



# **F I N A L**

## **Transportation Enhancement Program Application Form Instructions**

The following pages provide instructions for filling out the Final Transportation Enhancement Application Form. The Final Application is attached to these instructions and is intended to be completed **after** the Project Coordinator assigned to your project has conducted a site visit. It includes additional sections 10-13 not found on the draft application.

Please answer all questions directly on the form within the space provided, if possible. Attach any additional information you believe will more fully explain and support your proposed project or activity. However, attachments are limited to a total of 10 pages including the required attachments (maps, budgets and resolution) listed on Page 5. Letters of support (described in Item 13) and the Preliminary Environmental Checklist (described in Item 14) will not be included in the 10-page limit.

Additional information and assistance is available by contacting the Program Consultant, Sinclair Hille Architects, at [dmckinstry@sinclairhille.com](mailto:dmckinstry@sinclairhille.com) or (402)476-7331. Forms may be downloaded from [www.transportation.nebraska.gov/trans-enhance/apply.htm](http://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. Attach a resolution (sample included) from the LPA showing support of the proposed project. A resolution must be submitted as a requirement for funding.
- 2. Contact Person:** Provide the name, address, daytime telephone 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, beginning and ending points, as well as 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. Include correspondence that indicates the RC is aware of this potential project and is willing to assist with it, if funded. *Please note: RC's do not actually need to be involved directly with the project until after funding award.*

## **10. Previous Transportation Enhancement Projects**

Check the box indicating whether you have received transportation enhancement funding in the past. If the answer is yes, please list the names and federal funding amounts received for each project.

## **11. Transportation / Community Plans**

Please identify if this project is part of an official planning document.

## **12. Public Benefits**

Describe how this project serves a public use and any potential economic and social benefits for the community or region. These may be benefits to health, economic development, or tourism. Also, please describe aesthetic, functional and safety impacts, as well as potential improvements to the quality of life.

## **13. Project Support**

Provide the names of the LPA(s) who are in support of this project, as well as a resolution or meeting minutes from the LPA listed in Item #1. Also, please state the current level of support from the general public, other groups and organizations. Attach documentation from them affirming this support.

## **14. Preliminary Environmental Checklist**

Impacts of projects can be both beneficial and adverse. Please complete the Preliminary Environmental Checklist and provide related remarks to the best of your ability. If your project is selected you will be responsible to hire a consultant to obtain necessary environmental clearances and permits.

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

**Deana McKinstry**  
**Sinclair Hille Architects**  
**700 Q Street**  
**Lincoln, NE 68508**  
[dmckinstry@sinclairhille.com](mailto:dmckinstry@sinclairhille.com)

Received by NDOR: / /

State of Nebraska  
Department of Roads

## Transportation Enhancement Improvement Request (FINAL)

<b>1.</b>	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	
<b>2.</b>	CONTACT PERSON:	FAX NUMBER:	
	MAILING ADDRESS: <i>(Street)</i>	CITY:	STATE:      ZIP:
	DAYTIME PHONE:	E-MAIL:	
<b>3.</b>	CONTACT PERSON: <i>(Print Name &amp; Title)</i>	SIGNATURE	DATE:
<b>4.</b>	LOCAL PUBLIC AGENCY: <i>(Print Name &amp; Title)</i>	SIGNATURE	DATE:
<b>5.</b>	PROJECT TYPE: <i>(Select One Category)</i> <input type="checkbox"/> Trails <input type="checkbox"/> Historic Preservation <input type="checkbox"/> Scenic or Historic Byways		
<b>6.</b>	PROJECT NAME:		
<b>7.</b>	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):		

<b>8.</b>	TOTAL ESTIMATED PROJECT COST: \$	FEDERAL FUNDS REQUESTED: \$	LOCAL FUNDS PROVIDED BY:	PERCENTAGE OF MATCH: <i>(Minimum 20% of total)</i> %
<b>9.</b>	NAME & ORGANIZATION OF RESPONSIBLE CHARGE IDENTIFIED FOR PROJECT:			
<b>10.</b>	HAVE YOU RECEIVED TRANSPORTATION ENHANCEMENT FUNDS IN THE PAST? <input type="checkbox"/> YES <input type="checkbox"/> NO  IF YES, PLEASE LIST ALL PROJECTS FUNDED AND TOTAL DOLLARS RECEIVED:			
<b>11.</b>	IDENTIFY IF THIS PROJECT IS PART OF A OFFICIAL PLANNING DOCUMENT:			
<b>12.</b>	PUBLIC BENEFITS OF THIS PROJECT:			
<b>13.</b>	THIS PROJECT IS SUPPORTED BY:			

**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, beginning and ending points, other points of interest
- Resolution
- Preliminary Environmental Checklist
- Letters of Support (optional) including correspondence from your designated Responsible Charge Person (RC) that they are willing to assist with your project, if awarded funding