

Transportation Enhancement Guidelines

Colorado Supplement

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INTRODUCTION

On June 9, 1998, President Clinton signed the Transportation Equity Act for the 21st Century (TEA-21) into law. Federal transportation policy, as reflected in the strategic goals of the U.S. Department of Transportation (USDOT), the Federal Highway Administration (FHWA), and its Environmental Policy Statement, continues to stress mobility, protection of the human and natural environment, community preservation, and sustainability. The achievement of these goals and objectives is a high priority for the USDOT. TEA-21 continues these efforts through the further expansion and funding of the Transportation Enhancement Program activities initiated under the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA).

FHWA guidelines under TEA-21 include:

- Only the twelve activities listed (see Appendix A) are eligible for funding.
- Applicants for funding must provide at least 20% of the total project costs in matching funds
- *Enhancement* is defined as “going beyond the normal, routine, or customary elements of transportation projects.” Enhancements do not include typical maintenance activities or activities provided to mitigate project impacts in compliance with requirements of state or federal laws.
- All funded enhancement projects must be related to the surface transportation system, though not necessarily to a currently planned or proposed project.
- The use of federal funds requires compliance with federal regulations governing environmental protection, contracting for services, acquisition of property, etc.

To meet the intent of ISTEA, TEA-21 and the FHWA guidance, FHWA published [A Guide to Transportation Enhancements](#). CDOT developed this supplemental guidance to provide you with specific information as it relates to CDOT’s Transportation Enhancement Program. **This supplemental, [Transportation Enhancement Guidelines - Colorado Supplement](#), supercedes all previous editions or publications specific to Colorado’s Transportation Enhancement Program.**

While no two state Transportation Enhancement programs are exactly alike, each state program has several characteristics with which you will want to be familiar. We address these characteristics as they apply to Colorado in the following chapters: 1) Eligibility; 2) Selection Process; 3) Project Implementation; and 4) Innovative Financing. CDOT is prepared to assist all applicants in understanding the federal requirements of the Transportation Enhancement program.

CDOT is divided into six engineering regions throughout the state. Each Region is headed by a Regional Transportation Director, and has its own Transportation Enhancement Program Manager. Figure __ shows the CDOT Region in which you are located and Appendix E identifies the CDOT Transportation Enhancement Program Manager in your Region. Each Region has specific guidelines that meet the unique needs and situations for that Region. Therefore, communicating with your Transportation Enhancement Program Manager is crucial prior to developing your application.

CHAPTER 1 – ELIGIBILITY

Project applications are only accepted from federal, tribal, state, county or municipal governmental agencies. The applicant restriction was adopted because of project development and financial administration requirements associated with this federally funded program. CDOT recognizes that many private, non-profit, and civic organizations have a strong interest in, and support for, using

these funds. These groups must partner with government agencies to develop project applications and sponsorships.

There are twelve (12) *eligible activities* described in TEA-21. These activities fall within the project categories listed below. Only these activities qualify as Transportation Enhancement activities. The 12 eligible activities as paraphrased below are:

1. Pedestrian and bicycle facilities.
2. Pedestrian and bicycle safety and education activities.
3. Acquisition of scenic easements and scenic or historic sites.
4. Scenic or historic highway programs, including tourist and welcome centers.
5. Landscaping and scenic beautification.
6. Historic preservation.
7. Rehabilitation and operation of historic transportation buildings, structures, or facilities.
8. Conversion of abandoned railway corridors to trails.
9. Control and removal of outdoor advertising.
10. Archaeological planning and research.
11. Environmental mitigation of water pollution due to highway runoff, and provision of wildlife connectivity.
12. Establishment of transportation museums.

This list is intended to be exclusive, not illustrative. Please refer to Appendix A for a complete definition of the 12 eligible Transportation Enhancement activities.

For simplicity purposes, CDOT has further defined these activities into four *project categories*. Transportation Enhancement projects must fall into one of the following project categories:

1. Pedestrian and Bicycle Facilities
2. Historic Preservation
3. Transportation Aesthetics
4. Environmental Mitigation

A complete description of each of these categories is located in Appendix B. There are also examples of acceptable projects, along with additional information to help you determine planning, design, and construction requirements.

CHAPTER 2 – EVALUATION PROCESS

CDOT uses a two-step evaluation method to determine if projects qualify under the Transportation Enhancement Program. Applications must first meet all of the following *threshold* criteria:

- The applicant is a governmental entity or a partnership in which one or more governmental entities are involved in a lead role and have the authority to enter into a contract with the State.
- Projects located within a Metropolitan Planning Organization's (MPO) planning area are approved, prioritized and submitted by the MPO; certifying that the proposed project is included in their 20-year plan and 6-year Transportation Improvement Program (TIP). Contact the local MPO to determine how to get your project considered for their 20-year plan.
- The application package includes all required attachments.

- The application is received by CDOT or the agency designated by your CDOT Region prior to the application deadline.
- The applicant demonstrates how the project is one or more of the 12 eligible Transportation Enhancement activities or a sub-component of an eligible activity.
- Must demonstrate a relationship to surface transportation.
- The application demonstrates that the required 20% minimum local match is available to support the project.
- Written permission and/or support from property owners whose land or property is required to complete the project.
- The application includes a commitment for long-term maintenance of the completed project.
- The completed project is open to the general public and meets the accessibility standards of the Americans with Disabilities Act.
- The completed project meets applicable federal, state, and local requirements.
- The application demonstrates that the completed project fulfills a public need or benefit related to the State's transportation system.

Project sponsors are encouraged to submit their applications as soon as possible. Early application submission allows for the expeditious completion of the application evaluation process and provides an opportunity for the Region to resolve any issues discovered during their review.

Applicants must also meet the criteria specific to the CDOT Region in which your project is located. Please refer to Appendix C in these guidelines to determine the selection criteria specific to the Region. It is imperative you work directly with the Transportation Enhancement Program Manager within the Region. For example: 1) CDOT Region 6 requires applicants to work directly with the Denver Regional Council of Governments (DRCOG), and 2) Some projects may encompass two or more CDOT Regions. These projects are typically considered statewide projects and are coordinated through the Transportation Enhancement Program Manager at CDOT Headquarters.

CHAPTER 3 – PROJECT IMPLEMENTATION

There are two phases involved in project implementation: 1) the project development/preliminary engineering phase; and 2) the project construction/completion phase. After an enhancement project is approved for funding and incorporated in the Statewide Transportation Improvement Program (STIP) the CDOT Region and the local agency initiate a detailed sequence of events to complete the project. CDOT's main objective is to assist project applicants in successfully completing their project with minimal administrative oversight, while ensuring they satisfy all federal and state requirements.

Phase 1 – Project Development/Preliminary Engineering:

A. CDOT/Applicant Agreement - CDOT prepares a project agreement detailing the responsibilities of CDOT and the applicant for the completion of the project. The agreement is developed by CDOT in consultation with the applicant and covers all phases of project work described in the approved application. *The local agency will not be reimbursed for any charges incurred by the local agency prior to the execution of the CDOT/Applicant agreement.*

B. Applicant/Consultant Agreement - The applicant may hire a consultant(s) to design and/or administer the construction of the project. This option is available using CDOT's consultant selection process or, the applicant may use its own consultant selection process with approval from the CDOT Region. CDOT approval must be made before the consultant is selected.

C. Environmental Process - Each applicant must ensure that the environmental consequences of its Transportation Enhancement project are adequately considered, and that required mitigation measures can be completed within the time frame and budget specified in the application. CDOT expects environmental impacts to be minimal for most enhancement projects. Environmental clearance must be coordinated with the CDOT Transportation Enhancement Program Manager prior to notice to proceed into construction. CDOT requires this federal environmental review before Enhancement Program funds are released. Assistance with meeting environmental requirements is available from CDOT. Projects with environmental impacts that can not be mitigated are not approved for Transportation Enhancement Program funding.

D. Right-of-Way Process - All right-of-way purchased with Transportation Enhancement Program funds must be acquired in compliance with the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. Agencies planning to use Transportation Enhancement funds for right-of-way acquisition, including construction, must follow the procedures outlined in CDOT's Federal and State Regulations on Right-of-Way Acquisition and Relocation. Before Transportation Enhancement funding is authorized for right-of-way purposes, CDOT must review and approve a set of right-of-way plans that include legal descriptions and topographic features for all land acquisitions, a relocation plan, if applicable, and project cost estimates. The local agency may acquire right-of-way using their own funds prior to the construction project. The local agency must provide documentation of right-of-way clearance prior to advertising the project in order to significantly reduce paperwork, staff time and reporting requirements.

Use of Consultants for Right-of-Way Services - The applicant may use consultants for appraisal, right-of-way acquisitions, and relocation assistance on federal aid projects, if the consultants are included on CDOT's pre-qualified list, and with the approval of the CDOT Staff Right-of-Way Manager. CDOT's Right-of-Way Branch must review and approve contracts with consultants for federal contracting requirements. However, CDOT does not normally allow the use of consultants for appraisal review and the preparation of relocation determinations. CDOT and FHWA must approve exceptions in writing on an individual project basis.

E. Railroad Right-of-Way/Utility Agreements and Public Utility Commission (PUC) Applications - CDOT requires these agreements and applications if the applicant's project affects a railroad or a utility or requires railroad right-of-way. The applicant initiates and coordinates meetings to resolve any conflicts, and arrives at a mutually satisfactory agreement with the railroad, utility, or right-of-way representative. The CDOT Region furnishes standard agreement packages with instructions to any applicant requesting this information and must concur with any agreement. Negotiation of agreements may require an extended period of time and should be considered in the scheduling of the process.

F. Funding Authorization - CDOT may authorize funding in phases that may be used for preliminary engineering through final design, utilities, construction, and right-of-way. CDOT prepares the necessary paperwork to initiate the funding process concurrently with preparation of the CDOT/Applicant Agreement. Funds spent by the applicant before CDOT authorization is obtained are not eligible for reimbursement, unless specifically approved by the FHWA.

G. Design - The applicant may be required to have professional personnel on its staff, or under contractual agreement, who are in charge of their project and preparations of design or engineering plans. The professional personnel may consist of: an architect certified by the Colorado Board of Examiners of Architects, a historian, an architectural historian, or a professional engineer certified by the State Board of Professional Engineers and Land Surveyors.

The professional engineer seals construction plans in accordance with state and federal laws, rules and procedures. Occasionally, the stamping of plans by a registered professional engineer may not be required. The CDOT Region, in consultation with the applicant's project manager, makes this decision. All projects involved with the rehabilitation or preservation of historic buildings, structures or sites, must be coordinated with and receive written approval from the State Historic Preservation Officer.

The applicant's project manager is responsible for coordinating all project-related activities with CDOT, including the status of the project plans. However, the CDOT Headquarters Staff Bridge and Staff Design offices will not review bridge plans for projects administered by a local agency, unless the structure is within, or has an impact on, federal or state right-of-ways, or unless CDOT is designing the project. This does not preclude the CDOT Headquarters Staff Bridge or Staff Design offices from initiating a project review of a local agency administered federal aid project, if during project development, they became aware of an obvious design deficiency that impacts the safety of the public. The CDOT Region has final approval authority for plans submitted for advertisement and construction.

Federal requirements state that one-tenth of one percent of federal funds allocated for landscaping projects will be invested in wild flowers. This requirement is easily met by mixing wild flowers in the seeding mix.

H. Bid Package - The bid package contains a confidential cost estimate, a set of plans, project specifications, and other supporting documents. The CDOT Region may authorize the local agency to administer the bid package after ensuring that the local agency's bidding procedures meet federal regulations. These regulations include complying with the Davis-Bacon wage rates, Equal Employment Opportunity (EEO) laws, the National Environmental Policy Act (NEPA) of 1960, and Disadvantaged Business Enterprise (DBE) laws as applicable. Generation of bid items used for estimating purposes should meet CDOT specifications and standard bid items. CDOT will furnish applicable bid item information to the applicant for developing project cost estimates. A review of the final cost estimate before completion of the bid package is at the discretion of the CDOT Region. Projects are advertised, usually for three (3) weeks, soliciting contractor participation in submitting a bid. The local agency may request CDOT to administer the bid package. Contact the CDOT Transportation Enhancement Program Manager for further information.

Local Agency Certification Acceptance (LACA) - An applicant already certified by CDOT to administer its own projects under LACA procedures may use these procedures to administer Transportation Enhancement projects. LACA procedures allow an agency to administer its federal aid projects with minimal CDOT oversight after the agency has passed CDOT's requirements for certification. A qualified agency certifies to CDOT that a project will be developed, bid and constructed under all applicable state and federal regulations.

I. Awards – The CDOT Region reviews the awarded bid and then the local agency issues a Concurrence to Award to the contractor. Projects can not begin until the Concurrence to Award is issued. Any funds expended by the applicant prior to receipt of the Concurrence to Award are not eligible for reimbursement.

Phase 2 – Project Construction/Completion:

A. Planning and Feasibility Studies - Projects that do not lead to construction or program implementation in the near future are not eligible for Transportation Enhancement Program funds. Regular STP funds and other funds are available for transportation and system planning activities.

B. Construction/Rehabilitation/Restoration Projects - Each applicant is responsible for administering its own construction, rehabilitation or restoration enhancement project. The applicant may use its own professional engineer(s), architects, historians, architectural historians, or use consultant services. Final project construction acceptance is the responsibility of the CDOT Region. The CDOT Region designates a project manager to assist the applicant as needed, and to monitor project construction for compliance with applicable CDOT, FHWA, or Secretary of the Interior Standards and Materials Testing Requirements. The CDOT Region reviews and approves any contract revisions or modifications proposed by the applicant or its consultant.

C. Methods of Construction – “Force Accounts” - Normally, actual construction of a Transportation Enhancement project is performed under a contract awarded to the lowest responsible bidder. Under some circumstances, an applicant may find it in the public interest to justify restoring or rehabilitating a structure, constructing a portion of, or constructing an entire project on a force account basis. The term "force account" means the direct performance of project work by an entity using labor, equipment, and materials furnished by them and used under their direct control. If the applicant demonstrates that using a force account costs less than letting a contract, the CDOT Region may approve the use of force account based on a formal Finding in the Public Interest (FIPI) justification which is prepared and entered into the project records.

It may be found in the public interest for a local agency to undertake a Transportation Enhancement project by force account when a situation exists in which the rights and responsibilities of the community at large are so affected, as to require some special course of action. Situations considered in support of any request for a FIPI include the following:

- Bids affected by an insufficient number of qualified contractors in the area,
- Special construction conditions indicating that all bids submitted are unreasonably high, and
- Special situations where time does not allow for completion of the process leading to a contract award. Considerations might be safety, special local agency budgeting requirements, etc.

An eligible federal aid local agency construction project must include an end result product (i.e., a bicycle/pedestrian trail). However, this does not preclude the authorization of a project with federal funds participating in only part of the work (i.e., the cost of the materials). The CDOT Region must concur in a FIPI justification before CDOT authorizes an applicant to complete a project, or any portion of a project, by the force account method.

D. State Certification – The CDOT Region certifies to FHWA that the completed Transportation Enhancement project complies with all applicable state and federal requirements. The local agency or its consultant accomplishes the direct administration of each project. The CDOT Region monitors the Project Completion/Construction Phase with no additional charge to the applicant's project budget.

E. Applicant Billings - Upon receipt of the local agency's Concurrence of Award, the applicant charges eligible costs to their Transportation Enhancement project. Billing charges are submitted once a month to the CDOT Region. Ten percent (10%) of monies due to the applicant are retained by CDOT until final completion and acceptance of the Transportation Enhancement project by CDOT. This retainage is a standard procedure on CDOT projects and insures that local agencies submit all billings, invoices and related documentation to CDOT in a timely manner.

F. Advance Payment Options – A new provision under TEA-21 allows for an advance payment option for Transportation Enhancement activities when necessary to make prompt payments for project costs. The Advance Payment Option is only available to projects which are strictly construction, and do not include activities such as preliminary engineering, right-of way acquisition or design. The following provisions apply:

- Advances are limited to Transportation Enhancement projects that are funded from the 10 percent set aside of STP funds for Transportation Enhancement activities.
- The advance is considered a working capital advance and limited to the estimated amount needed for one billing cycle. The local agency then bills the State for costs incurred. The advance is netted out at the time of the final billing.
- To reduce administrative burden, projects with a federal share under \$25,000 which are completed in less than one year, may receive an advance for the full amount of the federal share.
- Agreements to provide for the use of this option are developed through the cooperative effort of the CDOT Region and the FHWA division office.

Chapter 4 – Innovative Financing

Applicants for Transportation Enhancement program funds must provide at least 20% of the total project costs in matching funds. Applications that offer more than the 20% minimum are strongly encouraged as they help stretch the total program, making more federal funds available to more projects. With the signing of TEA-21, new provisions were included that expanded the range of project sponsors and opened opportunities for innovative financing. Now, agencies may utilize federal funds, other than USDOT, as part of the project match.

Innovations under TEA-21:

- Allows other federal funds (not other USDOT funds) to be credited toward the non-federal share of the costs of a project.
- Allows the **value** of other contributions (as determined by the USDOT Secretary or his designee) to be credited toward the non-federal share.
- Makes it easier to utilize the advance payment option of Section 133(e)(3)(B) of Title 23. TEA-21 removed the requirement to have a certified public involvement process in order to be able to use the advance payment option provision. However, TEA-21 did not diminish the importance of public involvement in the federal-aid transportation improvement process.

It is important to recognize that these provisions apply only to Transportation Enhancement activities identified in the legislation and funded from funds set aside for Transportation Enhancements.

23 USC 323(c) provides for the allowance of credit for donations of funds, materials, land, or services. TEA-21 goes on to allow the consideration of the value of contributions. The value of "other contributions" may be credited toward the non-federal share of projects funded with Transportation Enhancement funds. These include:

- The value of local and state government services, materials, and land applied to the project.
- The costs of preliminary engineering prior to project approval.

Such a credit may be allowed provided that appropriate documentation in support of such expenditures is available for review as needed by the FHWA. Where the cost of these services is

incurred prior to approval of the applicable Transportation Enhancement project, only the value of expenses determined to be reasonable, in coordination with the FHWA division office, is allowed for use toward the local match. In addition, if the costs incurred represent payment for consultant services, the credit is only allowed if these consultant services are secured in accordance with the requirements in 23 CFR 172.

Third party in-kind donations include services, property, materials, and equipment. The in-kind donations must not be used as a match for any other federally funded project. Additionally, third party in-kind donations can not encompass any contributions of an agency of a federal or state government. They may, however, be used to reduce the overall project cost.

The value of third party donations is determined as follows:

- **Services** – Donated services must be valued at a rate equivalent to that rate ordinarily paid for work in the project applicant’s organization. If the project applicant does not have employees performing similar work, the rates are consistent with those ordinarily paid by other employers for similar work.
- **Materials** – The donation is valued at the market value of the materials and/or supplies at the time of the donation.
- **Property** – The current market value of property donated may be counted as a matching share. However, donations made by an agency of a federal, state, or local government can not be used as matching share. Also, the title of the land passes to the state in which the project is located. If any part of the donated property was purchased with federal funds, only the non-federal share of the property may be counted as the donation.

In accordance with the provisions of 23 USC 120(j), a state may use toll revenues that are generated and used by public, quasi-public, and private agencies to build, improve, or maintain highways, bridges, or tunnels that serve the public purpose of interstate commerce as a credit toward the non-federal share. Credit amounts are approved by FHWA and maintained by the state DOT. Establishment and use of toll credits is governed by separate implementing guidance.

Section 133(e)(3)(b) of Title 23 provides for an advance payment option for Transportation Enhancement activities when necessary to make prompt payments for project costs. Since payments to states are governed by the Cash Management Improvement Act, this advance payment option is only available to local governments through the state DOT. The following procedures apply:

- Advances are limited to Transportation Enhancement projects that are funded from the 10 percent set-aside of Surface Transportation Improvement Program (STIP) funds for Transportation Enhancement activities.
- The advance is considered a working capital advance and limited to the estimated amount needed for one billing cycle. The local government then bills the state for costs incurred. The advance is netted out at the time of the final billing.
- To reduce administrative burden, projects with a federal share under \$25,000 which are completed in less than one year may receive an advance for the full amount of the federal share.
- Agreements that provide for the use of this option are developed through the cooperative efforts of the state and the FHWA division office.

APPENDIX A

DEFINITIONS OF 12 ELIGIBLE TRANSPORTATION ENHANCEMENT ACTIVITIES

Besides this eligibility requirement, all applicable federal requirements apply including, but not limited to: historical and archaeological resources protection legislation, disadvantaged business enterprise (DBE) mandates, Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, Davis-Bacon wage rate requirements, wetlands protection legislation, the American with Disabilities Act (ADA) of 1990, and the National Environmental Policy Act (NEPA). ADA, for example, requires that the needs of elderly and disabled persons be integrated into projects involving public access. Thus, pedestrian facility projects and certain historic preservation projects must address these requirements. As another example, conversion of an abandoned railroad to a multi-use trail or restoration of a historic bus terminal requires evaluation of historic significance and impacts under the existing historic preservation laws.

Transportation Enhancement funds should not be used for the operation and/or long-term maintenance of eligible Transportation Enhancement activities. CDOT does not encourage applicants to submit projects that will require additional future funds to complete the project. Projects must be “stand alone” projects and include a written commitment for long-term maintenance of any facility or landscaping as a result of a project. The written commitment must be from the entity that is responsible for long-term maintenance of the facility or landscaping and include the amount and source of funds to accomplish the maintenance. The information provided in Appendix B reiterates these issues and provides additional information in assisting you with the application process.

1. Pedestrian and Bicycle Facilities.

This activity includes single or multiple use facilities that serve as an independent or a supporting link in a local or regional transportation network. Eligible projects include constructing facilities for bicyclists and/or pedestrians, improvements to existing transportation facilities that better accommodate bicyclists and pedestrians, or improvements for bicycle and pedestrian access that are independent of new construction or rehabilitation projects. Examples of these projects are: adding road shoulders, widening curb lanes, striping bike lanes, improving access to public transportation, and installing sidewalks and crosswalks. Examples of projects that are **not** eligible are: mountain bike trails; equestrian and primitive trail developments; and other recreational trails or trails that are not open to the public

2. Pedestrian and Bicycle Safety and Education Activities.

This new activity under TEA-21 includes programs designed to encourage safe walking and bicycling practices. The activity includes non-construction safety-related projects and reasonable costs to provide safety and educational curricula such as bike/pedestrian safety training, cost of facilitators and classes. Other segments of the project could include related brochures, videotapes, and other training aids, as well as rent for leased space and limited staff salaries. Transportation Enhancement proposals should be written to reflect a definitive period for participation. If salaries are an issue, they should be negotiated as part of the local buy-in to the project. The funded activities

must be accessible to the general public or targeted to a broad segment of the general public. The activities must show a relationship to the surface transportation system. Bike and pedestrian projects using Transportation Enhancement funds need not be located on federal aid highway routes, and may be non-construction activities.

3. Acquisition of Scenic Easements and/or Scenic Historic Sites.

This activity describes acquisition of scenic easements including plot plans, surveys, property appraisals, review, relocations, and demolition, if necessary, for the purchase, donation, transfer, or trade of fee simple titled lands. Acquisition of properties listed in the State or National Registers of Historic Places or properties designated by a local government or a landmark commission as a landmark or historic district are eligible under this activity. Easements must be in proximity to a designated scenic byway or be a qualifying historic site. The applicant must certify that they will maintain the significant scenic or historic values of the acquired properties.

4. Scenic and Historic Highway Program (including tourist and welcome center facilities).

ISTEA lists scenic and historic byways programs as eligible funding activities. TEA-21 introduced the parenthetical “*including the provision of tourist and welcome centers*” and attached it to the scenic and historic byways programs activity. In order to be eligible for enhancement funds, the tourist or welcome center (whether a new facility or existing facility) must be within close proximity to a designated scenic or historic byway, but there must be a clear link to scenic or historic sites. Additionally, the intent is not to use this activity to simply repair and restore what are clearly rest areas.

This activity also includes activities for the protection and enhancement of designated Colorado Scenic and Historic Byways, for roadways listed in the State or National Register of Historic Places, and for roadways designated as landmarks or historic districts by local governments or landmark commissions. Funds may be used for projects that will protect and enhance the scenic, historic, cultural, natural, or archaeological integrity and visitor appreciation of these roadways. Before submission of an application for funding, the Colorado Scenic and Historic Byways Commission reviews projects designed to protect and enhance the integrity of existing designated byways. The State Historic Preservation Officer or the local landmark commission must then review projects designed to protect and enhance the integrity of National or State Registers or locally designated roadways.

5. Landscaping and Scenic Beautification.

This activity consists of landscape planning, design, and construction projects that notably enhance the aesthetic or ecological resources along transportation corridors. This activity includes improvements such as street furniture, lighting, public art and landscaping along streets, historic highways, trails and interstates, waterfronts and gateways. Applicants are encouraged to include water conservation features, such as xeriscape planning, native plant species, and water harvesting. Identifying and planting for restoration or reintroduction of native plant communities and appropriate adaptive species, are projects that amplify the ecological balance along a transportation corridor.

6. Historic Preservation.

This activity includes the identification, evaluation, recordation, documentation, protection, management, and interpretation, of historic districts, sites, buildings, structures, landscapes, objects, and any related artifacts and records. It incorporates the rehabilitation, restoration or stabilization of

properties included in the State or National Registers of Historic Places, or designated as a landmark or historic district by a local government or a landmark commission. The State Historic Preservation Officer or the local landmark commission must review an application for preservation projects before funding. Expenditures must amplify the design by improving the ability of the public to appreciate the historic importance or the area served by the project. These expenditures may consist of rehabilitation of historic places and activities that encourage or facilitate tourism that improves neighborhood appearance or quality, or that provide educational opportunities or services.

7. Rehabilitation and Operation of Historic Transportation Buildings, Structures, or Facilities.

This section covers the rehabilitation and operation of historic transportation buildings, structures, or facilities. They are listed in the State or National Registers of Historic Places, or are designated as a landmark or historic district by local governments or landmark commissions. The State Historic Preservation Officer or the local landmark commission reviews these projects before submission of an application. *Rehabilitation* is the process of returning the property to a state of utility that makes possible a contemporary use while preserving the significant historic features of the property. *Operation* is the provision of access and service related to contemporary transportation and non-transportation use that is consistent with the historic character of the property and open to the public on a not-for-profit basis. *Historic Transportation Buildings* are buildings or related structures associated with the operation, passenger, freight, construction, or maintenance of any mode of surface transportation. *Historic Structures and Facilities* include tunnels, bridges, trestles, embankments, rails or other guide ways, non-operational rolling stock, canal viaducts, or other manmade transportation features integrally related to the operation, passenger or freight use, construction, or maintenance of any mode of surface transportation.

8. Conversion of Abandoned Railway Corridors to Trails.

This activity provides funds for the conversion of abandoned railway corridors to trails. *Rail corridors* are transportation corridors of varying width in which fixed rail tracks exist or have existed in the past. *Abandoned railway corridors* are rail corridors that the Interstate Commerce Commission has authorized for abandonment or for which abandonment proceedings are pending before the Commission. The preservation of abandoned railway corridors consists of the planning, acquisition, rehabilitation, and development of corridors for public recreational uses, including bicycle and pedestrian use. This category includes the development and rehabilitation of privately owned rail corridors open to the public without charge.

9. Control and Removal of Outdoor Advertising.

This activity involves the control and removal of existing outdoor advertising signs, displays, and devices, which is beyond the requirement to exercise “effective control” of outdoor advertising under 23 USC 131. Expenditures must be made according to a legal process that bases payment on an equitable appraisal to remove existing signs, displays, and devices. Transportation Enhancement funding will give priority to the removal of legally erected but nonconforming outdoor advertising signs, displays, and devices along designated scenic byways.

10. Archaeological Planning and Research.

Archaeological planning and research encompasses innovative projects in archaeological site preservation, interpretation, and excavation; a system to improve identification, evaluation, and treatment of archaeological sites; a synthesis of data derived from, though not limited to,

transportation related projects; and popular reports and publications. Expenditures under this category may be utilized for research and interpretation of sites associated with roads and other transportation facilities, planning displays, and public education materials related to highways and public transportation. The Colorado Historical Society must review projects before submission of an application for funding.

11. Environmental Mitigation of Water Pollution Due to Highway Runoff and Provision of Wildlife Connectivity.

ISTEA lists environmental mitigation for water pollution as an eligible activity. TEA-21 further expanded this activity under Transportation Enhancements to add measures to reduce vehicle-caused wildlife mortality while maintaining habitat connectivity. These activities can be either stand-alone projects or part of a larger existing or proposed project under the Transportation Enhancement activities as long as such activity is related to surface transportation.

As part of the NEPA process, all federal aid transportation projects are required to provide mitigation of environmental impacts. Federal law mandates that environmental impacts of a project must be avoided, if possible. If impacts are unavoidable, mitigation is required. The Transportation Enhancement program was created to expand on this concept. However, Transportation Enhancement projects are not to replace mitigation currently eligible or required under regular federal aid funded projects.

This activity also addresses activities for the reduction of vehicle-caused wildlife mortality while maintaining habitat connectivity. This funding category is not limited to threatened and endangered species, but includes any wildlife mortality directly caused by vehicles. The criteria used to determine a need for a wildlife crossing or control project in a specific location are determined by migration patterns, habitat use and distribution, and crossing characteristics of the wildlife through data collection regarding safety of motorists, habitat fragmentation, and wildlife mortality.

12. Establishment of Transportation Museums.

This is a new activity under TEA-21. Transportation museums established using Transportation Enhancement funds must: 1) related to surface transportation (*aviation-related museums are not eligible*) 2) be a legally organized, or part of a nonprofit institution or government entity; 3) be essentially educational in nature; 4) have a formally stated mission; 5) have one full-time paid professional staff member who has museum knowledge and experience who has delegated authority and allocated financial resources sufficient to operate the museum effectively; 6) present regularly scheduled programs and exhibits that use and interpret objects for the public according to accepted standards; 7) have a formal and appropriate program of documentation of the care, and use of collections and/or tangible objects; and, 8) have a formal and appropriate program of presentations and maintenance of exhibits.

The funds are not intended to reconstruct, refurbish, or rehabilitate existing museums, nor portions of museums, that are not for transportation purposes. Operations or maintenance of the facility are not eligible uses of Transportation Enhancement funds. Establishment of transportation museums is interpreted to include the costs of the structure and purchase of artifacts necessary for the creation of the facility. The museum must be related to surface transportation, open to the public, and run by a public or nonprofit organization meeting the definition of museums stated above. If entrance fees are charged for the museum, a portion of the fee must be used for the long-term maintenance and operation of the facility. Object or structures related to aviation are not eligible for Transportation Enhancement funds.

APPENDIX B

DESCRIPTIONS OF PROJECT CATEGORIES

CATEGORY 1: Pedestrian and Bicycle Facilities Category

Three types of projects are eligible for funding under this category. They are:

- Bicycle/Pedestrian Facilities.
- Preservation of Abandoned Railroad Corridors.
- Safety and Educational activities for pedestrians and bicyclists.

A. Examples of Acceptable Projects.

- Separate bicycle paths/trails and lane striping.
- Bicycle/pedestrian grade separations and crosswalks.
- Bicycle parking facilities.
- Educational programs for young riders.
- Widening existing roadways to provide exclusive bicycle/pedestrian pathways/trailways.
- Purchase of abandoned railroad grades for reuse as trail facilities.
- Grading, resurfacing, or other improvements for rail-to-trail conversions.
- Inventory and mapping activities for projects in this category.

B. Projects Must Meet These Additional Planning Design and Construction Requirements.

1. For bicycle/pedestrian and rail-to-trail conversion projects, the design must meet the 1999 AASHTO Guide for the Development of Bicycle Facilities.
2. A written commitment from a governmental agency for long term maintenance and operation of bicycle/pedestrian and rail-to-trail conversion projects is required.
3. The following information must be provided for rail-to-trail conversion projects, if the rail corridor is not currently in public ownership.
 - A written evaluation of the condition of property title.
 - The market value of property established by independent appraisal.
 - The environmental inventory for possible corridor contamination.

C. Eligibility Criteria.

1. Purpose of the project.

Why is this project needed? Who will benefit from its completion? Why are enhancement funds needed to fund the project?

2. Quality of the project.

Which of the 12 eligible activities does this project fall into? Explain how this project is identified in any previous studies or plans and how it is related to any previous projects. What are the qualifications of the staff who will be assigned to the development, design, and construction of this project, and those who will manage and operate the resulting transportation facility?

3. Cost of the project.

State the total project cost and the amounts of the requested federal funds and the local agency match. What are the qualifications of the person who developed the cost estimate? If funds for preliminary engineering are to be included in the project, has this been included in the cost estimate? Will the local match be available for budgeting during the fiscal year for which funds are requested? Will the completed project “stand on its own” or will additional project funds be required in the future? What are the cost estimates of any potential environmental mitigation?

4. Environmental sensitivity.

How will the completed project or facility enhance the natural environment? Please state all potential environmental impacts that may result from the construction and use of the facility. Describe how these potential impacts will be mitigated. What is the name of the person who provided the information regarding environmental sensitivity, and what are their qualifications?

5. Implementation and maintenance.

What is the schedule for project design and construction? Is the required professional staff available to complete the project or will consultants be used? Who will 1) own, and 2) maintain the constructed facility? Please state whether the entity responsible for long-term maintenance of the facility will have the available funding to accomplish this, as well as the source of such funds.

6. Local support.

Do adjacent property owners support the project? Please describe any known controversy.

D. Examples of Work Normally Not Funded Under This Category.

The Enhancement Program does not normally fund the following activities:

- Maintenance of existing sidewalks, paths, trails, or paved shoulders.
- Construction of paved shoulders, curb lanes, sidewalks, and curb cuts when it is a required element of roadway construction or a reconstruction project.

CATEGORY 2: Historic Preservation Category

Four types of projects are eligible for funding under the historic preservation category. They are:

- Historic preservation.
- Rehabilitation and operation of historic transportation buildings, structures, or facilities.
- Archaeological planning and research.

- Establishment of surface transportation museums.

A. Examples of Acceptable Projects.

- Acquisition of historic sites.
- Protection and enhancement of historic highways.
- Identification, evaluation, and protection of historic structure.
- Development of a historical railroad museum.
- Rehabilitation, restoration and preservation of bridges, trestles, and buildings.
- Planning to improve identification and evaluation of archaeological sites.

B. All Projects Must Meet These Additional Planning, Design, and Construction Requirements.

1. In order to receive funding, the historic resources involved must be listed in the State or National Register of Historic Places, or designated as a local landmark by a certified local government or local landmark commission. An application may be submitted for historic resources in the process of being listed in the State or National Register as long as the designation is final prior to the start of the project. The application must contain a letter certifying the historic status from the State Historic Preservation Officer (SHPO) or the local landmark commission. The application must include a copy of the National Register or State Register nomination form, SHPO Cultural Resource Inventory Form and include a full description of the historic resource, its significance, and its surroundings.
2. Archaeological resources for which large-scale controlled excavations are proposed that would effectively destroy context and provenience must be determined National Register-eligible by the State Historic Preservation Officer prior to the start of the project, but need not be listed on the Register in order to qualify for funding. Archaeological sites proposed for planning or research projects other than extensive excavation may also be excluded from formal Register listing at the discretion of the CDOT Staff Archaeologist.
3. Historic buildings must have current usefulness or a realistic planned usage.
4. Rehabilitation, restoration, and preservation projects must adhere to the Secretary of Interior's Standards and Guidelines for Rehabilitation. Copies of the Standards are available from the State Historic Preservation Officer.
5. Recordation and documentation projects must follow the Secretary of Interior's Standards for Historical Documentation. Copies of the Standards are available from the State Historic Preservation Officer.
6. For acquisition of historic sites the project must be accessible from a transportation facility, be accessible to the public, and the owner of the historic property must be willing to accept a preservation covenant attached to the deed of the property.
7. Archaeological planning and research projects must meet the following conditions:
 - Phase I and Phase II surveys must meet the Secretary of Interior's Standards for Survey and Evaluation. Technical reports and documentation of research conducted must meet recognized professional standards.

- Data Recovery projects must have a research plan approved by the State Archaeologist.
- Archaeological sites must be associated with roads or other transportation facilities.

C. Eligibility Criteria.

1. Purpose of the project.

Why is the project needed? Who will benefit from its completion? How significant are the historical/archaeological resources involved? What is the relationship of this project to local, regional, or state preservation plans? How permanent will the completed project be? What is the current threat to the resource? Why are enhancement funds needed to fund the project?

2. Quality of the project.

Which of the 12 eligible activities does this project fall into? Explain how this project is identified in any previous studies or plans and how it is related to any previous projects. What are the qualifications of the staff who will be assigned to the development, design, and construction of this project, and those who will manage and operate the resulting historic facility? Does the proposed project follow historic preservation standards? What is the planned use of the historic facility, research project, or educational report?

3. Cost of the project.

State the total project cost and the amounts of the requested federal funds and the local agency match. What are the qualifications of the person who developed the cost estimate? If funds for preliminary engineering are to be included in the project, has this been included in the cost estimate? Will the local match be available for budgeting during the fiscal year for which funds are requested? Will the completed project “stand on its own” or will additional project funds be required in the future? What are the cost estimates of any potential environmental mitigation?

4. Environmental sensitivity.

How will the completed project or facility enhance the natural environment? Please state all potential environmental impacts that may result from the construction and use of the facility. Describe how these potential impacts will be mitigated. What is the name of the person who provided the information regarding environmental sensitivity, and what are their qualifications? Has the project been reviewed and endorsed by the State Historic Preservation Officer or the local landmark commission?

5. Implementation and maintenance.

What is the schedule for project design and construction? Is the required professional staff available to complete the project or will consultants be used? Who will 1) own, and 2) maintain the constructed facility? Please state whether the entity responsible for long-term maintenance of the facility will have the available funding to accomplish this, as well as the source of such funds. Are preservation covenants provided for on all preservation and rehabilitation projects? Will the planned future use support good preservation practices?

6. Local support.

Do adjacent property owners support the project? Please describe any known controversy. Is the owner of the historic resource willing to participate in the project?

D. Examples of Work Normally Not Funded Under This Category.

The Transportation Enhancement Program does not normally fund the following activities:

- Rehabilitation, restoration, or stabilization work on privately owned resources.
- Highly technical research or site evaluation reports.

CATEGORY 3: Transportation Aesthetics Category

Four types of projects are eligible.

- Acquisition of Scenic Easements.
- Scenic Byways Programs.
- Landscaping and Beautification Projects.
- Control and Removal of Outdoor Advertising.

A. Examples of Acceptable Projects.

- Acquisition of scenic properties.
- Construction of pullouts, access stairways, or viewing platforms along designated scenic byways.
- Streetscape projects that include installation of tree grates.
- Planting all types of landscape materials that include wild flowers.
- Removal of nonconforming outdoor advertising.

B. Projects Must Meet These Additional Planning, Design, and Construction Requirements.

1. For acquisition of scenic easements, the project must:

- Be on or within the view of a designated Scenic Byway or National Register property.
- Be accessible from a transportation facility.
- Provide for perpetual ownership.

2. For scenic byways programs the project must:

- Start formally on roadways designated Colorado Scenic Byways, and
- Be reviewed and endorsed by the Colorado Scenic and Historic Byways Commission.

3. For landscaping and other beautification projects the project must:

- Be within existing public rights-of-way,
- Be a professional design,
- Follow the principles of roadside landscaping and safety by CDOT standard specifications, and
- Provide two years for plant establishment.

4. For control and removal of outdoor advertising, projects must:
 - Be within the view of state highways or designated Scenic Byways or National Register roadways,
 - Address legally built but nonconforming outdoor advertising signs, and
 - Establish payment for removal on an equitable appraisal.

C. Eligibility Criteria.

1. Purpose of the project.

Why is the project needed? Who will benefit from its completion? Why are enhancement funds needed to fund the project?

2. Quality of the project.

Which of the 12 eligible activities does this project fall into? Explain how this project is identified in any previous studies or plans and how it is related to any previous projects. What are the qualifications of the staff who will be assigned to the development, design, and construction (if applicable) of this project, and those who will manage and operate the resulting facility or landscaping?

3. Cost of the project.

State the total project cost and the amounts of the requested federal funds and the local agency match. What are the qualifications of the person who developed the cost estimate? If funds for preliminary engineering are to be included in the project, has this been included in the cost estimate? Will the local match be available for budgeting during the fiscal year for which funds are requested? Will the completed project “stand on its own” or will additional project funds be required in the future? What are the cost estimates of any potential environmental mitigation?

4. Environmental Sensitivity.

How will the completed project or facility enhance the natural environment? Please state all potential environmental impacts that may result from the landscaping or construction. Describe how these potential impacts will be mitigated. What is the name of the person who provided the information regarding environmental sensitivity, and what are their qualifications?

5. Implementation and Maintenance.

What is the schedule for project design and, if applicable, construction? Is the required professional staff available to complete the project or will consultants be used? Who will 1) own, and 2) maintain the landscaping or constructed facility? Please state whether the entity responsible for long-term maintenance of the landscaping or facility will have the available funding to accomplish this, as well as the source of such funds.

6. Local Support.

Do adjacent property owners support the project? Please describe any known controversy

D. Examples of Work Normally Not Funded Under This Category.

The Transportation Enhancement Program does not normally fund the following activities:

- Addition of irrigation systems to existing landscaping.
- Lighting which is not part of a historic preservation or streetscape project.
- Burying of utility lines.
- Any items of work that would normally be classified as maintenance activities.
- Construction of welcome or city identification signs.

CATEGORY 4: Environmental Mitigation

The types of projects eligible for funding in this category are projects that mitigate pollution from storm water runoff from transportation facilities, or projects that reduce vehicle-caused wildlife mortality.

A. Examples of Acceptable Projects.

- Retrofitting an existing highway by creating a wetland to filter highway runoff to mitigate the impacts from the road in terms of water pollution.
- Improving streams and drainage channels through landscaping to promote filtering and improve the overall water quality conditions of receiving channels.
- Providing payment in-kind for existing highway water quality impacts that warrant mitigation to regional or watershed-based planned improvement projects.
- Projects designated as wildlife underpasses or overpasses.
- Mitigation measures at areas identified as crossings for wildlife, including necessary fencing and other markings and mitigation techniques to manage the movement of wildlife across transportation corridors.
- Bridge extensions to provide or improve wildlife passage and wildlife habitat connectivity.
- Monitoring and data collection on habitat fragmentation and vehicle-related wildlife mortality.

B. To Be Considered for Funding, All Projects Must Satisfy the Following.

1. Statute, policy, or permit condition cannot require the proposed activity. This includes, but is not limited to, requirements under the Clean Water Act, Soil Erosion and Sedimentation Control Act, Colorado Water Quality Control Act, Executive Orders 11990 and 11988, and Colorado's Wildlife and Fisheries Protection Act.
2. The proposed project must directly or indirectly relate to runoff from a roadway included on the state highway system, or to the reduction of vehicle-caused wildlife mortality while maintaining habitat connectivity.
3. The applicant must demonstrate the capability to complete the proposed project, including qualifications of the applicant to plan, implement, and evaluate the success of all project objectives.

C. Eligibility Criteria.

1. Purpose of the project.

Why is this project needed? Who will benefit from its completion? Why are enhancement funds needed to fund the project? Attach documentation that directly relates to an existing water quality problem to highway runoff and include water quality data such as:

- Sediment loads in cubic yards or tons per year.
- Heavy metals – ratios of concentration to base level.
- Inorganic salts – parts per million.
- Oils and greases – parts per million.
- Soft evidence such as pictures identifying sources of a problem, documented impacts including algae growth, fish kills, etc.

Attach documentation that directly relates to the reduction of vehicle-caused wildlife mortality while maintaining habitat connectivity and include quality data such as:

- Migration patterns.
- Habitat use and distribution.
- Crossing characteristics of the wildlife through data collection on safety of motorists, habitat fragmentation, and wildlife mortality.

2. Quality of the project.

Which of the 12 eligible activities does this project fall into? Explain how this project is identified in any previous studies or plans and how it is related to any previous projects. What are the qualifications of the staff who will be assigned to the development, design, and construction (if applicable) of this project, and those who will manage and operate the resulting facility or landscaping? Explain the effectiveness of 1) the proposed mitigation, and 2) the monitoring and evaluation plan. Describe the severity of the pollution or mortality problem.

3. Cost of the project.

State the total project cost and the amounts of the requested federal funds and the local agency match. What are the qualifications of the person who developed the cost estimate? If funds for preliminary engineering are to be included in the project, has this been included in the cost estimate? Will the local match be available for budgeting during the fiscal year for which funds are requested? Will the completed project “stand on its own” or will additional project funds be required in the future? What are the cost estimates of any potential environmental mitigation?

4. Environmental sensitivity.

How will the facility or landscaping enhance the natural environment? Please state all potential environmental impacts that may result from the landscaping or construction. Describe how these potential impacts will be mitigated. Explain whether the project will: 1) contribute to replenishing the groundwater supply, 2) have wetlands that exist to maintain or enhance the habitat, 3) have mitigation devices that are aesthetically designed and placed to fit within their environment, and 4) improve existing habitat resources or provide for developing new habitat resources. What is the name

of the person who provided the information regarding environmental sensitivity, and what are their qualifications? Describe the geological impacts of the wildlife crossing as it affects motorist safety.

5. Implementation and maintenance.

What is the schedule for project design and, if applicable, construction? Is the required professional staff available to complete the project or will consultants be used? Who will 1) own, and 2) maintain the landscaping or constructed facility or landscaping? Please state whether the entity responsible for long-term maintenance of the landscaping or facility will have the available funding to accomplish this, as well as the source of such funds.

7. Local Support.

Do adjacent property owners support the project? Please describe any known controversy.

D. Examples of Work Normally Not Funded Under This Category.

The Transportation Enhancement Program does not normally fund the following activities:

- Roadway paving **unless** replacing an existing section of pavement that was removed during the installation of mitigation measures. Only that portion of the roadway disturbed during project construction is eligible for funding.
- Culvert replacements resulting from hydraulic inadequacy or any other reason not related to highway runoff.

APPENDIX C

PROJECT EVALUATION CRITERIA AND SELECTION CYCLE BY CDOT REGION

Variations still occur within each CDOT Region due to specific requirements of the governmental and/or local agencies within each Region. We highly recommend that all applicants contact the appropriate CDOT Transportation Enhancement Program Manager prior to developing your application. See Appendix E for how to contact the Transportation Enhancement Program Managers.

APPENDIX D

APPLICATION FORM

General Instructions

Application must be made on the Transportation Enhancement Fund Application. Please be sure to fill out the form completely. Incomplete applications will be returned to the applicant and not considered in the selection process. Five copies of all documents must be submitted with the application. Please indicate if you would like any materials returned at the conclusion of the selection process.

Your MPO may also require you to use their application form in addition to CDOT's application.

Section 1 - Applicant Information:

1. Indicate whether your agency is part of a municipality, county, state agency, federal agency, or tribal government.
2. The name of your agency.
3. List any other agencies or individuals who are sponsoring the project.
4. Indicate the contact person from your agency who is responsible for overseeing this project. Also indicate their title and telephone number.
5. Your agency's mailing address, including city, state and zip code.

Section 2 – Project Description:

6. The name of the project.
7. The general location of the project, or physical address, if applicable.
8. If a physical address is not applicable, indicate information regarding the project location to identify the specific location.
9. Name of the county in which the project is located.
10. Name of the municipality in which the project is located.
11. If the project has a beginning point and an ending point, indicate the total length.
12. Briefly describe the project.

Section 3 – Eligibility:

13. The project must fall into at least one of the four eligible project categories. A complete description of the project categories is listed in Appendix B, and a complete description of the 12 eligible activities is listed in Appendix A.

Section 4 – Funding:

14. Indicate the total cost of the project.
15. Indicate the amount of funds of the total project cost that is requested from Transportation Enhancement funds.
16. List the amount of Transportation Enhancement funds previously obtained for this project.

17. Indicate the total amount of the project costs that will be funded by a local match.
18. What is the name of the agency or entity that will provide the funds for the local match?
19. When will these funds be available?
20. Indicate the total amount of funds secured from other sources.
21. What is the name of the agency or entity that will provide these funds?
22. When will these funds be available?

Section 5 – Required Information:

23. Attach all items in this section and label the attachments accordingly. If a particular attachment is not applicable to the project, we recommend attaching an appropriately labeled page and writing “Not Applicable” on the page. This will provide consistency in the application process and insure there are no missing pages in the application package.

Section 6 – Signature:

24. Indicate the name and title of the authorized representative of your agency who is responsible or authorized to implement the activities of the project.
25. The authorized representative must sign and date the application.

TRANSPORTATION ENHANCEMENT PROGRAM APPLICATION

Colorado Department of Transportation

Please type or print legibly

APPLICANT INFORMATION

1. ELIGIBLE APPLICANT AGENCY – indicate ONE <input type="checkbox"/> Municipality <input type="checkbox"/> County <input type="checkbox"/> State Agency <input type="checkbox"/> Federal Agency <input type="checkbox"/> Tribal Government			
2. AGENCY NAME		3. ADDITIONAL SPONSORS OR CO-SPONSORS	
4. CONTACT PERSON		TITLE	PHONE
5. AGENCY MAILING ADDRESS		CITY	STATE ZIP

PROJECT DESCRIPTION

6. PROJECT NAME		
7. PROJECT LOCATION/ADDRESS		8. PROJECT LIMITS (mileposts, intersecting roadways, rivers, other geographic features)
9. COUNTY	10. MUNICIPALITY	11. PROJECT LENGTH
12. ONE SENTENCE DESCRIPTION OF PROJECT		

ELIGIBILITY

13. PROJECT CATEGORY – check all that apply	
PEDESTRIAN & BICYCLE <input type="checkbox"/> Bicycle & pedestrian facilities <input type="checkbox"/> Safety & educational activities for pedestrians & bicycles <input type="checkbox"/> Conversion of abandoned railway corridors to trails HISTORIC PRESERVATION <input type="checkbox"/> Acquisition of historic sites <input type="checkbox"/> Historic highway programs <input type="checkbox"/> Historic preservation <input type="checkbox"/> Establishment of transportation museums <input type="checkbox"/> Rehabilitation & operation of historic transportation buildings, structures or facilities <input type="checkbox"/> Archeological planning & research	TRANSPORTATION AESTHETICS <input type="checkbox"/> Acquisition of scenic easements & scenic areas <input type="checkbox"/> Scenic highways programs <input type="checkbox"/> Landscaping & other scenic beautification <input type="checkbox"/> Provision of tourist & welcome center facilities <input type="checkbox"/> Control & removal of outdoor advertising ENVIRONMENTAL MITIGATION <input type="checkbox"/> Mitigation of water pollution due to highway runoff <input type="checkbox"/> Reduction of vehicle-caused wildlife mortality

FUNDING

14. TOTAL PROJECT COST	15. AMOUNT OF FEDERAL FUNDS REQUESTED	16. PREVIOUS ENHANCEMENT FUNDS AWARDED
17. AMOUNT OF LOCAL MATCH FUNDS	18. SOURCE OF LOCAL MATCH FUNDS	19. DATE LOCAL MATCH FUNDS ARE AVAILABLE
20. AMOUNT OF OTHER FUNDING SECURED	21. SOURCE OF OTHER FUNDING	22. DATE OTHER FUNDING IS AVAILABLE

REQUIRED INFORMATION

23. REQUIRED ATTACHMENTS – please label attachments accordingly	
<input type="checkbox"/> Attachment A – Description of proposed project <input type="checkbox"/> Attachment B – Maps, plans and photographs <input type="checkbox"/> Attachment C – Evidence of eligibility by project category <input type="checkbox"/> Attachment D – Benefits of proposed project <input type="checkbox"/> Attachment E – Environmental Review	<input type="checkbox"/> Attachment F – Budget and implementation schedule <input type="checkbox"/> Attachment G – Proposed maintenance plans, agreements, covenants <input type="checkbox"/> Attachment H – Resolutions of support and letters of approval <input type="checkbox"/> Attachment I – Right-of-way acquisition or legal property description

SIGNATURE

24. AUTHORIZED AGENCY REPRESENTATIVE	TITLE
25. SIGNATURE	DATE

CDOT USE ONLY

CDOT RTD OR DESIGNEE/TITLE/DATE	STIP #	PROJECT #
CDOT TRANSPORTATION ENHANCEMENT PROGRAM MANAGER/TITLE/DATE	PROJECT NAME	
CDOT RESIDENT OR PROGRAM ENGINEER/TITLE/DATE	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	

Submit completed application & supporting documentation to the CDOT Transportation Enhancement Program Manager in your Region.
 Appendix D

APPENDIX E

TRANSPORTATION ENHANCEMENT PROGRAM MANAGERS

We highly recommend that all applicants contact the appropriate CDOT Transportation Enhancement Program Manager prior to developing your application.

Ann Skinner
CDOT – Region 1
18500 East Colfax Avenue
Aurora, CO 80011
Phone: 303-365-7455
Fax: 303-757-9746
Email: Ann.Skinner@dot.state.co.us

Laurie Blanz
CDOT – Region 5
3803 North Main Avenue, Suite 300
Durango, CO 81301
Phone: 970-385-1435
Fax: 970-385-1410
Email: Laurie.Blanz@dot.state.co.us

Karen Schneiders
CDOT – Region 2
P.O. Box 536
Pueblo, CO 81002
Phone: 719-546-5748
Fax: 719-546-5414
Email: Karen.Schneiders@dot.state.co.us

Myron Swisher
CDOT – Region 6
2000 South Holly Street
Denver, CO 80222
Phone: 303-757-9866
Fax: 303-757-9053
Email: Myron.Swisher@dot.state.co.us

David Miller
CDOT – Region 3
222 South 6th Street, Room 317
Grand Junction, CO 81501
Phone: 970-248-7216
Fax: 970-248-7254
Email: David.C.Miller@dot.state.co.us

Jeff Manuel
CDOT – Region 4
1420 – 2nd Street
Greeley, CO 80631
Phone: 970-350-2170
Fax: 970-350-2179
Email: Jeff.Manuel@dot.state.co.us

APPENDIX F

REFERENCE AND SOURCE GUIDES FOR TRANSPORTATION ENHANCEMENT PROJECTS

AASHTO, Guide for Development of Bicycle Facilities, 1999 edition, 444 N. Capitol St. NW, Suite 225, Washington, D. C. 20001. Telephone: (202) 624-5800. AASHTO design guidelines for bicycle facilities. Price: \$8.00.

FHWA, Planning, Design, and Maintenance of Pedestrian Facilities, IP-88-019, National Technical Information Service, 5285 Port Royal Road, Springfield, Virginia, 22161. Telephone: (703) 487-4650. FHWA design guidelines for pedestrian facilities. Price: \$36.50.

WWW.I25Pueblo.com

List of Youth Corps: Student Conservation Assn
1370 Pennsylvania ST #330
Denver, CO 80203
303-831-7172

APPENDIX G

ACRONYM LIST

AASHTO – American Association of State Highway Transportation Officials

ADA – Americans Disability Act

CDOT – Colorado Department of Transportation

CFR – Code of Federal Regulations

DBE – Disadvantaged Business Enterprises

EEO – Equal Employment Opportunity

FHWA – Federal Highway Administration

FIPI – Finding in the Public Interest

ISTEA – Intermodal Surface Transportation Efficiency Act of 1991

LACA - Local Agency Certification Acceptance

MPO – Metropolitan Planning Organization

NEPA – National Environmental Policy Act

SHPO – State Historical Preservation Officer

STIP – Surface Transportation Improvement Program

TEA-21 – Transportation Equity Act for the 21st Century

TIP – Transportation Improvement Program

TPR – Transportation Planning Region

USC – United States Code

USDOT – United States Department of Transportation