



D R A F T

Transportation Enhancement Program Application Form Instructions

The following pages provide specific instructions for filling out the attached Draft Transportation Enhancement Application Form. Please answer all questions directly on the form within the space provided. Attach only the required items (budget and map) as listed on the bottom of the form. Additional information and assistance is available by contacting the Program Consultant, Sinclair Hille Architects, at dmckinstry@sinclairhille.com or (402) 476-7331. Forms may be downloaded from www.transportation.nebraska.gov/trans-enhance/apply.htm.

- 1. Local Public Agency:** Provide information regarding the Local Public Agency (LPA) that will own and maintain the project.
- 2. Contact Person:** Provide the name, address, daytime telephone number, fax number and e-mail address of the person who is the main point of contact for this project.
- 3. Signature, Contact Person:** This is the person identified in Item 2 who will be responsible for the management and implementation of your proposed project.
- 4. Signature, Local Public Agency:** This is the mayor, chairperson or other head of the government agency listed in Item 1.
- 5. Project Type:** Check the box indicating your project category as shown below.

Trails

- Facilities for pedestrians and bicycles
- Safety and educational activities for pedestrians and bicyclists
- Preservation of abandoned railway corridors (including conversion and use as pedestrian / bicycle trails)

Historic Preservation

- Rehabilitation of historic transportation buildings, structures, or facilities (including historic railroad facilities)
- Archeological planning and research

Scenic or Historic Byways

- Acquisition of scenic easements and scenic or historic sites
- Scenic or historic highway programs (including tourist and welcome center facilities)
- Landscaping and other scenic beautification

- Environmental mitigation to address water pollution due to highway runoff or reduce vehicle-caused wildlife mortality while maintaining habitat connectivity
- Establishment of transportation museums

6. Project Name: Provide a name for the project.

7. Project Description / Location: Provide a detailed description of the proposed scope of work for this project. Include information on the specific items of work to be performed with the funds requested and the location of the project. For trail projects, describe the length, width, surface type, and beginning and ending points. For building projects, describe construction (existing vs. new), dimensions, purpose and need, etc. Explain how your project relates to surface transportation according to the Application Guidelines booklet.

Attach an 8 ½" x 11" map showing the project location. An aerial map that is clearly labeled with a north arrow, street names and points of interest is preferred. For help on how to obtain an aerial image, contact the Program Consultant.

8. Project Cost: Provide the total cost of the project and the amount of federal funding you are requesting (up to 80% of total cost). Attach an itemized budget showing construction items, estimated unit costs, and estimated quantities. Preliminary engineering, right-of-way, construction inspection/testing, and Responsible Charge expenses are also eligible expenses. Please follow the sample budget provided in the Application Guidelines booklet. A list of non-participating items is available from the Program Consultant. The maximum amount of federal funding per project is recommended not to exceed \$1,000,000. (i.e. total project cost of \$1,250,000 = 80% federal (\$1,000,000) + 20% local (\$250,000).

Identify the percentage and source of matching local funds (minimum 20% cash match required).

9. Responsible Charge: Projects are required to have a Responsible Charge (RC) Person identified. This is a full-time public employee who will be in responsible charge of the project and have decision making authority in regards to the project. The RC must be qualified by NDOR. Please list who you have identified as your RC and what Local Pubic Agency they are with. *Please note: RC's do not actually need to be involved directly with the project until after funding award.*

APPLICATION SUBMITTAL – Send one completed Draft Application via mail or email to:

Deana McKinstry
Sinclair Hille Architects
700 Q Street
Lincoln, NE 68508
dmckinstry@sinclairhille.com

State of Nebraska
Department of Roads

Transportation Enhancement Improvement Request (DRAFT)

1.	LOCAL PUBLIC AGENCY NAME:	TYPE OF GOVERNMENT AGENCY <i>(Check One)</i> : <input type="checkbox"/> Village <input type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> NRD <input type="checkbox"/> State <input type="checkbox"/> Other	
2.	CONTACT PERSON:	FAX NUMBER:	
	MAILING ADDRESS: <i>(Street)</i>	CITY:	STATE: ZIP:
	DAYTIME PHONE:	E-MAIL:	
3.	CONTACT PERSON: <i>(Print Name & Title)</i>	SIGNATURE	DATE:
4.	LOCAL PUBLIC AGENCY: <i>(Print Name & Title)</i>	SIGNATURE	DATE:
5.	PROJECT TYPE: <i>(Select One Category)</i> <input type="checkbox"/> Trails <input type="checkbox"/> Historic Preservation <input type="checkbox"/> Scenic or Historic Byways		
6.	PROJECT NAME:		
7.	PROJECT DESCRIPTION/LOCATION: <i>(Include detailed project description and location, work to be performed, purpose and need of project; attach map)</i>		
	DESCRIBE HOW YOUR PROJECT RELATES TO TRANSPORTATION (AS DESCRIBED IN APPLICATION GUIDELINES):		
8.	TOTAL ESTIMATED PROJECT COST: \$	FEDERAL FUNDS REQUESTED: \$	LOCAL FUNDS PROVIDED BY: %
9.	NAME & ORGANIZATION OF RESPONSIBLE CHARGE IDENTIFIED FOR PROJECT:		

Attach the following required items:

- **Budget (follow sample provided in Application Guidelines booklet)**
- **8 ½ x 11 map - include aerial image, project location/alignment, north arrow, street names, points of interest**