# Table of Contents

Data and Statistics Bureau.................................................................4  
Road Inventory and Mapping ............................................................5  
  Secondary Highway Fund Allocation..............................................5  
  City/County Motor Fuel Tax Allocations ......................................7  
  Road Inventory...............................................................................9  
  Road Log.......................................................................................10  
  Official GIS Files and Linear Referencing Systems .......................12  
  Standard and Custom Maps............................................................13  
  Functional Classification and System Review ...............................15  
  Highway Performance Monitoring System (HPMS) .......................16  
  Tourist Map...................................................................................18  
  Traffic Data Collection and Analysis ............................................20  
    Traffic Monitoring System..........................................................20  
    Automatic Traffic Recorder (ATR) Program..................................22  
    Weigh in Motion (WIM) Program................................................24  
    Short-Term Count Program.......................................................26  
  Multimodal Planning Bureau .......................................................28  
  Rail, Air Quality and Studies Section ............................................29  
    Congestion Management and Air Quality Improvement Program (CMAQ) ..................................................................................29  
    Montana Essential Freight Rail Loan Program (MEFRL) .............34  
  Statewide and Urban Section .......................................................36  
    City Park Rest Area Program.....................................................36  
    MDT Rest Area Planning............................................................38  
    Surface Transportation Program – Urban (STPU) .........................40  
    Metropolitan Planning Process - PL ............................................43  
    Metropolitan Planning Organization (MPO) Transportation Improvement Program ..........................................................46  
  Statewide Long Range Transportation Planning Process ...............48  
  Statewide Planning Public Involvement Process ...........................50
404/401/ALPO/ALCO Process for Maintenance ................................................................. 116
SPA 124 Process for Preconstruction .............................................................................. 119
SPA 124 Process for Core Drilling .................................................................................... 121
SPA 124 Process for Maintenance .................................................................................... 122
MDT Historic, Archaeological and Cultural Analysis and Preservation Process .......... 123
Section 6(f) Process ........................................................................................................ 125
Biological Resource Report/Biological Assessment Process ........................................ 128
On-Site Wetland Mitigation Process .............................................................................. 131
Off-Site Wetland Mitigation Process .............................................................................. 133
Noise Analysis and Abatement Process ........................................................................ 137
Hazardous Material Site Assessment Process ............................................................. 139
Data and Statistics Bureau

Road Inventory and Mapping
Traffic Data Collection and Analysis
Road Inventory and Mapping
Secondary Highway Fund Allocation

Unit
Road Inventory and Mapping Section

Contact
Brian Andersen, (406) 444-6103

Program Purpose
To maintain a complete and current record of all local, state and federal highway system
mileage within the state of Montana. The inventory is used in part for the equitable
allocation of STP (Surface Transportation Program) Secondary Highway Funds to districts
as a percentage of the overall STP-Secondary program.

Funding
Total state fuel tax funds available: $30,000,000 for each year of the 2013/2014 biennium.
Allocation percentages are based on the following factors as a percent of statewide data:
35% on rural population
30% on land area
30% on rural road mileage
5% on bridge deck area on bridges that are 20 feet or longer

Program Eligibilities
Eligible improvements include resurfacing, rehabilitation and reconstruction of roadways
and bridges as well as railroad crossing improvements and epoxy striping.

Statutes
In compliance with 60-3-206, MCA and best available road inventory data, a table is
developed depicting an equitable percentage distribution of approximately $30 million of
federal and state funding that is annually set aside for the construction needs of Montana’s
Secondary road system. The actual annual allocation of total funds into this program is
determined by the Montana Transportation Commission on a biennial basis.
Secondary Highway Fund Allocation

- A sub-allocation of the Federal Surface Transportation Program (STP)

Data Source:
- The Transportation Information System (TIS)
- Department of Commerce, the Census and Economic Bureau
- Department of Revenue
- Bridge Database

Inventory and Mapping Section creates spreadsheets with best available data by September 1st (Annual Basis)

Allocation Percentages:
- 30% on rural road mileage
- 35% on population
- 30% on land area
- 5% on bridge deck area

Distribution is calculated to reflect Montana Code Annotated (MCA) required pro-rates for each factor

MDT Data and Statistics Bureau Chief approves Final Distribution Percentage for each Financial District

MDT Data and Statistics Chief notifies Project Analysis Bureau (Secondary Roads Engineer) of distribution percentage

MDT Data and Statistics Chief notifies Fiscal Programming of distribution percentages

Transportation Commission approves funding total STPS (Surface Transportation Program - Secondary)

Project Analysis Bureau meets annually with all Montana Counties to discuss funding availability for Secondary Highway Program

Fiscal Programming converts percentages into a dollar amount
City/County Motor Fuel Tax Allocations

**Unit**
Road Inventory and Mapping Section

**Contact**
Brian Andersen, (406) 444-6103

**Program Purpose**
The purpose of the City/County Motor Tax Fuel Allocations is to maintain a complete and current record of all local, state and federal highway system mileage within the state of Montana. The inventory is used in part for equitable allocations of state motor fuel tax funds to cities and counties for the maintenance and construction of roads across MDT’s five financial districts.

**Funding**
Total state fuel tax funds available: $16,766,000 for each year of every biennium per MCA 15-70-101. Allocation percentages are based on the following factors:
- For counties ($6,306,000):
  - 40% on rural road mileage within a county
  - 40% on rural populations
  - 20% on land area
- For cities ($10,360,000):
  - 50% population
  - 50% street and alley mileage within the municipal limits
    (Other than Primary, NHS (National Highway Systems) and Interstate)

NOTE: $100,000 goes to Montana’s Local Technical Assistance Program (LTAP) administered through Montana State University.

**Statutes**
In compliance with the legislatively established formula (pursuant to MCA 15-70-101) develops tables depicting state motor fuel tax allocations to all 129 cities and 56 counties. The tables reflect the $16,766,000 of motor fuel tax funds allocated to city and county governments for the construction, maintenance and repair of rural roads and city streets and alleys.

**Project Selection**
Project selections are by local governments.
City/County Fuel Tax Allocations (Annual Basis)

Data preparation using TIS (Transportation Information System) Road Log database to determine city/county road mileage open to public travel

Map Creation

Map and Mileage Certification letter mailed to Montana Cities and Counties

Local entities (Cities and Counties) return certified mileage to MDT Road Inventory and Mapping Section (with edits if necessary)

The updated and agreed upon data is incorporated into the source Databases

Final calculations to reflect the local entities prorated amount, approved by the MDT Data and Statistics Bureau Chief

Cities and Counties are sent notification letters and table showing dollar amount; MDT Account Services is notified to distribute funds on a monthly basis
Road Inventory

**Unit**
Road Inventory and Mapping Section

**Contact**
Brian Andersen, (406) 444-6103

**Program Purpose**

To maintain a complete and current records of all Local and State Highway systems within the State of Montana. The inventory provides statistical data in the Transportation Information System (TIS) which is used to develop the Road Log, allocation of county Secondary funds, allocation of fuel tax funds to the cities and counties and various other documents and report for the Montana Department of Transportation.

**Road Inventory**

1. Identify roads to be inventoried from the Fuel Tax Process, construction projects and other sources
2. Collect portion of system roads data annually from the field
3. Quality Assurance and Quality Control of collected field data in the office
4. Submit final data to Road Log Manager
5. Road Log Manager loads updates and changes into TIS (Transportation Information System) and GIS files
Road Log

**Unit**
Road Inventory and Mapping Section

**Contact**
Brian Andersen, (406) 444-6103

**Program Purpose**
To maintain a centralized data file of all basic location and attribute information for all roads in Montana that are open to public travel. The Road Log is also used to generate reports and supply specific information to the Montana Department of Transportation Management Teams, Federal Highway Administration (FHWA) and to cities and counties. The Road Log serves as MDT’s common road and highway referencing system and includes 81 data items including roadway location information, surface type, width, length, number of lanes, etc.
**Road Log**

Road information is received:
- Project Plans
- Error found
- Realignment
- New road
- Boundary changes
- System changes
- Other

Locations and attributes are calculated using GIS analyses and other tools

Affected Oracle Tables and GIS files are identified for changes/updates

**GIS Files**

Updates are made to TIS Working Files and GIS Files

Spatial Analyses and attribute data are used to create maps and/or reports

**TIS Tables**

TIS History Tables are updated automatically with Tracking Records

TIS Dynamic Segmentation (Bi-weekly)

**TIS New Road Log**
Official GIS Files and Linear Referencing Systems

Unit
Road Inventory and Mapping Section

Contact
Brian Andersen, (406) 444-6103

Program Purpose
To provide a centralized location for Geographic Information System (GIS) files pertaining to any Montana Department of Transportation (MDT) data need for spatial analysis or displays. These files are used for viewing and creating maps in addition to running spatial analyses to provide visual displays of standard and customer data reports as well as to support decision making by MDT personnel and management.

MDT’s Official GIS files and Linear Referencing Systems (ongoing basis)

- Determine which features need to be changed (either from Oracle or an edit to the spatial database)
- Makes changes in Oracle Spatial Database using ArcGIS
- Publish file using ArcCatalog (if necessary)
- Send notification to GIS working group distribution list (if necessary)
Standard and Custom Maps

Unit
Road Inventory and Mapping Section

Contact
Brian Andersen, (406) 444-6103

Program Purpose
To maintain current, accurate and legible Montana State road maps at suitable scales depicting various types of information. These are necessary tools used by the Montana Department of Transportation in the planning of transportation projects. In addition to the needs of highway planners and administrators, many other federal, state, local governmental agencies and the general public use these maps for business and recreational purposes. Maps may be maintained and revised periodically based on long-term needs.
Standard and Custom Maps

1. Receive Map Request
2. Obtain specific details about map contents and timeline for completion
3. Notify Supervisor of map request including map type and responsibility

Custom Maps

4. Assigned MDT Cartographer determines how to create requested map
   - Using existing template, annotation or layer symbology
   - Create new layers and/or layout; OR
   - Use a combination of the two options
5. Create appropriate metadata for map and new data if needed
6. Assigned Cartographer meets with lead Cartographer to review plan to create map
7. Create Map

Standard Maps

8. Update RIM map/work request spreadsheet
9. Owner modifies and/or prints existing map
11. Update RIM map/work request spreadsheet
12. Assigned Cartographer meets with lead Cartographer and Supervisor to review completed product
13. Send out Map
**Functional Classification and System Review**

**Unit**
Road Inventory and Mapping Section

**Contact**
Brian Andersen, (406) 444-6103

**Program Purpose**
To maintain a current record of all public highways (both urban and rural) in Montana as well as their functional classification. Functional Classification is needed to meet Federal Highway Administration (FHWA) requirements and to determine the basis for funding eligibility requirements under Title 23 U.S.C. – Highways Code. The functional classification of the roads in faster growing rural and urban areas is reviewed and evaluated by the MDT Multimodal Planning Bureau and revised as necessary. The Road Inventory and Mapping Section is responsible for the recording and maintaining the associated databases and maps.

Changes in the functional classification of highways are on an as-needed basis and may occur several times per year. These changes are submitted to the MDT Transportation Commission and Federal Highway Administration (FHWA) for review and approval when there is evidence that the level of service of the highway has changed.

**Functional Classification and System Review**

See Process/Flow Diagram for *Road Log* for database changes or *Standard and Custom Maps* for map maintenance.
Highway Performance Monitoring System (HPMS)

**Unit**
Road Inventory and Mapping Section

**Contact**
Brian Andersen, (406) 444-6103

**Program Purpose**
The Highway Performance Monitoring System (HPMS) is a specialized highway inventory program required by the Federal Highway Administration. It is used to provide data that reflects the extent, condition, performance, usage and operating characteristics of the Nation's highways in the State of Montana.

**Authority**
The requirements outlined in the Highway Performance Monitoring System (HPMS) Field Manual are authorized under 23 U.S.C. 315, which places the responsibility on the Secretary of Transportation for management decisions which affect transportation. Additionally, 23 C.F.R. 1.5 provides the Federal Highway Administration with authority to request such information deemed necessary to administer the Federal-aid highway program.

A biennial estimate of future highway investment needs of the United States is mandated by Congress (23 U.S.C. 502(g)). HPMS data is used for assessing highway system performance under Federal Highway Administration (FHWA) strategic planning and performance reporting processes in accordance with requirements of the Government Performance and Results Act (GPRA, Section 3 and 4) and for apportioning Federal-aid highway funds under TEA-21 (23 U.S.C. 104). Additionally, 23 C.F.R. 420.105(b) requires individual states to provide data that support FHWA’s responsibilities to Congress and the public.
**Highway Performance Monitoring System (annual basis)**

1. Obtain previous year’s data for HPMS from various sources (Pavement, Traffic, TIS Road Log, Sample Panel and image/field sample inventory)
2. QA/QC (Quality Assurance/Quality Control) of data using internal validations
3. Create summary and CSV files of validated data. Load files into web-based submittal software. Run software validations
4. Review and correct data files until all files are correct. Provide submittal letter to support data edits and changes
5. Submit annual certification of public road miles by June 1
6. Address any comments after FHWA reviews data. Resubmit if necessary
7. Run sample adequacy. Collect data on samples added to meet adequacy. Review/collect data on samples in annual collection cycle
Tourist Map

**Unit**
Road Inventory and Mapping Section

**Contact**
Brian Andersen, (406) 444-6103

**Program Purpose**
To maintain current, accurate and legible Montana State road map. The Official Montana Highway Map is a hard copy map intended to be used by travelers in Montana to depict roads and their surface types that are maintained by the State, as well as other roads that connect more well-traveled roads. The map is updated biannually.
Tourist Map

ANNUAL CHANGES
- Changes are tracked in a spreadsheet throughout the two year process
- Verify phone numbers, websites, points of interest and text boxes
- Advisory Committee Meeting

CHECK AND UPDATE LAYERS
- Annotation, points, lines and polygon layers
- Changes to roads (surface type, number of lanes, system, name changes, realignments
- Review Map symbols

CHECK AND UPDATE MAP ELEMENTS AND LAYOUT
- Mileage chart
- Update population in city index and symbology
- Update safety information
- Index
- Text Boxes
- Legend
- Inset Maps

CARTOGRAPHIC AND GRAPHIC DESIGN ELEMENTS
- Review other State Maps
- Review list of ideas
- Coordinate with Travel Montana

REVIEW MAP AND PRINTING
- Meet with Director
- PDF of map to printer
- Receive and review proof from printer
- Press check map for color quality
- Print

DISTRIBUTE AND CLEANUP
- Hardcopy distribution
- Create map for web display
- Database cleanup
Traffic Data Collection and Analysis

Traffic Monitoring System

**Unit**
Traffic Data Collection and Analysis Section

**Contact**
Becky Duke, (406) 444-6122

**Program Purpose**
To collect and report traffic data on Montana’s open to public roadways. Traffic statistics generated as part of the Traffic Count Program (TCP) are available for use by government agencies, planning organizations, engineering entities and the public.

**Statutes**
23 CFR 500, Subpart b: Highway traffic data means data used to develop estimates of the amount of persons or vehicular travel, vehicle usage or vehicle characteristics associated with the system of highways or with a particular location on a highway. These types of data support the estimation of the number of vehicles traversing a section of highway or system of highways during a prescribed time period (traffic volume), the portion of such vehicles that may be of a particular type (vehicle classification), the weights of such vehicles including the weight of each axle and associated distances between axles on a vehicle (vehicle weight).
Traffic Monitoring Program

Daily data downloads from continuous and short-term traffic counters
Data includes volume, weight, speed and vehicle classification records

Web based Traffic Data Management System (TDMS)

Data Quality Checks

Data is continuously compiled throughout the calendar year
Statistics are created for daily, monthly and annual reporting purposes

Traffic Yearly Counts (TYC) database

Federal Annual Submittal
- Highway Performance Monitoring System

MDT Management Systems

Annual Traffic Reports
- Traffic by Sections (TBS) Report
- Statewide Vehicle Miles Traveled (VMT) Report
- Traffic Flow Map

Internal and external customer traffic requests

Internal and external custom traffic requests
**Automatic Traffic Recorder (ATR) Program**

**Unit**
Traffic Data Collection and Analysis Section

**Contact**
Becky Duke, (406) 444-6122

**Program Purpose**
To collect and report traffic data on Montana's open to public roadways. Traffic statistics generated as part of the Automatic Traffic Recorder (ATR) Program are available for use by government agencies, planning organizations, engineering entities and the public.

The Automatic Traffic Recorder (ATR) program collects traffic information continuously at strategically selected locations across the state, providing traffic volume and vehicle classification information to be used as per 23 CR 500.204(c).
Automatic Traffic Recorder (ATR) Program

Daily download of various ATR site files
ATR site types include: motorcycle, class by axle, class by length and volume

Web based Traffic Data Management System (TDM3)

Data Quality Checks

Data is compiled throughout the calendar year
Statistics are created for daily, monthly and annual reporting purposes
Build Adjustment Factors for Short-Term Count Program AADT estimates

Traffic Yearly Counts (TYC) Database

Federal Monthly Submittal
- Travel Monitoring Analysis System (TMAS)

Montana Highway Patrol
MDT = Motor Carrier Services
MDT = District Staff

Internal and external customer traffic requests

Federal Annual Submittal
- Highway Performance Monitoring System

MDT Management Systems

Annual Traffic Reports
- Traffic by Sections (TBS) Report
- Statewide Vehicle Miles Traveled (VMT) Report
- Traffic Flow Map

Internal and External customer traffic requests
Weigh in Motion (WIM) Program

Unit
Traffic Data Collection and Analysis Section

Contact
Becky Duke, (406) 444-6122

Program Purpose
To collect and report traffic data on Montana's open to public roadways. Traffic statistics generated as part of the Traffic Count Program (TCP) are available for use by government agencies, planning organizations, engineering entities and the public.

The Weight in Motion (WIM) program collects traffic data continuously at strategically selected locations across the state, and provides vehicle weight, traffic volume and vehicle classification information for use as per 23 CFR 500.204(c).
Weigh in Motion (WIM) Program

Daily download of Per Vehicle Records (PVR) from WIM sites
Data includes volume, weight, speed and vehicle classification records

Web based Traffic Data Management System (TDMS)

Data Quality Checks

Data is compiled throughout the calendar year
Statistics are created for daily, monthly and annual reporting purposes
Building Adjustment Factors for Short-Term count
Program AADT estimates

Federal Monthly Submittal
*Travel Monitoring Analysis System

MDT’s Traffic Yearly Counts (TYC) database

Montana Highway Patrol
MDT – Motor Carrier Services
MDT – District Staff
MDT – Traffic Data Collection staff

Federal Annual Submittal
- Highway Performance Monitoring System

MDT Management Systems

Annual Traffic Reports
- Traffic by Sections (TBS) Report
- Statewide Vehicle Miles Traveled (VMT) Report
- Traffic Flow Map

Internal and External customer traffic requests
Short-Term Count Program

**Unit**
Traffic Data Collection and Analysis Section

**Contact**
Becky Duke, (406) 444-6122

**Program Purpose**
To collect and report traffic data on Montana’s open to public roadways. Traffic statistics generated as part of the Traffic Count Program (TCP) are available for use by government agencies, planning organizations, engineering entities and the public.

The short-term count program collects traffic volume and in some cases vehicle classification information on a short-term basis (36 to 48 hours) at select locations on Montana highways across the state. The Short-Term Count Program meets the requirements of CFR Part 500.204(d) short-term traffic monitoring.
**Short Term Count Program**

Data Collection is between April and October
- Every year
- Statewide
- 36-hour volume counts
- 48-hour volume/vehicle classification counts

Web Based Traffic Data Management System (TDMS)

Data Quality Checks

Data is compiled throughout the calendar year and statistics are created for annual reporting purposes

Traffic Yearly Counts (TYC) Database

Internal and external customer traffic requests

Federal Annual Submittal - Highway Performance Monitoring System

MDT Management Systems

Annual Traffic Reports
- Traffic by Sections (TBS) Report
- Statewide Vehicle Miles Traveled (VMT) Report
- Traffic Flow Map

Internal and External customer traffic requests
Rail, Air Quality and Studies Section

Congestion Management and Air Quality Improvement Program (CMAQ)

Unit
Rail, Air Quality and Studies Section

Contact
Diane Myers, (406) 444-7252

Program Purpose
The purpose of the Congestion Mitigation and Air Quality Improvement Program (CMAQ) is to fund transportation projects that improve air quality by reducing transportation-related emissions and relieving traffic congestion. Funding is available to reduce congestion and improve air quality for areas classified as non-attainment according to the Environmental Protection Agency’s (EPA) National Ambient Air Quality Standards (NAAQS), and to areas deemed high-risk for becoming non-attainment for ozone, carbon monoxide (CO) and particulate matter (both PM$_{10}$ and PM$_{2.5}$).

Funding
The federal share for most eligible CMAQ projects is 86.58%. The remaining 13.42% is provided by the state if the project is on-system, otherwise by the local entity. CMAQ program guidance requires approximately 10% of Montana’s CMAQ apportionment be directed to Missoula, based on Missoula’s historical carbon monoxide (CO) nonattainment classification.

Distribution of Funds
The Safe, Accountable, Flexible, and Efficient Transportation Equity Act: Title 23 (SAFTEA-LU) maintained the greater flexibility in the use of CMAQ program funds of TEA-21, with the addition of a transit operating benefit unique to Montana. This flexibility is continued under Moving Ahead for Progress in the 21st Century (MAP 21) which allows the majority of Montana’s CMAQ apportionment to be spent anywhere in the state on any project eligible for CMAQ or Surface Transportation Program funding. The Transportation Commission has chosen to use the “flexible” portion of these funds to proactively address air quality and congestion problems throughout the state by directing most of Montana’s CMAQ apportionment to the Montana Air and Congestion Initiative (MACI) Program. The commission has directed the remaining flexible CMAQ funds to supplement Urban Highway Program funds.
**Congestion Mitigation and Air Quality Improvement (CMAQ) Program**

**Montana Air and Congestion Initiative (MACI) Discretionary Program**

**Project Initiation**

**Project Eligibility**
- Determination of project type and location
- Quantitative/qualitative estimation of project air quality improvement

MDT requests project proposals from non-attainment and high-risk areas in the state. Project proposals must meet project eligibility guidelines.

MDT evaluates proposals to determine compliance with target emissions for the non-attainment or high-risk area.

**Project Prioritization, Submittal and Approvals**

The local agency and MDT-District Administrators meet and cooperatively develop a priority list of MACI projects and submits to Multimodal Planning Bureau.

The Multimodal Planning Bureau ranks, prioritizes and selects projects for including in the Statewide Transportation Improvement Program (STIP).

STIP is sent to MDT Planning, Engineering and Administration Division for approval.

The STIP is submitted to the Transportation Commission for approval.

Final approval from FHWA and FTA, then distributed.

Multimodal Planning Bureau determines state spending authority. Ensures projects do not conflict with area SIP control strategies.
**Project Agreement – Program Development**

A Memorandum of Agreement (MOA) between MDT and the local agency is executed for each MACI project (if located off-system)

After the agreement is executed, a request for programming is made to the MDT Fiscal Programming Section

After a project is established, the Multimodal Planning Bureau provides fiscal tracking and monitoring of the MACI program and projects

**Reporting Requirements**

Annual Activity Report Includes:
- Emission reduction estimates for each project
- Air quality benefits to be expressed in terms of kilograms per day for carbon monoxide (CO) and PM10
- A clear and concise description of each project

Submission of Annual Activity Report to FHWA Division Office by February 1st of each year
**Congestion Mitigation and Air Quality Improvement (CMAQ) Program**

**Montana Air and Congestion Initiative (MACI) Guaranteed Program**
*(Eligible Areas: Billings and Great Falls)*

**Congestion Mitigation and Air Quality (CMAQ) Mandatory Program**
*(Eligible Area: Missoula)*

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**Project Initiation**

- **Project Eligibility**
  - Determination of project classification according to CMAQ and MACI program
  - Determination of project exempt/nonexempt status for regional conformity
  - Quantitative/qualitative estimation of air quality improvement

  MDT requests project proposals from non-attainment and high-risk areas in the state. Project proposals must meet the project eligibility guidelines.

  MDT evaluates all proposals to determine compliance with target emissions for the non-attainment area.

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**Project Prioritization, Submittal and Approvals**

- MDT requests project proposals from non-attainment and high-risk areas in the state. Project proposals must meet the project eligibility guidelines.

  MDT evaluates all proposals to determine compliance with target emissions for the non-attainment area.

  The local agency and MDT District Administrators meet and cooperatively develop a priority list of MACI projects and submits to Multimodal Planning Bureau.
  MPO projects are included in the TIP which are approved by the Transportation Policy Coordinating Committee. The approved TIP becomes part of the STIP.

  The Multimodal Planning Bureau ranks, prioritizes and selects projects for including in the Statewide Transportation Improvement Program (STIF).

  The STIP is submitted to the Transportation Commission for approval.

  The STIP is submitted to the Transportation Commission for approval.

  The STIP is then submitted to FHWA Division office and the FTA Regional office for approval in finding that the project has been developed in a consistent manner with all Federally required processes.
**Project Agreement – Program Development**

- A Memorandum of Agreement (MOA) between MDT and the local agency is executed for each MACI project.

- After the agreement is executed, a request for programming is made to the MDT Fiscal Programming Section.

- After a project is established, the Multimodal Planning Bureau provides fiscal tracking and monitoring of the MACI program and projects.

**Reporting Requirements**

- **Annual Activity Report Includes:**
  - Emission reduction estimates for each project
  - Air quality benefits to be expressed in terms of kilograms per day for carbon monoxide (CO) and PM10
  - A clear and concise description of each project

- **Submission of Annual Activity Report to FHWA Division Office by February 1st of each year**
Montana Essential Freight Rail Loan Program (MEFRL)

Unit
Rail, Air Quality and Studies Section

Contact
Diane Myers, (406) 444-7252

Program Purpose
To provide a revolving loan fund for rail construction and rehabilitation projects on light-density rail lines or related infrastructure.

Funding
In recent years, no additional funds have been made available for the program by state or federal bodies although the original federal allocation remains, along with accrued interest. Recipients pay back loans in equal installments over ten years (which replenishes the fund), with the option to defer payment for two years. Recipients may request an extension to the ten year payback which will be reviewed by Montana Department of Transportation (MDT) on a case by case basis. MCA 60-11-115 states that the fund is required to maintain a balance of at least $500,000.

Eligibility
To be eligible for the loan program, a project must meet state funding eligibility requirements stated in MCA 60-11-120. Among these requirements, is applicant matching of loan proceeds. The state share of approved projects for acquisition and construction is 50 percent (applicant provides 50%), and the state share for rehabilitation projects is 70 percent of total project costs (applicant provides 30%). Eligible applicants include railroads, cities, counties, companies, and regional rail authorities. Port authorities may also qualify, provided they have been included in the state transportation planning process.

Statutes
MCA 60-11-113 through 116.
**Montana Essential Freight Rail Loan Program (MEFRL)**

**Project Development/Implementation Process**

1. **MDT Multimodal Programs Bureau** solicits application for MEFRL loan program funds (if sufficient loan fund balance exists)

2. Preliminary applications are submitted to the Bureau and reviewed for eligibility

3. Project/Program is shown in State Rail Plan

4. Upon meeting eligibility requirements, full application materials including in-depth financial reports are requested

5. Bureau approves or disapproves projects based on feasibility

6. Consultation with peer agencies (Commerce, Agriculture, Governor's Office) and open period for public comment

7. Recommend to Transportation Commission for Approval

8. Loan agreement is signed between the state and applicant for use of rail funds and repayment terms are specified in the agreement

9. Project is Implemented
Statewide and Urban Section  
City Park Rest Area Program

**Unit**  
Statewide and Urban Section

**Contact**  
Sheila Ludlow, (406) 444-9193

**Background**  
Montana Department of Transportation (MDT) initiated the City Park Rest Area (CPRA) program in 1991 as a low-cost way to help address rest area needs on Montana’s primary and non-interstate national highways. The program provides local governments with much needed funding to construct or improve locally owned park facilities. In exchange, local governments agreed to open and maintain the rest areas from April to November for a minimum of ten years. Thirteen communities participated in the program.

**Program Purpose**  
In 2004, MDT amended the Rest Area Plan regarding CPRAs. MDT offers additional funding assistance, based on availability to participating local governments to maintain or improve CPRA facilities that are older than ten years and that MDT determines are still serviceable.

**Funding**  
Funding assistance is subject to appropriation by the Montana Legislature through the General Appropriations Act (House Bill 2). It is unlikely that MDT will fund new locations for this program.

**Program Eligibilities**  
The parameters of this funding assistance include the following basic requirements:

- MDT will only reimburse local governments.
- Proposals for funding assistance for improvements must be reviewed by MDT's Facilities Manager and the improvements must directly benefit the traveling public.
- Eligible maintenance costs include janitorial supplies, labor, garbage disposal, grounds maintenance and utilities necessary to provide a safe and clean rest area facility. Additional items will be considered on a case by case basis.
- MDT will periodically inspect each facility to ensure that the facility has been maintained. The reimbursement agreement can be discontinued at the discretion of MDT should the facility not be maintained in a satisfactory manner.
City Park Rest Area Program
Program Cycle
Funding Cycle is based on the state fiscal year (July 1st – June 30th)

February
Confirm funding in biennium budget

March
MDT solicits eligible CPRA’s for interest and priorities in upcoming SFY
MDT reminds local governments to submit reimbursement requests for current SFY (deadline is June 30th) if applicable

April - May
Review submitted CPRA priorities with MDT Facilities for upcoming SFY

May - June
Develop agreements with local governments for MDT approved priorities for upcoming SFY

July - June
Review and process reimbursement requests from local governments for eligible/approved activities
MDT Rest Area Planning

**Unit**
Statewide and Urban Section

**Contact**
Sheila Ludlow, (406) 444-9193

**Program Purpose**
To provide state-maintained rest area facilities that emphasize safety, quality, and cost effectiveness in accordance with MDT’s Rest Area Plan.

**Funding**
Approximate cost is $4 million to $5 million per site for reconstruction. Federal funding with state match.

**Program Eligibilities**
Rest areas or corridors in need of a rest area must be identified on the Montana Department of Transportation’s Rest Area Plan Map and be prioritized by the Statewide Rest Area Prioritization Committee.

**Project Selection**
MDT’s Statewide Rest Area Prioritization Plan committee meets regularly to discuss and advance the progress and priority of rest area projects. Projects must be included in the STIP (see flowchart for project development process). Sixty-five rest areas are in service on the National Highway System (NHS) and primary highways and are primarily maintained by MDT through private contractors.

NOTE: MDT is responsible for all state-maintained rest areas (49 sites). In addition to these there are 16 other rest areas that are not maintained by MDT.
Dedicated funding for Statewide Rest Area projects comes from the core program (Federal) funds

The Rest Area Prioritization Plan Committee nominates and maintains an actively-managed list of rest area projects via an asset strategy approach, balanced against available funding and utilizing existing infrastructure to the greatest extent possible. Site selection follows the Montana Rest Area Plan guidelines.

Project Analysis Section submits a request for project approval to the Transportation Commission.

Project Analysis Section adds project to the Statewide Transportation Improvement Program (STIP).

Project Analysis Section submits a request for programming through Fiscal Programming and FHWA.

Is the project a fit for design build?

The Rest Area project is designed and developed under the design-bid-build process.

Project Construction.

Reconstruction, rehabilitation, and new construction at proposed rest area sites are evaluated in the PE phase through a Phase 1 site evaluation (consultant contract). ROW, water, wastewater, usage, forecasted demand are assessed and the project is planned.

MDT Construction Engineering leads a design-build project development team to draft RFP, review and score submittals, and then advance a recommendation for selection of a design-build firm to the Transportation Commission, initiating the rest area.

Is the Rest area site viable?

Project Construction.
**Surface Transportation Program – Urban (STPU)**

**Unit**  
Statewide and Urban Section

**Contact**  
Carol Strizich, (406) 444-9240

**Program Purpose**  
The Surface Transportation Program Urban (STPU) provides financial resources to construction improvements on the designated urban highway system in Montana’s urban areas (areas with populations greater than 5,000 based on the most recent decennial census).

**Funding**  
The STPU Program is a sub-allocation of the larger Surface Transportation Program. This sub-allocation is authorized by state statutes are approved annually by the Montana Transportation Commission. The allocation is based on a per capita distribution and is recalculated each decade following the census updates. The federal share for this program is 86.58% with the state contributing 13.42% in matching funds.

**Program Eligibilities**  
Activities and projects eligible under the STPU Program include:
- Construction of new facilities;
- Reconstruction, resurfacing, restoration and rehabilitation of existing facilities;
- Operational improvements;
- Bicycle facilities, pedestrian walkways and carpool projects and programs;
- And these funds may also be transferred into transit capital at the discretion of the urban area.

**Statutes**  
23 U.S.C. 133 and MCA 60-2-126, 127 and 211

**Project Selection**  
*Urbanized Areas with >50,000 population (includes Billings, Great Falls and Missoula)*
- STPU project proposals must advance through the metropolitan planning process and come from an approved transportation plan and metropolitan transportation improvement plan (TIP).
• Routes and projects are selected by the Transportation Commission in cooperation with the Metropolitan Planning Organization (MPO) from the approved plan and metropolitan TIP.
• The project is reviewed by MDT staff to ensure it is within means and eligible for STPU funds and has met the appropriate planning and programming regulations.
• The Transportation Commission is informed of the project and must approve the projects. Historically, the Commission has approved all projects nominated by local governments if the project meets the program criteria.
• After approval, the Statewide and Urban Planning Section or District requests to initiate a preliminary engineering program developed by the district.
• Once that is in place, the Statewide and Urban Planning Section monitors the progress of the project.

_Urban Areas with >5,000 – 50,000 population_
• For urban areas with formal transportation committees made up of citizens and government officials called Transportation Coordinating Committees (TCC’s) or Transportation Advisory Committees (TAC’s), these committees initiate the project proposals for the STPU program. They must go through the formal process involving the appropriate committees and be reflected in the official meeting minutes.
  o _For communities that DO NOT have a formal transportation committee, the local officials (mayor and chairperson of county commission) submit priorities for the STPU program._ Priorities must have a signed approval from both the mayor and county chairperson regardless of whose jurisdiction it is located in.
• The MDT Planning Division structures the recommendations in conjunction with the MDT District offices.
• The Statewide and Urban Planning Section reviews the proposed project to ensure it is affordable and eligible for STPU funds.
• The final decision of committing funds for the project is made by the Transportation Commission in accordance with the Statewide Transportation Improvement Plan (STIP) process.
• After approval, the Statewide and Urban Planning Section or District requests to initiate a preliminary engineering program developed by the district.
• Once that is in place, the Statewide and Urban Planning Section monitors the progress of the project.
Surface Transportation Program – Urban (STPU)

In Urbanized Areas, local officials nominate and approve an urban priority through the Technical Advisory Committee (TAC) and the Policy Coordinating Committee (PCC). In smaller urban areas, STPU priorities are nominated and approved by the TAC/PCC if one is established or by letter of request signed by the appropriate City and County Commission Chair.

The proposed projects must come from an approved transportation plan (where applicable).

Projects are reviewed by the Statewide Urban Section and if eligible, they are nominated in PPMS.

In small urban areas, projects are added to the STIP. Urban projects in an MPO must be included in an approved TIP. Once in a TIP, projects are amended into the STIP.

Project is approved by the Transportation Commission and added to the program.

Request programming of PE.

Project monitored for fiscal constraint.
Metropolitan Planning Process - PL

Unit
Statewide and Urban Section

Contact
Carol Strizich, (406) 444-9240

Program Purpose
To support a cooperative, continuous and comprehensive framework for making transportation investment decisions in metropolitan areas. Montana’s metropolitan areas are Billings, Great Falls and Missoula.

Funding
The Metropolitan Planning funding is an apportionment of funds from the following programs:

- NHPP – National Highway Performance Program
- STP – Surface Transportation Program (Federal Funds)
- HSIP – Highway Safety Improvement Program
- CMAQ – Congestion Mitigation and Air Quality Improvement Program
- PL – Metropolitan Planning Funds

These apportionments are mandated by 23 U.S.C. 134. These funds are distributed to each metropolitan area through each state’s own apportionment formula. Montana’s formula is based on the metropolitan area’s population. MDT matches Metropolitan Planning (PL) funds with 13.42% state funds.

Program Eligibilities
Metropolitan Planning Funds are available for Metropolitan Planning Organizations (MPOs) to carry out the long-range transportation plan (LRTP) process required by 23 U.S.C 134 and 23 C.F.R 134, including the development of metropolitan area transportation plans and transportation improvement programs (TIP). Eligible activities including conducting inventories of existing routes to determine physical condition and capacity; determining the types and volumes of vehicles using these routes; predicting the level and location of future populations, unemployment and economic growth; and using such information to determine current and future transportation needs. Under 23 U.S.C 134, MPOs are responsible for developing in cooperation with the state and affected transit operators, a long-range transportation plan and a TIP for the area. Both the plan and the TIP must be fiscally constrained. The TIP must also be prioritized, consistent with the long-
range transportation plan and include all projects in the metropolitan area that is being proposed for funding with either Title 23 or Federal Transit Act (49 U.S.C. 53) funds.

**Statues and Regulations**
23 U.S.C. 134 – Metropolitan Planning
23 C.F.R. Parts 450 and 1410
49 C.F.R. Part 613

**Project Selection**
The MPO, in cooperation with the state and operators of publicly owned transit services shall be responsible for carrying out the metropolitan planning process. Program oversight is a joint FHWA/FTA responsibility. Since this is a federally funded program, the MPOs are expected to follow certain requirements that are part of the Metropolitan Transportation Planning process that includes:

Long Range Transportation Plan – addresses at least a 20 year planning horizon.

Transportation Improvement Program (TIP) – required covering a period of no less than four years with funds being available in the first year and reasonably available in the second through fourth years.

Unified Planning Work Plan (UPWP) – a document that describes the annual planning activities and work activities to maintain the three C’s (continuing, comprehensive, and cooperative).

Another product/project developed by MPO’s with PL funds is a Public Participation Plan (PPP) which is a document that describes the MPO’s typical processes, timelines, and public notification and participation requirements associated with the development of transportation planning documents.

Each of these requirements should be completed in cooperation with the assistance from the Statewide and Urban Planning Section with MDT.
**Metropolitan Planning Process**  
**Urban Planning Work Programs Process (UPWP)**

1. **Estimated Federal Apportionment**
2. **Statewide and Urban Planning Section sends letter advising MPO of their formula allocation PL apportionment**
3. **Statewide and Urban Planning Section provides technical assistance to MPOs as needed**
4. **Statewide and Urban Planning Section submits draft UPWP to FHWA for review**
5. **Statewide and Urban Planning Section drafts letter conveying MDT, FHWA and FTA comments**
6. **Review based on: - Status of plan - Public input - Routine review**
7. **MPO develops and submits draft UPWP to Statewide and Urban Planning Section for review**
8. **Statewide and Urban Planning Section reviews UPWP to assure requested changes have been incorporated (communication from FHWA and FTA as needed)**
9. **Statewide and Urban Planning Section sends final document to FHWA for approval**
10. **Statewide and Urban Planning Section notifies the MPO of MDT/FHWA approval or requests changes to the document as a condition of approval**

MPO incorporates comments into final document and obtains TAC/PCC approval.
Program Purpose
Under 23 U.S.C. 134 it is required that each Metropolitan Planning Organization (MPO) to prepare a financially constrained transportation project/programming document called a Transportation Improvement Program (TIP).

The TIP is developed in cooperation with city, county, state and federal agencies, transportation providers, citizens and other interested parties. The TIP includes a priority list of projects and project segments to be carried out in each three-year period after the initial adoption of the TIP. It also includes a financial plan that demonstrates how the TIP can be implemented. The basic premise behind a TIP is that it is the incremental implementation (no less than 4 years) of the Metropolitan Long Range Transportation Plans (normally 20 years). The TIP services to present manageable components of the long-range plan to funding agencies and the public.

Statutes and Regulations
23 C.F.R. Part 450 and 424 – 338
23 U.S.C. 134 (Federal Transit Act)

Project Selection
The TIP is a multi-year program and must be updated every four years. Updating the TIP begins with a call for projects and revenue information provided by the state. The MPOs Technical Advisory Committee (TAC) then makes a recommendation to the Transportation Policy Coordinating Committee (PCC). The PCC makes final changes and approves the document at the local level. Modification of the TIP can be made at any time throughout the year and must receive approval by the PCC and MDT in cooperation with responsible federal agencies (FHWA, FTA, and EPA). Air quality conformity determinations must be done for each updated TIP and TIP amendment to ensure conformity with the Clean Air Act (CAA). Missoula is the only MPO with a PCC. The TIP can be revised through an amendment process or an administrative modification and incorporated by review/revision into the STIP.
Statewide Long Range Transportation Planning Process

**Unit**
Statewide and Urban Section

**Contact**
Carol Strizich, (406) 444-9240

**Program Purpose**
Implement, evaluate, and revise TranPlan 21 as necessary and comply with 23 U.S.C. Section 135 statement planning requirements.

**Funding**
State Planning and Research (SPR) and matching state funds.

**Statutes**
23 U.S.C. 135
Statewide Long Range Transportation Planning Process

TranPlan 21 Implementation and Evaluation Process

- Led by the Multimodal Planning Bureau, administrators and program leads strive to implement TranPlan 21 policy goals and action areas while sustaining accomplishments and realizing identified future focus area(s) goals and objectives.

- Multimodal Planning Bureau reviews the TranPlan 21 policy goals and action areas with department administrators and program leads.

- Multimodal Planning Bureau reviews comments and develops biennial report and presentation of current action item status, current biennium accomplishments, future biennium focus areas.

- TranPlan21 Biennial Public Involvement and Stakeholder Evaluation Surveys:
  - Review questions and post to stakeholders for limited revisions or suggestions to maintain Y0Y analysis.
  - Revise and edit survey questions, then transmit to research/survey consultant for consultant contract finalization.
  - Research/survey consultant conducts survey and finalizes draft report.
  - Public Involvement and Stakeholder Surveys finalized.

- Multimodal Planning Bureau compiles and analyzes the even-year feedback and the biennial surveys information to Executive Leadership, Administrators, and Program Leads.

- Multimodal Planning Bureau presents summary and recommendations to Transportation Commission and Staff.

- If recommendations for major update to TranPlan 21, Multimodal Planning Bureau coordinates development of process and update.

- No update necessary. Proceed with Annual/Biennial efforts.

- If recommendation is for minor revision to TranPlan 21, Multimodal Planning Bureau coordinates revisions through policy paper format.

- Review of even-year interactive and odd-year public involvement processes will include and consider state and national changes requiring the need for TranPlan21 update(s).
Statewide Planning Public Involvement Process

Unit
Statewide and Urban Section

Contact
Carol Strizich, (406) 444-9240

Program Purpose
To provide multiple opportunities for interested citizens and stakeholders to provide direct input into the transportation planning and decision making process through a flexible, responsive and cost effective public involvement process.

Funding
State Planning and Research (SPR) and matching state funds.

Statutes
23 U.S.C. 135
Statewide Planning Public Involvement Process

Multimodal Planning Bureau coordinates continuing efforts to inform the public and solicit input

Coordinates distribution of input to appropriate MDT staff

Conducts public involvement process for biennial TranPlan 21 Analysis

- TranPlan 21 Phone Survey
- TranPlan 21 Stakeholder Evaluation Survey

- Quarterly newsletter
- Speakers bureau
- Toll-free line
- Press releases and advertisements
- Workshops
- Special Mailings

For special projects, Project Analysis and Policy Bureau develops project or study specific public involvement processes

Monitors development of new and innovative public involvement and visualization techniques and adopts if appropriate
Comprehensive Highway Safety Plan (CHSP)

Unit
Statewide and Urban Section

Contact
Carol Strizich, (406) 444-9240

Program Purpose
The Comprehensive Highway Safety Plan (CHSP) was developed by the state of Montana in response to SAFETEA-LU (Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users) requirements for a strategic highway safety plan. The MDT Director manages a multi-state CHSP Committee which provides oversight to the CHSP development implementation. Committee members include MDT, Office of Public Instruction, Public Health and Human Services, the Attorney General, Office of Court Administration, Highway Patrol, Metropolitan Planning Organizations, tribal governments, Montana Motor Carriers Association; and federal agencies including FHWA (Federal Highway Administration), NHTSA (National Highway Transportation Safety Administration), and FMCSA (Federal Motor Carrier Safety Administration) and others. The vision of the CHSP is Zero – zero fatalities and zero injuries and that all highway users arrive safely at their destination.

Funding
The CHSP management is funded with SPR (State Planning and Research) funds.

Program Eligibilities
Safety strategies are identified and evaluated by the CHSP Committee for their potential benefits, costs and ability to attain defined performance objectives. Successful strategies are then prioritized based on their likely benefits and cost effectiveness relative to the identified safety goals and objectives. These strategies are then incorporated into the CHSP and implemented through various programs and stakeholders across the state.

Statutes
23 U.S.C. Section 148
Comprehensive Highway Safety Plan (CHSP)

- Confer with CHSP Committee stakeholders periodically throughout the year
- Establish goals, objectives and performance measures
- Address issues at all jurisdictional levels
- Establish interagency coordination mechanism
- Identify and evaluate safety strategies
- Prioritize strategies
- Provide Strategic Implementation Plan
Grants Bureau

Transit

State Highway Traffic Safety
Transit Section

Section 5311 – Formula Grants for Rural Areas

Unit
Transit Section

Contact
David Jacobs, (406) 444-9192

Program Purpose
The goals of the Section 5311 – Formula Grants for Rural Areas are:

- Enhance the access of people in rural areas;
- Assist in the maintenance, development, improvement, and use of public transportation systems in rural and small urban areas;
- Encourage coordination of programs and services;
- Support job access and reverse commute projects;
- Assist in the development and support of intercity bus transportation; and
- Provide for the participation of private providers in rural transportation to the maximum extent feasible.

Funding
Funding amounts fluctuate each year but the estimated funding is approximately $9.7 million annually. Operating assistance is broken into three categories:

- Operating (ratio of 54.11/45.89)
- Administration (ratio of 80/20)
- Maintenance (ratio of 80/20)

Capital assistance is funded at a ratio of 86.56/13.42.

Program Eligibilities
Rural Montana transit agencies and small urban areas receive funds from the Federal Transit Administration (FTA) through Montana Department of Transportation (MDT). Eligible recipients include local public bodies, private non-profit organizations, tribal governments, and operators of rural public transportation services.

Section 5311 funds are available for expenditure for public transportation projects in rural areas. Section 5311 services may be designed to maximize usage by members of the general public who are transportation disadvantaged persons including elderly persons and persons with disabilities.
**Statutes**
MCA 60-21-101 (State)
49 U.S.C. Federal Transit Act as amended (Federal)

**Grant Process**
This program is an annual application by the MDT Rail, Transit and Planning Division to the FTA (Federal Transit Administration). Contracts are implemented between recipients and the MDT. Rural transit agencies applying for operating and/or capital assistance have an annual application deadline of the 1\textsuperscript{st} business day of March.
Section 5311 – Formula Grants for Rural Areas
Grant Administration Procedures

Transit Section receives FTA allocation

Approved grant amounts are sent to existing Section 5311 grantees and any new applicants expressing interest and meeting minimum requirements

Amounts Determined by:
- Formula calculation
- Previous year's unused funds
- Past history
- General knowledge of grantee's system

Screening Criteria Include:
- Population
- Budget
- Coordination
- Community Support
- Transportation Development Plan

MDT Transit Staff screen grant applications/coordination plans

Application identified as a Capital Grant or Operational Grant

Contracts between MDT and Section 5311 Agencies are prepared and sent for Civil Right's and Legal's review and then signed by the sub recipient and Administrator

Go to Section 5310 Phase I

Grant application electronically submitted to FTA for review and approval via TEAM

Sub-recipient submits quarterly reports of expenses and statistics to the Transit Section

Transit Section Supervisor approves operating reimbursement requests and submits for payment processing

Transit Section provides technical assistance and monitors program through on-site visits

After 4th quarter operating reimbursements, sub-recipient contracts are closed out

Submit Annual Report to FTA via TEAM
Section 5310 – Enhanced Mobility of Seniors and Individuals with Disabilities

Unit
Transit Section

Contact
Adam Kraft, (406) 444-6120

Program Purpose
To provide assistance for enhanced mobility of senior and individuals with disabilities in all areas – urbanized, small urban and rural. The program seeks to enhance coordination of federally assisted programs and services in order to encourage the most efficient use of federal resources and achieve the national goal of improved mobility for elderly persons and persons with disabilities.

Funding
Grants are funded 80% federal and 20% local match. For ADA (Americans with Disabilities Act) and/or CAA (Clean Air Act) projects, grants are funded at 85% federal and 15% local match. Funding sources: Federal Transportation Administration (FTA) approximately $500,000.

Program Eligibilities
There are three categories of eligible applicants*:
  • Private non-profit organizations having been exempted by statute under Section 501(c) of the Internal Revenue Code.
  • Public bodies that certify to the state that no non-profit corporations’ or associations are readily available in an area to provide the service.
  • Public bodies approved by the State to coordinate services for elderly persons and persons with disabilities.

*Eligible applicants must apply through the lead agency in their community. The Section 5310 program requires that projects must be derived from a locally developed, public transit-human services transportation plan.

Statutes
MCA 60-21-101 (State)
49 U.S.C. Federal Transit Act (Federal)
Grant Process
This is an annual application by the MDT Rail, Transit and Planning Division to the FTA (Federal Transportation Administration). The annual application deadline for transit agencies to apply to the state for capital assistance is the 1st business day of March. Applications are then scored and prioritized based on application content and applicant’s needs. Contracts are implemented between recipients and MDT. This grant is part of the Statewide Transportation Improvement Program (STIP).
Section 5310 – Enhanced Mobility of Seniors and Individuals with Disabilities

Phase 1 – Formal Application Process

The Transit Section receives applications from the lead agency in the coordinated system, reviews and rates them on content.

The Capital Assistance Review (CAR) Committee rates applications based on need. Need and content ratings are combined and averaged into one rating.

Transit Section prioritizes projects for funding.

Proposed projects are sent to the Director’s Office.

Transit Section notifies all applicants.

Grant application prepared and submitted electronically to Federal Transit Administration (FTA).

FTA approves grant application.

Successful recipients are contacted, appointments established and equipment specifications developed cooperatively.

Go to Phase II

Sample Needs Include:
- Condition of Equipment
- Program Growth
- Ridership demand
- New Start

Notify Applicant Agency

Rejected

State Reps from:
- Developmental Disabilities Program
- Aging Services Program
- Medicaid Office
- Indian Coordinators Office
- MTA
Section 5310 – Enhanced Mobility of Seniors and Individuals with Disabilities
Phase II – Bidding Process

Bid Packages Include:
A. Request for quotation
B. Instructions to bidders
C. Terms of award
D. Required “Certification of compliance with special provisions for vehicle manufactures”
E. Request for references

MDT Purchasing Bureau staff mails bid packages to vendors and posts solicitation on public website

Bid openings are conducted by MDT Purchasing Section staff per MDT Policies and Procedures

Bids are reviewed by Transit Section and bid selection is determined

Sub-recipient and all responding vendors are notified of bid selection

Go to Phase III
Section 5310 – Enhanced Mobility of Seniors and Individuals with Disabilities
Phase III – Equipment Placement

Equipment is ordered from successful bidder

Contracts between MDT and the sub-recipient are prepared and sent for Civil Right’s and Legal’s review and then signed by the sub recipient and Administrator. (Cover Letter requests local match from the sub recipient)

Project End

Sub-recipient transmits local match within 45 working days

YES

Manufactures Statement of Origin, invoice, odometer statement and vehicle paperwork are requested from vendor

Vehicle is delivered and inspected by MDT staff to verify compliance with purchase order

State puts lien on title, sub-recipient applies for and retains title to vehicle

Transit Supervisors approves the invoice for payment and submits for processing. Check is sent to vendor

Transit Section provides technical assistance through on-site visits and monitors projects for the useful life of vehicle

Sub-recipient reports vehicle data to the Transit Section quarterly

Submit annual report to FTA via TEAM

NO
Section 5304 – Statewide and Non-Metropolitan Transportation Planning

**Unit**
Transit Section

**Contact**
Tom Stuber, (406) 444-9216

**Program Purpose**
Section 5304 Program is the principal source of federal financial assistance to help non-urban areas plan, develop and improve comprehensive public mass transportation systems. The eligible recipient of Section 5304 funds is the State of Montana.

**Funding**
Approximately $100,000 is allocated to the State of Montana annually. Use of these funds requires a 20% match by local recipients.

**Program Eligibilities**
Eligible activities under this grant include planning, engineering, designing and evaluating of non-urban public transportation projects for the development of regional transportation plans and for various other technical studies.

**Project Selection**
This is an annual application by the Transit Section to the FTA (Federal Transit Administration). Federal funds cover 80% of the program with the remaining 20% coming from unrestricted federal funds, state monies or local match.
Bicycle and Pedestrian Program

**Unit**
Transit Section

**Contact**
Angie Zanin, (406) 444-9273

**Program Purpose**
Implement and evaluate the Bicycle and Pedestrian Policy Paper of TranPlan 21, as necessary. Support a cooperative, continuous, and comprehensive framework for making bicycle and pedestrian transportation infrastructure design decisions in all roadway projects. Coordinate the Montana Share the Road bicycle and pedestrian safety program as an integral part of the Vision Zero initiative.

**Statutes**
State: 60-3-301, MCA
State Highway Traffic Safety Section  
EMS Grant Program

**Unit**  
State Highway Traffic Safety Section

**Contact**  
Chad Newman, (406) 444-0856

**Program Purpose**  
The EMS (Emergency Management Services) grant program is administered by the State Highway Traffic Safety Section. This program provides grants to eligible EMS services around the state for needed vehicle and equipment purchases. The program was authorized by the 2009 Montana State Legislature and made permanent in 2011. $1 Million of MDT state unrestricted funds per year is available in this grant.

**Funding**  
$1 million per state fiscal year of state funds are available from the highway non-restricted account. There is a local match requirement of 10% bringing the state spending authority for this program to $1.2 million per state fiscal year.

**Distribution of Funds**  
Following the ranking of applications and confirmation of grant award by the MDT Director, a Memorandum of Agreement (MOA) is executed between MDT and the grantee. Bids for emergency vehicles are let through the Montana Department of Administration and tracking of the vehicle and equipment purchases are done jointly. Other equipment is procured through MDT’s purchasing process.

**Program Eligibility**  
All applicants must meet the eligibility requirements set forth in statute and policy. The yearly application process will award grants to emergency medical service providers for purchasing or leasing of ambulances; emergency response vehicles; or equipment for training, communication or for providing medical care to a patient. Applications must include a statement and a proposed budget showing how the grant funds will be spent, identify matching fund sources. Applications will be evaluated through a competitive process based on criteria ranking.
**Program Timeline/Events**

1. Application solicitation begins in the summer on an annual basis.
2. Applications are submitted to MDT in mid-September.
3. MDT selects applications meeting minimum requirements. Applications are reviewed and ranked by a committee consisting of the Planning Administrator, Grants Bureau Chief, State Highway Traffic Safety Supervisor, Program Planner, EMT on staff and section staff as appropriate.
4. Rankings are taken by the Planning Administrator to the MDT Director.
5. Award letters to applicants are signed by MDT Director. Non-award letters are signed by the Grants Bureau Chief.
6. Selected projects are funded based on state fiscal year.
7. Memorandum of Agreement signed by recipient, MDT Legal staff and Planning Administrator.
8. Equipment purchased by MDT and shipped directly to recipients. Vehicle specifications verified on-site by Program Planner.
9. Equipment bill paid in full by MDT Accounting Department. Local match billed to recipient by MDT Accounting Department.
Highway Safety Plan (HSP)

Unit
State Highway Traffic Safety Section

Contact
Janet Kenny, (406) 444-7417

Program Purpose
The mission of the State Highway Traffic Safety Section (SHTSS) is to reduce the number and severity of traffic crashes, injuries and fatalities on Montana highways. The Highway Safety Plan (HSP) is developed following the annual Highway Safety Planning Meeting where input is provided by traffic safety stakeholders. The HSP allocates funds as required by the Highway Safety Act of 1966.

On July 6, 2012, the “Moving Ahead for Progress in the 21st Century Act” (MAP-21) was signed into law. MAP-21 restructured and made various changes to the highway safety grant programs administered by NHTSA (National Highway Transportation Safety Administration), providing $1.3 billion for highway safety grants programs. MAP-21 specifies a single application deadline for all highway safety grants and emphasizes the requirement that all States have a performance based highway safety program designed to reduce traffic crashes and the resulting deaths, injuries and property damage.

The Montana HSP document must contain the following:

• Planning process – includes data that determines safety performance measures and targets and the participants involved in the process.
• Performance plan – describes the performance measures and data-driven targets the State plans to implement.
• Strategies and Projects – describes the activities the state plans to implement related to the targets. This is the operational portion of the HSP and identifies projects to be funded by SHTSS.
• Performance Report – discusses the State’s success in meeting performance targets identified in the previous year’s HSP.
• Program Cost Summary – the State’s proposed allocation of funds by program area.
• State Certifications and Assurances – assures the State will comply with laws and regulations and program requirements. This is signed by the Governor’s Representative for Highway Safety (MDT Director).
• Teen Traffic Safety Program (optional) – application for program to improve traffic safety in teen drivers.
• Section 405 Grant Application – consolidates National Priority Safety Section 405 Incentive grant program application with the Section 402 Program.

Highway Safety programs eligible for HSP program funding are:
• Speeding
• Occupant Protection
• Alcohol or drug impaired driving
• Motorcycle
• Bike and Pedestrian Safety
• Aggressive, fatigued and distracted driving
• Driver performance
• Traffic records
• School bus safety
• Emergency Medical Services

The HSP must coordinate with the State Comprehensive Safety Plan (CHSP) and share common targets and countermeasure strategies as derived from the CHSP process. The performance measures common to the State CHSP and HSP (fatalities, fatality rate and serious injuries) are required to be identified identically, as coordinated through the State's CHSP.

**Funding**
The Annual HSP process is part of the normal activities of the State Highway Traffic Safety Section.

**Statutes**
23 U.S.C., Section 402
23 C.F.R. 1200
49 C.F.R. 18
MCA 61-2-101 through 105
## Timeline

<table>
<thead>
<tr>
<th>MILESTONE</th>
<th>TIMELINE</th>
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<tbody>
<tr>
<td>Sub-grantee application submission to SHTSS for FFY 2016 Funding</td>
<td>March 1, 2015</td>
</tr>
<tr>
<td>SHTSS reviews sub-grantee applications. Funding and project recommendations made to the Governor's Representative for Highway Traffic Safety</td>
<td>March 1 – April 30, 2015</td>
</tr>
<tr>
<td>SHTSS to develop contract with sub-grantees</td>
<td>April 30 – May 30, 2015</td>
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<tr>
<td>Draft Annual Highway Safety Plan (HSP) prepared by SHTSS and submitted to Governor’s Representative for approval</td>
<td>May 1 – June 30, 2015</td>
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<tr>
<td>SHTSS submits Annual Highway Safety Plan to NHTSA</td>
<td>By July 1, 2015</td>
</tr>
<tr>
<td>NHTSA to notify state of FFY 2016 Highway Safety Plan Approval</td>
<td>By August 30, 2015</td>
</tr>
<tr>
<td>SHTSS sends notification to applicants regarding funding approval or denial</td>
<td>September 1, 2015</td>
</tr>
<tr>
<td>Signed contracts due from grantees to MDT</td>
<td>October 1, 2015</td>
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<tr>
<td>Contracts are finalized and routed for signatures</td>
<td></td>
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<tr>
<td>Effective date of contract varies</td>
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<tr>
<td>Annual Highway Safety Planning Meeting.</td>
<td>Fall 2015 (date subject to change)</td>
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Highway Safety Plan

Analyze Data to define problems/priority areas. Develop Problem Identification document.

Identify stakeholders and partners to attend annual safety meeting.

Present data and program identification to stakeholders at annual meeting.

Develop priorities, select performance targets and strategies with stakeholders input during annual meeting.

Develop diverse Emphasis Area teams which focus on individual problems and strategies to improve. Teams meet throughout the year.

Utilizing data from the CHSP, coordinate and develop HSP for submittal to NHTSA for approval.

Evaluate outcomes and projects for use in next planning cycle.

Highway Safety Planning Process Flow Chart
Section 402: Matching Funds

Unit
State Highway Traffic Safety Section

Contact
Bill Tuck, (406) 444-6114

Program Purpose
The Matching Funds program was established to ensure National Highway Traffic Safety funds are matched as required by federal regulations regarding state, local and third party contributions.

Funding
The Federal share may not exceed 80% for each fiscal year for which a State receives a grant. Montana is eligible for a sliding scale match rate of 82.75% federal and 17.25% state funds.

The sliding scale is designed to compensate grantee States for the area of States impacted by non-taxable Indian Lands, Public Domain Lands, National Forests and National Parks and Monuments.

The State of Montana uses the rates contained in NHTSA Order #462-6C, Table No. 1. The rates in Table No. 1 are based on the ratio of the area of non-taxable Indian Lands and Public Domain Lands (reserved and unreserved) exclusive of National Forests and National Parks and Monuments to the total area of the State.

No Match is required for FARS expenditures.

The State uses the cost of the Montana Highway Patrol Division's HB2 expenditures as the soft match for the Highway Traffic Safety Office.

Statutes
23 U.S.C. 402
**Section 402: Matching Funds**

- When the NHTSA Federal Grant Application is submitted in the Spring, utilize stated program match requirements to determine the State Match necessary to support the requested level of grant funding.
- Notify State Highway Traffic Safety Supervisor of the required State Match amount.
- Supervisor drafts, signs and forwards the State Match request to the Montana Highway Patrol.
- Montana Highway Patrol provides a soft match in the amount of the SHTSS request and provides documentation which includes the dollar amount of the match and a confirmation that this sum is not being used to satisfy any other grant matching requirements.
- On NHTSA’s Grants Tracking Website, State Match is allocated to all funding sources with a match requirement.
Policy, Programs and Performance Bureau

Policy Analysis

Project Analysis
Policy Analysis Section

Systems Impact Action Process (SIAP)

**Unit**
Policy Analysis Team

**Contact**
Jim Skinner, (406) 444-9233

**Program Purpose**
The Systems Impact Action Process (SIAP), administered by the policy section, coordinates MDT’s review and assessment of impacts resulting from projects initiated by private developers or others that substantially affect the state’s transportation system. The SIAP team provides a coordinated review of projects initiated outside of MDT that may significantly and permanently impact the state’s transportation system. The review process aims to provide private developers with a single point of contact for requesting access to the state’s highway while also protecting the taxpayers’ investment in a safe and efficient transportation system. SIAP coordinated review allows MDT to identify adverse transportation impacts early in the planning and review phases. With SIAP, MDT and local government agencies concurrently review project which provides a more complete review of the proposal and cooperative efforts in addressing those impacts. Once impacts are identified, the developer must implement approved mitigation measures to minimize the effect on the transportation system. The mitigation measures are placed as conditions that a developer must meet before any permits will be issued. If an environmental review is required for the proposed development, the SIAP review ensures all environmental recommendations are followed and MDT will not issue permits until the environmental review process is complete.

**Funding**
The costs of impacts to the state as a result of private development are minimized by assigning impact fees to the developer or by identifying mitigation to be included in the project’s permit conditions.

**Program Eligibilities**
Any project that that may substantially impact the transportation system through increased traffic, traffic delays, safety, etc. are eligible. Examples include:

- Railroad at-grade and above-grade crossings
- Road relocations
- Major traffic generators such as a discount store or mall
• Utility service for a major subdivision
• Major developments
• Major subdivisions
• Pipelines
• Access request in limited access controlled right of way
• Projects that must comply with NEPA (National Environmental Policy Act), MEPA (Montana Environmental Policy Act) or the Major Facility Siting Act
• Any projects requiring utility, encroachment and/or approach permits where MDT Environmental Checklist questions 14 and 15 are answered as a “yes”. Question 14 requires the developer to declare if the proposed action will result in increased traffic volumes, increased wait or delays on state highways, or have adverse impacts on other forms of transportation (rail, transit or air movements). Question 15 requires the developer to declare if any other agency licenses, easements or permits are required for the development.

**Statutes**
Administrative processes as approved by MDT Director and administrative rule on permits.

**Project Selection**
The Policy, Programs and Performance Bureau initially screens submittals for applicable federal and state requirements, department procedures, regulations, guidelines and critical factors which may affect the transportation system. Typically, this initial project information is reviewed and selected on the basis of meeting any of the following criteria:

- Developments generating 150 or more peak trips per hour
- Developments accessing an access control facility
- New access roadway request with the potential to open up existing undeveloped land via a dedicated public right of way
- Operational/safety issues that may require engineering solutions
- The access would serve a major mine site greater than 5 acres
- Questions 14 or 15 of the Environmental checklist are checked “yes”
- District Request
- Oversize vehicle transportation projects requiring ground disturbing road or utility improvements

Any project meeting any of the above selected criteria is nominated for the SIAP review process. The Policy Analysis team then distributes required review materials to the appropriate MDT personnel and lead agencies for review and comment. Correspondence is then coordinated and distributed by the policy section based on the review of the required materials. The policy section also attends multi-agency scoping meetings for the
developments and must coordinate and administer all determinations concerning the developments produced from these meetings.

The SIAP review process for permits continues until such time that MDT concurs with the level of mitigation, the design of the mitigations, and area hydraulics plan and the resolution of all environmental issues regarding the development. In cooperation with the appropriate District Office, the Policy Section also negotiates agreements with the developer to set forth the framework for exchange, review procedures, timeliness and cost responsibilities or impact fees incurred as a result of the mitigations need by the development. In cooperation with the appropriate District Office, the Policy Section also negotiates agreements with the developer to set forth the framework for exchange, review procedures, timeliness and cost responsibilities or impact fees incurred as a result of the mitigations needed by the development.

After the appropriate analysis and coordination of the Policy, Program and Performance Bureau Chief will sign the Environmental Checklist attached to the Utility Occupancy, Approach or Encroachment Permit. The District offices may issue the permit at their discretion with the possible addition of certain conditions, which are attached to the permit before issuing.

The SIAP environmental review process for major developments may continue through a number of years before the actual construction. The Policy Section continually assesses such proposals and keeps the Districts and appropriate headquarter personnel abreast of the project status and activities.
System Impact Actions Process

- Proposed Development Planned

  - Request, complete and return an Approach Permit Application with the Environmental checklist

  - District preliminarily screens for System Impact Action

  - Optional Start-up meeting/conference call with MDT for project's scope

  - MDT reviews Site Analysis/TIw/Hydraulics/Environmental Checklist

  - MDT Reviews and Approves Design Plan/Report and/or Access Location/Configuration

  - Memorandum of Agreement signed (if needed)

  - Construct Oversight/Construction Agreement with Contractor (required)

  - Approval to enter Right of Way prior to construction Traffic Control Plan/Work Zone Safety and Mobility Analysis (required) and proof of Financial Guarantee (if required)

  - Construction completed and inspected

  - Permit Issued (at District's discretion)

  - As-Builds and Improvements Estimate Form Provided to MDT

  - MDT Releases Financial Guarantee (if required)
MDT Planning Division Project Document Review Process

Unit
Policy Analysis Section

Contact
Jean Riley, (406) 444-9456

Program Purpose
The Project Document Review Process defines the Planning Division’s method of providing comprehensive review and participation in MDT’s project development process. Through this process, submitted projects are assessed and directed to the appropriate planning bureau or section for review and comments. Comments are then compiled and submitted as division comments to MDT’s project development managers. Reviews of these projects are considered high priority and are assigned comment deadlines.

Program Eligibilities
All MDT projects under development are reviewed under this process. Project development documents enter the process as they are distributed by MDT’s project development staff and offices.
MDT Planning Division Project Document Review Process

1. MDT Planning Department receives email of report/documents for review
2. Prepare Draft Review Document
3. Forward to appropriate MDT Rail, Transit and Planning Staff for review
4. Compile comments
5. Complete review document
6. Forward to Project Analysis Section Supervisor for signatures and distribution
Project Analysis Section

Statewide Transportation Improvement Program

Unit
Project Analysis Section

Contact
Paul Johnson, (406) 444-7259

Program Purpose
Montana’s Statewide Transportation Improvement Program (STIP) process is developed under the provisions of 23 U.S.C 135 and 23 C.F.R. 135. The STIP is based on the development of a five-year program that contains all the proposed multimodal transportation projects for the use of federal aid and state funds. The program is developed through coordinated efforts of MDT, state and federal agencies, local and tribal governments, metropolitan planning organizations, public agencies, transportation providers, citizens and other interested parties. The program identifies highway, rail, aeronautic, and transit improvements to preserve, renovate and enhance Montana’s transportation system.

The timeframe for the STIP process is as follows:

<table>
<thead>
<tr>
<th>Phase</th>
<th>Description</th>
<th>Dates</th>
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<tbody>
<tr>
<td>I</td>
<td>Funding Evaluation</td>
<td>August – December</td>
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<tr>
<td></td>
<td>-includes Performance Programming Process (P3)</td>
<td></td>
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<tr>
<td>II</td>
<td>Preliminary Project Selection and Review</td>
<td>January – May</td>
</tr>
<tr>
<td>III</td>
<td>Public Review and Comment</td>
<td>March – April</td>
</tr>
<tr>
<td>IV</td>
<td>STIP Approval</td>
<td>May – June</td>
</tr>
<tr>
<td>V</td>
<td>Amendments to STIP (as required)</td>
<td>Yearlong</td>
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Statutes
23 U.S.C. 135 (STIP)

Project Selection
Project proposals in the annual STIP are selected using the various processes noted within this document. Right of way and utility projects are incorporated based on scheduled activities in the Project Development Process. Reconstruction projects are also incorporated based on computing all of the design, environmental and other related project development activities.
The Planning Division receives funding apportionment from FHWA

MDT Planning Division develops future funding priorities using the Performance Programming Process (P3)

Recommended funding levels are developed for individual programs and transfers are made between highway and modal programs

Montana Transportation Commission approval

Yes

Update future long range construction programs

Montana Transportation Commission informally reviews the updated long range program

Based on TranPlan 21 management and P3

Planning Division decides on future program mix under P3

For programs affected by State statutes, see individual flowcharts

Go to Phase II

Funding Priorities based on
- TranPlan 21 objectives
- Management Systems
- P3 Analysis

Federal Programs Include
- STP
- NHI
- HSP
- Transportation Alternatives

State programs are included if additional contributions for Fed-Aid project
- SFC

NOTE See individual program detail for more information

At this point in the process no new projects are added to the program
Statewide Transportation Improvement Plan
Phase II – Project Selection and Review

Planning Division compiles and provides a summary of previous year’s public involvement and request nominations

Projects administered by Program Managers
- Programs include Bridge, STPU, STPE (CTEP), STPS, STFRP, STPRI, CMAQ, HSIP, UPP, Rest Areas

Projects administered by Districts (with funding determined via P3 process)
- Programs include IM, STPP, STPS, NHS

Nominations are based on
- Management Systems Analysis
- Resources
- Previous year’s public involvement
- P3 analysis

MPOs submit planned project list with Conformity Determination

Project nominations are compiled

Conduct highway project field reviews with districts

Finalize MDT draft highway projects list

Request project lists from other modal units
- Other Modal Units include:
  - Rail
  - Transit
  - Aeronautics
  - Motor Carrier Services

Request project lists from other government agencies
- Agencies include:
  - Bureau of Indian Affairs
  - Federal Lands
  - Park Service

Assemble draft STIP

Go to Phase III

Receive highway nominations from District Administrators

Nominations from the public, Transportation Commission, government agencies and others

Review project list against TranPlan21 objectives and Management Systems and P3 Analysis

Request RW and IC Phase information for all project types
Statewide Transportation Improvement Plan
Phase III – Public Review and Comment

Public Involvement Process (continual)
- Public Hearings conducted annually
- STIP on Internet (MDT’s home page)
- Accept comments from calls into MDT’s toll free telephone #, through mail (postal) and email
- News releases distributed throughout the state
- STIP process highlighted in MDT newsletter
- Direct mailing to the individuals on the TranPlan 21 mailing list

Review and respond to public comments

Finalize projects for STIP based on public comments, TranPlan 21 objectives and P3 analysis

Comments to be incorporated into next year’s nomination phase of STIP process (see Phase II)

Go to Phase IV
Statewide Transportation Improvement Plan
Phase IV – STIP Approval

Draft Final STIP

MDT Administrative Approval

Approved

MDT Division:
• Planning
• Engineering
• Administration

Disapproved

Montana Transportation Commission Approval

Disapproved

Disapproved

Federal Highway Administration approval

Approved

Disapproved

Federal Transit Administration approval

Approved

Final STIP distributed

Project Programming

Go to Phase V (If necessary)
Statewide Transportation Improvement Plan
Phase V – Amendments to STIP

Project Analysis Section identifies projects needing inclusion in current year’s STIP

MDT Administrative Approval

MTD Divisions:
- Planning
- Engineering
- Administration

Is Public Involvement needed?

Yes

Appropriate actions taken (see Phase III)

No

Montana Transportation Commission Approval

Approved

Projects are accumulated into a STIP amendment document and sent to the Feds for approval

Disapproved

Federal Highway Administration Approval

Disapproved

Federal Transit Administration Approval

Approved

Project Programming

Disapproved
**National Highway Performance Program (NHPP)**

**Unit**  
Project Analysis Section

**Contact**  
Paul Johnson, (406) 444-7259

**Program Purpose**  
The National Highway Performance Program (NHPP) provides funding for the National Highway System, including the Interstate System and National Highway System bridges. The purpose of the National Highway System (NHS) is to provide an interconnected system of principle arterial routes which service major population centers, international border crossings, ports, airports, public transportation facilities and other major travel destinations; meet national defense requirements; and service interstate and interregional travel. The National Highway System includes all Interstate routes, a large percentage of urban and rural principal arterials, the defense strategic highway network and strategic highway connectors.

**Funding**  
NHPP funds are federally apportioned to Montana and allocated based on system performance by the Montana Transportation Commission. The Federal share for non-Interstate NHS projects is 86.58% and the State of Montana is responsible for the remaining 13.42%. For Interstate projects, the federal share is 91.24% and the State is responsible for the remaining 8.76%. The State share is funded through the Highway State Special Revenue Account. It should be noted that projects on American Indian Reservations are exempt from State share requirements and thus the federal share is 100%.

**Program Eligibilities**  
Activities eligible for the National Highway Performance Program (NHPP) funding include construction, reconstruction, resurfacing, restoration and rehabilitation of segments of the NHS roadway; construction, replacement, rehabilitation, preservation and protection of the bridges on the National Highway System and projects as part of a program supporting National goals for improving infrastructure condition, safety, mobility, or freight movements on the National Highway System. Operational improvements, as well as highway safety improvements are also eligible.

Other miscellaneous activities that may qualify for NHS (National Highway System) funding include bikeways and pedestrian walkways, environmental mitigation, restoration and
pollution control, infrastructure based intelligent transportation system, traffic/traveler monitoring and control, and construction of intra- or inter-city bus terminals serving the National Highway System.

**Statutes**
23 U.S.C. 119 (National Highway Performance Program)

**Project Selection**
The Montana Transportation Commission approves NHPP apportionment to the statewide program. NHPP funds are distributed throughout the financial districts based solely on need and not by a financial district law. However, consideration is given to balancing needs against existing and future construction manpower then distributing the funds using the Performance Programming Process (P³).

All NHPP funded projects must appear in the STIP and are subject to public review before receiving Transportation Commission approval.

**National Highway Performance Program (NHPP)**

![NHPP Diagram]

- Districts are allotted funding based on the fund plan generated through the Performance Planning Process (P³)
- Funds are allocated to financial districts
- NHPP
Surface Transportation Program (STP)

Unit
Project Analysis Section

Contact
Paul Johnson, (406) 444-7259
Wayne Noem, (406) 444-6109

Program Purpose
The Surface Transportation Program (STP) is a funding category under MAP-21 that may be used to preserve or improve conditions and performance on any federal-aid highway.

Funding
Surface Transportation Program (STP) funds are federally apportioned to Montana and allocated by the Montana Transportation Commission to various programs including the Surface Transportation Program Primary (STPP), Surface Transportation Program Secondary (STPS), Surface Transportation Program Urban (STPU) and Surface Transportation Program Bridge (STPB).

The Federal share for STP projects is 86.58% and the state is responsible for the remaining 13.42%. State share is funded through the Highway State Special Revenue Account. It should be noted that projects on American Indian Reservations are exempt from State share requirements and thus the federal share is 100%.

The allocation of federally apportioned STP funds must be distributed according to federal and state law. The following describes the distribution rules for each category of STP funds.

- **STPP – Surface Transportation Program Primary** – The Federal and State funds available under this program are used to finance transportation projects on the state-designated Primary Highway System. The Primary Highway System includes highways that have been functionally classified as either principal arterial or minor arterial and that have been selected by the Montana Transportation Commission to be placed on the Primary Highway System. The funds are primarily used to resurface, rehabilitate or reconstruct roads and bridges on the Primary system.

- **STPS – Surface Transportation Program Secondary** – The Federal and State funds available under this program are used to finance transportation projects on the state-designated Secondary Highway System. The Secondary Highway System
includes any highway that is not classified as a local route or rural minor collector and that has been selected by the Montana Transportation Commission to be placed on the Secondary Highway System. Funding is distributed by formula and is utilized to resurface, rehabilitate and reconstruct roadways and bridges on the Secondary system.

- **STPU – Surface Transportation Program Urban** – The Federal and State funds available under this program are used to finance transportation projects on Montana’s Urban Highway System. STPU allocations are based on a per capita distribution and are re-calculated each decade following the census. STPU funds are primarily used for resurfacing, rehabilitation or reconstruction of existing facilities; operational improvements; bicycle facilities, pedestrian walkways and carpool projects.

- **STPB – Surface Transportation Program Bridge** – The Federal and State funds available under this program are used to finance bridge projects for on-system and off-system routes in Montana. MAP-21 requires that a minimum amount (equal to 15% of Montana’s 2009 Federal Bridge Program apportionment) be set aside for off-system bridge projects. The remainder of the Bridge Program funding is established at the discretion of the State. Bridge Program funds are primarily used for bridge rehabilitation or reconstruction activities on Primary, Secondary, Urban or off-system routes.

**Statutes**

- 23 U.S.C. 133, Surface Transportation Program
- MCA 60-3-205, Apportionment of State funds to Primary Highway System
- MCA 60-3-206, Apportionment of State funds to Secondary Highway System
- MCA 60-3-211, Apportionment of State funds to Urban Highway System
Surface Transportation Program – Primary Highway (STPP)

Unit
Project Analysis Section

Contact
Paul Johnson, (406) 444-7259

Program Purpose
The purpose of the Surface Transportation Program – Primary Highway (STPP) is to provide federal assistance for reconstruction, rehabilitation, resurfacing, restoration and operational improvements for the state’s Primary Highway system.

Funding
STPP funding allocations are directed to financial districts by the Transportation Commission and are based on system performance. A financial district may not receive more than one-third (1/3) of the total funds available for the Primary Highway System in any given biennium.

Program Eligibility
Projects selected for the STPP program must give consideration to sufficiency rating (as described in MCA 60-3-205) and federal eligibility requirements (established in the Surface Transportation Program).

Statutes
23 U.S.C. 133 Surface Transportation Program
MCA 60-3-205, Apportionment of State Funds to Primary Highway System

Project Selection
The Montana Transportation Commission approves STPP apportionment to the State Primary System. STPP funds are disbursed through the financial districts in accordance with financial district laws. Projects programmed within urban areas with populations over 50,000 are undertaken cooperatively with the area’s Metropolitan Planning Organization (MPO). All STPP projects must appear in the STIP and are subject to public review and comment before receiving Transportation Commission approval.
Surface Transportation Program – Primary Highways (STPP)

Sufficiency Rating considered in P3 Analysis

Districts are allotted funding based on the fund plan generated through the Performance Planning Process

Financial District Laws apply

Funds are allocated to financial districts

STPP
Surface Transportation Program – Secondary Roads Program (STPS)

**Unit**
Project Analysis Section

**Contact**
Wayne Noem, (406) 444-6109

**Program Purpose**
The Federal and State funds available under this program are used to finance transportation projects on the state-designated Secondary Highway System. The Secondary Highway System includes any highway that is not classified as a local route or rural minor collector and that has been selected by the Montana Transportation Commission to be placed on the Secondary Highway System. Funding is distributed by formula and is utilized to resurface, rehabilitate and reconstruct roadways and bridges on the Secondary system.

**Funding**
Surface Transportation Program funds are allocated to the Secondary System annually by the Transportation Commission. The Federal share for these funds is 86.58% and the State is responsible for the remaining 13.42%. The State share is funded through the Highway State Special Revenue Account.

Funds are apportioned to each financial district according to state law.

**Program Eligibilities**
Eligible improvements include resurfacing, rehabilitation, and reconstruction of roadways and bridges as well as railroad crossing improvements and epoxy striping.

**Statutes**
23 U.S.C. 133, Surface Transportation Program
MCA 60-3-206, Apportionment of State Funds to Secondary Highway System

**Project Selection**
Selection of Capital Construction Projects will occur on a district-wide basis using “Choosing by Advantages” to rank and prioritize projects according to need. The first step involves MDT identifying a list of criteria to be used as a tool for measuring project need. Next, the counties agree upon the criteria and the level of importance of each element of the criteria. Counties submit to MDT their individual projects for evaluation and
comparison to criteria. Using established data sources, MDT summarizes the attributes of each project and ranks accordingly.

The prioritized list of projects is submitted to the counties in each district for approval. Approved project lists are then submitted to the Transportation Commission for their approval. Proposed improvements receiving Transportation Commission approval are submitted to the Project Analysis Bureau which initiates a program request to the Fiscal Programming Section. Programming documents are submitted to the Federal Highway Administration (FHWA), which commits federal participation through a letter of approval and/or authorization and federal-aid project agreement.
Surface Transportation Program – Secondary Roads Program (STPS)

Calculations are based on:
- 30% ratio of land area
- 39% ratio of rural population
- 30% ratio of rural road mileage
- 5% ratio of bridge square footage

Eligibilities:
Any Activity that improves the structure of the road
Eligible improvements include:
- Reconstruction work
- Overlays
- Bridge construction or rehabilitation
- Pipe replacement
- Railroad crossing surfaces
- Epoxy striping
- Etc.

Funds distributed to MDT’s Financial Districts

Prioritized list of project nominations submitted by County Commissioners

Secondary Roads Engineer reviews projects for eligibility requirements

Information on these proposed projects are sent to Environmental Services Office

Projects evaluated/prioritized by selection process

Priority List voted on by counties and MDT

STPS
Federal Lands Access Program

Unit
Project Analysis Section

Contact
Wayne Noem, (406) 444-6109

Program Purpose
The objective of the Federal Lands Access Program is to improve access to federal lands and their resources via improvements to infrastructure elements (primarily roadways) that are outside the jurisdiction of the federal government (state highways, local routes, etc.).

Funding
Federal Lands Access funds are federally apportioned to Montana by formula. The federal share is 86.58% and the remaining 13.42% is the responsibility of the matching entity (state, local government).

Program Eligibilities
All public roadways are eligible under the following criteria:
- Roadway jurisdiction (or maintenance) is by a state government, local government or tribal government
- The route provides direct access to, or runs adjacent to federal lands.

Statutes
23 U.S.C. 201 Federal Lands Access Program
MAP21, Division A, Title I, Subtitle A, Section 1119

Project Selection
Project nominations are evaluated by the Program Decisions Committee – which is comprised of Western Federal Lands Highway Division (representing all federal land management agencies), the Montana Department of Transportation (MDT), and the Montana Association of County Officials (MACO). The Program Decisions Committee selects projects for advancement and prioritizes future work based on group consensus.
Federal Lands Access Program

Project Nominations advanced to Program Decisions Committee for consideration

The Program Decisions Committee reaches concurrence on new projects and program priorities

Access Program Projects included in the STIP

Transportation Commission approves all on-system work

Federal Lands Access Program
Performance Programming Process (P3)

Unit
Project Analysis Section

Contact
Paul Johnson, (406) 444-7259
Chris DeVerniero, (406) 444-9194

Program Purpose
The Performance Programming Process (P3) provides a methodology for developing an optimal funding allocation and investment plan based on strategic highway system performance goals and the continual measurement of progress towards these goals.

Funding
P3 activities are primarily funded by the Statewide Planning and Research Program. However, some management system elements utilize NHPP, STP and/or HSIP funding.

P3 uses the outputs from the following management systems to develop an optimal funding sources that serves as the framework for MDT's Tentative Construction Plan (TCP).

- Pavement Management System (PvMS)
- Congestion Management System (CoMS)
- Bridge Management System (BMS)
- Safety Management System (SMS)
Performance Programming Process (P3)

**POLICY DIRECTION**
- MDT Mission
- TranPlan21 Goals and Actions/Continuous Public Involvement
- Commission Policies
- Federal/State Laws and Regulations
- Governor's Priorities
- MPO Plans/Local and Tribal Government Goals
- Modal Plans

**PROGRAM PERFORMANCE OBJECTIVES**
- By District
- By System
- By Mode
- By Funding Program

**RESOURCE CONSTRAINTS**
- Funding, Staff, Other

**NEEDS ASSESSMENT**
- Management Systems

**PROGRAM DEVELOPMENT PROCESS**
- Projects proposed by Manager/DA/Public solicitation/Other
- Identify candidate projects
- Consideration for non-quantifiable policy objectives such as:
  - Economic Development
  - Tourism
  - Freight
  - Environment and Land Use
  - Support for basic industries
  - Safety
- Program Optimization against performance goals and policy objectives
- Priority setting and proposed program

**PUBLIC INVOLVEMENT**
- STIP

**BUDGET**
- Commission approval and final funding allocation to programs and projects

**PROGRAM IMPLEMENTATION AND MONITORING**
- Expenditure of funds
- Program Delivery
- Performance Monitoring

**PERFORMANCE MEASUREMENT**

- Are we measuring the right thing for our performance goals? What can we eliminate? What needs to be added?
- Outcome-oriented, negotiated, realistic

- What is the best approach to get the most effective public involvement?

- Need to monitor "delivery performance". Example: in year one, we said we would deliver x at y cost. What did we really deliver and at what cost?
Emergency Relief Program (ER)

Unit
Project Analysis Section

Contact
Paul Johnson, (406) 444-7259
Chris DeVerniero, (406) 444-9194

Program Purpose
The purpose of the Emergency Relief (ER) Program is to repair federal-aid highways that have suffered serious damage as a result of (1) natural disasters, or (2) catastrophic failures from an external cause.

Funding
FHWA will fully reimburse emergency repair costs (such as material, labor and equipment) at eligible disaster sites. Additionally, FHWA allows for permanent restoration work that will be reimbursed at Montana's standard federal rate (varies by system). The state will be responsible for matching funds – which will originate from the Highway State Special Revenue Account.

Program Eligibilities
In order to be eligible for Emergency Relief (ER) funds, the damage from any single natural disaster or catastrophic event must exceed $700,000. Additionally, each repair site (that is a part of the larger event) must exceed $5,000 in order to be eligible for ER reimbursement.

Project Selection
Project selection is determined by the Emergency Relief Program eligibilities (described above). Typical ER repairs include all elements of a highway that have suffered direct damage as a result of an eligible disaster. Other project elements may be eligible for ER reimbursement (as determined by FHWA). The list of additional items includes such things as preliminary engineering work, right-of-way, detours, slide repairs and/or any other items identified within FHWA's Emergency Relief Manual.
Environmental Services Bureau

Environmental
Environmental Document Process

**Unit**
Engineering Section, Environmental Services Bureau

**Contact**
Heidy Bruner, (406) 444-7203
Tom Martin, (406) 444-0879

**Program Purpose**
The purpose of the Environmental Document Review process for MDT is to ensure that all MDT projects fully comply with applicable Federal and State environmental document requirements as outlined in the Statutes section of this process.

**Statutes**

**State**
MCA Title 75, Chapter 1 (Montana Environmental Policy Act)
ARM 18.2.235 – 261 (MDT Implementing Rules)

**Federal**
42 U.S.C. 4321-4347 (National Environmental Policy Act)
23 U.S.C. 139 (Efficient Environmental Reviews for Project Decision Making)
40 CFR 1500-1508 (Council on Environmental Quality Regulations)
23 CFR 771 (Environmental Impact and Related Procedures)
FHWA Technical Advisory T6640.8A (Guidance for Environmental Section 4(f) Documents)

**Process Eligibilities and Scope**
The MDT Environmental Document Process for a proposed project is administered by the Project Development Engineer (PDE) in the Engineering Section of the MDT Environmental Services Bureau (ESB), in coordination with the Design Team (DT) in the MDT Preconstruction Program and the Program Development Team in the Federal Highway Administration (FHWA). In administering the Environmental Document Process, the PDE also seeks input from the Resources and Hazard Waste Sections within ESB; interested and affected Federal, State and local agencies and organizations; representatives of interested or affected Native American Tribes; and the public. For projects assigned to Consultants, the Consultant is responsible for development of the environmental document and the PDE provides oversight, coordination and review. The process beings with the Preliminary Field Review and is completed once project implementation is carried out in accordance with the environmental classification/decision document ultimately approved for the project for purposes of compliance with the Montana Environmental Policy Act, National Environmental Policy Act and associated implementing regulations.
**Environmental Document Process**

1. **Preliminary Field Review (DT)**
2. **Determine Level of Documentation (PDE)**
   - **Categorical Exclusion**
     - Conduct Preliminary Coordination (PDE)
     - Gather Information (PDE)
     - Prepare Documentation (PDE)
     - Obtain Approval (PDE)
   - **Scope of Work (DT)**
     - Re-evaluate Documentation (PDE)
     - Project Complete
3. **Environmental Assessment (Section 1309)**
   - Conduct Preliminary Coordination (PDE, DT)
   - Define Purpose and Need (DT, PDE)
   - Determine Alternatives (DT, PDE)
     - Gather Information (PDE, DT)
     - Gather and Review Technical Reports (PDE, DT, DB)
     - Prepare Preliminary EA (PDE, DT)
   - Provide Admin, Draft for Review (PDE, FHWA)
   - Prepare Final EA (PDE, DT, FHWA)
   - Complete Public Review (PDE, DT)
   - Prepare and Sign Decision Document (PDE, DT)
   - Finalize Decision Document (PDE)
   - Scope of Work (DT)
   - Re-evaluate Documentation (PDE)
   - Project Complete

**Legend**
- DB = District Biologist
- DT = Design Team
- FHWA = Federal Highway Administration
- PDE = Project Development Engineer
Section 4(f) Process

Unit
Engineering Section, Environmental Services Bureau

Contact
Heidy Bruner, (406) 444-7203
Tom Martin, (406) 444-0879

Program Purpose
The Section 4(f) process ensures MDT (Montana Department of Transportation) projects involving funding or approvals from the Federal Highway Administration (FHWA) comply with the requirements of Section 4(f) of the Department of Transportation Act of 1966 (23 U.S.C. 138 and 49 U.S.C. 3030) and associated implementing regulations of 23 CFR Part 774.

Statutes
23 U.S.C. 138
49 U.S.C. 303
23 CFR Part 774

Process Eligibilities and Scope
The MDT process for Section 4(f) compliance is administered by the Project Development Engineers (PDE) within the MDT Environmental Services Bureau, in cooperation with the Design Team (DT), MDT Historian and MDT Archaeologist, the MDT Legal Services Unit (LSU) and FHWA. For Consultant projects, the PDE is involved in facilitating coordination with the Consultant and the DT, the Historian and Archaeologist, LSU and FHWA. The process begins with the Preliminary Field Review (PFR) and is completed with the implementation of all measures to minimize harm to Section 4(f) resources as documented in the approved Section 4(f) Evaluation and Scope of Work Report.

For significant historic sites that are subject to Section 4(f), compliance is also required with the Section 106 of the National Historic Preservation Act and associated implementing regulations in 36 CFR 800. Analysis of alternatives and measures to minimize harm under Section 4(f) is coordinated with the evaluation of effects and measures to avoid and minimize adverse effects on the site(s) pursuant to Section 106 to ensure project decisions that satisfy both requirements. See the Cultural Resource Process Map for information on MDT procedures for compliance with Section 106 requirements.
Section 4(f) Process

1. Preliminary Field Review (DT)
   - Conduct Desk Review/Request Information (PDE, H, A)

2. Potential 4(f) Use? (PDE)
   - Yes: Coordinate with DT (PDE)
   - No: Document Determination (PDE)

3. Evaluate Avoidance Alternatives (PDE, DT, PD)
   - No: Evaluate Avoidance Minimization and Mitigation Alternatives (PDE, DT, PD)
   - Yes: Conduct Alignment and Grade Review (DT)

4. Document Determination (PDE)
   - No: Document Determination (PDE)
   - Yes: De Minimis

5. Determine Significance/NRHP Eligibility of Site (PDE, H, A)
   - Yes: Site is Significant or Eligible for NRHP?
   - No: Evaluate Avoidance Minimization and Mitigation Alternatives (PDE, DT, PD)

6. Evaluate Avoidance Alternatives (PDE, DT, PD)
   - No: Evaluate and Quantify 4(f) Uses (PDE, FHWA)
   - Yes: Conduct Alignment and Grade Review (DT)

7. Potential 4(f) Use Avoided? No Yes
   - No: Document Determination (PDE)
   - Yes: De Minimis

8. Document Determination (PDE)
   - No: Evaluate Avoidance Minimization and Mitigation Alternatives (PDE, DT, PD)
   - Yes: Conduct Alignment and Grade Review (DT)

9. Evaluate Avoidance Minimization and Mitigation Alternatives (PDE, DT, PD)
   - No: Evaluate and Quantify 4(f) Uses (PDE, FHWA)
   - Yes: Conduct Alignment and Grade Review (DT)

10. Document Basis for De Minimis 4(f) Finding (PDE, FHWA)
    - No: Coordinate with Officials having Jurisdiction (PDE, FHWA)
    - Yes: Written Concurrence Received?

11. Coordinate with Officials having Jurisdiction (PDE)
    - Yes: Document Programmatic 4(f) Evaluation (PDE, DT)
    - No: Submit Documentation to FHWA (PDE)

12. Programmatic Evaluation
    - No: De Minimis
    - Yes: Full Evaluation

    - No: Coordinate with Officials having Jurisdiction (PDE)
    - Yes: Submit Documentation to FHWA (PDE)


Legend:
A = Archaeologist
DT = Design Team
FHWA = Federal Highway Administration
H = Historian
LSU = Legal Services Unit
PDE = Project Development Engineer
Approve 4(f) Evaluation (FHWA)

Make Changes (PDE)

Unresolved Issues? (PDE)

Obtain Signature and Submit 4(f) Evaluation to FHWA (PDE)

Approve Draft 4(f) Evaluation (FHWA)

Gather Public/Agency Comments (PDE)

Address Comments (PDE, DT, FHWA)

Conduct Final Review and Legal Sufficiency Finding (FHWA, PDE)

Make Draft 4(f) Evaluation Available for Public/Agency Review (FHWA, PDE)

 Confirm Impacts Documented for NEPA (PDE)

Review Scope of Work Report (PDE)

Monitor Implementation of Measures to Minimize Harm (PDE)

Potential for New or Modified 4(f) Uses?

Section 4(f) Compliance Complete

Legend:
A = Archaeologist
DT = Design Team
FHWA = Federal Highway Administration
H = Historian
LSU = Legal Services Unit
PDE = Project Development Engineer
404/401/ALPO/ALCO Preconstruction Process

Unit
Engineering Section, Environmental Services Bureau

Contact
Heidy Bruner, (406) 444-7203
Tom Martin, (406) 444-0879

Program Purpose
The purpose of the 404/401/ALPO/ALCO Preconstruction Process for MDT (Montana Department of Transportation) is to ensure that all MDT project fully comply with Section 404 and Section 401 of the Clean Water Act (CWA) as well as the Blackfeet Tribe Aquatic Lands Protection Ordinance 90-A (ALPO) and Confederated Salish and Kootenai Tribes (CSKT) Aquatic Lands Conservation Ordinance 87-A (ALCO).

Section 404 of the Clean Water Act (CWA)
Requires permit coverage from the US Army Corp of Engineers (COE) for discharge of dredged or fill material into “waters of the United States”, including jurisdictional wetlands and special aquatic sites. The term “waters of the United States” is defined in 33 CFR 328. The term “special aquatic sites” is defined in 40 CFR 230.3 (q-1). A CWA 404 permit can be either a nationwide permit (NWP) or an individual permit (IP). An IP requires alternative analysis (outlined in the Section 404(b)(1) guidelines, 40 CFR 230) and permitting of the Least Environmentally Damaging Practicable alternative (LEDPA). The COE is required to demonstrate National Environmental Policy Act (NEPA) compliance with issuance of their permits and generally relies upon the MDT/FHWA NPA process for this compliance.

Section 401 of the Clean Water Act (CWA)
Requires certification of compliance with applicable effluent limitations and water quality standards for water of the U.S. Depending on the location of the water, 401 certification authority will lie with the Montana Department of Environmental Quality (DEQ), US Environmental Protection Agency (US EPA), Confederated Salish and Kootenai Tribes (CSKT), Fork Peck Tribes, or the Northern Cheyenne Tribes.

Blackfeet Tribe Aquatic Lands Protection Ordinance 90-A (ALPO)
Requires permit coverage from the Blackfeet Nation Environmental Office for all construction or fill projects that occur in waters, aquatic lands, riparian areas and streams on the Blackfeet Indian Reservation. For purposes of ALPO, “aquatic lands” means all Reservation waters below the mean annual high water mark or within a wetland. “Reservation waters” means all naturally occurring bodies of water within the exterior...
boundaries of the Reservation regardless of alteration by man, including but not limited to lakes, rivers, streams (including intermittent streams), mudflats, wetlands, springs, sloughs, potholes and ponds, and any bodies of water classifiable as waters of the US under Federal Law. Tributaries and wetlands are also Reservation waters.

**CSKT Aquatic Lands Conservation Ordinance 87-A (ALCO)**
Requires permit coverage from the Shoreline Protection Program Office of the CSKT for any proposed work in, over or near any stream, river, lake or wetland on the Flathead Reservation. For purposes of ALCO, “aquatic lands” means all land below the mean annual high water mark of Reservation water body. “Reservation waters” means, all naturally occurring bodies of water within the exterior boundaries of 404/401/ALPO/ALCO Preconstruction Process the Reservation regardless of alternation by man, including but not limited to lakes, rivers, streams (including intermittent streams), mudflats, wetlands, sloughs, potholes and ponds from which fish and wildlife are or could be taken, but does not include wholly manmade water bodies. Tributaries to waters identified above are Reservation waters. Adjacent wetlands are all Reservation Water.

**Statutes**
33 CFR 328
40 CFR 230.3 (q-1)
40 CFR 230

**Process Eligibilities and Scope**
The MDT 404/401/ALPO/ALCO Preconstruction Permitting Process is administered by the Project Development Engineers (PDE) in the Engineering Section within the MDT Environmental Services Bureau (ESB) in cooperation with the Design Team (DT). The process begins with the Preliminary Field Review (PFR), and continues through the design and construction processes. The PDE ensures that the permit(s) applications are reviewed with the District Biologist (DB) and the permits themselves are reviewed.

**Preconstruction Process**
Design Team (DT) looks for appropriateness that the special and general conditions of the permit(s) are ultimately incorporated into the contract plans as special provisions. Those special and general conditions of the permit(s) are ultimately incorporated into the design and construction of the project. For 404 permits, the conclusion of the process is the signing of the 404 compliance certification after construction is complete and on-site mitigation (if part of the project) is established.
**404/401/ALPO/ALCO Preconstruction Process**

- **Gather Information** (PDE, DB)
- **Prevent Environmental Documentation** (PDE)
- **Submit Conceptual Design to Agencies** (PDE)
- **Coordinate with DT and Agencies** (PDE, DB)
- **Conduct Plan-in-Hand Review** (DT)

- **Preliminary Field Review** (DT)
- **Minimize Impacts** (DT, PDE, DB)
- **Review Scope of Work Report** (PDE)

- **Determine Final Construction Limits** (DT)
- **Wetland Findings Report** (DB)
- **Final Decision on Permits Required** (PDE)

- **YES**
  - **Prepare and Submit 404, ALPO and/or ALCO Application** (PDE)
  - **Receive 404/ALCO/ALPO and Solicit Review and Comment** (PDE)

- **NO**
  - **404, ALPO and/or ALCO Permits, Not Required** (PDE)
  - **Write Special Provisions** (PDE)
  - **Coordinate with Construction** (PDE, DEES, DB)
  - **Follow On-Site Wetland Mitigation Process, If Applicable** (DEES)
  - **Compliance Certification** (DEES)

**Legend**
- **DB** = District Biologist
- **DEES** = District Environmental Engineering Specialist
- **DT** = Design Team
- **ERSS** = Environmental Resource Section Supervisor
- **PDE** = Project Development Engineer
404/401/ALPO/ALCO Process for Core Drilling

Unit
Engineering Section, Environmental Services Bureau

Contact
Heidy Bruner, (406) 444-7203
Tom Martin, (406) 444-0879

Program Purpose
The purpose of the 404/401/ALPO/ALCO Process for Core Drilling describes the process for ensuring core drill activities that affect surface water resources in full compliance with the requirements of the following directives:

Section 404 of the Clean Water Act (CWA)
Requires permit coverage from the US Army Corp of Engineers (COE) for discharge of dredged or fill material into “waters of the United States”, including jurisdictional wetlands and special aquatic sites. The term “waters of the United States” is defined in 33 CFR 328. The term “special aquatic sites” is defined in 40 CFR 230.3 (q-1). A CWA 404 permit can be either a nationwide permit (NWP) or an individual permit (IP). An IP requires alternative analysis (outlined in the Section 404(b)(1) guidelines, 40 CFR 230) and permitting of the Least Environmentally Damaging Practicable alternative (LEDPA). The COE is required to demonstrate National Environmental Policy Act (NEPA) compliance with issuance of their permits and generally relies upon the MDT/FHWA NPA process for this compliance.

Section 401 of the Clean Water Act (CWA)
Requires certification of compliance with applicable effluent limitations and water quality standards for water of the U.S. Depending on the location of the water, 401 certification authority will lie with the Montana Department of Environmental Quality (DEQ), US Environmental Protection Agency (US EPA), Confederated Salish and Kootenai Tribes (CSKT), Fork Peck Tribes, or the Northern Cheyenne Tribes.

Blackfeet Tribe Aquatic Lands Protection Ordinance 90-A (ALPO)
Requires permit coverage from the Blackfeet Nation Environmental Office for all construction or fill projects that occur in waters, aquatic lands, riparian areas and streams on the Blackfeet Indian Reservation. For purposes of ALPO, “aquatic lands” means all Reservation waters below the mean annual high water mark or within a wetland. “Reservation waters” means all naturally occurring bodies of water within the exterior boundaries of the Reservation regardless of alteration by man, including but not limited to lakes, rivers, streams (including intermittent streams), mudflats, wetlands, springs,
sloughs, potholes and ponds, and any bodies of water classifiable as waters of the US under Federal Law. Tributaries and wetlands are also Reservation waters.

**CSKT Aquatic Lands Conservation Ordinance 87-A (ALCO)**
Requires permit coverage from the Shoreline Protection Program Office of the CSKT for any proposed work in, over or near any stream, river, lake or wetland on the Flathead Reservation. For purposes of ALCO, “aquatic lands” means all land below the mean annual high water mark of Reservation water body. “Reservation waters” means, all naturally occurring bodies of water within the exterior boundaries of 404/401/ALPO/ALCO Preconstruction Process the Reservation regardless of alternation by man, including but not limited to lakes, rivers, streams (including intermittent streams), mudflats, wetlands, sloughs, potholes and ponds from which fish and wildlife are or could be taken, but does not include wholly manmade water bodies. Tributaries to waters identified above are Reservation waters. Adjacent wetlands are also Reservation waters.

**Statutes**
33 CFR 328  
40 CFR 230.3 (q-1)  
40 CFR 230

**Process Eligibilities and Scope**
The Project Development Engineers (PDE) within the MDT Environmental Services Bureau (ESB) administer the 404/401/ALPO/ALCO process for core drilling actions, in cooperation with the District Biologist (DB) within the ESB and the Geotechnical Section within the MDT Materials Bureau. The process begins when the Geotechnical Sections prepares a drill request for core drilling that affects a surface water resource. The process is completed with the implementation of permit conditions and/or Section 401 water quality certification conditions associated with the core drill activity.
404/401/ALPO/ALCO Process for Core Drilling

Legend:
DH = District Biologist
DEES = District Environmental Engineering Specialist
EPM = Engineering Project Manager
PDE = Project Development Engineer
PGS = Project Geotechnical Specialist
404/401/ALPO/ALCO Process for Temporary Facilities

Unit
Engineering Section, Environmental Services Bureau

Contact
Moriah Thunstrom, (406) 444-9227
Heidy Bruner, (406) 444-7203
Tom Martin, (406) 444-0879

Program Purpose
The purpose of the 404/401/ALPO/ALCO Process for Temporary Facilities ensures that temporary facilities associated with construction projects are in full compliance with the requirements of the following directives:

Section 404 of the Clean Water Act (CWA)
Requires permit coverage from the US Army Corp of Engineers (COE) for discharge of dredged or fill material into “waters of the United States”, including jurisdictional wetlands and special aquatic sites. The term “waters of the United States” is defined in 33 CFR 328. The term “special aquatic sites” is defined in 40 CFR 230.3 (q-1). A CWA 404 permit can be either a nationwide permit (NWP) or an individual permit (IP). An IP requires alternative analysis (outlined in the Section 404(b)(1) guidelines, 40 CFR 230) and permitting of the Least Environmentally Damaging Practicable alternative (LEDPA). The COE is requires to demonstrate National Environmental Policy Act (NEPA) compliance with issuance of their permits and generally relies upon the MDT/FHWA NPA process for this compliance.

Section 401 of the Clean Water Act (CWA)
Requires certification of compliance with applicable effluent limitations and water quality standards for water of the U.S. Depending on the location of the water, 401 certification authority will lie with the Montana Department of Environmental Quality (DEQ), US Environmental Protection Agency (US EPA), Confederated Salish and Kootenai Tribes (CSKT), Fork Peck Tribes, or the Northern Cheyenne Tribes.

Blackfeet Tribe Aquatic Lands Protection Ordinance 90-A (ALPO)
Requires permit coverage from the Blackfeet Nation Environmental Office for all construction or fill projects that occur in waters, aquatic lands, riparian areas and streams on the Blackfeet Indian Reservation. For purposes of ALPO, “aquatic lands” means all Reservation waters below the mean annual high water mark or within a wetland. “Reservation waters” means all naturally occurring bodies of water within the exterior boundaries of the Reservation regardless of alteration by man, including but not limited to...
lakes, rivers, streams (including intermittent streams), mudflats, wetlands, springs, sloughs, potholes and ponds, and any bodies of water classifiable as waters of the US under Federal Law. Tributaries and wetlands are also Reservation waters.

**CSKT Aquatic Lands Conservation Ordinance 87-A (ALCO)**
Requires permit coverage from the Shoreline Protection Program Office of the CSKT for any proposed work in, over or near any stream, river, lake or wetland on the Flathead Reservation. For purposes of ALCO, “aquatic lands” means all land below the mean annual high water mark of Reservation water body. “Reservation waters” means, all naturally occurring bodies of water within the exterior boundaries of 404/401/ALPO/ALCO Preconstruction Process the Reservation regardless of alteration by man, including but not limited to lakes, rivers, streams (including intermittent streams), mudflats, wetlands, sloughs, potholes and ponds from which fish and wildlife are or could be taken, but does not include wholly manmade water bodies. Tributaries to waters identified above are Reservation waters. Adjacent wetlands are also Reservation waters.

**MCA 8705-502 (Montana Stream Protection Act – SPA124 Notification)**
Requires that State agencies in Montana must provide notice to the Montana Department of Fish, Wildlife and Parks (FWP) before initiating any construction projects that will affect any Montana stream or its banks or tributaries.

**Statutes**
33 CFR 328
40 CFR 230.3 (q-1)
40 CFR 230
MCA 87-5-502 (Montana Stream Protection Act)

**Process Eligibilities and Scope**
The Contractor is the permittee on temporary facilities/construction permits. As an owner of land involved with the temporary facilities/construction, MDT is generally a signatory on the permit applications. To facilitate timely responses by permitting agencies, MDT assists the Contractor in the permitting process. The Contractor prepares the permit applications and the District Environmental Engineering Specialist (DEES) reviews the applications in cooperation with other MDT Sections, including those within the Environmental Services Bureau (ESB), as applicable. The process begins when the Engineering Project Manager (EPM) or the Contractor contacts the DEES and/or ESB to provide information on proposed temporary construction facilities that will affect surface water resources. The process is completed with the implementation of permit conditions and/or Section 401 water quality certification conditions associated with the temporary facilities.
404/401/ALPO/ALCO Process for Temporary Facilities
404/401/ALPO/ALCO Process for Maintenance

Unit
Engineering Section, Environmental Services Bureau

Contact
Moriah Thunstrom, (406) 444-9227
Heidy Bruner, (406) 444-7203
Tom Martin, (406) 444-0879

Program Purpose
The purpose of the 404/401/ALPO/ALCO Process for Maintenance ensures that any maintenance projects are in full compliance with the requirements of the following directives:

Section 404 of the Clean Water Act (CWA)
Requires permit coverage from the US Army Corp of Engineers (COE) for discharge of dredged or fill material into “waters of the United States”, including jurisdictional wetlands and special aquatic sites. The term “waters of the United States” is defined in 33 CFR 328. The term “special aquatic sites” is defined in 40 CFR 230.3 (q-1). A CWA 404 permit can be either a nationwide permit (NWP) or an individual permit (IP). An IP requires alternative analysis (outlined in the Section 404(b)(1) guidelines, 40 CFR 230) and permitting of the Least Environmentally Damaging Practicable alternative (LEDPA). The COE is requires to demonstrate National Environmental Policy Act (NEPA) compliance with issuance of their permits and generally relies upon the MDT/FHWA NPA process for this compliance.

Section 401 of the Clean Water Act (CWA)
Requires certification of compliance with applicable effluent limitations and water quality standards for water of the U.S. Depending on the location of the water, 401 certification authority will lie with the Montana Department of Environmental Quality (DEQ), US Environmental Protection Agency (US EPA), Confederated Salish and Kootenai Tribes (CSKT), Fork Peck Tribes, or the Northern Cheyenne Tribes.

Blackfeet Tribe Aquatic Lands Protection Ordinance 90-A (ALPO)
Requires permit coverage from the Blackfeet Nation Environmental Office for all construction or fill projects that occur in waters, aquatic lands, riparian areas and streams on the Blackfeet Indian Reservation. For purposes of ALPO, “aquatic lands” means all Reservation waters below the mean annual high water mark or within a wetland. “Reservation waters” means all naturally occurring bodies of water within the exterior boundaries of the Reservation regardless of alteration by man, including but not limited to
lakes, rivers, streams (including intermittent streams), mudflats, wetlands, springs, sloughs, potholes and ponds, and any bodies of water classifiable as waters of the US under Federal Law. Tributaries and wetlands are also Reservation waters.

**CSKT Aquatic Lands Conservation Ordinance 87-A (ALCO)**
Requires permit coverage from the Shoreline Protection Program Office of the CSKT for any proposed work in, over or near any stream, river, lake or wetland on the Flathead Reservation. For purposes of ALCO, “aquatic lands” means all land below the mean annual high water mark of Reservation water body. “Reservation waters” means, all naturally occurring bodies of water within the exterior boundaries of 404/401/ALPO/ALCO Preconstruction Process the Reservation regardless of alternation by man, including but not limited to lakes, rivers, streams (including intermittent streams), mudflats, wetlands, sloughs, potholes and ponds from which fish and wildlife are or could be taken, but does not include wholly manmade water bodies. Tributaries to waters identified above are Reservation waters. Adjacent wetlands are also Reservation waters.

**Statutes**
33 CFR 328
40 CFR 230.3 (q-1)
40 CFR 230

**Process Eligibilities and Scope**
The District Environmental Engineering Specialists (DEES) administer the 404/401/ALPO/ALCO process for maintenance actions, in cooperation with other MDT Sections, including those within the Environmental Services Bureau (ESB), as applicable. The process begins when the Maintenance Division contacts the DEES to provide information on a proposed maintenance project that will affect surface water resources. The process is completed with the implementation of permit conditions and/or Section 401 water quality certification conditions associated with the maintenance project.
404/401/ALPO/ALCO Process for Maintenance

Legend
DB= District Biologist
DEES= District Environmental Engineering Specialist
M= Maintenance
PDE= Project Development Engineer
 SPA 124 Process for Preconstruction

**Unit**
Resources Section, Environmental Services Bureau

**Contact**
Bill Semmens, (406) 444-7227  
Tom Martin, (406) 444-0879

**Program Purpose**
SPA 124 is the process for ensuring that Preconstruction activities on projects that may affect any streams or tributaries in Montana are in full compliance with the requirements of the Montana Stream Protection Act 124 (SPA 134).

**Statutes**
SPA 124 (Montana Stream Protection Act)

**Process Eligibilities and Scope**
The District Biologists (DB) within the MDT Environmental Services Bureau (ESB) administer the SPA 124 process for Preconstruction in cooperation with the Design Team (DT). The process begins with the Preliminary Field Review for a proposed project and is completed with the implementation of any special provisions incorporating SPA 124 conditions prepared by the DB for inclusion in the construction contract plan documents.
**SPA 124 Process for Preconstruction**

1. **Gather Information (DB)**
2. **Prepare Biological Resources Report (DB)**
3. **Submit Conceptual Design to Agencies/Tribes (DB)**
4. **Receive Comments on Conceptual Design (DB)**
5. **Coordinate with DT and Resource Agencies/Tribes (DB)**
6. **Conduct Alignment and Grade Review (DT, DB)**
7. **Minimize Impacts (DB, DT)**

**Legend**
- BRR = Biologist Resource Report
- DB = District Biologist
- DT = Design Team
- PD = Project Designer (i.e., Road, Bridge, Traffic)
- PDE = Project Development Engineer
- SPA 124 = (Montana) Stream Protection Act, Section 124

**Steps:**
- **Preliminary Field Review (DT)**
- **Receive and Distribute SPA 124 (DB, DT)**
- **Prepare and Submit SPA 124 Notification (DB)**
- **Write Special Provisions (DB)**
- **Conduct Plan-in-Hand Review (DT)**
- **Determine Final Construction Limits (DT)**
- **Coordinate with Construction (DB)**
- **Process Complete**
SPA 124 Process for Core Drilling

Unit
Resources Section, Environmental Services Bureau

Contact
Bill Semmens, (406) 444-7227
Tom Martin, (406) 444-0879

Program Purpose
SPA 124 is the process for ensuring that Core Drill activities on projects that may affect any streams or tributaries in Montana are in full compliance with the requirements of the Montana Stream Protection Act 124 (SPA 134).

Statutes
SPA 124 (Montana Stream Protection Act)

Process Eligibilities and Scope
The District Biologists (DB) within the MDT Environmental Services Bureau (ESB) administers the SPA 124 process for Core Drilling actions in cooperation with the Geotechnical Section within the MDT Materials Bureau. The process begins when the Geotechnical Section prepares a drill request for core drilling that affects streams or tributaries. The process is complete with the implementation of the SPA 124 conditions in the core drill activity.

SPA 124 Process for Core Drilling

```
Receive Drill Request (FGS) -> Gather Information (DB) -> Prepare and Submit SPA 124 Notification (DB) -> Receive and Distribute SPA124 (DB) -> Process Complete (DB)
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Legend:
DB = District Biologist
FGS = Project Geotechnical Specialist
SPA124 = (Montana) Stream Protection Act, Section 124
SPA 124 Process for Maintenance

Unit
Resources Section, Environmental Services Bureau

Contact
Bill Semmens, (406) 444-7227
Tom Martin, (406) 444-0879

Program Purpose
SPA 124 is the process for ensuring that any Maintenance activities on projects that may affect any streams or tributaries in Montana are in full compliance with the requirements of the Montana Stream Protection Act 124 (SPA 124).

Statutes
SPA 124 (Montana Stream Protection Act)

Process Eligibilities and Scope
The District Biologists (DB) within the MDT Environmental Services Bureau (ESB) administers the SPA 124 process for maintenance actions in cooperation with the Geotechnical Section within the MDT Materials Bureau. The process begins when the MDT Maintenance Division notifies the Environmental Services Bureau of a proposed maintenance action that may affect streams or tributaries. The process is complete with the implementation of the SPA 124 conditions in the maintenance project.
MDT Historic, Archaeological and Cultural Analysis and Preservation Process

Unit
Resources Section, Environmental Services Bureau

Contact
Jon Axline, (406) 444-6258
Bill Semmens, (406) 444-7227
Tom Martin, (406) 444-0879

Program Purpose
This process ensures that historic properties and sites, archaeological finds of significance, paleontological sites and human skeletal remains are identified and addressed according to State and Federal requirements.

Process Eligibilities and Scope
The Historic, Archaeological and Cultural Analysis and Preservation process is administered by the Environmental Resources Section of the MDT Environmental Services Bureau (ESB). The process begins with evaluation of the Preliminary Field Review (PFR) Report for a project and is complete when compliance has been established with all applicable requirements for any significant historic, archaeological and cultural resources the project may affect.
MDT Historic, Archaeological and Cultural Analysis and Preservation Process

- Review PFR Report and Determine APE (H, A)
- Use Term Consultant? (H, A)
- Perform Background Research (H, A)
- Tribal Lands/Issues? (H, A)
- Conduct Field Survey and Evaluate Identified Sites (H, A)

- Review Consultant Services Procedures Manual (H, A)
- Coordinate Work with Tribal Liaison/Tribes (H, A)

- Paleontological Sites or Human Remains? (H, A)
- Notify Appropriate Parties (H, A)

- Prepare and Submit CRR to SHPO/THPO (H, A)
- SHPO/THPO Provides Response to CRR (H, A)
- SHPO/THPO Consultation (H, A)

- If No Historic/Cultural Properties, Process is Complete (OA)

- Submit Document of Effect to SHPO/THPO (H, A)
- Historic Properties Potentially Affected? (H, A)

- Coordinate with SHPO/THPO (H, A)
- Effect Finding? (H, A)

- Adverse
- Consult to Resolve Adverse Effects (H, A)

- Adverse Effects Resolved? (H, A)
- Prepare MOA, Obtain Signatures, Submit to FHWA (H, A, ESBC, EES)

- Document Impacts for NEPA/MEPA (H, A, EES)

- Obtain Public Input and Revise NEPA/MEPA Document as Necessary (H, A, EES)

- Implement Stipulations of MOA, if applicable (H, A)

- Complete Project File (H, A)

Legend:
A = Archeologist
APE = Area of Potential Effects
CRR = Cultural Resources Report
ESBC = Environmental Services Bureau Chief
H = Historian
HB = Highways Bureau
MEPA = Montana Environmental Policy Act
MOA = Memorandum of Agreement
NEPA = National Environmental Policy Act
OA = Outside Agency
PFR = Preliminary Field Review
SHPO = State Historic Preservation Officer
THPO = Tribal Historic Preservation Officer
Section 6(f) Process

Unit
Engineering Section, Environmental Services Bureau

Contact
Heidy Bruner, (406) 444-7203
Tom Martin, (406) 444-0879

Program Purpose
The 6(f) process ensures that MDT (Montana Department of Transportation) project development activities include appropriate identification of recreational properties acquired or improved with funding assistance under the Land and Water Conservation Fund Act (16 U.S.C. 4601-4 et seq.) and where projects may affect such properties that appropriate sets are taken to comply with the requirements of 16 USC 4601-8(f)(3), commonly known as Section 6(f), and associated implementing regulations of 36 CFR 59, “land and Water Conservation Fund Program of Assistance to States; Post Completion Compliance Responsibilities”.

Section 6(f) provides that:
....No property acquired or developed with assistance under this section shall, without the approval of the Secretary [of the Interior], be converted to other than public outdoor recreation uses. The Secretary shall approve such conversion only if he finds it to be in accord with the then existing comprehensive Statewide outdoor recreation plan and only upon such conditions as he deems necessary to assure the substitution of other recreation properties of at least equal fair market value and of reasonably equivalent usefulness and location.

Statutes
16 U.S.C. 4601-4 et seq. (Land and Water Conservation Fund Act)
16 U.S.C. 4601-8(f)(3) Land and Water Conservation Fund Program of Assistance to States
26 CFR 59 (Post Completion Compliance Responsibilities)

Process Eligibilities and Scope
The process for identifying properties subject to Section 6(f) and for complying with Section 6(f) conversion requirements is administered by the Project Development Engineers (PDE) of the MDT Environmental Services Bureau (ESB), in coordination with the MDT Preconstruction Project Managers (PM), Design Team (DT), MDT Right-of-Way Bureau (RW), Montana Department of Fish, Wildlife and Parks (FWP) and other entities that own and/or manage properties subject to Section 6(f).
The process begins with the Preliminary Field Review and is completed either with avoidance or any conversion of land from properties subject to Section 6(f) or with any proposed conversion of Section 6(f) property and substitution of replacement land accurately described in the construction plan documents at the Plan-in-Hand Review. Approval of any conversion or substitute Section 6(f) property is obtained from the National Park Service. Coordination of NEPA/Section 6(f)/Section 4(f) processes is continual throughout the completion of project environmental documentation.
Section 6(f) Process

[Diagram showing the Section 6(f) Process with steps such as Preliminary Field Review, Conduct Desk Review/Request Information from FWP, Potential Section 6(f) Conversion, Coordinate with DT, Evaluate Avoidance Alternatives, and other processes involving Decision Points and departments like DT, PDE, EESS, ESBC, FWP, RW, and MDT.]

Legend:
- DT = Design Team
- EESS = Environmental Engineering Section Supervisor
- ESBC = Environmental Services Bureau Chief
- FWP = Department of Fish, Wildlife and Parks
- PDE = Project Development Engineer
- PFR = Preliminary Field Review
- RW = Right of Way Bureau
Biological Resource Report/Biological Assessment Process

Unit
Resources Section, Environmental Services Bureau

Contact
Bill Semmens, (406) 444-7227
Tom Martin, (406) 444-0879

Program Purpose
The Biological Resource Report/Biological Assessment Process ensures that MDT (Montana Department of Transportation) highway projects identify and address project effects on biological resources and comply with all Federal and State requirements applicable to those resources. Examples include effects on threatened and endangered species and their critical habitat; migratory birds, their nests and eggs; Bald and Golden Eagles; Montana Species of Concern and Montana Sensitive Species; general wildlife; streams, rivers and riparian corridors; aquatic species; wetlands; habitat connectivity; natural plant communities; invasive species and noxious weeds.

Process Eligibilities and Scope
The District Biologists (DB) within the MDT Environmental Services Bureau (ESB), administers the biological resource analysis process for MDT highway projects, in cooperation with the Design Team (DT). The process begins with the Preliminary Field Review and is completed with the implementation of any Special Provisions prepared by the DB for inclusion in the construction contract plan documents and subsequent coordination with construction personnel to address biological resource issues.
Biological Resource Report/Biological Assessment Process

1. Preliminary Field Review (DT, DB)
2. Determine Need for/Select Consultant (Term Consultant) (DB)
3. Conduct Analyses and Field Work (DB/C)
4. Document Findings in BRR (DB/C)
5. Review BRR (DT, DB, ERSS)
6. Sign and Distribute BRR (DB, ERSS)
7. Conduct Alignment and Grade Review (DT, DB)
8. Incorporate in Environmental Document (DB)
9. Review Scope of Work Report (DT, DB)
10. Likely to Adversely Affect Finding?
11. Obtain Letter of Concurrence (DB, DT)
12. Obtain Biological Opinion (DB, DT)

- NO
- YES

15. Write Special Provisions (DB, DT)
16. Conduct Final Plan Review (DT, DB)
17. Coordinate with Construction (DB, DEES)

18. Project Complete (DB, EES)

19. Determine Need for/Select Consultant (Term Consultant) (DB)
20. Conduct Analyses and Field Work (DB/C)
21. Initiate Section 7 Consultation (DB)
22. Effect Determination (DB)

- No Effect
- May Affect-Not Likely to Adversely Affect (DB)
- May Affect-Likely to Adversely Affect (DB)

23. Incorporate into Environmental Document (DB)
24. Review Scope of Work Report (DT, DB)

- Likely to Adversely Affect Finding?
- NO
- YES

25. Obtain Letter of Concurrence (DB, DT)
26. Obtain Biological Opinion (DB, DT)
27. Obtain Biological Opinion (DB, DT)

29. Prepare Wetlands Finding Report (DB)
30. Write Special Provisions (DB, DT)
31. Conduct Final Plan Review (DT, DB)
32. Coordinate with Construction (DB, DEES)

33. Project Complete (DB, EES)

 Likely to Adversely Affect Findings? 

 NO → Obtain Letter of Concurrence (DB, DT) → 

 YES → Obtain Biological Opinion (DB, DT) → 


 Coordinate with Construction (DI, DEES) → Project Complete (DB, DEES) → 

Legend:  
C = Consultant  
DB = District Biologist  
DEES = District Environmental Engineering Specialist  
DT = Design Team  
ERSS = Environmental Resource Section Supervisor  
PDE = Project Development Engineer  

130
On-Site Wetland Mitigation Process

**Unit**
Resources Section, Environmental Services Bureau

**Contact**
Bill Semmens, (406) 444-7227
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**Program Purpose**
The On-Site Wetland Mitigation Process describes the process for providing on-site mitigation for unavoidable wetland impacts resulting from MDT highway projects (i.e., mitigation on or adjacent to the right-of-way of the project, which resulted in unavoidable wetland impacts).

**Process Eligibilities and Scope**
The process for on-site wetland mitigation is administered by the District Biologists (DB) within the MDT Environmental Services Bureau (ESB), in cooperation with the project Design Team (DT). The process begins with the Preliminary Field Review and is completed when the DB confirms that the on-site mitigation is successful and meets the performance criteria as described in the approved mitigation plan.
On-Site Wetland Mitigation Process

1. Preliminary Field Review (DT, DB)
2. Prepare Biological Resource Report (DB)
3. On-Site Mitigation Feasible? (DB)
   - YES: Develop and Evaluate Conceptual Mitigation Ideas (DB, DT)
   - NO: Transfer to Wetland Unit for Off-Site Mitigation (DB)
4. Transfer to Wetland Unit for Off-Site Mitigation (DB)
5. On-Site Mitigation Still Feasible? (DB)
   - YES: Review Scope of Work (DB)
   - NO: Transfer to Wetland Unit for Off-Site Mitigation (DB)
6. Review Scope of Work (DB)
7. Incorporate On-Site Design into Project Plans (DB, DT)
10. Write Special Provisions (DB)
11. Conduct Final Plan Review (DB)
12. Coordinate with Construction (DB)
13. Monitor Development of Mitigation (DB)
14. Mitigation Successful? (DB)
   - YES: Process Complete (DB)
   - NO: Continue Monitoring (DB)
15. Implement Project Modification (DB)
16. Mitigation Successful? (DB)
   - YES: Process Complete (DB)
   - NO: Can it be Fixed? (DB)
17. Can it be Fixed? (DB)
   - YES: Transfer to Wetland Unit for Off-Site Mitigation (DB)
   - NO: Mitigation Successful? (DB)

Legend
DB = District Biologist
DT = Design Team
Off-Site Wetland Mitigation Process

Unit
Resources Section, Environmental Services Bureau

Contact
Bill Semmens, (406) 444-7227
Tom Martin, (406) 444-0879

Program Purpose
The Off-Site Wetland Mitigation Process describes the process for providing off-site mitigation for unavoidable wetland impacts resulting from MDT highway projects (i.e., stand-alone mitigation projects not associated with the highway project).

Process Eligibilities and Scope
The process for on-site wetland mitigation is administered by the Wetland Engineer (WE) and Wetland Specialist (WS) within the MDT Environmental Services Bureau (ESB), in cooperation with other MDT Bureaus and Sections as applicable. The process begins with identification of a need for off-site wetland mitigation and is completed when the WE and WS determine the off-site mitigation meets applicable performance criteria, goals, objectives and regulatory requirements and can be switched from active monitoring to inactive monitoring.

On consultant designed projects, the MDT Project Manager (PM) will be the liaison for any coordination required between the consultant and WE/WS.
Off-Site Wetland Mitigation Process – Wetland Credit

1. Identify Need (WE, WS)
2. Identify Leads (WE, WS)
3. Refine Options (WE, WS)
4. Conduct Field Review (WE, WS)
5. Make Selections (WE, WS, ERSS)
6. Determine Approach (WE, WS, ERSS)
7. Review Credit Proposal (WE, WS, ERSS)
8. Acceptable? (WE, WS, ERSS)
9. Nominate Project (WS, ERSS)
10. Finalize Wetland Credit Purchase Agreement (LS, ERSS)
11. Prepare Environmental Documentation (PDE, WS)
12. Bank has COE Approval?
   - YES
   - Make Payment (WS, ERSS)
   - NO
13. Conduct Post Construction Review (WE, WS)
14. Make Payment (WS, ERSS)
15. Conduct Active Monitoring (C, WS, ERSS)
16. Successful? (WE, WS)
   - YES
   - Conduct Inactive Monitoring (WE, WS)
   - NO
17. Fix Required? (WE, WS, ERSS)
   - YES
   - Implement Project Modifications (WE, WS)
   - NO

Legend
C = Consultant
CB = Construction Bureau
CSB = Consultant Selection Board
ERSS = Environmental Resource Section Supervisor
ESBC = Environmental Services Bureau Chief
LS = Legal Services
PDE = Project Development Engineer
PM = Project Manager
RW = Right-of-Way Bureau
WE = Wetland Engineer
WS = Wetland Specialist
Off-Site Wetland Mitigation Process – In-House Design

Legend:
C = Consultant
CB = Construction Bureau
CSB = Consultant Selection Board
ERSS = Environmental Resource Section Supervisor
ESBC = Environmental Services Bureau Chief
LS = Legal Services
PDE = Project Development Engineer
PM = Project Manager
RW = Right-of-Way Bureau
WE = Wetland Engineer
WS = Wetland Specialist
Off-Site Wetland Mitigation Process – Consultant Design

Identify Need (WE, WS) → Identify Leads (WE, WS) → Refine Options (WE, WS) → Conduct Field Review (WE, WS) → Make Selections (WE, WS, ERSS) → Determine Approach (WE, WS, ERSS)

Nominate Project for Feasibility Study (WE, ERSS) → Select Consultant (CSB) → Conduct Preliminary Field Review (C, PM) → Conduct Feasibility Study (PDE, PM, C, WE, WS) → Project Viable? (WE, WS, ERSS) → YES

NO

Develop/Approve Scope of Work (PM, C, WS, ERSS) → Prepare Preliminary Project Design (C) → Prepare Final Design (C) → Conduct Plan-in-Hand Review (C, WE, WS, PM) → Obtain Permits (C, WE, WS, PM) → Transfer Project to Contract Plans Bureau (WE, PM)


NO

Fix Required? (WE, WS, ERSS) → YES

Implement Project Modifications (WE, WS)

Legend
C = Consultant
CSB = Construction Bureau
ERSS = Environmental Resource Section Supervisor
ESBC = Environmental Services Bureau Chief
LS = Legal Services
PDE = Project Development Engineer
PM = Project Manager
RW = Right-of-Way Bureau
WE = Wetland Engineer
WS = Wetland Specialist
Noise Analysis and Abatement Process

Unit
Hazardous Waste Section, Environmental Services Bureau

Contact
Joe Radonich (406) 444-9204
Tom Martin, (406) 444-0879

Program Purpose

Statutes
23 CFR 772

Process Eligibilities and Scope
The noise analysis and abatement process for proposed MDT highway projects is administered by the Solid/Hazardous Waste Specialists (S/HWS) within the MDT Environmental Services Bureau (ESB) in cooperation with the Design Team (DT) and Project Development Engineer (PDE). The noise analysis and abatement process begins with the Preliminary Field Review and ends with one of the following determinations by the S/HWS:

- Further investigations for potential noise impacts are not warranted;
- Based on the results of a preliminary noise analysis, the project will not cause noise impacts;
- Based on the results of a detailed noise analysis, the project will cause a noise impact but there are no reasonable and feasible abatement measures for addressing the noise impacts;
- There are reasonable and feasible abatement measures for addressing the project’s noise impacts but, based on public input, the abatement measures are not considered acceptable for implementation; or
- Reasonable and feasible abatement measures are implemented for highway traffic noise impacts and construction noise impacts associated with the project.
Noise Analysis and Abatement Process

Conduct Preliminary Field Review (S/HWS, DT)

Evaluate Noise (S/HWS)

Complete ISA Form (S/HWS)

Further Analysis Needed? (S/HWS)

Document to File and Send to DT (if appropriate) (S/HWS)

Conduct Preliminary Noise Analysis (S/HWS)

Noise Impacts? (S/HWS)

YES

NO

Conduct Detailed Noise Analysis (S/HWS)

Noise Abatement Reasonable and Feasible? (S/HWS)

YES

NO

Document to File and Send to DT (if appropriate) (S/HWS)

Write Special Provisions (S/HWS, DT)

Submit Plans to Contract Plans Bureau (S/HWS, PDE, DT)

Monitor Construction (S/HWS)

Obtain Public Input (S/HWS, PDE, DT)

Complete Noise Abatement Checklist (S/HWS)

Provide Noise Abatement? (S/HWS)

YES

NO

Write Special Provisions (S/HWS, DT)

Submit Plans to Contract Plans Bureau (S/HWS, PDE, DT)

Monitor Construction (S/HWS)

Review Scope of Work (DT, S/HWS, PDE)

Review Plans (S/HWS, DT)

Legend
PDE = Project Development Engineer
S/HWS = Solid/Hazardous Waste Specialist
DT = Design Team
Hazardous Material Site Assessment Process

**Unit**
Hazardous Waste Section, Environmental Services Bureau

**Contact**
Joe Radonich, (406) 444-9204  
Tom Martin, (406) 444-0879

**Program Purpose**
The Hazardous Material Site Assessment Process is the process for ensuring that potential involvement of proposed MDT highway projects with hazardous material/substance sites are identified and assessed early in project development. This process also ensures that appropriate measures for avoidance and/or minimization of involvement and cleanup and/or monitoring of sites that cannot be avoided are coordinated with appropriate regulatory agencies, incorporated in project plan documents and implemented prior to or during project construction.

**Process Eligibilities and Scope**
The MDT Hazardous material site assessment process is administered by the Solid/Hazardous Waste Specialist (S/HWS) within the MDT Environmental Services Bureau (ESB). As necessary, the S/HWS coordinates with term consultants, the MDT Geotechnical Section Core Drilling Staff and appropriate regulatory agencies. The hazardous material site assessment process begins with the Preliminary Field Review (PFR) and ends either with the determination that the project does involve contaminated sites or that cleanup goals have been met for contaminated sites involved with the project.
Hazardous Material Site Assessment Process

- Conduct Preliminary Field Review (S/HWS, PM)
- Evaluate Hazardous Materials/Substances (S/HWS, PM)
- Complete ISA Form (S/HWS, TC)
- Document Need for Lead-Based Paint Special Provisions (if applicable)
- Further Investigation Needed? (S/HWS)
- YES
  - Conduct Preliminary Site Investigation (S/HWS, TC)
  - Contamination Impacts? (S/HWS, TC)
  - YES
    - Regulatory Agency Involvement (S/HWS)
  - NO
  - Document to File and Send to DT (S/HWS)
- NO
  - Document to File and Send to DT (S/HWS)
- Site Eligible for Petro Fund Reimbursement? (S/HWS)
- YES
  - Develop Work Plan (S/HWS, TC)
  - Obtain Approval of Work Plan (S/HWS)
  - Develop Work Plan and Obtain Approval (as necessary) (S/HWS, TC)
- NO
  - Conduct Cleanup During Construction (S/HWS, TC)

- Preconstruction Cleanup? (S/HWS, TC)
- YES
  - Conduct Cleanup Prior to Construction (S/HWS, TC)
  - Conduct Post Construction Monitoring (if necessary) (S/HWS, TC)
  - Obtain Site Closure Approval (S/HWS)
- NO
  - Write Special Provisions (S/HWS, TC)

Legend:
ISA = Initial Site Assessment
DT = Design Team
S/HWS = Solid/Hazardous Waste Specialist
TC = Term Consultant