

INDIANA TRANSPORTATION ENHANCEMENT (TE) PROGRAM

2009 Application



DUE: August 21, 2009

2009 INDIANA DEPARTMENT OF TRANSPORTATION TRANSPORTATION ENHANCEMENT (TE) APPLICATION

Instructions for completing the Transportation Enhancement Program application

Applications must be submitted to the appropriate Metropolitan Planning Organization (MPO) or if outside of the MPO Urbanized area, to the appropriate INDOT District office.

1. Use this form to prepare the application. Do not leave form blank and then attach separate pages when completing the application.
2. Limit the application to 35 pages or less.
3. Collect all letters of support prior to submitting the application and include the letters of support as an attachment.
4. One electronic copy of the application must be submitted if the project is not within the MPO urbanized area; two electronic copies if the project is within the MPO urbanized area. The file should not exceed 5 megabyte in size.

Application Process

All applications shall include the following:

1. A completed INDOT Transportation Enhancement Application Form (Attachment) and the most appropriate category application page that follows the regular application. Please keep application brief and to the point.
2. Additional information: maps, pictures, narratives on local match, background information, priority, and justification are welcome. Also, submit a detailed budget (itemized cost estimate) for your project.
3. A completed signature page that must be signed and dated by the highest local elected official.
4. If project is within the urbanized area of an MPO; one electronic copy to the MPO and one to INDOT. If the project is outside the urbanized area of an MPO, one electronic copy to INDOT.
5. Re-submissions for future cycles will be accepted; however, it must be updated and needs to observe the latest guidance and requirements.

Applications for projects State projects and those outside the MPO Urbanized area

All projects are rated in two equal parts. One is a general assessment based on:

ASSESSMENT FACTORS	PERCENT OF RATING
Project's relationship to surface transportation/Enhancement Program	6%
Public participation, community & local government support showing commitment/ability to carry out the project	12%
Funding in terms of local match, expenditures to date and providing for long term maintenance	12%
Planning support	8%
Benefit, need and quality of project	12%
Total of General Assessment	50%

The other 50% of a project's rating stems from the specific type of project using the individual category sheet(s) that best fits the project and that provides the highest rating. If your project fits more than one category, be sure to fill out all category sheets that may apply to ensure the most complete assessment/rating. Each category sheet includes the rating percentages for each item of requested information.

2009 INDIANA DEPARTMENT OF TRANSPORTATION TRANSPORTATION ENHANCEMENT (TE) APPLICATION

Local Public Agency (LPA): _____
 Address: _____
 County: _____ City/Town: _____
 Urbanized Area: _____ MPO: _____
 Name(s) of Other Agencies Involved: _____
 Contact Person: _____ Phone: _____
 Will this project involve a railroad crossing? Yes or No: _____

PROJECT QUALIFYING ACTIVITIES: To be eligible, the project must fall under one of the following 12 categories. Check the most appropriate activity(s) and complete the attached category application form(s). These categories are not listed in any order of priority.

- Provision of facilities for pedestrians and bicycles.
- Provision of safety and educational activities for pedestrians and bicyclists.
- Acquisition of scenic easements and scenic or historic sites.
- Scenic or historic highway programs (including provision of tourist and welcome center facilities).
- Landscaping and other scenic beautification.
- Historic preservation.
- Rehabilitation and operation of historic transportation buildings, structures, or facilities (including historic railroad facilities and canals).
- Preservation of abandoned railway corridors (including the conversion and use thereof for pedestrian or bike trails).
- Control and removal of outdoor advertising.
- Archaeological planning and research.
- Environmental mitigation to address water pollution due to highway runoff or reduce vehicle-caused wildlife mortality while maintaining habitat connectivity.
- Establishment of Transportation Museums.

Project Cost: (In the year the costs will be incurred)

Planning Activities.	
Project Development and Environmental Studies.	
Engineering and Final Plans Preparation Work.	
Right-of- Way Acquisition.	
Construction.	
Construction Engineering and Inspection Activities.	
Other. (Describe)	
TOTAL:	

How will the project be funded?

Transportation Enhancement Funds \$ _____ (Is this a request for additional funds? ___ Yes ___ No)

Local Funds \$ _____

TOTAL \$ _____

PLEASE RESPOND TO ALL OF THE FOLLOWING ITEMS. ATTACHMENTS ARE O.K.

GENERAL DESCRIPTION OF PROJECT – Insert a clear and concise description of the project. If the project involves construction or other activities that will be in done phases, explain the phases and include timelines. Please be clear as to which phase(s) is involved in this funding request. If there is some urgency due to imminent danger to the project/facility/land, please explain.

If the project involves land acquisition, be specific about the amount of land, its location, and the intended use of the land once it is acquired. Does the project currently have interest or ownership in real property within the project area? If so, what interest or rights are owned in all sections/phases of the projects and what are the terms of those interests? Please attach copies of the instruments documenting the interest.

1. PROJECT'S RELATIONSHIP TO THE QUALIFYING ACTIVITY CRITERIA – How does the project meet one or more of the 12 qualifying activities? Describe how at least one category best describes your project? If the project could fall under more than one activity, describe how the project relates to each applicable activity. **One (or more) of the attached category application forms must be completed.**

2. PROJECT'S RELATIONSHIP TO TRANSPORTATION – Transportation enhancements are transportation related activities that strengthen the cultural, aesthetic and environmental aspects of the Nation's transportation system. Transportation enhancement activities should improve the transportation experience in and through a community. Describe how this project relates to the surface transportation system (excludes aviation).

3. PUBLIC PARTICIPATION AND PROJECT SUPPORT – Describe what has been done on the project to date in terms of the extent of public participation, community/organizational support, local government support and/or the formation of special groups.

Describe any work and/or activities that have been done to date such as planning, design, and/or coordination and consultation with State or local government partners. Describe what remains to be done on the project before it is ready to be funded. Include any unresolved issues, which may cause delays. If the project is connected to a previously approved TE project, provide a status report on the previously approved project.

4. PROJECT FUNDING ISSUES:

a. Describe the plan for providing the local match including the source of funding and assurances that the match will remain available. Explain what cash or in-kind funds have already been expended toward this project, if any. List any other funds that will be used and/or sought in addition to TE funds.

b. Explain the plan for maintaining the project including the source of funding. Who will oversee long term maintenance and safety, and estimated annual maintenance expenditures.

c. **Include a detailed budget (itemized cost estimate) for your project.** Phase the funding for large projects that request over \$1million in federal funds. Indicate any previously funded phase (s). Example: “this application is requesting funding for phase 2 of 3 phases. Phase 1 was funded in calendar year 2000 with TEA 21 funds for \$1,000,000. The attached \$1,200,000 budget shows the details of Phase 2.”

d. After projects are determined to be initially eligible, submission of evidence must be submitted to the responsible District Right-of-Way staff to ensure the Uniform Act was applied correctly.

5. PLAN SUPPORT – Describe how the project fits within the adopted plans and specific goals of other organizations and the local units of government. These plans could include local comprehensive land use plans, strategic plans, state or local trail plans, historic or tourism development plans, neighborhood development plans, parks and recreation plans, transportation plans, etc.

6. PROJECT IMPACT/COMMUNITY BENEFIT & NEED – In addition to transportation enhancement, explain what the project’s broader value is as an economic, tourism, recreational, historic, or cultural development tool. Please quantify where possible – i.e., number of annual users of/visitors to the project, percent of community/region using/visiting the project, additional revenues produced, etc.

7. PROJECT LOCATION – Attach/insert a copy of a map, which clearly indicates the project’s location within the city/county. Additional maps, photos, and graphics may be attached showing detailed site plans, design renderings, existing conditions, cross sections, or other types of detail.

CERTIFICATIONS

The information below must be provided and appropriate signatures obtained to be considered for approval.

Sponsor Information (LPA or State Agency)

If, for any reason, the Indiana Department of Transportation (**INDOT**) is required to repay the Federal Highway Administration (**FHWA**) the sum, or sums, of federal funds paid to the Local Public Agency (**LPA**) through the **INDOT**, then the **LPA** will repay to the **INDOT** such sum, or sums, upon receipt of a billing from the **INDOT**.

Signature, Date, & Title of the Highest Local Elected Official (i.e., Mayor, Town Council Pres., President of County Commissioners)

Contact Person:			
Signature & Date:			
Affiliation/Agency Name:			
Address:			
City/State/ZIP:			
Phone Number/FAX Number:			
Email address:			

Metropolitan Planning Organization (If Applicable)

If the project is located within a metropolitan planning area, the MPO must sign below indicating acceptance of the project for inclusion in the Transportation Improvement Program (TIP) if approved.

Contact Person:			
Signature & Date:			
Affiliation/Agency Name:			
Address:			
City/State/ZIP:			
Phone Number/FAX Number:			
Email address:			

Consultant Information (If Applicable)

Contact Person:			
Affiliation/Agency Name:			
Address:			
City/State/ZIP:			
Phone Number/FAX Number:			
Email address:			

Facilities for Pedestrians and Bicycles Category

1. Acquisition & Development

- Will land be acquired for this phase of the project? If yes, what is the estimated acreage of the proposed acquisition and how much of the project in linear feet will be developed on the land to be acquired.
- To the nearest 1/10 mile, how long is the bicycle/pedestrian facility being proposed under this application? In feet, what is the proposed width of this bicycle/pedestrian facility? If the proposed facility will have varying widths, please specify the width for the majority of the project.
- What type of surface is proposed for this bicycle/pedestrian facility? If there is to be more than one surface type, list all types and the length of each surface type.
- What support facilities are being proposed for construction under this application for funding? Facilities include (but not limited to) parking lots, bridges, tunnels, restrooms, water fountains, benches, bicycle racks, trail markers/mileage signs, interpretive signage, lighting, etc.
- Please include a detailed itemized budget/cost breakdown for the entire project. This should be more detailed than project cost listing on front page of application and should include costs for all facilities listed above.

2. Other Factors

- Will the project development take place on a former railroad corridor? If so, how much of the bicycle/pedestrian facility will be located on abandoned rail corridor?
- Will the project provide any connections to existing or funded bicycle/pedestrian facilities, including extensions of existing facilities?
- Has your agency previously received Transportation Enhancement funds for bicycle/pedestrian projects? If so, what was the project; when was it funded?

Safety and Educational Activities for Pedestrians and Bicyclists Category

Project must not be fundable through existing giveaway programs such as Section 402, National Highway Traffic Safety Administration (NHTSA), and Indiana Deals with Safety, etc.

1. **Safety Needs** What is the accident rate for the community this program will serve? (The accident rate can be found by comparing the number of accidents, including injury and fatalities, for a community to the total population of the community. Please calculate bicycle and pedestrian accident rates separately.)
 - Include average data for the most recent 5 years available. Include the state averages for the same time period. *Priority will be given to communities with higher accident rates.*
 - Please include a detailed budget/cost breakdown for the entire project.
 - **Note:** The data requested here can be obtained from local law enforcement agencies and the Governor's Council on Impaired & Dangerous Driving.

2. **Audience**
 - What audience will be reached with this program? Specifically, list all age groups and demographics for the target audience. *Larger audiences will be given higher priority.*

3. **Other Factors** List all other programs available in the area such as safe kids, hospital safety programs, etc.
 - Explain how this program coordinates with existing programs?
 - Is a follow up study included with this program? A follow up study would show the accident rates in the future to determine the success of the program. Please list the details of the study if one is planned.
 - Please include a detailed budget for the entire project.

Acquisition of Scenic Easements, Scenic or Historic Sites Category Application

1. What state or national designation(s) does this property have that denote(s) its historic/cultural/scenic value?
 - a. Is the project supported by the Indiana Department of Natural Resources, Division of Historic Preservation, and Archaeology? (Letters of support must be attached)
 - b. Is this project affiliated with a national or state designated scenic byway? (Letters of support must be attached).
2. Demonstrate how the site/easement will be maintained and preserved in perpetuity.
3. How is the acquisition of the site/easement integral to the mission of the applicant?
4. Is the site/easement in danger of being lost if it is not acquired?

Scenic/Historic Byway Category Application

1. Is the project associated with a designated State or National Byway? Letter(s) of support from Byway group must be included with application.

2. Does the project include, or is it based on, an interpretive plan?

3. How will the project enhance the visitor experience? Please address the following.
 - a) Accessibility
 - b) Safety
 - c) Interpretation
 - d) Authenticity
 - e) Hours of operation

4. Is there a marketing plan in place?

Tourist and Welcome Centers Category Application

1. Explain how the Tourist/Welcome Center is connected to the following. (Letters of support must accompany application).
2. State or nationally designated byway
 - a) Historic site
 - b) Scenic area
3. Please specify how your Center will provide a good visitor experience by addressing the following.
 - a) Accessibility to and fro major roadway
 - b) Adequate parking
 - c) Restrooms
 - d) Operating hours
 - e) Staff available for questions/interpretation
 - f) Adequate storage
4. What will be interpreted at the Center? What materials/displays will be featured?
 - a) Will there be on-going training for staff?
 - b) Will information be made available free to the public?
 - c) Will you welcome regional/statewide publications for distribution that have been approved by the Indiana Office of Tourism?
5. Describe the facility you will be using.
 - a) Restored transportation facility
 - b) Renovation of an existing building
 - c) New construction

Landscaping and Other Scenic Beautification Category Application

1. Are you an Indiana Main Street community? If not, is your project part of your community's economic development plan?

2. Is your project professionally designed? Give the name of the designer/company.
 - a) How will this project provide a better visitor/resident experience? Please address how the project does the following.
 - b) Enhance aesthetics of project area,
 - c) allows easy flow of vehicular and pedestrian traffic,
 - d) Maintains authenticity of area/buildings/cultural heritage, etc.

3. Demonstrate how your project is needed to enhance the economic development of your area/community. Please address the following.

4. Is it a stand-alone project or does it affect others

5. Are there programs/incentives in place to foster economic development?

Note: If your project includes improvements to trails or sidewalks, please complete the Facilities for Bicycle/Pedestrian questions.

Historic Preservation Category Application

1. Is the structure/object/facility listed in or eligible for listing in the National Register of Historic Places (NRHP)? Provide date of either NRHP listing or eligibility determination by the Indiana Department of Natural Resources, Division of Historic Preservation, and Archaeology (IDNR-DHPA). **Applicant assertions that the resource “must be eligible because” are not sufficient.**

2. Is the project an important part of a community/local historic preservation initiative that also meets with the IDNR-DHPA’s goals and priorities?

3. Is the project currently supported as part of a current or future heritage/cultural tourism project?

4. Is the structure/object/facility in a seriously deteriorated condition or threatened by demolition? Please explain.

5. Is the structure/object/facility one of the last of its type remaining in Indiana? Please explain.

6. Does the proposed project comply with the Secretary of the Interior’s Standards for Rehabilitation of Historic Properties? Please explain.

7. How will the project improve the ability of the public to appreciate the historic significance of the structure/object/facility involved?

Rehabilitation and Operation of Historic Buildings, Structures, or Facilities
Category Application

1. Is the structure/object/facility listed in or eligible for listing in the National Register of Historic Places (NRHP)? Provide date of either NRHP listing or eligibility determination by the Indiana Department of Natural Resources, Division of Historic Preservation, and Archaeology (IDNR-DHPA). **Applicant assertions that the resource “must be eligible because” are not sufficient.**

2. Is the project an important part of a community/local historic preservation initiative that also meets with the IDNR-DHPA’s goals and priorities?

3. Is the project currently supported as part of a current or future heritage/cultural tourism project?

4. Is the structure/object/facility in a seriously deteriorated condition or is it threatened by demolition? Please explain.

5. Is the structure/object/facility one of the last of its type remaining in Indiana? Please explain.

6. Does the proposed project comply with the Secretary of the Interior’s Standards for Rehabilitation of Historic Properties? Please explain.

7. How will this project maintain accessibility by the general public and ensure operation of the structure/object/facility in a manner that is consistent with its historic character?

Preservation of Abandoned Railroad Corridor

Note: Applications that include funding request for facility development will typically be reviewed under the Facilities for Pedestrians and Bicycle Category if development is included in the project. Only those projects that are proposing to acquire a minimum of 75% abandoned railroad corridor will be considered for funding under this category.

1. Length of corridor to be acquired

- To the nearest 1/10 mile, what is the total length of the abandoned railroad corridor to be acquired under this application for funding?

2. Other factors

- Will this project provide connections to existing bicycle/pedestrian facilities, including facility extensions? Please describe.
- Has your agency previously received Transportation Enhancement funds for abandoned railroad corridor preservation projects? If so, what was the project; when was it funded?

Control and Removal of Billboards Category Application

1. Is the project area within the view of or located on a national or state scenic byway?
Is the billboard located on a state historic site, or within a park, preserve, forest, etc.?
Is this billboard part of the community's economic development plan?
2. What is the timeframe for removing these boards?
3. What is the guarantee that the specified area will be kept board-free in perpetuity?
4. Are the billboards, covered by this application, considered illegal or non-registered by local mandates or ordinances?

Archaeological Planning and Research

1. Are the archaeological sites to be researched within existing, planned, or future transportation rights-of-way?
2. What is the archaeological integrity of the sites?
3. How did human life or activity at this location affect surface transportation during the period of archaeological significance?
4. How would the artifacts be preserved and protected?
5. Would the sites be interpreted as part of a current or future heritage/cultural tourism project?
6. Would the traveling public have access to the sites? If not, why?
7. How would the traveling public be informed about sites?

Environmental Mitigation of Water Pollution Due to Highway Runoff or To Reduce Vehicle-Caused Wildlife Mortality While Maintaining Habitat Connectivity

1. Acquisition

- Is land being acquired for this project? If the answer is yes, the acquisition must be part of this grant application.
- Is the land the site of the stormwater treatment facility?
- How is the land being acquired? Is it fee simple purchase, and easement, a lease, etc.? Please be specific and include contract length (e.g., a 25-year lease or 50-year easement) if the land is not being purchased. If more than one method of acquisition is being used, please list each type of acquisition and the size of each portion. *Purchasing property will be a higher priority over leases or easements and therefore will generate a higher score.*
- Please include a detailed budget/cost breakdown for the entire project.

2. Development

- What is the facility/device/structure that is being developed to address the highway runoff problem? If it is a wetland or similar impoundment, are there natural features present at the site that would be adversely affected by its construction, such as natural wetlands?
- What is the design of the stormwater pollution control device that is being proposed? What degree of assurance can be provided, that it will effectively remove stormwater pollutants? Does the design incorporate features such as diversionary structures to distribute water flow throughout the wetland, rather than allowing, “Short-circuiting”?
- If the facility is a wetland, has consideration been granted to the possible need for an upstream, easily maintainable sediment trap to prevent premature sediment filling of the wetland?
- If a wetland is being proposed, is there a comprehensive, meaningful maintenance plan that will assure its long-term viability? What is proposed to assure prolonged longevity of desirable species that are planted and to preclude domination by undesirable invasive plant species such as *Phragmites australis*, Purple loosestrife, and Reed canary grass?
- Please include a detailed budget/cost breakdown for the entire project.

3. Other Factors

- Has the applicant formally contacted appropriate agencies to determine whether there would be any regulatory impediments to initiation of the proposed project?
- Have formal contacts been made with local entities, such as the drainage board, to assure that there is no opposition to the proposed project?
- Are there individual persons or organizations that would oppose the project?

Establishment of Transportation Museum Category Application

1. Which of the following describes your facility?
 - a) Restored transportation facility
 - b) Renovation of an existing building
 - c) New construction

2. How will this project provide a quality visitor experience? Please address issues regarding the following.
 - a) Staffing
 - b) Interpretive
 - c) Authenticity of exhibits/artifacts/collections
 - d) Operating hours
 - e) Adequacy of restroom/parking facilities

3. Are you showcasing your exhibits/collections based on a professionally prepared interpretive plan? If not, will one be prepared?

4. Is an operational plan in place to address how exhibits/collections will be appropriated, documented, maintained, and presented/interpreted?
 - a) What will be the overall theme or story the museum will highlight?
 - b) Briefly describe how the exhibit/collections will be displayed and interpreted.

5. Is there a marketing plan in place? Who is anticipated to be your target audience and what are your marketing strategies for the first five years of operation? (Please list by bullet points.)