



Community Transportation Enhancement Program

Application Instructions

May 2012

This is the official instruction set for submitting a Community Transportation Enhancement Program (CTEP) Application to MDT. Every effort was made to explain the important details of each item; however, if additional clarification or assistance is needed, contact the MDT Engineering Division/CTEP Section at (406) 444-9209 or (406) 444-4221.

While the information in this application is primarily intended for the Local CTEP Administrator preparing the project application, it is strongly suggested that Local Entity commissioners or council members read these instructions and the completed Application as well because there are numerous issues discussed that affect decision-making at the local level. The Local Entity elected officials must sign and date the completed application before it is submitted to MDT.

1. Local Entity Sponsor

The Local Entity sponsor is the City or County or Tribal Government whose CTEP funds will be used to pay for all or part of the project. Local Entities may (and are encouraged to) pool their funds for projects. If funds are pooled, list all CTEP-participating Local Entities. For example, Miles City as Sponsor #1 and Custer County as Sponsor #2.

Provide the sponsor name, address and telephone number for each Local Entity. If there are more than two Local Entities, list them on a separate page.

2. Project Contact (Local CTEP Administrator or Project Manager – List both if different)

The Local CTEP Administrator is the individual previously designated by the Local Entity as the person who will coordinate the CTEP project with MDT.

Provide the contact name, title, address, phone number, fax and email address for the Local CTEP Administrator and the Project Manager. The Administrator and Project Manager may be the same person.

3. CTEP Project Category

CTEP projects must be dedicated to the public, fall into one of the 12 project categories listed in the Application and have demonstrable relationship to the surface transportation system.

Select the box that best describes the proposed project. For a detailed description of the project categories, see Chapter 1 of the *MDT CTEP Manual*.

4. Project Relationship to Surface Transportation

CTEP projects are transportation related activities that strengthen the cultural, aesthetic and environmental aspects of Montana's transportation system. The proposed project should improve the transportation experience within Montana's rural and urban communities.

Describe how this project relates to the surface transportation system.

5. Public Involvement Description

Public participation is an essential element in the selection of projects for CTEP funding. Local Entities must make a reasonable effort to include all applicable organizations within their jurisdiction when soliciting, selecting and prioritizing CTEP project(s). Discretion may be used when selecting the type of public involvement process; however, a “good-faith” effort to involve citizen organizations and the general public must be demonstrated.

Examples of “good faith” efforts for public involvement may include:

- media advertisements informing the public about the CTEP program and where they can attend public meetings to receive additional information;
- special written invitations for CTEP involvement (especially to minority groups);
- informational posters; and
- personal contacts with special interest organizations, individuals and minority groups.

Public involvement efforts must be documented and evidence of the public participation process used to select the project must be provided. The key to making a “good faith” public involvement effort is to provide all citizens within the jurisdiction the opportunity for involvement in the project nomination, selection and prioritization process.

Describe the public involvement process that was used when selecting the project. Attach supporting information documenting the public involvement process to this Application (e.g., public meeting notices, public meeting agendas, media notices). Do not include petitions from special interest groups, organizations and citizens.

6. Project Description

Completely describe the proposed CTEP project. Be as specific as possible and attach additional pages to the Application if necessary. Types of work may include, but are not limited to:

- design engineering,
- environmental/cultural/historical reviews and clearances,
- right-of-way deed or easement donations (if needed as match) or purchases,
- utility relocation,
- construction, and
- construction engineering and administration.

If non-CTEP funds will be used in addition to the required match, identify the funding source and clearly describe what tasks will be funded with each funding type.

When describing construction activities, be as precise and all encompassing as practical. Include the following in the description:

- a physical description of the location (e.g., local street names, landmarks, east of Main Street);
- a complete description of the type of work to be performed (e.g., provide a detailed description of the project);
- project surface area (e.g., length/width of bike/pedestrian facility, acreage involved in landscaping project);
- project amenities (e.g., type and number of trees, bushes, benches, bicycle racks);

- types of materials to be used (e.g., asphalt, concrete, sod, landscaping bark, wood for benches); and
- any other details pertinent to the project.

7. Americans With Disabilities Act (ADA) Compliance

The Local Entity must consider all aspects of ADA compliance in project development, design and construction. The CTEP Section will closely examine projects that include ADA features, including design drawings and field construction. It is the responsibility of the Local Entity to ensure compliance with ADA. The CTEP Section will require that any non-complying features constructed as a part of the project be corrected at the expense of the Local Entity. If not corrected, CTEP funds will not be allowed for reimbursement of the non-complying feature.

8. Right-of-Way Requirements

Identify any right-of-way (by deed or easement) needed to be acquired for this project. If “Yes” is selected, indicate the property name(s) and current owner(s).

All properties involved in CTEP-funded projects must be publicly owned or under a public lease.

9. Right-of-Way Acquisition

Select the appropriate box on how the right-of-way will be acquired. If “Other” is selected, specify how the right-of-way will be acquired.

If a Local Entity acquires right-of-way by deed or easement before receiving written authorization from MDT, the purchase will be ineligible for CTEP matching and/or CTEP fund reimbursement. Federal right-of-way acquisition procedures must be adhered to or the project may be ineligible for CTEP funds. This applies even if non-CTEP funds are used to acquire the property.

10. Right-of-Way Funding

Indicate who will conduct the acquisition of the right-of-way and how the funds will be used for the acquisition. If “Local Entity with CTEP funds” is selected, specify the Local Entity name.

MDT will only perform right-of-way activities if the CTEP project will be included in a planned MDT highway project. CTEP funds may be used for all MDT acquisition activities as well as for the property itself.

11. Right-of-Way Value

If applicable, indicate how the value of the right-of-way donated by private entities or purchased with local funds will be used. Verification of value by appraisals is required.

12. Project Location Map

Attach a copy of a map indicating the project’s location within the City or County. Additional photos, maps and graphics may also be attached showing detailed site plans, design drawings, conceptual drawings or other project details, if available.

13. Incorporation into other MDT Projects

If MDT is developing another project in the vicinity of the requested CTEP project, the Local Entity may desire their project to be considered for incorporation into the MDT project. Incorporating a CTEP project with a planned highway project may have advantages (e.g., reduced design costs, reduced materials costs, reduced construction costs) and/or disadvantages (e.g., the planned highway project may not be ready for construction for several years). The decision to incorporate a CTEP project into a highway project is at the sole discretion of MDT.

Select the appropriate box. If “Yes, but only if the project will be constructed within a certain time period” is selected, specify the time period.

14. Project Responsibilities

Identify who will be responsible for conducting each project phase. See Chapter 3 of the *MDT CTEP Manual* for descriptions of the funding categories.

Table Footnotes

- (1) MDT will only conduct these activities if the CTEP project is included as part of a planned MDT highway project. The Local Entity may still be responsible for some of these activities.
- (2) MDT consultant selection procedures must be followed if CTEP funds will be used for these services or if the Local Entity pays for these services with local funds and uses this value to meet the matching requirements.
- (3) Contract letting is not necessary if the City or County will do work on a force account or lump-sum basis.
- (4) City, County or Tribal governments may undertake construction activities with their own forces only if they can demonstrate to MDT and FHWA that they can perform the work more cost effectively than by bidding or soliciting quotations from contractors.

15. Funding Splits

Indicate how each of the project phases will be funded. Where applicable, specify the funding source. Donated services are not eligible for fund matching; however, they can be used to reduce the overall cost of the project, thereby requiring less CTEP funding and local match for the remainder of the project.

16. Project Cost Estimate (all work not just CTEP funded)

Indicate the total estimated project cost by project phase (account). If there is no cost in an account, indicate zero. If unknown, indicate “unknown.”

The minimum local match amount is calculated as a percentage of the total cost of each account.

<u>Location or Type</u>	<u>% match (minimum)</u>
All projects	13.42% (may vary from year to year)

The matching requirements can only be met with local funds, donated right-of-way or approved Local Entity time, material and/or equipment (force account work). Public property donations and certain Federal funds cannot be used to match CTEP funds.

Note: If more detailed project specifications and estimates are available, attach them to the Application.

17. Participation Splits (CTEP Funds Only)

If two Local Entities are pooling CTEP funds for this project, provide the amount of CTEP funds each Local Entity will provide. Do not include the local match.

18. Project Maintenance

Identify what organization or group will be maintaining the project.

Note: MDT is not responsible for maintaining completed CTEP projects. The Local Entity is responsible for ensuring that the project is maintained in a safe and serviceable condition. However, the City, County or Tribe may enter into an agreement with another entity to maintain the project.

19. Estimated Project Schedule

Indicate the estimated project start and completion date for the following project development milestones:

- design,
- land acquisition, and
- construction.

Indicate if any part of the project development has been started. If "Yes" is selected, indicate the started project phase(s).

20. Federal Receipts

This information is requested to ensure that Local Entities expending \$500,000 or more in Federal awards during their fiscal year have complied with the audit requirements of OMB Circular A-133.

21. DUNS Number

Provide the DUN and Bradstreet Data Universal Numbering System (DUN) number for the City, County or Tribal Government.

22. Signatures

The principal or elected officials from the sponsoring Local Entity/Entities must sign the CTEP Application indicating agreement with the following conditions:

- agreement to submission of this project to MDT for approval of the project concept;
- assurance to MDT that the required match will be available for all CTEP funded phases of this project at a time and through a process mutually agreed to by both MDT and the Local Entity;
- assurance to MDT that the Local Entity will be responsible for maintaining this project in a safe and serviceable condition and that MDT will not be responsible for maintenance of this project;
- assurance to MDT that all minority groups, as well as the general public within the appropriate jurisdiction, have been provided adequate opportunity to participate in the process of identifying and selecting this project for CTEP funding;
- acknowledgment that the project costs in this proposal are preliminary estimates and the actual final costs may be more than or less than those reflected herein. The Local Entity understands any

variance in CTEP funded final project costs will also affect the amount of the required local match, if any, and are prepared to accommodate any additional CTEP and local matching fund requirements;

- acknowledgment that the CTEP program is not a grant program, and CTEP funds are administered by MDT;
- acknowledgment that CTEP payments will be made by MDT on a work progress basis (e.g., no payments will be made for any work until it has been completed and proper documentation submitted to MDT);
- acknowledgment that this is a Federal-aid project and must conform to all Federal and State laws and regulations pertaining to procedures for design, the National Environmental Policy Act (NEPA), Americans with Disabilities Act (ADA), consultant selection, rights-of-way, contract letting and construction standards, including the proper and applicable payment of Federal-aid prevailing wage rates, Disadvantaged Business Enterprise (DBE) regulations and Equal Employment Opportunity (EEO) contract compliance. The Local Entity understands failure to meet these requirements may, by law or policy, render this project ineligible for CTEP funding;
- acknowledgment that the information contained herein indicates the general concepts of the projects and does not constitute in any way a final plan for the project implementation;
- acknowledgement that the Local Entity has been provided with the CTEP Manual and understands the financial and reporting requirements;
- acknowledgment that there will be necessary agreements between MDT and the Local Entity to complete certain activities and that the Local Entity may not proceed with any activity to be funded with CTEP funds prior to written MDT approval; and
- acknowledgment that the Local Entity is responsible for completing all phases of project development and implementation (except in some cases where CTEP projects may be included with a planned MDT highway project).

Submission

After completing the Application, send it to the following address:

Engineering Division/Consultant Design Bureau
Attention: CTEP Section Supervisor
PO Box 201001
Helena, MT 59620-1001

Additional Copies

For additional copies of this form, call (406) 444-9209, or visit the CTEP website at:

www.mdt.state.mt.us/ctep