

NEBRASKA DEPARTMENT OF ROADS
SUPPORT PROVIDED TO COUNTIES AND MUNICIPALITIES UNDER POPULATION 200,000
September, 2012

Notes:

- *Federal Aid programs are Federal Highway Administration (FHWA) programs unless otherwise indicated.*
- ***Beginning in federal fiscal year 2013, NDOR is phasing in the Federal Fund Purchase Program which is a distribution of funds, calculated by formula, to counties and municipalities in exchange for NDOR utilizing the purchased Federal funds on State highway projects.***
- *Local Agencies are required to adhere to FHWA or Federal Transit Administration (FTA) guidelines for all Federal-Aid transportation projects.*
- *NDOR oversees, and provides start to finish administrative and technical assistance on, local Federal Aid projects, generally including oversight of, and assistance with eligibility, purpose and need, environmental compliance, design and construction.*
- *"On-System" and "Off-System" refer to the Federal-Aid System. On-System includes county roads functionally classified (National Functional Classification System) as Major Collector or higher and municipal streets classified as Collector or higher. In the context of this document, On-System does NOT mean "on the State Highway System"*
- *NDOR administering Divisions / Districts & contact persons are shown in italics.*
- *Many of the referenced items, as well as additional information, are available through NDOR's website: www.transportation.nebraska.gov. To locate an item, type the key words into the search box on the NDOR main page.*

State Aid, Federal Aid, and Program Funding Support to Counties and Municipalities

-Distribution of State Highway Allocation funds. This State-funded, formula-based, entitlement program provided \$109.6 million to all counties collectively and \$109.9 million to all municipalities in FY-12. It is supported by the State Motor Fuel Tax, the State Sales Tax applied to sales of motor vehicles, and the State Motor Vehicle Registration Fee, through the State Highway Trust Fund. Local agencies receive a monthly allocation, which may be used for construction and maintenance of roads, streets and appurtenances, and for road or street program administration. A 25% annual local match must be provided, and all funds (including match) must be spent on the road or street program. *Liaison Services Section (LeMoyne Schulz -program features & requirements), Controller Division (Teresa Kuper - formula factors & allocation amounts).*

-Distribution of Motor Vehicle Fee proceeds. These replace the former Personal Property Tax on motor vehicles. Distribution is made quarterly through the Highway Allocation formula. Motor Vehicle Fee receipts must be used for the road or street program. They count toward the local match of Highway Allocation funds. (MV Fees constitute approximately one-third of local match of Highway Allocation funds overall). *Liaison Services Section (LeMoyne Schulz) & Controller Division (Teresa Kuper).*

-Disbursement of Funds for transportation projects. Only documented and approved services qualify for payment. The local agency typically pays for the work directly, and NDOR reimburses the local agency with funds. NDOR shares certain Federal funds with local agencies. A 20% local match is typically required, but may vary. *Local Projects Division (Larry Legg for populations under 5,000, Anthony Dirks for populations greater than 5,000 and Michael Kleffner for Transportation Alternatives i.e. enhancement and safe routes to school projects).*

-Federal Surface Transportation Program (STP) funds. NDOR, county road, municipal street, projects on the Federal-Aid System ("On-System") are eligible for Federal STP funds. Bridge projects are also eligible. NDOR shares a portion of Nebraska's rural STP funds for county road projects (and municipalities < 5,000 population through their county), as a group, and a portion for cities' of the First Class street projects as a group. The counties' portion for roads is made available through a formula that takes into account population, registered vehicles and road miles. The cities' of the First Class portion for streets is made available through a formula based on population. NDOR shares a portion of STP funds for bridge projects (On-System & Off-System) for replacement, rehabilitation or systematic preventive maintenance. For county projects, the local match is often reduced by using State Aid Bridge funds, or by the application of soft match credits. Bridge projects for

municipalities < 5,000 must be accessed through the county (the county becomes the applicant and the project is treated as a county project). The total STP funds available annually to Nebraska counties and cities of the First Class under the MAP-21 Act: is to be determined. *Local Projects Division (Larry Legg for counties and Anthony Dirks for cities of the First Class)*.

-State Aid Bridge Program funds. Nebraska provides \$768,000 annually through the State Highway Trust Fund to county bridges, as prioritized and approved by the Board of Public Roads Classifications and Standards. This State program predates the Federal Bridge Program; Nebraska now uses it to leverage Federal bridge funds, thereby reducing the county match for bridge projects. *Local Projects Division (Larry Legg), Liaison Services Section (LeMoyné Schulz)*.

-Federal Soft-Match Bridge Program. Allows qualifying county-funded bridge projects (Off-System only) to count as a credit, offsetting the county match on future Federal bridge projects, including bridge inspections. *Local Projects Division (Larry Legg)*.

-Federal Highway Safety Improvement Program (HSIP) funds. For on-system and off-system qualifying projects which are consistent with the State's strategic highway safety plan (SHSP) and that correct or improve a hazardous road location or features, or address a highway safety problem using a crash data-driven safety plan. Includes High Risk Rural Roads, a sub-program to address accident-prone roadways. *Traffic Engineering Division (Dan Waddle), Local Projects Division (Larry Legg for county projects and Anthony Dirks for >5,000 population), NE LTAP (Dan Cady)*.

-Federal & State Grade Crossing Safety / Grade Separation Program funds. State funding comes from the Train-Mile Tax on railroads and from \$30,000 per month from the sales tax on motor vehicles, passing through the State Highway Trust Fund to the Grade Crossing Protection Fund. Projects are prioritized by NDOR under Federal and State criteria. *Rail & Public Transportation Division (Ellis Tompkins)*.

-State Recreation Roads Program funds. For capital improvements on county roads serving Nebraska Game and Parks Commission facilities, as certified by NGPC. Funding comes from State motor vehicle registration fees, through the State Highway Trust Fund. *Local Projects Division (Larry Legg)*.

-Federal Emergency Relief (ER) Program funds. For county roads and structures (On-System only) and for municipal streets and structures (On-System only) under a disaster declaration. NOTE: This pertains to FHWA ER funds, not FEMA funds. (FEMA funds go directly to counties and are not administered through NDOR.) *Local Projects Division (Paul Kieper)*.

-Federal Public Lands Highway Program funds. For county roads leading to Federal lands, including Indian Reservations. NE-LTAP and NDOR Local Projects Division annually assist in alerting local agencies when these Federal discretionary funds become available. Counties and cities with transportation facilities serving federal or tribal land may apply to FHWA through NDOR. *Local Projects Division (Larry Legg)*.

-Federal Enhancement Program funds. For trails and other pedestrian and bicycle facilities, scenic easements and sites, welcome centers and other transportation-related facilities and activities. Projects are prioritized annually by an interagency committee chaired by NDOR. *Local Projects Division (Michael Kleffner)*.

-Federal Safe Routes to School Program (SRTS Safe Routes Nebraska) funds. For engineering solutions and safety awareness to make walking and pedaling to school safer. *Safe Routes Nebraska (Angela Barry, Sinclair Hille Architects) & Local Projects Division (Michael Kleffner)*.

-Municipal participation on State Highway Projects. Municipalities < 5,000 population are not required to participate in the cost of improvements to State Highway Projects within their municipal limits. *Program Management Division (Amy Starr)*

-State Incentive Funds. A local agency qualifies if it designates a licensed person as its County Highway Superintendent or City Street Superintendent (regardless of the actual job title), as appropriate, and if that Superintendent is involved in the full road program. The Incentive is doubled if the Superintendent holds a Class A License. This program provided \$721,719 to all counties collectively for CY 11 (Feb 2012 distribution), from the County share of the State Highway Trust Fund. This program provided \$703,125 to all municipalities collectively for CY 11 (Feb 2012 distribution), from the municipal share of the State Highway Trust Fund. *Liaison Services Section (LeMoyné Schulz)*.

-Boring and design for bridge foundations. With sufficient advance notice and as feasible, NDOR undertakes soil exploration and foundation design for county bridge projects. *Materials & Research Division, Geotechnical Section (Jordan Larsen)*.

- Equipment purchase.** Counties can purchase equipment on the State purchase contract. *Operations Division (Kay Benson).*
- Technology distribution.** Occasionally counties will receive devices through Discretionary Funds grants to NDOR by the FHWA Nebraska Division Office. Such occasional grants to the State have provided one-time distribution of GPS receivers, digital cameras, color printers, and laptop computers to county road departments. *Local Projects Division (Larry Legg).*
- Comprehensive planning.** NDOR allocates up to \$200,000 annually (FHWA SPR funds) to First Class cities to assist in developing comprehensive plans. *Planning & Project Development Division (Brad Zumwalt).*
- (Non-profit) Nebraska Main Street Program funds.** For upgrades and aesthetic improvements to the Main Street in small rural municipalities. *Communication Division (Mary Jo Oie).*
- National Scenic Byway funds.** For marketing and infrastructure along Nebraska's nine Byways. *Communication Division (Mary Jo Oie).*
- Federal & State Public Transportation Program funds.** For rural transit operations and equipment (including buses). State funds are appropriated by the Legislature from the NDOR Highway Cash Fund. Annual federal funds available are in excess of \$6.5 million per year, from Federal Transit Administration (FTA) programs. *Rail & Public Transportation Division (Jerry Wray).*

Training / Technical Support to Counties and Municipalities

- Funding for the Nebraska Local Technical Assistance Program (NE LTAP).** Located at the University of Nebraska Lincoln, Department of Cooperative Extension Services, NE LTAP provides transportation workforce training and the transfer of transportation technology to county road, municipal street and highway safety departments. NDOR provides the 50% State match (and additional funding as available) for this Federal program. *NE LTAP (Dan Cady).*
- Technical assistance on State standards. Relaxations of standards (design exceptions). Federal Aid requirements. and project management techniques & procedures.** *(Larry Legg for populations under 5,000, Anthony Dirks for populations greater than 5,000 and Michael Kleffner for Transportation Alternatives i.e. enhancement and safe routes to school projects), Liaison Services Section (LeMoyne Schulz for relaxation of standards).*
- Technical assistance on filing county reports.** Filing of One- & Six-Year Plans ('Six-Year Plan' = Plan for five years beyond, plus the One-Year Plan), County Annual Road Program reports and Municipal Annual Road Program reports, to the Board of Public Roads Classifications and Standards (NDOR staffs / provides administrative support to the Board). *Liaison Services Section (LeMoyne Schulz).*
- Technical assistance on filing municipal reports. Filing of Annual Lane-Mile Report** to NDOR. *Materials & Research Division (Phillip Webb).*
- County Highway and City Street Superintendent training & licensing.** Nebraska's unique licensing program is governed by the Board of Examiners for County Highway and City Street Superintendents (NDOR staffs the board and provides its administrative office). Twice a year, NDOR provides a 3-day Examination Preparation Workshop covering the basic duties of a County Highway or City Street Superintendent, assisted by NE LTAP. *Liaison Services Section (LeMoyne Schulz).*
- Engineering services procurement assistance.** NDOR coordinates Preliminary Engineering (PE) and Construction Engineering (CE) procurement requirements for Federal and State-funded projects. *Local Projects Division (for PE – Anthony Dirks & Larry Legg) and Construction (for CE – Greg Wood)*
- Environmental compliance assistance.** Due to increased complexity of environmental requirements, NDOR will make available, on a reimbursable basis, the services of a consultant environmental program manager. *Local Projects Division (Larry Legg for county projects and Anthony Dirks for >5,000 populations).*
- Right of Way acquisition assistance.** NDOR's Right of Way Acquisition Guide for Local Public Agencies outlines the process for right of way on transportation projects, including securing a Right of Way Certificate. The Local Public Agency ROW Coordinator is available to assist and advise counties. *Right of Way Division (Roxanne Sullivan).*

- Contract letting.** NDOR is currently letting all local Federal-aid projects on behalf of local agencies to ensure that all federal requirements are met throughout the letting, bid opening and awarding process, *Construction Division -Contracts Section (Kendall Stege).*
- Construction administration.** NDOR provides quality assurance services during construction of all local Federal-aid projects to help local agencies meet to ensure that all federal requirements are met from start of construction through final payment. *Construction Division (Greg Wood),*
- Trns-port (SiteManager).** NDOR provides technical support to the counties and their consultants for NDOR's contract administration software (Site-Manager), *Construction Division (Mike Ondrak).*
- Bridge Inspector training & certification.** NDOR administers this federally mandated program in cooperation with the FHWA Nebraska Division and the Nebraska LTAP. Courses include: Bridge Inspector (offered every other year), Bridge Inspector Refresher, and Fracture Critical Inspection. *Bridge Division (Babrak Niazi), NE LTAP (Dan Cady).*
- Bridge inventory and ratings.** NDOR maintains the software, inventory and database for the National Bridge Inspection Standards (NBIS) in Nebraska. Through contracts with consultants, NDOR is coordinating the inspection of all local system fracture critical bridges. *Bridge Division (Steve Andersen).*
- Classification of county roads.** NDOR determines, and maintains a database of, the functional classification (State and National functional classification systems) of all local roads and streets. *Materials & Research Division (Dave Brokaw).*
- Inventory of county roads.** NDOR maintains a database of county road miles ("centerline" miles). *Materials & Research Division (Ron Disney).*
- Inventory of municipal streets.** NDOR maintains a database of municipal street lane-miles. *Materials & Research Division (Phillip Webb)*
- Maps of county roads.** A full range of county road & municipal street systems maps is maintained electronically. Individual maps can be transferred electronically and some also are available on paper. *Materials & Research Division (Michael Niedermeyer-for electronic maps); Communication Division (Craig Harrington-for printed maps).*
- Co NECTAR I Geographic Information Systems (GIS) technical assistance.** Co NECTAR, a version of NDOR's web-based GIS tool. NECTAR (Nebraska Enterprise Centerline Transportation Attribute Resource), is in use by local jurisdictions. It provides user-friendly access to current local agency transportation related information *Materials & Research Division (Michael Niedermeyer and Rose Braun), NE LTAP (Dan Cady)*
- Research on topics of interest to local road and street programs.** Throughout the year, NDOR solicits and receives ideas for new research projects. Localities are encouraged to submit requests in areas ranging from materials, pavement/maintenance/construction, structural/geotechnical, roadway hydraulics/environmental to traffic/safety/planning/transit/ITS. Counties and municipalities are represented on the Nebraska Transportation Research Council, which evaluates the requests and prioritizes the most worthy ones for next year's research projects. FHWA research funds support the research projects, which are conducted by the University of Nebraska. *Materials and Research Division (Mick Syslo).*
- Central point of contact for local permit programs for Oversize I Over-dimensional Vehicles & Loads.** NDOR refers inquiries and applicants to the appropriate county and municipal permit offices. *Rail & Public Transportation Division (Ron Kontos).*
- Administration of Nebraska's Rural Transit Assistance Program (RTAP) funds.** This Federal Transit Administration (FTA) program provides training and technical assistance to rural transit programs and provides support to the Nebraska Association of Transportation Providers (NATP). *Rail & Public Transportation Division (Jerry Wray)*
- Emergency Preparedness training.** NDOR provides Level One Terrorism Awareness training to counties through the National Highway Watch Program. *NE LTAP (Dan Cady), Operations Division (Tom Sands).*
- Local Public Agency (LPA) Guidelines Manual for Federal-aid Projects.** This manual is a comprehensive guide and policy for local agencies to follow when developing and constructing a Federal-aid project.
- Responsible Charge (RC Training Course for Federal-aid Projects.** This training was developed and is delivered to local agency public employees by NDOR and NE LTAP. The course informs and instructs RCs about Federal laws, rules and requirements, communicates roles and responsibilities when developing and constructing a Federal-aid project, and generally prepares RCs for their roles.

Coordination with and Outreach to Counties and Municipalities

- Annual distribution of Nebraska Surface Transportation Program Book.** Distributed (hard-copy, also available on NDOR website) to every county and municipality, this presents NDOR's One-Year and Five-Year Programs and constitutes NDOR's statutory One-and Six-Year Plan. *Communication Division (Mary Jo Oie).*
- Annual District Surface Transportation Program Meetings.** NDOR publicizes these widely and seeks broad input from local officials and the public. *Communication Division.*
- Coordination of Strategic Highway Safety Plan.** Counties and municipalities are partners in the state's SHSP, a component of the federal Highway Safety Improvement Program. *Traffic Engineering Division (Dan Waddle).*
- Federal Aid/State Liaison Committee (formerly Federal Aid Standing Committee).** Consisting of representatives from the counties and NDOR, this committee meets whenever the partners feel the need to discuss important items regarding Federal Aid funding on county projects (about once a year). *Local Projects Division (Larry Legg).*
- Coordination with counties and municipalities by NDOR District Offices.** For major NDOR construction and maintenance projects and other issues of mutual interest. *Districts.*
- Coordination with FHWA on county issues & projects, and coordination with counties on FHWA issues.** Local Projects Division (Larry Legg for populations under 5,000, Anthony Dirks for populations greater than 5,000 and Michael Kleffner for Transportation Alternatives i.e. enhancement and safe routes to school projects); Construction Division (Greg Wood); Districts.
- On-going coordination with statewide local associations.** Primarily the League of Nebraska Municipalities (LNM), Nebraska Chapter of the American Public Works Association (APWA), and the Nebraska Association of County Officials (NACO), and its affiliate, the Nebraska Association of County Engineers, Highway Superintendents and Surveyors ("Nebraska Highway Superintendents Association"). Includes periodic attendance & presentations at district and annual meetings. *Local Projects Division (Larry Legg for counties, Anthony Dirks for populations greater than 5,000, Liaison Services Section (LeMoyne Schulz), Government Affairs Office (Andy Cunningham), NE LTAP (Dan Cady).*
- Local road & street program workshops.** Includes County & Municipal Road and Street Program Management & Reporting Requirements Workshops (regional briefings) every other year, in conjunction with NE LTAP. *Liaison Services Section (LeMoyne Schulz).*
- Board of Public Roads Classifications & Standards' Annual Outstate meeting.** NDOR coordinates this outreach activity of the Board, which also showcases the host community, county and region's road & street programs. *Liaison Services Section (LeMoyne Schulz).*
- FHWA-sponsored regional & national county road conferences.** NDOR and/or NE-LTAP typically attend and occasionally presents at these national or multi-state events. They include: MINK (Missouri/Iowa/Nebraska/Kansas, in St. Joseph, MO), Western County Road Advisors (in Rapid City, SD), and (periodically) National LTAP Conference. *Local Projects Division/others as appropriate.*
- Internal technical assistance.** NDOR Local Projects Division updates NDOR management and staff to characteristics, circumstances and issues of county road programs. NDOR strives for open and on-going communication with county road officials. *Local Projects Division (Jim Wilkinson, Larry Legg, Anthony Dirks and Michael Kleffner), Liaison Services Section (LeMoyne Schulz). NE LTAP (Dan Cady).*

NDOR CONTACTS for Counties and Municipalities

WEBSITE: www.transportation.nebraska.gov

NDOR DIVISIONS (Area code 402-479-4567; NDOR Central Headquarters 1500 Hwy. 2, P.O. Box 94759, Lincoln, NE 68509; unless otherwise indicated):

- Bridge Division
 - Steve Andersen, 4705 (steve.andersen@nebraska.gov)
 - Babrak Niazi, 3646 (babrak.niazi@nebraska.gov)
- Communication Division
 - Mary Jo Oie, 4512 (maryjo.oie@nebraska.gov)
 - Craig Harrington, 4503 (craig.harrington@nebraska.gov)
- Construction Division
 - Mike Ondrak, 4453 (mike.ondrak@nebraska.gov)
 - Kendall Stege, 4551 (kendall.stege@nebraska.gov)
 - Greg Wood, 3831 (greg.wood@nebraska.gov)
- Controller Division
 - Teresa Kuper, 3939 (terri.oglesby@nebraska.gov)
- Government Affairs Office
 - Andy Cunningham, 4615 (andy.cunningham@nebraska.gov)
- Liaison Services Section (under Government Affairs Office)
 - LeMoyne Schulz, 4436 (lemoyne.schulz@nebraska.gov)
- Local Projects Division
 - Jim Wilkinson, 4607 (jim.wilkinson@nebraska.gov)
 - Anthony Dirks, 4442 (anthony.dirks@nebraska.gov)
 - Larry Legg, 3943 (larry.legg@nebraska.gov)
 - Michael Kleffner, 3881 (michael.kleffner@nebraska.gov)
- Materials & Research Division
 - Dave Brokaw, 4896 (dave.brokaw@nebraska.gov)
 - Phillip Webb, 4516 (phillip.webb@nebraska.gov)
 - Rose Braun, 3696 (rose.braun@nebraska.gov)
 - Michael Niedermeyer, 3872 (michael.niedermeyer@nebraska.gov)
 - Mick Syslo, 4750 (mick.syslo@nebraska.gov)
- Operations Division (5001 So. 14th St., P.O. Box 94759, Lincoln, NE 68509)
 - Kay Benson, 4340 (kay.benson@nebraska.gov)
 - Tom Sands, 4542 (tom.sands@nebraska.gov)
- Planning & Project Development Division
 - Dawn Knott, 4778 (dawn.knott@nebraska.gov)
 - Alan Swanson, 4414 (alan.swanson@nebraska.gov)
 - Brad Zumwalt, 4623 (brad.zumwalt@nebraska.gov)
- Program Management Division
 - Amy Starr, 4708 (amy.starr@nebraska.gov)
 - Kendall Tonjes, 4386 (kendall.tonjes@nebraska.gov)
- Rail & Public Transportation Division
 - Ron Kontos, 4536 (ron.kontos@nebraska.gov)
 - Ellis Tompkins, 3797 (ellis.tompkin@nebraska.gov)
 - Jerry Wray, 4694 (jerry.wray@nebraska.gov)
- Right of Way Division
 - Roxanne Sullivan, 4490 (roxanne.sullivan@nebraska.gov)
- Traffic Engineering Division
 - Dan Waddle, 4594 (dan.waddle@nebraska.gov)

DISTRICTS (see Website or separate flyer for listings of the 8 district headquarters)

- Each NDOR District
 - *District Engineer*
 - *District Operations & Maintenance Manager*
 - *District Construction Engineer*

NEBRASKA BOARD OF PUBLIC ROADS CLASSIFICATIONS & STANDARDS

- PO Box 94759, Lincoln, NE 68509
 - LeMoyne Schulz, 402-479-4436 (lemoyne.schulz@nebraska.gov)

BOARD OF EXAMINERS FOR COUNTY HIGHWAY & CITY STREET SUPERINTENDENTS

- PO Box 94759, Lincoln, NE 68509
 - LeMoyne Schulz, 402-479-4436 (lemoyne.schulz@nebraska.gov)

NEBRASKA LOCAL TECHNICAL ASSISTANCE PROGRAM (NE-LTAP)

- PO Box 880560, Lincoln, NE 68588-0560; Training Facility: 3921 W. Craw St., Lincoln, NE 68524
 - Dan Cady, 402-472-1226 (dcady1@unl.edu)

SAFE ROUTES NEBRASKA (Safe Routes to School Program)

- 700 Q St., Lincoln, NE 68508
- Angela Barry, 402-476-7331 (abarry@sinclairhille.com)