervig@dot.iowa.gov](mailto:jim.nervig@dot.iowa.gov)

Applications for statewide enhancement projects will be reviewed and recommended priorities set by one of three project review committees: Trails and Bikeway, Historic and Archaeological, or Scenic and Environmental. Projects that may qualify under several categories will be prioritized by the committee specified by the project sponsor. A committee may refer an application to another committee for evaluation.

The Trails and Bikeways Project Review Committee will review statewide projects predominantly categorized as:

- facilities for pedestrians and bicycles;
- preservation of abandoned railways corridors, including the conversion and use of those corridors for pedestrians or bicycle trails;
- safety and educational activities for pedestrians and bicyclists.

The Historical and Archaeological Project Review Committee will review statewide projects predominantly categorized as:

- acquisition of historic sites;
- historic highway programs, including tourist and welcome centers;
- historic preservation;
- rehabilitation and operation of historic transportation buildings' structures or facilities, including historic railroad facilities and canals;
- archaeological planning and research;
- establishment of transportation museums.

The Scenic and Environmental Project Review Committee will review statewide projects predominantly categorized as:

- acquisition of scenic easements and scenic sites;
- scenic highway programs, including tourist and welcome centers;
- landscaping and other scenic beautification, including graffiti and litter removal;
- removal of outdoor advertising;
- mitigation of water pollution due to highway runoff, including projects that reduce vehicle-caused wildlife mortality while maintaining habitat connectivity.

Committee members will include recognized experts and representatives of interest groups appointed by the Iowa DOT and representatives of the Iowa departments of Natural Resources, Cultural Affairs, Economic Development and Transportation.

All statewide enhancement projects will be prioritized according to the following criteria. Individual review committees may develop additional criteria.

1. The degree of the relationship of the project to the intermodal transportation system and the degree to which the project will enhance the system. (20 points)
2. The relationship of the project to a local, area wide, regional or statewide land use and/or transportation plan. However, if this project is part of a larger project, it should be a usable facility when completed if no additional funds are received for the larger project. (20 points)
3. The degree to which the project will enhance Iowa's tourism efforts. (10 points)
4. Need for the project, as related to the community or region's population and other facilities (or lack of facilities) of this type. The support of additional government or other organizations of regional, statewide or national scope should be considered. (20 points)
5. Quality of the site, including safety provisions, if appropriate. It is expected that all applicable federal and state requirements will be met for project. (20 points)
6. Qualification of this project in two or more of the 10 transportation enhancement categories. (10 points)

Projects receiving high priority ranking will be presented to the Transportation Commission for final approval. Once approved by the Transportation Commission, a project will be included in the State Transportation Improvement Program (STIP) and funding will be programmed accordingly.

The importance of having plans and projects ready on time is paramount. Delays may jeopardize the continued availability of funds. Redirection of funding to other ready-to-go enhancement projects will be considered if plans and projects are significantly delayed the targeted letting date identified on the application. Delinquent projects will then have to be resubmitted for consideration at a later date.

## **Funding**

Federal funding can cover up to 70 percent of the proposed cost of eligible activities. Applicants must provide a commitment of at least 30 percent of eligible costs. Federal funds cannot be used as matching funds unless expressly permitted by law. State funds are eligible for use as a match. Matching funds may not include providing volunteer services.

This is a cost reimbursement program. Bills must be paid by the project sponsor prior to filing a request for reimbursement with the Iowa DOT.

## **Eligible Project Costs**

Project costs eligible for reimbursement are:

- land acquisition, including appraisal and negotiation (Land may be acquired by lease, easement or fee simple.);
- construction of the project; and
- design engineering and construction inspection directly associated with the project.

## **Ineligible Project Costs**

Costs not eligible for reimbursement include:

- any and all costs incurred prior to the execution of an agreement and receipt of federal concurrence in environmental clearance for a project;
- routine maintenance of the project;
- overhead and operating costs – such as auditing, legal and administrative costs – associated with the project;
- expenses associated with the preparation and submission of a project application;
- utility costs not necessitated by the project; and
- purchases of office furnishings or equipment, construction equipment or personal property.

## Federal Funding Requirements

All projects are subject to all applicable federal requirements and FHWA approval. State and federal agencies are committed to assisting applicants in project management and to reducing “red tape.” Complex construction projects may include:

- Public involvement – The public, including adjacent property owners, was involved during the development of the project.
- Right of way acquisition – Federal guidelines for the acquisition of land must be adhered to in order to secure federal funding for the project. This includes fair treatment practices and may include the completion of an appraisal on parcels to be secured.
- National Environmental Policy Act – The National Environmental Policy Act includes verification that the project is not harmful to the environment for the following areas:
  - Noise** - The significance of noise during construction and after the project is completed must be analyzed.
  - Air quality** – The proposed project must comply with Iowa’s state implementation plan for maintaining its attainment status relative to the national ambient air quality standards. Conformity with the requirements of the Clean Air Act amendments of 1990 must be verified.
  - Cultural resources** – The proposed project site must be examined for disturbances of areas of archaeological or historical significance. Properties proposed for rehabilitation, preservation or acquisition must be eligible for or listed on the National Register of Historic Places.
  - Water quality** – The significance of impacts to water quality must be determined.
  - Wetlands** – The significance of impacts to wetlands must be determined.
  - Floodplain** – The significance of impacts to a regulatory floodway or a 100-year floodplain must be determined.
  - Farmland protection** – Impacts to surrounding farmland must be examined.
  - Hazardous waste sites** – The location of any hazardous waste sites and a determination of the project’s impact on them must be determined.
- Americans With Disabilities Act – All projects must verify conformance with the Americans With Disabilities Act, which allows for reasonable access to the project for users who are handicapped.
- Disadvantaged and minority business enterprises – Verification must be received that all efforts have been made to solicit bids from disadvantaged and minority business enterprises.
- Davis – Bacon wage requirements – Projects being developed within the right of way of a federal-aid highway will be required to comply with Davis-Bacon wage requirements, which state that consultants or contractors conform to federal minimum wage requirements.

Federal funding requirements will be addressed by the preparation of an environmental document. This document will be in the form of a categorical exclusion (CE), an environmental assessment (EA) or an environmental impact statement (EIS). Documentation will be completed by sponsors for projects selected and approved as statewide enhancements.

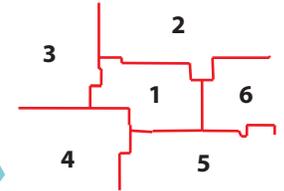
**Metropolitan/Regional Enhancement Projects**

Each RPA or MPO will be responsible for setting priorities for projects in its area. RPA and MPO enhancement projects must be consistent with regional and metropolitan plans. Proposed enhancement projects from the RPAs and MPOs may be reviewed by the appropriate statewide committee, described above, to determine project eligibility. If eligible, the RPA or MPO may include the project in the RPA/MPO Transportation Improvement Program (TIP). The Iowa Dept of Transportation will review and approve the RPA and MPO TIPs and include them in the State Transportation Improvement Program (STIP).

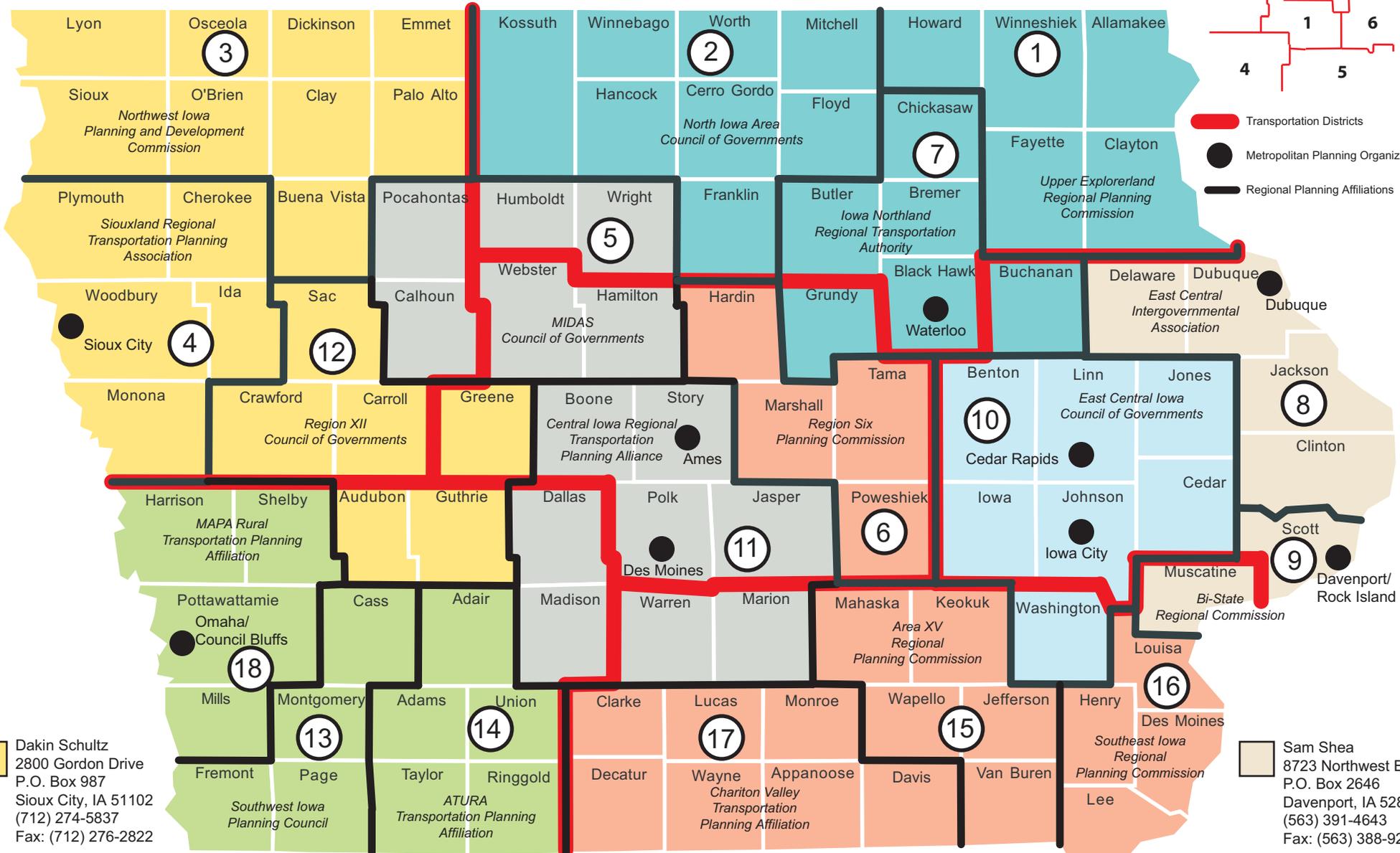
Projects approved as regional or metropolitan enhancements must have federal funding requirements completed by the project sponsor for DOT staff approval prior to submission to the Federal Highway Administration (FHWA).

# District Transportation Planners' Areas of Responsibility

## Metropolitan Planning Organizations and Regional Planning Affiliations



-  Transportation Districts
-  Metropolitan Planning Organizations
-  Regional Planning Affiliations



 Dakin Schultz  
2800 Gordon Drive  
P.O. Box 987  
Sioux City, IA 51102  
(712) 274-5837  
Fax: (712) 276-2822

 Sam Shea  
8723 Northwest Blvd  
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Fax: (563) 388-9266

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Atlantic, IA 50022  
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Fax: (712) 243-6788

 Mike Clayton  
1020 S. Fourth St.  
Ames, IA 50010  
(515) 239-1202  
Fax: (515) 239-1472

 Ames Phil Mescher/Craig O'Riley  
800 Lincoln Way  
Ames, IA 50010  
Phil: (515) 239-1629  
Craig: (515) 239-1520  
Fax: (515) 233-7857

 Krista Rostad  
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Fax: (641) 423-0246

 Catherine Cutler  
430 16th Ave. SW  
P.O. Box 3150  
Cedar Rapids, IA 52406-3150  
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 Andy Loonan  
307 W. Briggs  
P.O. Box 587  
Fairfield, IA 52556  
(641) 469-4007  
Fax: (641) 472-3622

# **Montana Application**



**Local Entity**

**Project Information  
Summary**

**May 2012**

**For MDT Use Only**  
Do Not Write In This Box

- Eligible:  Yes  No
- Adequate Scope:  Yes  No
- Location/Map:  Yes  No
- Funding:  Yes  No
- Public Involvement:  Yes  No
- Signed:  Yes  No

\_\_\_\_\_  
MDT Staff Approval

\_\_\_\_\_  
Date

**1. Project Contact**

Local Administrator

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Project Manager

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**2. Project Description**

**3. Project Location Map**

Attach a copy of a map indicating the project's location within the City or County.

**4. Americans With Disabilities Act (ADA) Compliance**

- No. ADA features are not included in project.
- Yes. ADA features are included in project, including (check those that apply):
  - Sidewalks or multi-use paths with ramps and truncated domes.
  - Access ramps to public building, including handrails and landing areas.
  - ADA-compliant door opening and closing devices.
  - ADA-compliant facilities within buildings (e.g., rest rooms) when eligible for Federal/State funding (visitor centers, transportation museums, etc.).

Other. Specify: \_\_\_\_\_

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### 5. Right-of-Way Requirements

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- Yes. List property name(s) and current owner(s), if known: \_\_\_\_\_
- No. Skip to Item #9
- Unknown

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### 6. Right-of-Way Acquisition

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- |   |   |
|---|---|
| <input type="checkbox"/> Not applicable to this project   | <input type="checkbox"/> Donated to Local Entity by private entity              |
| <input type="checkbox"/> Purchased with private funds and placed in public ownership                              | <input type="checkbox"/> Donated to Local Entity by another governmental agency |
| <input type="checkbox"/> Purchased with Local Entity funds and placed in public ownership                         | <input type="checkbox"/> Unknown at this time                                   |
| <input type="checkbox"/> Purchased with Federal/State funds and Local Entity match and placed in public ownership | <input type="checkbox"/> Other – specify: _____                                 |

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### 7. Right-of-Way Funding

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- Not applicable to this project
- Local Entity with Federal/State funds – specify: \_\_\_\_\_
- Local Entity with local funds
- MDT
- Unknown at this time

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### 8. Right-of-Way Value

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- |  |  |
|--|--|
| <input type="checkbox"/> Not applicable to this project.                   | <input type="checkbox"/> Only to reduce the overall cost of the project. No Federal/State funds will be used for rights-of-way or easement acquisitions. |
| <input type="checkbox"/> Toward meeting the Federal matching requirements. |  |

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### 9. Incorporation into other MDT Projects

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- |                              |   |
|------------------------------|---|
| <input type="checkbox"/> No  | <input type="checkbox"/> Yes, but only if the project will be constructed within a certain time period – specify: _____ |
| <input type="checkbox"/> Yes | _____   |

## 10. Project Responsibilities

Project Phase	MDT	Local Entity Personnel	Contractor	Consultant	Private Party (Donated)	N/A
Preliminary Engineering	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Right-of-Way or Easement Acquisition	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contract Letting	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
Construction		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Construction Engineering	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 11. Funding Splits

Project Phase	N/A	CTEP Funds and Local Match	Other Funds (Specify)	Donated Services (Specify)	Right-of-Way or Easement (Specify)
Preliminary Engineering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Right-of-Way or Easement Acquisition (labor and administrative costs only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Right-of-Way or Easement Acquisition (property or easement value)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Construction Engineering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

## 12. Project Cost Estimate

Project Phases	Total Project Cost	CTEP Funds 86.58%	Local Funds 13.42%	Other Funds
Preliminary Engineering (PE)	\$ _____	\$ _____	\$ _____	\$ _____
Utility Relocations (IC)	\$ _____	\$ _____	\$ _____	\$ _____
Right-of-Way (ROW)	\$ _____	\$ _____	\$ _____	\$ _____
Construction (CN)	\$ _____	\$ _____	\$ _____	\$ _____
Construction Engineering (CE)	\$ _____	\$ _____	\$ _____	\$ _____
Other (OT)	\$ _____	\$ _____	\$ _____	\$ _____
<b>Total</b>	\$ _____	\$ _____	\$ _____	\$ _____

**13. Project Maintenance (Post Construction)**

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- City – specify: \_\_\_\_\_
- County – specify: \_\_\_\_\_
- Tribal – specify: \_\_\_\_\_

**14. Estimated Project Schedule**

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Design Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_  
Land Acquisition Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_  
Construction Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Has any part of this project been started?     Yes     No

If yes, indicate the started project phases.

- Preliminary Engineering                       Construction
- Right-of-Way                                       Construction Engineering
- Contract Letting                                    Other