

State Program Guide
October 2011

**Connecticut's 2011 Statewide
Transportation
Enhancement
Program Guide**



State of Connecticut
Department of Transportation

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STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION



2800 BERLIN TURNPIKE, P.O. BOX 317546
NEWINGTON, CONNECTICUT 06131-7546

Phone:

October 14, 2011

To: Regional Planning Organization (RPO) Directors

From: Maribeth Wojenski *Maribeth Wojenski*
Transportation Assistant Planning Director
Bureau of Policy and Planning

Subject: Transportation Enhancement Program - Call for Applications

In cooperation with the RPOs, the Connecticut Department of Energy and Environmental Protection and the Federal Highway Administration, the Department of Transportation (Department) has updated the program guidelines for the federal Transportation Enhancement Program (23 U.S.C. 133 and 23 U.S.C. 101). Attached please find the State Program Guide, entitled "Connecticut's 2011 Statewide Transportation Enhancement Program Guide," as well as the associated Program Application and RPO Allocation Priority Listing Form. These materials are also accessible from the Department's website at <http://www.ct.gov/dot/tep>.

The Department is hopeful that this federal aid program will continue to be funded in future years. As such, we are requesting the RPOs to solicit for and identify a listing of priority initiatives to program the four-year combined RPO Allocation. The anticipated sub-allocated shares by region for the four year period of federal fiscal years 2013 through 2016 are identified in the State Program Guide.

The State Program Guide provides direction on eligibility, programming of funds, and candidate project solicitation for the RPO Allocation as well as various references for additional information. Please review the materials carefully and assist applicants in developing viable, regionally-significant projects. As a reminder, the program is open to various entities with the support of a Project Sponsor, as outlined in the discussion of key players in the State Program Guide. In your solicitation of candidate projects, please consider the many possible sources of project concepts as well as financing.

Each RPO is requested to submit a RPO Allocation Priority Listing Form and associated applications to the Department by February 1, 2012. All materials should be forwarded directly to the Program Coordinator, Ms. Carla A. Iezzi, according to the instructions outlined in the State Program Guide, Program Application and RPO Allocation Priority Listing Form.

As always, the partnership between your agency and ours is important to successful implementation of projects under this program. Thank you for your continued support and collaboration in this effort. If you have any questions on the program, please contact Ms. Iezzi at (860) 594-2153.

Attachments

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CT Transportation Enhancement Program – October 2011

RPO Directors

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October 14, 2011

cc: Ms. Amy Jackson-Grove, FHWA
Ms. Eloise Powell, FHWA
Mr. Kenneth Shooshan-Stoller, FHWA
Mr. Erik Shortell, FHWA
Ms. Mary Beth Mello, FTA
Mr. Peter Butler, FTA
Ms. Joanne Weinstock - FTA
Mr. William Gordon, FTA
Ms. Laurie Giannotti, CT DEP
Mr. David Bahlman, SHPO
Connecticut Bicycle and Pedestrian Board
Connecticut Horse Council
Ms. Tracy Laden Loh, National Transportation Enhancement Clearinghouse
Transit Districts

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OVERVIEW

The Transportation Enhancement Program is administered by the State of Connecticut Department of Transportation (**Department**) on behalf of the Federal Highway Administration (FHWA) according to federal provisions for Transportation Enhancement (TE) activities, as defined under 23 U.S.C. 101(a)(35). The program offers a source of funds for making transportation systems more attractive to users.

This document, entitled *Connecticut's 2011 Statewide Transportation Improvement Program Guide*, and referred to as the State Program Guide, serves as an outline for understanding the Transportation Enhancement Program as it is administered in the State of Connecticut. All applicable federal program regulations and guidelines are incorporated herein by reference. Some information in this guide is taken directly from the FHWA program materials and website, either fully or in part. This document provides additional State specific guidelines on the program as well. Further detail regarding requirements is provided on the application form itself.

TE activities were initially established in 1991 under the federal Intermodal Surface Transportation Efficiency Act (ISTEA). ISTEA stipulated that 10 percent of federal funds distributed to states through the Surface Transportation Program be dedicated to transportation enhancements. With the passage of the Transportation Equity Act for the 21st Century (TEA-21) in 1998 and the subsequent passage of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) in 2005, the federal government reaffirmed its commitment to enhancing communities by continuing this program.

TE activities are a subcomponent of the federal Surface Transportation Program (23 U.S.C. 133). The policy and procedural requirements that apply to the Surface Transportation Program also apply to the provisions for funding and implementation of TE activities.

References that may be of interest are listed below.

- ✿ Additional information on this federal aid program is available at the FHWA website: <http://www.fhwa.dot.gov/environment/te/index.htm>.
- ✿ The original Guidance for Transportation Enhancement (TE) Activities was issued December 17, 1999 by FHWA.
- ✿ The FHWA website (<http://www.fhwa.dot.gov/environment/te/1999guidance.htm>) identifies updates of the federal guidance through October 8, 2010.
- ✿ At the time that research was performed for this publication, the National Transportation Enhancement Clearinghouse maintained a PDF version of the federal program guidelines at <http://www.enhancements.org/publications.asp>, incorporating revisions and corrections released by the federal government through March 25 2010.

The guidance presented in this document assumes that federal support for TE activities is continued through reauthorization legislation similarly to prior years and estimated funding levels presented herein. In the event that the program structure, federal guidance or funding levels are modified from the existing program and estimated levels, this guidance document, related policies and associated program administration, including available allocations/sub-allocations, may need to be revisited.

Additionally, the State program structure, policies and guidance materials presented herein were created based on reasonable assumptions from past and current federal fiscal year (FFY) conditions in an effort to move forward with the solicitation of projects. Significant changes at the federal or State level may impact the implementation of projects and/or allocation of funds under this program and, as such, the **Department** reserves the right to make changes to the State's program accordingly, including cancellation of projects.

INFLUENCING FACTORS

A number of factors are influencing how TE initiatives throughout the State and, specifically, the Transportation Enhancement Program, are implemented:

- ✿ limited available federal program funding;
- ✿ limited available funding at all levels of government and private sector for matching federal program dollars;
- ✿ limited staffing resources at municipal levels for administering large, complex project designs;
- ✿ rising project costs;
- ✿ incomplete segments of larger trail systems that are currently unaffordable by municipalities and regional planning organizations (**RPOs**)¹;
- ✿ incomplete segments of larger trail systems that are anticipated to have complex designs, permitting, and/or rights-of-way issues;
- ✿ incomplete segments of larger trail systems with limits that will potentially cross environmentally sensitive areas and multiple political boundaries with varying community characters and visions;
- ✿ limited funding precluding projects being completed as envisioned and project scopes being downsized to funding constraints;
- ✿ increased public interest in alternative transportation modes;
- ✿ increased public focus on improving livability, connectivity and mobility.

Under the program, the State's trail system has been significantly advanced and is worthy of pride. However, many gaps exist in planned multi-use trail systems in our State. These gaps are proving difficult to complete as a result of funding problems, design challenges, and the heavy reliance on individual municipalities to shoulder the burden of constructing segments. Given the influencing factors previously noted, the **Department** understands that many municipalities and **RPOs** face an increasingly difficult time raising funds to match federal dollars for TE initiatives.

OUR COMMITMENT

Safety and preservation of the existing system are the main priorities of the **Department**. However, the **Department** fully recognizes the benefits of, and public support for, activities that enhance our communities, as well as our transportation system.

The **Department's** policy (Appendix A) on the Transportation Enhancement Program affirms our commitment to use the program to both serve the goals of the State's long range transportation plan, and to promote, healthy, safe, livable communities in a manner that continues the following principles:

- ✿ pursue a fair distribution of funds for regional and municipal projects through a competitive process;
- ✿ pursue and encourage focused, cooperative and efficient processes for developing projects;
- ✿ assure that municipal and regional projects are adequately funded so that projects are not delayed, scaled back, or terminated at the construction phase due to insufficient funds.

¹ The boundaries of logical planning regions are designated in the State of Connecticut by the Office of Policy and Management (OPM) under Section 16a-4a of the Connecticut General Statutes. This group of planning regions is generally referred to as RPOs. Planning regions are further defined by the federal government and distinguished as either metropolitan planning organizations (MPOs) for urban areas or rural planning organizations in less populated areas. Throughout this document and many planning materials in Connecticut, the term "regional planning organization" or "RPO" is applied to generally refer to metropolitan planning organizations (MPOs) and rural planning organizations, also referenced sometimes as "urban" and "rural", respectively.

To achieve cost savings and reduce project delivery time, management of the Transportation Enhancement Program will also be improved through emphasis on the following:

- ✿ building upon and supporting the vision established in the Connecticut Statewide Bicycle and Pedestrian Transportation Plan;
- ✿ working with municipalities, regions, and stakeholder groups to form partnerships to advance enhancement projects that help achieve community visions;
- ✿ streamlining the project development processes, wherever possible, to reduce project scoping, design, and contracting time;
- ✿ updating the State's program guidelines as needed and in cooperation with the regions
- ✿ coordinating more closely with the Connecticut Department of Energy and Environmental Protection (DEEP) on permitting and environmental issues relating to enhancement projects; and
- ✿ communicating regularly and openly with all necessary parties concerning project development issues.

Additionally, the following program goals have been identified by the Department:

- ✿ The Transportation Enhancement Program should be consistent with the mandates, issues and recommendations of the State's Long Range Transportation Plan to promote livability and sustainability; support community character through context sensitive solutions; and support non-motorized transportation users.
- ✿ The Transportation Enhancement Program should give more emphasis to bicycle and pedestrian initiatives. Of special importance are initiatives that (1) address gaps in major multi-use trail networks and modal integration with transit, and (2) improve pedestrian and bicycle access to, and accommodations at, transit centers.

KEY PLAYERS IN THE PROCESS

The Transportation Enhancement Program process is a coordinated effort between the **Department**, other State agencies, **RPOs**, FHWA and Federal Transit Administration (FTA). **RPOs** will remain an important stakeholder in the process and will continue to provide support and technical assistance to the project team. **RPOs** will continue to solicit and prioritize projects from a sub-allocation of program funds. State contacts for the program and **RPO** contacts are listed in Appendix B and Appendix C, respectively, of this program guide. Additional references for various stakeholders in the process are included in Appendix D and Appendix E.

Each project must have a designated **Project Sponsor**, defined as a representative of a regional planning organization, transit district, tribal nation, or a government agency. In most instances, this will be a municipality. The **Project Sponsor** will be responsible for the project application and implementation of TE activities under this program, including entering into an agreement with the **Department** for receipt of project funds. In some cases, the identification of the project will originate from a **Project Advocate**, an entity, either an individual or an organization, which does not qualify as a **Project Sponsor**. In these cases, the **Project Advocate** must secure a **Project Sponsor**.

Project Advocates and **Project Sponsors** are strongly encouraged to fully review this guide, including suggested reference materials, in combination with the application materials before applying for program funds. Pertinent materials for the program, including this guide and the application, are maintained on the **Department** website: <http://www.ct.gov/dot/tep>. Appendix F contains a listing of additional recommended online reference materials. Appendix G contains a sample program application.

ELIGIBILITY

This program was established by the federal government to promote and support projects that go above and beyond what is customarily considered part of a surface transportation activity. Activities funded under the program must be accessible to the general public or targeted to a broad segment of the general public.

Surface transportation means all elements of the intermodal transportation system, exclusive of aviation. For the purposes of eligibility under the Transportation Enhancement Program, surface transportation includes water as surface transportation and includes as eligible activities related features such as canals, lighthouses, and docks or piers connecting to ferry operations, as long as the proposed enhancement otherwise meets the basic eligibility criteria.

The two most basic considerations for complying with the federal Transportation Enhancement Program guidelines are:

- ✿ Does the proposed action relate to surface transportation? Refer to the “Transportation Relationship” section of this document for additional discussion.
- ✿ Is the proposed action one of the listed activities in the definition in 23 U.S.C. 101(a)(35)? Refer to the “Federal Enhancement Categories” section of this document for additional discussion.

Beyond these two fundamental questions are additional program criteria established at the regional planning organization and State level to maintain a consistent vision for our communities.

To improve the likelihood of selection, **Project Sponsors** should ensure that the proposed project meets all federal and State criteria, and should consider any criteria established by the **RPO** and its members for prioritizing program funds, as well as the fit into the local character and community. Different components of a project may be eligible for program funds while other project components may not qualify for program funds or as match.

TRANSPORTATION RELATIONSHIP

TE projects must establish a relationship to the surface transportation system. Some factors that can help establish this relationship include:

- ✿ the project's proximity to a highway or a pedestrian/bicycle corridor,
- ✿ whether the project enhances the aesthetic, cultural, or historic aspects of the travel experience, and
- ✿ whether it serves a current or past transportation purpose.

The pertinence of any factor may vary with a particular project and with each of the twelve federal categories. The **Project Sponsor** should clearly explain the relationship to surface transportation in the project proposal.

A TE project may be a "stand-alone" project or it may be a sub-component to a larger transportation facility. It is not necessary to have a TE activity function as an active transportation facility, either past or current, to qualify as an eligible TE activity. For example, a scenic or historic site may have a relationship to transportation but not function as a transportation facility.

Where a program activity is for acquisition for scenic preservation purposes, and proposes to contribute to the visual experience of the traveler, but is a substantial distance away with respect to a highway or transportation project, the program activity must be determined to make a substantial contribution to the scenic view shed.

Proximity to a highway or transportation facility, alone, is not sufficient to establish a relationship to the transportation system. Additional discussion, beyond proximity, is needed to establish the relationship to transportation. This can be demonstrated by either function or impact.

FUNCTION

A project can establish a relationship by function if it serves a purpose for the existing surface transportation system. Facilities originally designed as a part of the system, including historic bridges and railroad depots, or facilities that complement the system, such as facilities for bicycles and pedestrians, serve the surface transportation system through function. Operation of visitor centers or transportation related museums are other examples of projects that relate to the surface transportation system by function.

IMPACT

A candidate project can establish a relationship by impact if it creates a beneficial effect on the existing surface transportation system. Activities such as aesthetically improving a roadway median through landscaping or creating wetlands by filtering pollution from highway water runoff will serve the surface transportation system through impact.

GUIDING PRINCIPLES AND QUESTIONS

The FHWA has produced online materials, entitled *Guiding Principles and Questions for Transportation Enhancement Activities*, to supplement the federal guidance document. Per the federal web resources, the guiding questions are intended to help assess how proposed projects meet the principles, and to assess some aspects of project viability. It is further stated that prospective **Project Sponsors** should be able to respond appropriately to the guiding questions below. Some questions may not be applicable to particular activities or projects. The **Department** will confer with FHWA on the relevance of specific questions when clarification is needed about the eligibility or viability of a proposed activity or project.

- ✿ How does the project function as a transportation facility or benefit the traveling public?
- ✿ How does the project benefit transportation safety?
- ✿ How does the project enhance the aesthetic, cultural, or historic aspect of the travel experience?
- ✿ How does the facility meet accessibility guidelines under the Americans with Disabilities Act? Refer to: US Department of Justice ADA Home Page (<http://www.ada.gov/>) or US Access Board (<http://www.access-board.gov/>).

- ✿ How does the proposed project size meet the project need and safety? Is it large enough to accommodate realistically expected use? Is it too large to justify the cost?
- ✿ What is the expected economic or useful life of the project?
- ✿ What agreements are needed to provide for continued maintenance and operation of the project over its economic or useful life? What is the funding source?
- ✿ Who will maintain and operate the project site, building, facility, or structure?
- ✿ What is the staffing plan for continued maintenance and operations over the economic or useful life of the project? What is the funding source for the staffing?
- ✿ What deed restrictions or use restrictions will be in place, if any?
- ✿ If necessary, what are the provisions for paying back program funds?
- ✿ What access would the public have to the project site, building, facility, or structure? If limited, why?
- ✿ What are the hours, days, or seasons of operation? Is the facility open enough to justify a public investment?
- ✿ Will portions of the project site, building, or facility be restricted to private or commercial use? If so, what agreements and provisions are in place to assure that private funds cover costs that primarily benefit private or commercial use? Refer to http://www.fhwa.dot.gov/environment/te/qa_general.htm for Q&A #17 and Q&A #29.
- ✿ If user fees are collected, how will the revenue be used? Refer to http://www.fhwa.dot.gov/environment/te/qa_general.htm for Q&A #12.
- ✿ What long-term benefits are expected from the project?
- ✿ What evaluation methods will help determine if the project or activities are successful?

FEDERAL ENHANCEMENT CATEGORIES

This subsection details the twelve federal categories established for determining eligibility and examples of activities that may be considered under the Transportation Enhancement Program. Each category is first briefly described with any special information or clarification from the **Department** relating to State-specific guidance. A more detailed analysis is indicated in a table for each category which identifies federal principles and questions for consideration of eligibility and viability as well as federally indicated examples of potential project activities.

Federal guidance clearly indicates that the list of qualifying categories, also referred to as Transportation Enhancement (TE) activities and defined under 23 U.S.C. 101(a)(35), is intended to be exclusive, not illustrative. Only those projects that are listed in one of the twelve categories are eligible for Transportation Enhancement Program funds.

However, per federal guidance, activities which are not explicitly on the federal enhancement category list may qualify if they are an integral part of a larger qualifying activity. The **Department** reserves the right, however, to more strictly limit qualifying activities, such as may be necessary to ensure consistency with other State or agency policies, standard procedures or in response to available resources and staff.

ENHANCEMENT CATEGORY 1

PROVISION OF FACILITIES FOR PEDESTRIAN AND BICYCLES

Activities in this category should relate to the existing surface transportation system by enhancing or providing bicycle and pedestrian modes of travel. The construction of walking and biking trails that join communities, shops, schools, businesses, activities and recreation sites enhance the system. Pedestrian facilities must include other amenities such as street furniture, lighting, garbage receptacles, or landscaping in order to be eligible. At a minimum, these amenities should total 20 percent of the cost of the project. Applications which appear to concentrate heavily on routine maintenance of existing pedestrian facilities are not eligible. In addition to uses such as by pedestrian traffic and bicyclists, equestrian traffic is permissible on multi-use trails funded under this program.

Enhancement Category 1 Federal Considerations for Eligibility and Viability	Provision of facilities for pedestrian and bicycles
Principles	<p>A facility for pedestrians and bicycles should be consistent with the provisions of 23 U.S.C. 217. The project must relate to surface transportation for non-motorized use. TE projects must relate to surface transportation. This is a flexible provision that accommodates recreational use as long as the project relates to surface transportation.</p> <p>For bicycle projects, 23 U.S.C. Section 217(i) states: <i>Transportation Purpose.--No bicycle project may be carried out under this section unless the Secretary has determined that such bicycle project will be principally for transportation, rather than recreation purposes.</i> This requirement only affects bicycle projects. It does not require a transportation purpose for pedestrian, equestrian, or any other use.</p> <p>Trails (including shared use paths) and pedestrian walkways open for pedestrian or other non-motorized uses do not have this transportation purpose restriction. Section §217(h) anticipated recreational use along trails and pedestrian walkways. However, TE projects still must relate to surface transportation. Recreational trails and motorized use trails are eligible under the Recreational Trails Program.</p>
Questions	<p>How does the facility serve trips that could otherwise be made by motor vehicles? How does the facility enhance safety for pedestrians or bicyclists or fill a gap in a pedestrian, bicycle, or other non-motorized shared use path or trail network? To what extent are the connecting locations (origin and destination) different and distinct? How does the facility meet accessibility guidelines under the <i>Americans with Disabilities Act</i>? Refer to: US Department of Justice ADA Home Page or US Access Board.</p>
Examples of Activities	<p>New or reconstructed sidewalks, walkways, or curb ramps; wide paved shoulders for non-motorized use, bike lane striping, bike parking, and bus racks; construction or major rehabilitation of off-road shared use paths (non-motorized transportation trails); trailside and trailhead facilities for shared use paths; bridges and underpasses for pedestrians and bicyclists and for trails.</p>
Other FHWA References	<p>General Principles and Questions for TE Projects TE Resources for links to agencies and organizations with resources related to pedestrian and bicycle facilities. Bicycle and Pedestrian Program Guidance and Publications. Equestrian and Other Nonmotorized Use on Bicycle and Pedestrian Facilities Framework for Considering Motorized Use on Nonmotorized Trails and Pedestrian Walkways Manuals and Guides for Trail Design, Construction, Maintenance, and Operation, and for Signs Shared Use Paths Along or Near Freeways and Bicycles on Freeways Recreational Trails Program Guidance</p>

Source: Online Federal Highway Administration program resources, including the *Guiding Principles and Questions for TE Activities* and the FHWA Transportation Enhancement Activities webpage (<http://www.fhwa.dot.gov/environment/te/teas.htm>).

ENHANCEMENT CATEGORY 2

PROVISION OF SAFETY AND EDUCATION ACTIVITIES FOR PEDESTRIAN AND BICYCLISTS

Activities in this category include all types of training programs to educate the public on safety features and information available for bicyclists and pedestrians. Eligible activities may include producing brochures, promotional material, videotapes, and training and development.

Enhancement Category 2 Federal Considerations for Eligibility and Viability	Provision of safety and education activities for pedestrian and bicyclists
Principles	The provision of safety and educational activities for pedestrians and bicyclists must inform, encourage, or help train people to walk or bicycle safely, and/or educate motorists about pedestrian and bicyclist safety. This includes workforce development, training, and education for pedestrian and bicyclist safety activities.
Questions	Who is the target audience? What knowledge or skills should the participants achieve? What products will be developed under this project? How is safety included in the educational or training materials? How would this activity enhance or supplement other highway safety education activities? What long-term benefits are expected from the project? Is continuing education needed, and, if so, how will it be provided? What evaluation methods will help determine if the activities are successful?
Examples of Activities	Educational activities to encourage safe walking and bicycling.
Other FHWA References	General Principles and Questions for TE Projects TE Resources for links to agencies and organizations with resources related to pedestrian and bicycle safety and education. Bicycle and Pedestrian Program Guidance and Publications .

Source: Online Federal Highway Administration program resources, including the *Guiding Principles and Questions for TE Activities* and the FHWA Transportation Enhancement Activities webpage (<http://www.fhwa.dot.gov/environment/te/teas.htm>).

ENHANCEMENT CATEGORY 3

ACQUISITION OF SCENIC EASEMENTS AND SCENIC OR HISTORIC SITES, INCLUDING HISTORIC BATTLEFIELDS

Activities in this category may be used to purchase or donate property which possesses significant aesthetic, historic, natural, visual or open space value, including any property listed on or eligible for the National Register of Historic Places. Documentation from the State Historic Preservation Office (SHPO) confirming that the historic site/structure is listed on or eligible for the National Register of Historic Places will be necessary before eligibility can be confirmed under this category.

Enhancement Category 3 Federal Considerations for Eligibility and Viability	Acquisition of scenic easements and scenic or historic sites, including historic battlefields
Principles	The acquisition of scenic easements and scenic or historic sites must benefit the travel experience and preserve the scenic or historic authenticity and integrity of the property, site, or battlefield for the traveler. The property or site must be strikingly distinct and offer the traveling public a pleasing or memorable visual or historic experience: the site is a principal reason for the trip. The view or historic site must be protected and preserved for perpetuity.
Questions	<p>What is the scenic or historic authenticity and integrity of the property or site? What are its scenic, aesthetic, or historic merits?</p> <p>How would these scenic or historic qualities be preserved and protected? What deed restrictions will be in place? Will the property be acquired or can it be protected by an easement?</p> <p>What evidence is there that the property or site is strikingly distinct and offers travelers a pleasing and/or memorable experience?</p> <p>Is the property or site classified as scenic today or will attempts be needed to enhance the scenic attributes? (Example: urban open space that has been impaired with other uses.)</p> <p>How visible are the scenic or historic attributes from a public road, path, or other surface transportation facility? What portion of the property is visible to the public? How would the public view the scenic or historic qualities of the property? Can the public view the property from more than one vantage point?</p> <p>Would the project have a surface transportation use? What types of uses? How much of the property or site would be used?</p> <p>What other uses would be anticipated? Are they eligible for program funding?</p> <p>Is the property currently being used for other purposes, and will the use continue? Have any current or former uses caused potential hazardous material concerns on the property?</p> <p>How did surface transportation affect the location and use of the property or site during the period of its historic significance? How did surface transportation affect its scenic or aesthetic merits?</p> <p>How did the property or site affect surface transportation during the period of its historic significance? How did the scenic or aesthetic merits of the site affect surface transportation?</p> <p>How would the traveling public be informed about the historic, scenic, or related significance of the property or site and its relation to surface transportation?</p>
Examples of Activities	Acquisition of scenic land easements, vistas, and landscapes; acquisition of buildings in historic districts or historic properties, including historic battlefields.
Other FHWA References	General Principles and Questions for TE Projects TE Resources for links to agencies and organizations with resources related to scenic easements, historic sites, and historic battlefields.

Source: Online Federal Highway Administration program resources, including the *Guiding Principles and Questions for TE Activities* and the FHWA Transportation Enhancement Activities webpage (<http://www.fhwa.dot.gov/environment/te/teas.htm>).

ENHANCEMENT CATEGORY 4

SCENIC OR HISTORIC HIGHWAY PROGRAMS, INCLUDING PROVISIONS OF TOURIST AND WELCOME CENTER FACILITIES

Activities in this category include projects that protect and enhance the scenic, historic, cultural, natural and archaeological aspects of scenic or historic highways. Projects for tourist and welcome centers must have a direct link to a scenic or historic site and show a relationship to the surface transportation system. Eligible items for tourist and welcome centers include constructing new or restoring existing facilities; or purchasing and installing items which support or interpret the scenic or historic highway program or site, including brochure racks for interpretive materials or maps or kiosks. Staffing, operating costs or maintenance of these facilities are not eligible items.

Enhancement Category 4 Federal Considerations for Eligibility and Viability	Scenic or historic highway programs, including provisions of tourist and welcome center facilities
Principles	<p>The scenic or historic highway program must serve the traveling public through the implementation of a scenic or historic highway program, including a State scenic byway program as recognized under 23 U.S.C. 162. A tourist or welcome center facility must serve travelers visiting one or more designated scenic or historic highways in the area. The term tourist or welcome center includes highway turnouts, overlooks, viewing areas, designation signs and markers related to specific scenic or historic sites, and roadwork necessary to accommodate the transportation enhancement project, such as turn lanes.</p> <p>The connection to a scenic or historic site should take into account the intrinsic characteristics that make an area or site scenic or historic as determined by a Federal or State agency, or an area commission, where one exists. Where these mechanisms are not available, the proposal should document those characteristics that give evidence of a clear link to a specific scenic or historic site.</p> <p>Program funds cannot be used for the ongoing administrative or operating expenses for scenic or historic highway program activities, for consultants to help administer the program, or to conduct general program training. See FHWA Policy on Indirect Costs (last section). Consultants may be hired to help administer a scenic or historic highway program using nonfederal funds.</p> <p>Program funds may not be used for highway rest areas that are not part of a scenic or historic highway program. Program funds may not be used for community centers or general welcome centers that are not part of a scenic or historic highway program. Where a project sponsor intends to combine uses (such as a highway program welcome center using space in a community center), program funds are limited to the share of the project that relates to a scenic or historic highway program.</p>
Questions	<p>What is the scenic or historic authenticity and integrity of the highway? How would these scenic or historic qualities be preserved and protected? What are the scope, purpose, and goals of the scenic or historic highway program? How does the program or facility advance the implementation of the highway program to serve the traveling public? Would the project also be eligible for funding under the National Scenic Byways Program (23 U.S.C. 162)?</p>
Examples of Activities	<p>For projects related to scenic or historic highway programs: Construction of turnouts, overlooks, and viewing areas; construction of visitor and welcome centers; designation signs and markers.</p>
Other FHWA References	<p>General Principles and Questions for TE Projects TE Resources for links to agencies and organizations with resources related to scenic and historic highway programs.</p>

Source: Online Federal Highway Administration program resources, including the *Guiding Principles and Questions for TE Activities* and the FHWA Transportation Enhancement Activities webpage (<http://www.fhwa.dot.gov/environment/te/teas.htm>).

ENHANCEMENT CATEGORY 5

LANDSCAPING AND OTHER SCENIC BEAUTIFICATION

Activities in this category include projects that aesthetically or environmentally enhance the surface transportation system.

Enhancement Category 5 Federal Considerations for Eligibility and Viability	Landscaping and other scenic beautification
Principles	A landscaping or scenic beautification project must enhance the aesthetic or visual character of a site, corridor, or community along a surface transportation facility. The project may include plantings, vegetation management (including removal of invasive plants and revegetation with native plants), or other landscaping that respects the natural heritage and regional character, consistent with 23 U.S.C. 319 . The project also may include built elements or innovative design features, including public art, to enhance the landscape.
Questions	<p>How does the project enhance the landscape for the traveling public?</p> <p>How would the project offer the traveling public a pleasing and memorable visual experience?</p> <p>How would the natural and built elements work in harmony to enhance the natural, aesthetic, or visual character of a site, corridor, or community along a surface transportation facility and demonstrate sensitivity to the integrity of the place and context?</p> <p>What best practices does the project use for vegetation management (such as using native plants and removing invasive species)?</p> <p>What best practices or innovative designs does the project use for built elements?</p> <p>What impact does the project have on transportation safety?</p>
Examples of Activities	Landscaping, street furniture, lighting, public art, and gateways along highways, streets, historic highways, trails, and waterfronts. Landscaping recommendation: refer to FHWA's Roadside Vegetation Management guidance.
Other FHWA References	<p>General Principles and Questions for TE Projects</p> <p>FHWA Guidance on Invasive Species</p> <p>Q&A #36: Corridor Master Design</p> <p>TE Resources for links to agencies and organizations with resources related to scenic and historic highway programs.</p> <p>Environmental Protection Agency - Heat Island Effect - Trees and Vegetation</p>

Source: Online Federal Highway Administration program resources, including the *Guiding Principles and Questions for TE Activities* and the FHWA Transportation Enhancement Activities webpage (<http://www.fhwa.dot.gov/environment/te/teas.htm>).

ENHANCEMENT CATEGORY 6

HISTORIC PRESERVATION

Activities in this category include all aspects of historic preservation, such as acquisition, protection, rehabilitation, restoration and stabilization of a historic district, site, building, structure, landscape or object listed on or eligible for the National Register of Historic Places that is directly transportation related. Documentation from the State Historic Preservation Office (SHPO) confirming that the historic site/structure is listed on or eligible for the National Register of Historic Places will be necessary before eligibility can be confirmed under this category. Historic preservation of a site with no direct link to transportation will not be eligible. Construction of a replication of a historic structure is not an eligible item.

Enhancement Category 6 Federal Considerations for Eligibility and Viability	Historic preservation
Principles	A historic preservation project must demonstrate a relationship to surface transportation and result in historic preservation consistent with the Secretary of the Interior's Standards for Preservation Projects .
Questions	What is the historic authenticity and integrity of the site, building, structure, or district? How would these qualities be preserved and protected? Would the project serve a surface transportation use? What type of surface transportation use(s), what portion of the site, building, structure, or district would serve a surface transportation use, and what other use(s) would be available? How did surface transportation affect the location and use of the site, building, structure, or district during the period of its historic significance? How did the site, building, structure, or district affect surface transportation during the period of its historic significance? How would the traveling public be informed about the historic significance of the site, building, structure, or district and its relation to surface transportation? For historic bridge projects: refer to Interpretation of Title 23, Section 144(o) Reasonable Costs Associated With the Demolition of Historic Bridges .
Examples of Activities	Preservation of buildings in historic districts; restoration and reuse of historic buildings for transportation-related purposes.
Other FHWA References	General Principles and Questions for TE Projects TE Resources for links to agencies and organizations with resources related to historic preservation. FHWA Historic Preservation and Archeology Program American Trails Cool Trail Solutions: Bridges & Structures (several examples of historic bridges used for trails)

Source: Online Federal Highway Administration program resources, including the *Guiding Principles and Questions for TE Activities* and the FHWA Transportation Enhancement Activities webpage (<http://www.fhwa.dot.gov/environment/te/teas.htm>).

ENHANCEMENT CATEGORY 7

REHABILITATION AND OPERATION OF HISTORIC TRANSPORTATION BUILDINGS, STRUCTURES OR FACILITIES, INCLUDING HISTORIC RAILROAD FACILITIES AND CANALS

Activities in this category include all historic transportation buildings and structures and facilities related to the operation, use, construction or maintenance of any mode of transportation listed on or eligible for the National Register of Historic Places. Documentation from the State Historic Preservation Office (SHPO) confirming that the historic site/structure is listed on or eligible for the National Register of Historic Places will be necessary before eligibility can be confirmed under this category.

Enhancement Category 7 Federal Considerations for Eligibility and Viability	Rehabilitation and operation of historic transportation buildings, structures or facilities, including historic railroad facilities and canals
Principles	A project for rehabilitation and operation of historic transportation buildings, structures, or facilities must be for a building, structure, or facility historically used for a surface transportation purpose or function. Rehabilitation should be consistent with the Secretary of the Interior's Standards for Preservation Projects .
Questions	<p>What is the historic authenticity and integrity of the building, structure, or facility? How would these qualities be preserved and protected? What surface transportation purpose or function did the building, structure, or facility provide during the period of its historic significance? How would the traveling public be informed about the historic significance of the building, structure, or facility, and its relation to surface transportation? For historic bridge projects: refer to Interpretation of Title 23, Section 144(o) Reasonable Costs Associated With the Demolition of Historic Bridges.</p>
Examples of Activities	Restoration of historic railroad depots, bus stations, ferry terminals and piers, and lighthouses; rehabilitation of rail trestles, tunnels, and bridges; restoration of historic canals, canal towpaths, and historic canal bridges.
Other FHWA References	General Principles and Questions for TE Projects TE Resources for links to agencies and organizations with resources related to historic preservation. FHWA Historic Preservation and Archeology Program American Trails Cool Trail Solutions: Bridges & Structures (several examples of historic bridges used for trails)

Source: Online Federal Highway Administration program resources, including the *Guiding Principles and Questions for TE Activities* and the FHWA Transportation Enhancement Activities webpage (<http://www.fhwa.dot.gov/environment/te/teas.htm>).

ENHANCEMENT CATEGORY 8

PRESERVATION OF ABANDONED RAILWAY CORRIDORS, INCLUDING THE CONVERSION AND USE THEREOF FOR PEDESTRIAN OR BICYCLE TRAILS

Activities in this category include the acquisition, rehabilitation and development of corridors for a future transportation use, including bicycle and pedestrian use.

Enhancement Category 8 Federal Considerations for Eligibility and Viability	Preservation of abandoned railway corridors, including the conversion and use thereof for pedestrian or bicycle trails
Principles	A project for preservation of an abandoned railway corridor must preserve and protect a railway corridor. It may allow trail use on or along the corridor consistent with 23 U.S.C. 217 . This category may not be used to keep a railroad corridor from becoming abandoned.
Questions	<p>Who owns the railway corridor property or parcels? What easements or deed restrictions are in effect? Do they include any reversionary rights? Will there be an agreement to ensure the preservation and protection of the corridor? If the corridor is on a revocable easement, are there provisions to pay back a <i>pro rata</i> share of program funds? If a railroad corridor has been rail banked under 16 U.S.C. 1247(d), is there an agreement that the corridor is subject to restoration or reconstruction for railroad purposes in the future? How does the facility enhance safety for pedestrians or bicyclists, especially at intersections with other surface transportation facilities? How does the facility meet accessibility guidelines under the <i>Americans with Disabilities Act</i>? Refer to: US Department of Justice ADA Home Page or US Access Board. How would the project sponsor manage existing and native vegetation within the corridor?</p>
Examples of Activities	Acquiring railroad rights-of-way; planning, designing, and constructing multiuse trails; developing rail-with-trail projects.
Other FHWA References	General Principles and Questions for TE Projects TE Resources for links to agencies and organizations with resources related to railroads, historic preservation, and pedestrian and bicycle facilities. Bicycle and Pedestrian Program Guidance and Publications .

Source: Online Federal Highway Administration program resources, including the *Guiding Principles and Questions for TE Activities* and the FHWA Transportation Enhancement Activities webpage (<http://www.fhwa.dot.gov/environment/te/teas.htm>).

ENHANCEMENT CATEGORY 9

INVENTORY, CONTROL AND REMOVAL OF OUTDOOR ADVERTISING

Activities in this category include the control and removal of abandoned or nonconforming signs, billboards, and displays. This may include the compilation of an accurate inventory of nonconforming outdoor advertising displays.

Enhancement Category 9 Federal Considerations for Eligibility and Viability	Inventory, control and removal of outdoor advertising
Principles	<p>Inventory control may include, but not be limited to, data collection, acquisition and maintenance of digital aerial photography, video logging, scanning and imaging of data, developing and maintaining an inventory and control database, and hiring of outside legal counsel. Removal of outdoor advertising must result in the removal of illegal and nonconforming billboards or other off-premise outdoor advertising signs. Sign owners must remove illegal signs or be liable to the State for costs to remove illegal signs (23 U.S.C. 131(r)). Program funds may be used to remove illegal signs only after the DOT has attempted to recover the cost from a sign owner, but is not able to recover the cost. Inventory, control and removal of outdoor advertising may include monitoring and enforcement within the boundaries of the transportation enhancement project for the purpose of aiding in the removal of signs within the project limits.</p> <p>Program funds cannot be used for the ongoing administrative or operating expenses for State outdoor advertising program activities, for consultants to help administer the program, or to conduct general program training. Refer to FHWA Policy on Indirect Costs (last section of the memo). Consultants may be hired to help administer an outdoor advertising program using nonfederal funds.</p>
Questions	<p>How many nonconforming, illegal, and other off premise advertising signs are targeted for removal under the proposed project?</p> <p>What monitoring or enforcement activities are envisioned that would aid in the removal of nonconforming signs within the project limits?</p> <p>Do the proposed transportation enhancement project activities add value or effectiveness over and above the State's regular program?</p> <p>What is the relative cost of the activities under the proposed project in relation to the total level of effort and cost of administering and operating the State's overall outdoor advertising program? Are the costs associated with the project reasonable and necessary?</p>
Examples of Activities	<p>Billboard inventories and removal of illegal and nonconforming billboards. Inventory control may include, but not be limited to, data collection, acquisition and maintenance of digital aerial photography, video logging, scanning and imaging of data, developing and maintaining an inventory and control database, and hiring of outside legal counsel.</p>
Other FHWA References	<p>General Principles and Questions for TE Projects TE Resources for links to agencies and organizations with resources related to outdoor advertising.</p>

Source: Online Federal Highway Administration program resources, including the *Guiding Principles and Questions for TE Activities* and the FHWA Transportation Enhancement Activities webpage (<http://www.fhwa.dot.gov/environment/te/teas.htm>).

ENHANCEMENT CATEGORY 10

ARCHAEOLOGICAL PLANNING AND RESEARCH

Activities in this category include research on sites eligible for transportation enhancement funds; experimental projects in archeological site preservation and interpretation; and improvements of methods of identification, evaluation and treatment of archaeological sites.

Enhancement Category 10 Federal Considerations for Eligibility and Viability	Archaeological planning and research
Principles	Archaeological planning and research must focus on physical evidence of historic or prehistoric human life or activity relating to surface transportation, or relating to artifacts recovered from locations within or along surface transportation corridors. The project must be consistent with the Secretary of the Interior's Standards for Preservation Projects .
Questions	<p>What is the archaeological integrity of the ruins, artifacts, structural remains, and other physical evidence showing significant historic or prehistoric human life or activity?</p> <p>What, if any, surface transportation impacts affect the artifacts?</p> <p>How would the artifacts be preserved and protected?</p> <p>How did surface transportation affect human life or activity at this location during the period of archaeological significance?</p> <p>How did human life or activity at this location affect surface transportation during the period of during the period of archaeological significance?</p> <p>Would the traveling public have access to the ruins, artifacts, structural remains, and other physical evidence? If not, why?</p> <p>How would the traveling public be informed about the archeological significance of the ruins, artifacts, structural remains, and other physical evidence and the relation of human life or activity to surface transportation?</p>
Examples of Activities	Research, preservation planning, and interpretation of archaeological artifacts; curation for artifacts related to surface transportation and artifacts recovered from locations within or along surface transportation corridors.
Other FHWA References	<p>General Principles and Questions for TE Projects</p> <p>TE Resources for links to agencies and organizations with resources related to archaeology and historic preservation.</p>

Source: Online Federal Highway Administration program resources, including the *Guiding Principles and Questions for TE Activities* and the FHWA Transportation Enhancement Activities webpage (<http://www.fhwa.dot.gov/environment/te/teas.htm>).

ENHANCEMENT CATEGORY 11

ENVIRONMENTAL MITIGATION TO ADDRESS WATER POLLUTION DUE TO HIGHWAY RUNOFF OR REDUCE VEHICLE-CAUSED WILD-LIFE MORTALITY WHILE MAINTAINING HABITAT CONNECTIVITY

Activities in this category include programs designed to minimize pollution associated with storm-water runoff from transportation facilities. Activities must go beyond what is customarily provided as environmental mitigation. Enhancement funds cannot be used to finance normal environmental mitigation work eligible under the regular federal-aid highway program. Eligible items are programs to preserve wildlife by using methods that have either been established or are being researched to establish protection of wildlife relating to vehicle incidents on roadways, without disconnecting habitat of the wildlife. Mitigation can include constructing wildlife underpasses or overpasses, fencing, and planting vegetation as sight buffers or grazing deterrents.

Enhancement Category 11 Federal Considerations for Eligibility and Viability	Environmental mitigation to address water pollution due to highway runoff or reduce vehicle-caused wild-life mortality while maintaining habitat connectivity
Principles	The environmental mitigation project must reduce the impacts of water pollution due to highway runoff or reduce vehicle caused wildlife mortality while maintaining habitat connectivity. The project may not substitute for environmental mitigation normally required under the National Environmental Policy Act (NEPA) and other regulations for Federal-aid projects .
Questions	<p>What impact would the project have on transportation safety? What long-term benefits are expected for the natural resources? What performance measures and/or evaluation methods will help determine if the project is successful? Water pollution due to highway runoff What is the source of the water pollution? How would the project address the source? What pollutants are in the water? How would the project intercept pollutants, or provide for pollution storage or abatement functions? How would the project benefit water quality? What vegetation management strategies would be used to improve highway runoff water quality? Wildlife protection and habitat connectivity How would the project reduce vehicle-caused wildlife mortality? What kinds of wildlife would benefit? How would the project maintain, improve, or restore habitat connectivity? How would the project benefit animal habitats? What vegetation management strategies would be used to reduce vehicle-caused wildlife mortality or enhance habitat connectivity?</p>
Examples of Activities	For existing highway runoff: soil erosion controls, detention and sediment basins, and river clean-ups. Wildlife underpasses or other measures to reduce vehicle caused wildlife mortality and/or to maintain wildlife habitat connectivity.
Other FHWA References	<p>General Principles and Questions for TE Projects TE Resources for links to agencies and organizations with resources related to environmental mitigation, water quality, and habitat connectivity. Defenders of Wildlife Habitat and Highways Program Defenders supports efforts to reduce the impact of roads and highways on wildlife and habitat and to reduce future impacts by incorporating wildlife conservation into transportation planning. Wildlife-Highway Crossing Mitigation Measures and Associated Costs/Benefits: a Toolbox for Montana Department of Transportation.</p>

Source: Online Federal Highway Administration program resources, including the *Guiding Principles and Questions for TE Activities* and the FHWA Transportation Enhancement Activities webpage (<http://www.fhwa.dot.gov/environment/te/teas.htm>).

ENHANCEMENT CATEGORY 12

ESTABLISHMENT OF TRANSPORTATION MUSEUMS

Activities in this category may include new construction, adding on a transportation wing to an existing facility, or rehabilitation of an existing structure to house a transportation museum. The museum must be open to the public and run by a public, non-profit organization. Operating and maintaining this facility is not an eligible expense. Elements of a building or project that do not relate to surface transportation are not eligible.

Enhancement Category 12 Federal Considerations for Eligibility and Viability	Establishment of transportation museums
Principles	A transportation museum or transportation display must be for surface transportation. For multiple purpose museums, the costs borne through program funds must be limited to the share attributable to a surface transportation focus. The museum must follow best practices established by the museum profession (refer to Establishment of Transportation Museums in the federal program guidance).
Questions	How does the museum, museum section, or display relate to surface transportation? How does the project meet the definition for Establishment of Transportation Museums ?
Examples of Activities	Construction of new transportation museums; additions to existing museums for a transportation section; conversion of railroad stations or historic properties to museums with transportation themes.
Other FHWA References	General Principles and Questions for TE Projects TE Resources for links to agencies and organizations with resources related to museums and historic preservation.

Source: Online Federal Highway Administration program resources, including the *Guiding Principles and Questions for TE Activities* and the FHWA Transportation Enhancement Activities webpage (<http://www.fhwa.dot.gov/environment/te/teas.htm>).

FUNCTIONAL CLASSIFICATION

TE activities are a subcomponent of the federal Surface Transportation Program (23 U.S.C. 133). The policy and procedural requirements that apply to the Surface Transportation Program also apply to the provisions for funding and implementation of TE activities.

However, given the nature of the federal categories for transportation enhancement activities, the Secretary approved a FHWA request, specific for Transportation Enhancement Program projects, on October 25, 1999, for an exception to certain language in Section 133(c) of Title 23. The exception applies only to TE activities and removes a restriction that otherwise disallows the use of Surface Transportation Program funding on roads functionally classified as local or rural minor collectors, unless such roads were on a federal-aid highway system on January 1, 1991. The exception provides States more flexibility for administering transportation enhancement projects consistent with the intent of the program.

PROJECT PHASE ACTIVITIES

TE funds are available for various project development activities from survey, preliminary engineering and design to property acquisition and construction. However, program funds may not be used for routine maintenance or standard environmental mitigation. TE funds may not substitute for other Federal-aid highway funds for project elements or mitigation that normally would be required in a regular highway project.

Feasibility studies are not eligible for reimbursement under the program. Also, projects such as operating subsidies at historic transportation facilities, burying of power lines, or sidewalk projects that are strictly sidewalks without any streetscape amenities, are deemed low priorities by the **Department**.

Examples of specific activities within the design, rights-of-way and construction phases that are eligible for reimbursement are listed in the following bullets. Please consider these activities when preparing cost estimates and application materials.

DESIGN

- | | |
|---|---|
| <ul style="list-style-type: none"> ✿ municipal administrative costs ✿ survey (topography, property line location, utility test pits) ✿ utility coordination ✿ design of utility relocations (municipally owned facilities) ✿ CT DOT coordination, plan/spec reviews ✿ regulatory permits and meetings ✿ town meetings (wetlands, public informational) ✿ preparation of property taking and easement maps | <ul style="list-style-type: none"> ✿ engineering design ✿ bridge design and rehabilitation, including hydraulic and scour analysis ✿ electrical design ✿ landscape design ✿ erosion and sediment control ✿ storm drainage ✿ construction quantity and cost estimates ✿ specifications ✿ printing of plans & specifications for bidding |
|---|---|

RIGHTS-OF-WAY

- | | |
|---|--|
| <ul style="list-style-type: none"> ✿ cost of appraisal ✿ title search | <ul style="list-style-type: none"> ✿ acquisition of all permanent and temporary rights ✿ land acquisitions |
|---|--|

CONSTRUCTION

- | | |
|---|---|
| <ul style="list-style-type: none"> ✿ survey (construction stakeout) ✿ clearing trees and vegetation ✿ utility relocation where eligible under state statutes ✿ bridges (new, rehabilitation) ✿ storm drainage (catch basins, pipes, etc.) ✿ sedimentation control ✿ retaining walls and curbing ✿ sidewalk (concrete, brick, cobble, etc.) ✿ pavement (include base, sub-base) | <ul style="list-style-type: none"> ✿ signs, pavement markings, traffic signals ✿ lighting (fixtures, conduit, etc.) ✿ fencing and landscaping ✿ street furniture ✿ maintenance and protection of traffic ✿ design services ✿ review of shop drawings ✿ inspection services ✿ mobilization/demobilization |
|---|---|

SENSITIVE RESOURCE CONSIDERATIONS

Transportation enhancement projects sometimes require consideration of other resources. **Project Sponsors** will be responsible for carrying out any required studies and/or obtaining necessary permits and approvals, including but not limited to historic and archaeological surveys and reports, State inland wetland and tidal wetland permits, and Coastal Area Management and Corps of Engineers permits. The federal government has outlined streamlining processes for addressing potential environmental, Section 4(f), and historic preservation/Section 106 impacts, as follows:

Environmental, Section 4(f), and Historic Preservation / Section 106 Considerations	Streamlining Measure
Categorical Exclusions	Except in unusual circumstances, a TE project may be processed as a categorical exclusion (CE) under the National Environmental Policy Act. The project then does not have to be processed using an environment impact statement (23 U.S.C. 133(e)(5)(A)). See the CE list at 23 CFR 771.117 .
Section 4(f)	Except for unusual circumstances, TE projects are not normally required to undergo a Section 4(f) evaluation (FHWA memo of August 22, 1994). NOTE: The Section 4(f) Policy Paper - March 1, 2005 , supersedes Interim Guidance on Applying Section 4(f) on Transportation Enhancement Projects, August 22, 1994 .
Historic Preservation/Section 106	TE projects are subject to Section 106 of the National Historic Preservation Act. However, the use of a Nationwide Programmatic Agreement can streamline the historic preservation coordination requirements (FHWA memo of June 11, 1997).

Source: Source: Online Federal Highway Administration program resources, FHWA Final TE Guidance webpage, specifically Program Streamlining Measures [Revised October 8, 2010].

PUBLIC INVOLVEMENT

Public involvement is an integral part of the Federal-aid planning, programming, and project implementation processes. While there are no specific public involvement requirements for TE projects, the metropolitan and statewide transportation planning processes have general requirements for public involvement and participation, as does the project development process under the National Environmental Policy Act (NEPA).

The **Department** encourages **RPOs** and **Project Sponsors** to incorporate methods to foster effective communication, information gathering, and feedback during the proposal and development stages of a TE project. The public involvement process should include representation from federal, State, regional, and/or local agencies, tribal nations and other interested parties. Additionally, people from various social and economic backgrounds should benefit from TE projects and be provided an opportunity to comment on the project and its components. Correspondence, brochures, websites and other project related materials should clearly describe the project as well as identify contact persons and opportunities for providing input.

The **Department's** *Public Involvement Guidance Manual* provides greater detail of methods and process for interacting with the public on transportation projects. The manual is available online by navigating to Publications>Manuals from the **Department's** website (<http://www.ct.gov/dot>). **Project Sponsors** and **RPOs** are encouraged to reference this document for purposes of public involvement on TE projects.

PROGRAMMING OF FUNDS

Program funds allocated to the State of Connecticut from the federal government are made available for statewide and regionally supported projects through a combination of competitive and non-competitive processes.

RPO ALLOCATION

The **Department** reserves 50 percent of the State's federal apportionment for the Transportation Enhancement Program for the **RPOs**. The sub-allocation to each region has been determined by a fair share formula that was coordinated with the **RPOs** and is based on population with a minimum guarantee of \$200,000 per region annually. The **RPOs** will have four years of estimated funding available to program beginning FFY2013. Refer to the table entitled Transportation Enhancement Program RPO Allocation - Estimated Regional Share by Formula (FFY2013-FFY2016). Materials for requesting funding under the RPO Allocation are provided with these guidelines.

Transportation Enhancement Program RPO Allocation – Estimated Regional Share by Formula (FFY2013-FFY2016)

**Estimated Annual
RPO Allocation:** \$ 4,419,086.50

PLANNING REGION		Adjusted Sub-Allocation Based on a Guaranteed Minimum Annual Regional Share of		\$ 200,000.00	
		Percent Share	Annual	Four Year Combined	
URBAN		81.90%	\$ 3,619,086.50	\$ 14,476,346.00	
	CAPITOL REGION COUNCIL OF GOVERNMENTS 10	17.37%	\$ 767,555.10	\$ 3,070,220.40	
	CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY 09	5.32%	\$ 235,251.86	\$ 941,007.45	
	COUNCIL OF GOVERNMENTS OF THE CENTRAL NAUGATUCK VALLEY 05	6.49%	\$ 287,004.12	\$ 1,148,016.48	
	CONNECTICUT RIVER ESTUARY REGIONAL PLANNING AGENCY 12	4.53%	\$ 200,000.00	\$ 800,000.00	
	GREATER BRIDGEPORT REGIONAL PLANNING AGENCY 07	7.18%	\$ 317,159.86	\$ 1,268,639.43	
	HOUSATONIC VALLEY COUNCIL OF ELECTED OFFICIALS 02	5.07%	\$ 224,019.76	\$ 896,079.03	
	MIDSTATE REGIONAL PLANNING AGENCY 11	4.53%	\$ 200,000.00	\$ 800,000.00	
	SOUTH CENTRAL REGIONAL COUNCIL OF GOVERNMENTS 08	12.86%	\$ 568,487.93	\$ 2,273,951.73	
	SOUTHEASTERN CONNECTICUT COUNCIL OF GOVERNMENTS 13	5.79%	\$ 256,056.49	\$ 1,024,225.95	
	SOUTH WESTERN REGIONAL PLANNING AGENCY 01	8.23%	\$ 363,551.38	\$ 1,454,205.54	
	VALLEY COUNCIL OF GOVERNMENTS 06	4.53%	\$ 200,000.00	\$ 800,000.00	
RURAL		18.10%	\$ 800,000.00	\$ 3,200,000.00	
	LITCHFIELD HILLS COUNCIL OF ELECTED OFFICIALS 04	4.53%	\$ 200,000.00	\$ 800,000.00	
	NORTHEASTERN CONNECTICUT COUNCIL OF GOVERNMENTS 15	4.53%	\$ 200,000.00	\$ 800,000.00	
	NORTHWESTERN CONNECTICUT COUNCIL OF GOVERNMENTS 03	4.53%	\$ 200,000.00	\$ 800,000.00	
	WINDHAM REGION COUNCIL OF GOVERNMENTS 14	4.53%	\$ 200,000.00	\$ 800,000.00	
GRAND TOTALS		100.00%	\$ 4,419,086.50	\$ 17,676,346.00	

Source: Connecticut Department of Transportation in coordination with regional planning organizations
Table Revised as of 09/15/2011.

An adjustment to account for the consolidation of Midstate Regional Planning Agency and Connecticut River Estuary Regional Planning Agency as the Lower Connecticut River Valley Council of Elected Officials will be included in future program solicitations.

Source Census Data: Bureau of Policy and Planning, Census/Modeling Unit - 2010 Census. Data revised as of September 2011.

Special Notes: The Four Year Combined Adjusted Sub-Allocation Based on a Guaranteed Minimum Annual Regional Share of \$200,000 by Population is the format by which RPOs have chosen to distribute the RPO Allocation of program funds. The calculations presented herein are based on an estimated annual apportionment of \$8,838,173 to the State for the federal Transportation Enhancement Program and subsequent 50% set aside to the RPO Allocation. The table illustrates sub-allocation by planning region, including non-urbanized areas, that ensures a share to each region. Federal authorizations, rescissions and/or releases may result in higher or lower shares by region. Pooling of funds is allowed and coordinated multi-regional initiatives are encouraged.

Each RPO should program the full four year sub-allocated regional share of the RPO Allocation through solicitation of applications at this time. Project types and the phases being funded will differ between proposals and it is understood that this will affect the course of a project from concept to implementation as well as the applicable timeframe for obligation of program funds. RPOs are cautioned that there is no guarantee of the availability of RPO Allocation funds should projects not meet an obligation date before the end of FFY2016. The Department will make every effort to assist in the successful obligation, implementation and completion of RPO Allocation projects. However, carryover or accrual of the RPO Allocation may not be administratively possible.

As such, RPOs should solicit project applications for activities that can realistically meet an obligation date before the end of FFY2016 for all requested phases. RPOs are further encouraged to select projects that will be ready to initiate FFY2013, FFY2014 or early FFY2015. Planning in this way will help provide adequate time to address any unforeseen issues that may arise during project development and meet an obligation date before the end of FFY2016.

Additionally, an **RPO** may transfer its share of the RPO Allocation, or a portion thereof, to another **RPO** or to the **Department**. In doing so, the **RPO** may identify a specific project for the funds. RPO Allocation funds that are not programmed will defer to the State Allocation share for administration by the **Department**.

STATE ALLOCATION

The **Department** programs the remaining 50 percent of the State's federal apportionment for the Transportation Enhancement Program – referred to as the State Allocation. The **Department** may program the State Allocation for all years of the transportation bill, once passed, or may program on a rolling basis, depending upon estimated project costs and the readiness of projects. State Allocation projects are identified by the **Department** based on statewide need and significance in coordination with other State agencies, local and regional stakeholders. In the case of State Allocation projects, the **Department** will act as the **Project Sponsor**.

PROJECT FUNDING STRUCTURE AND GENERAL RULES

The Transportation Enhancement Program is not a grant program. Selected projects will be administered as federal-aid projects. The funds provided by this program are on a cost reimbursement basis for eligible activities. As such, Project Sponsors must comply with all federal requirements, including but not limited to Disadvantage Business Enterprise (DBE) contract set-asides, consultant selection procedures, and the competitive bid process.

Any expenses, including the value of donated services, incurred prior to project authorization is not eligible for reimbursement or credit (Title 23 Section 323). The **Department** reserves the right to allocate additional program funds to a project or extend the allotted timeframe for initiation or completion of the project. Such determination will be made on a case by case basis with consideration of extenuating circumstances or public interest and should not be assumed as guaranteed. The general rules and structure of project funding under the Transportation Enhancement Program is highlighted in the table that follows.

CT Transportation Enhancement Program – October 2011

General Rules Related to Transportation Enhancement Project Funding	RPO Allocation	State Allocation
Maximum Available Federal Project Share		80%
Minimum Required Match		20%
Entity Responsible For Securing Match	Project Sponsor	Department (Acting as the Project Sponsor)
Entity Responsible For Securing Funding For Program Ineligible Activities Or Costs In Excess Of Available Program Funds	Project Sponsor*	Department* (Acting as the Project Sponsor)
Source Of Match Funds	*May be Secured via Innovative Financing or Funding Partnerships	
	Nonfederal Funds Value of Other Contributions such as Donated Services, Land, Funds or Materials – on a case-by-case basis, must be pre-approved by Department Federal Funds from Any Non-U.S. DOT agency, except as otherwise noted (23 U.S.C. 133(e)(5)(C)(ii)(I)) Federal Land Management Agency Funds (Title 23 Section 120(k)) – on a case-by-case basis, must be pre-approved by Department Federal Lands Highways Program Funds – on a case-by-case basis, must be pre-approved by Department Recreational Trails Program (RTP) (Title 23 Section 206(f)(4)) State and Local Assistance Act (P.L. 92-512) HUD Community Development Block Grants (P.L. 93-383) Public Works Employment Act of 1976 (P.L. 94-369)	
Minimum Project Funding Level		\$300,000
Maximum Project Funding Level	Dependent Upon RPO Allocation Balance and Any RPO Specified Limits	Dependent Upon Available State Allocation Balance and Other Anticipated Transportation Enhancement Project Commitments
Planning Process	The metropolitan and statewide planning processes should occupy a central role in identifying, planning, and funding TE activities. The planning processes are the appropriate mechanisms for determining funding priorities among competing TE activities, including those not part of larger transportation projects.. TE activities must be included in the appropriate metropolitan and statewide transportation improvement programs. See also: Statewide and Metropolitan Transportation Planning Transportation Planning Capacity Building Program	
Davis-Bacon / Prevailing Wage Rate	The Davis-Bacon prevailing wage applies to TE projects greater than \$2,000. However, Davis-Bacon requirements do not apply to TE projects located outside the highway right-of-way (FHWA memo of July 28, 1994). See also Applicability of Prevailing Wage Rate Requirements to Federal-aid Construction Projects (June 26, 2008). This memorandum consolidates FHWA's guidance and policies concerning the applicability of the prevailing wage rate requirements (Davis-Bacon Act) for the Federal-aid highway program.	

Source: Online Federal Highway Administration program resources, FHWA Final TE Guidance [Revised October 8, 2010], and Connecticut Department of Transportation.

FEDERAL SHARE

Generally, the federal share allows for reimbursement of up to 80 percent of allowable costs. Refer to 23 USC 133(e)(5) for additional detail.

NON-PROGRAM MATCHING FUNDS

A *minimum* of 20 percent match against federal dollars towards project elements eligible under the program is required.

For projects funded under the RPO Allocation, the **Project Sponsor** will be responsible for securing a 20 percent match to the federal funds in accordance with program guidelines as well as funds for any federally nonparticipating components. A preliminary commitment or resolution of intention to provide the 20 percent match from the appropriate fiscal entity is required as part of the funding authorization process.

For projects initiated by the **Department** under the State Allocation, the **Department** is the **Project Sponsor** and, thus, will be responsible for securing match to the federal funds in accordance with program guidelines. Additionally, the **Department** will also secure funds for any federally nonparticipating components of State Allocation projects.

INNOVATIVE FINANCING AND CREDITED DONATIONS

The **Department** strongly encourages **Project Sponsors** to minimize the amount of funds requested under the Transportation Enhancement Program by incorporating other funding mechanisms into the project's financial plan such as innovative financing, including securing multiple funding sources, funding partnerships and donated land, services or materials. Innovative financing and credited donations can serve to reduce federal funds needed for the project and the overall local match. When practical and within the confines of federal and State laws, the **Department** will consider innovative financing plans for purposes of matching program funds as follows:

- ✿ Credits for donations to be used towards the non-program match require pre-approval of the **Department**. As per FHWA's recommendations, any proposals for innovative financing or donations should be identified prior to a project's initiation to determine eligibility of the proposal.
- ✿ Municipalities and **RPOs** may use their employees to perform work and can be reimbursed 80 percent with federal funds for this service.
- ✿ The **Department** will allow donations of land to be used to reduce the expense of purchasing property through the rights-of-way phase of the project.
- ✿ Donated services and materials, other than town forces and land credits, will be considered by the **Department** on a case by case basis given the need to quantify value.

OPERATIONS, MAINTENANCE AND INSURANCE

Per federal requirements, the continued maintenance and operation of a Transportation Enhancement Program funded facility must be established for its economic or useful life. As such, the provision of funding under the program is contingent upon a commitment by the **Project Sponsor** to operate, maintain and insure the transportation enhancement. Upon project completion, the responsibility of liability and maintenance to ensure a safe, secure facility and components remains with the **Project Sponsor**, regardless of location within State or federal rights-of-way. In cases of shared funding, State Allocation projects or **Department** participation in a project funded with Transportation Enhancement Program funds, including projects funded through transfers from the RPO Allocation to the State Allocation share, the **Department** may require the local municipality or stakeholder to commit to this responsibility.

CANDIDATE PROJECT SOLICITATION FOR RPO ALLOCATION

Candidate projects for consideration of RPO Allocation funds are solicited by the fifteen **RPOs** with assistance from the **Department**. The sub-allocated share by region of the RPO Allocation for the Transportation Enhancement Program is included in an earlier section of this program guide – refer to the table entitled Transportation Enhancement Program RPO Allocation - Estimated Regional Share by Formula (FFY2013-FFY2016).

A listing of the **RPO** contact information and a map of the **RPO** boundaries is provided at the end of this program guide in Appendix C. The solicitation process includes an application form that will assist in expediting project identification, review and prioritization. A sample application form is included as Appendix G of this program guide. The basic steps and roles in the process are outlined in the following discussions. Refer to the RPO Allocation discussion included in an earlier section of this program guide for additional direction and detail.

SCHEDULE AND MILESTONES

An outline of the major steps in the process with a listing of milestones for **RPOs** and **Project Sponsors** to review and consider prior to committing resources to projects under the RPO Allocation of the Transportation Enhancement Program is provided in the table that follows. The table further identifies an estimated schedule for meeting a FFY2013 obligation.

RPO Allocation Major Process Steps	Milestone	Schedule
1 Solicitation	Project Sponsor Coordination with RPO	October 2011
	Application Development	October – November 2011
2 Project Application	Due from Project Sponsors to RPOs	To be Determined by RPO
3 RPO Review Process	RPO Prioritization	December 2011
	RPO Board Consideration and Discussion	December 2011 – January 2012
4 Department Review Process	Submittal of RPO Allocation Priority Listing Form and Associated Applications from RPOs to Department	By February 1, 2012
	Internal Coordination and State/Federal Agency Coordination	February – March 2012
5 Project Initiation	Review of Applications for Program Eligibility and Preliminary Feasibility	February – May 2012
	Coordination with RPO/Project Sponsor & Preliminary Discussions concerning the Project Components and Development	February – May 2012
	CT DOT Announcement of Initial Project Selections	April – July 2012
	Kick-Off Meeting with CT DOT, RPO and Project Sponsor	May – August 2012
	Financial Commitment by Project Sponsor	June – September 2012
	Public Meetings Held by Project Sponsor	June – September 2012
	Recommended Project Memorandum (RPM)	July – October 2012
	RPO TIP Amendment/CT DOT STIP Amendment for FFY2013	August – November 2012
	Project Agreement between Project Sponsor and Department	September– March 2013
	Obligation of Federal Funds	December– May 2013 for FFY2013
6 Successful Implementation of the Project	Project Development and Completion (Multi-phase projects may require repeating certain project initiation milestones.)	Following Obligation, Length Determined by Project Scope in Coordination with the Department

Source: Connecticut Department of Transportation.

The project development schedule will be dependent upon various factors, including but not limited to the project type that is being proposed, level of readiness of the project, public support, complexity of design, need for rights-of-way and commitment of the **Project Sponsor** to coordinate issues, secure the match and respond to information needs. All projects will be administered within available **Department** resources and staffing levels. Advancement of projects will further be dependent upon prior commitments of **Department** resources and staffing for administration of transportation projects that are active or scheduled.

STEP 1: SOLICITATION

Each **RPO** petitions applications from member towns, transit districts, tribal nations, non-profit organizations and other interested parties located within their boundaries. In doing so, the **RPO** will establish a deadline for **Project Sponsor** submissions that will allow the **RPO** adequate review time for prioritization and subsequent submittal of a prioritized listing to the **Department**.

Each planning region in Connecticut is unique in its character and needs. Given the **RPOs'** local knowledge of their region and members, **RPOs** may develop additional ranking criteria as may be deemed necessary and appropriate for prioritizing projects submitted to their offices. Any additional criteria, information needs, deadlines, or requirements for the application process will be provided in the solicitation notice from the **RPO**.

STEP 2: PROJECT APPLICATION

Project Sponsors should submit applications for projects that can realistically be fully obligated before the end of FFY2016 for all requested phases. The application process and form has been streamlined since previous solicitations for the program. In doing so, some of the more complex requirements have been eliminated or simplified. The program application requests information that should be readily available without causing excessive burden or expense on **Project Sponsors** competing for the funds. Refer to the application materials for greater detail on the information requirements; the major components are listed below:

- ✿ project title, project location / limits, description and purpose and need statement
- ✿ identification of the Regional Planning Organization (**RPO**) and **Project Advocate**
- ✿ identification of the **Project Sponsor** (duly authorized representative) and commitment statement
- ✿ identification of the Project Contact (daily contact of the **Project Sponsor**) and commitment statement
- ✿ identification of enhancement categories addressed
- ✿ relationship to surface transportation system
- ✿ statewide significance, community character and regional significance
- ✿ summary of public support or opposition to date
- ✿ environmental permitting to date
- ✿ financing, project cost estimation and phase identification
- ✿ anticipated readiness of the project

All information and statements included on the *Program Application* and related materials must be complete and accurate - omission, inaccuracy and/or misstatement may be cause for the rejection of the application or repayment of any federal funds paid out under the program.

When applying for and ranking applications, the **Department** strongly encourages **Project Advocates**, **Project Sponsors** and **RPOs** to consider other factors relating to the quality of the proposed improvement, benefit, and community support. The application materials include several questions that will need to be examined as a means of encouraging the selection of projects with the potential to most fully compliment the State of Connecticut's communities and transportation resources. Some considerations are as follow:

- ✿ eligibility under multiple enhancement categories
- ✿ linkage to the transportation system and intermodal connectivity
- ✿ relationship to other projects, including State Allocation projects
- ✿ anticipated benefits for the community and region
- ✿ fit with community and regional character
- ✿ fit with comprehensive planning goals
- ✿ minimization of environmental, cultural and historic resource impact
- ✿ innovative financing through multiple sources of funding and donations
- ✿ level of public support

STEP 3: RPO REVIEW PROCESS

An *RPO Allocation Priority Listing Form* must be completed by each **RPO** and returned to the **Department** for consideration of program funds. A sample *RPO Allocation Priority Listing Form* is included as Appendix H of this program guide. A table is included with this section that provides information on the form components and instruction for completing it properly. The form should be completed only after fully reviewing this document as the guide provides valuable insight into the program, solicitation and selection process, various contacts as well as reference materials.

All information requested in the *RPO Allocation Priority Listing Form* must be furnished by the **RPO**. Statements must be complete and accurate - omission, inaccuracy and/or misstatement may be cause for the rejection of the application or repayment of any federal funds paid out under the program. Please read the *RPO Allocation Priority Listing Form* and the *Program Application* carefully and submit all required materials.

A maximum of three priorities, not including any transfers of funds, may be submitted at this time. Regardless of the anticipated funding FFY, the following rules apply:

- ✿ all priority candidate projects must be reviewed by the **RPO** according to the structure for program eligibility identified in this program guide;
- ✿ all priority candidate projects must be endorsed by the **RPO** policy board before submitting to the **Department**; and
- ✿ all priority candidate projects must be submitted by the **RPO** via an *RPO Allocation Priority Listing Form* in priority order with the FFY for consideration indicated.

RPO Allocation Priority Listing Form	Instructions
Regional Planning Organization (RPO)	Indicate the RPO completing and submitting the RPO Allocation Priority Listing Form.
RPO Contact	Indicate the RPO representative designated as the primary person to which the Department will coordinate regarding preliminary project review/development inquiries, the RPO Allocation Priority Listing Form and associated applications.
Additional Ranking Criteria Applied by RPO	The RPO is asked to provide a brief description of the RPO's process for reviewing and prioritizing projects. The RPO is also requested to provide a list of any additional criteria applied by the RPO to the applications for purposes of review and ranking.

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RPO Priority	Each RPO individually submits an <i>RPO Allocation Priority Listing Form</i> for the three highest ranked applications in priority order to the Department’s Program Coordinator. Refer to Special Notes on Review Findings. Each RPO must provide two hard copies of a completed <i>RPO Allocation Priority Listing Form</i> and two hard copies of each of the corresponding priority applications, including any supplemental information provided by the Project Sponsor. RPOs are advised to pay special attention to the instructions indicated on the Program Application for providing digital copies of the materials as these must be submitted as well.
Federal Fiscal Year (FFY)	Each RPO assesses the candidate project for readiness and available sub-allocation share of the RPO Allocation to identify the FFY for consideration of implementation. Refer to Special Notes on Review Findings.
RPO Requested TE Program Funds for Candidate Project (U.S. Dollars)	RPOs must indicate the amount of funds being considered for each project priority. This amount may be less than the amount requested in the Project Sponsor’s application submittal.
Cap TE Program Funds	RPOs should indicate on the RPO Allocation Priority Listing Form if the region is enforcing a funding limit (cap) for a project, such as to allow multiple projects to proceed within the available sub-allocated share. Otherwise, it will be assumed that the RPO intends projects to be implemented in priority order based on requested program funding in the application and available sub-allocated share.
Possible STP-Urban Program Funds	RPOs should indicate if the candidate project is being considered for supplementing with the region’s sub-allocation of urban area funds under the Surface Transportation Program. This will allow the Department to include the appropriate staff in the application review.
Alternate Project Only	An RPO may indicate an alternative project priority that will be considered only in the event that a higher priority project is deemed ineligible, not feasible, implementation is delayed, or requires less funding than originally anticipated. Ultimately, implementation of projects will be dependent upon available program funds as well as Department resources and staff.
Project Title	The Project Title should be referenced exactly as indicated on the original application to ensure ease of reference during the review process and reduce opportunity for miscommunication or misinterpretation.
Project Sponsor	The Project Sponsor should be referenced exactly as indicated on the original application to ensure ease of reference during the review process.
Special Notes on Project	The RPO may include any additional detail deemed necessary regarding the candidate project or its review findings to support the projects being presented.
Completeness	The RPO is responsible for reviewing applications submitted to the RPO office for completeness. The RPO should coordinate with Project Advocates and Project Sponsors to obtain any missing materials or information necessary to expand on application questions prior to performing the ranking of submittals. No application should be forwarded as a priority to the Department unless it is found by the RPO to be complete.
Program Eligibility	The RPO is responsible for reviewing applications submitted to the RPO office for eligibility under the Transportation Enhancement Program. The RPO is asked to carefully review the guide and application materials provided. Any questions on the process should be coordinated with the Program Coordinator. The RPO should coordinate with Project Advocates and Project Sponsors to obtain any clarification necessary prior to performing the ranking of submittals. No application should be forwarded as a priority to the Department unless the project as described and presented is found by the RPO to be an eligible activity under the program.
Consistency with Regional/Local Character	The RPO must consider the proposed project’s overall consistency with the regional and local character. This should include, but not be limited to, consideration of the following: public support for proposal or similar initiatives; connectivity with/to previously implemented initiatives; documentation of intent in local planning, zoning, or master plans of development; and relative location to and fit with nearby uses and development
Consistency with Regional Comprehensive Planning Goals	The RPO must consider the proposed project’s overall consistency with the regional comprehensive planning goals. Such goals may be listed, referenced or documented in the regional long-range transportation plan, a regional study, such as a bicycle and pedestrian plan, inferred by past project endorsements and board decisions, or relevant to recommendations of a regional conservation and development plan.
Consistency with State Long Range Transportation Plan and State Conservation and Development Policies	The RPO must consider the proposed project’s overall consistency with the current statewide long range transportation plan and the State conservation and development policies. Proposed projects should help achieve one or more of the mandates, address noted issues with the transportation system and support the cited actions, initiatives or recommendations.
Transfer of Sub-Allocated Share / Waiver of Funds	The RPO may waive use of all or a portion of its sub-allocated share of the RPO Allocation by authorizing a transfer to another RPO or to the Department for the State Allocation. In the event that a region chooses not to utilize all or a portion of its sub-allocation of the RPO Allocation, this must be noted on an <i>RPO Allocation Priority Listing Form</i> . In doing so, the RPO may specifically identify a project for application of the funds. RPO Allocation funds that are not programmed will defer to the State Allocation share for administration by the Department.

Source: Connecticut Department of Transportation.

STEP 4: DEPARTMENT REVIEW PROCESS

- ✱ The **Department** reviews **RPO** prioritized applications to assess program eligibility, and completeness to ensure that each meets State and federal criteria. Project applications received that are deemed incomplete or ineligible will be returned to the **RPO**.
- ✱ The **Department** examines various elements of the **RPO** prioritized applications to determine project viability and identify any potential impediments to timely project implementation or completion, including cost estimates, permitting, field constraints, sensitive resources, public opinion and rights-of-way needs. If issues are identified during the review, coordination with the **RPO** and **Project Sponsor** will be pursued to address the issue. If unresolved in a timely manner, the next highest ranked project will be similarly screened.

STEP 5: PROJECT INITIATION

- ✱ After both the **RPO** and **Department** have completed their reviews and coordinated any identified issues, the final recommendations from the **RPO** priority lists will then be forwarded to the Commissioner of Transportation.
- ✱ The Commissioner will announce the finalists for the RPO Allocation based on the evaluation of applications for programmatic eligibility. The number of projects selected from each **RPO** will be determined by the amount of available program funds and the estimated costs of the priority projects submitted as well as **Department** resources available to administer the projects.
- ✱ After the selection of projects is completed, the **Project Sponsor** and associated **RPO** will be invited to the **Department** to discuss the next steps of the process, including outlining project milestones. This discussion is typically referred to as a “kick-off” meeting. At that time, the **Project Advocate** and **Project Sponsor** will be provided additional information and useful resources relating to public involvement requirements, consultant/contractor selection, and the Disadvantaged Business Enterprise (DBE) process as well as various other necessary guidance.
- ✱ The **Project Sponsor** will begin the process for securing and documenting the formal financial commitment for the project through the appropriate processes. Additionally, the **Project Sponsor** will initiate public outreach for the project according to guidance provided at the kick-off meeting.
- ✱ A *Recommended Project Memorandum (RPM)* will be created by the **Department** to establish a project for managing the project estimate, budget and schedule.
- ✱ The **RPOs** will be asked to endorse the selected projects into their Transportation Improvement Program (TIP). Once the project has received TIP endorsement, it will be forwarded to FHWA for approval into the Statewide Transportation Improvement Program (STIP).
- ✱ Once the STIP requirement is satisfied, the **Department** will be able to enter into agreements with FHWA and the **Project Sponsor** in order to initiate project phases, secure necessary funding and authorize activities to commence.

STEP 6: SUCCESSFUL IMPLEMENTATION OF A PROJECT

In advance of the preparation of application materials, **Project Advocates** and **Project Sponsors** are strongly encouraged to review this guide in full, including the reference materials listed at the end, and become familiar with the resources and direction provided. As indicated previously, there are milestones that **Project Sponsors** must continue to meet to avoid losing the funding. Reasonable estimations of project costs at the time of application, maintaining the project schedule, and meeting milestone dates are key to preventing unnecessary cost overages and risking loss of funding.

Upon execution of the project agreement, the **Project Sponsor** will begin working closely with the **RPO** and the **Department** to develop the project in accordance with the community and project vision, program policies and applicable local, State and federal laws to meet schedules and milestones.

Although the **Department** will provide support throughout the project implementation to facilitate the process and assist the **Project Sponsor** in meeting project milestones, it is imperative that **Project Sponsors** secure knowledgeable technical support at the project level to assist in meeting State and federal requirements. These resources will be needed during every aspect of the project from application to construction. Having experienced assistance, whether these are permanent employees, volunteers or hired consultants, working with the **Project Sponsor** throughout the process is necessary to implementing a successful project.

Successful implementation of a project is dependent upon all parties communicating effectively and regularly. Any issues should be immediately coordinated and addressed to avoid undue delay or cost increases. Projects, for which **Project Sponsors** are unable to deliver products or produce evidence of a viable financial plan to implement, will be subject to dismissal from consideration or cancellation and possible payback requirements of expended funds.

ROLES OF KEY PLAYERS

The following table outlines roles of the key players in the process.

Roles in the RPO Allocation Project Selection and Development Process	Department	RPO	Project Sponsor
Coordinate, cooperate and maintain an open dialogue for communication with the various stakeholders and interested parties throughout the process			
Comply with all State and federal requirements, including but not limited to Disadvantage Business Enterprise (DBE) contract set-asides, consultant selection procedures, and the competitive bid process.			
Designate staff contacts for program administration			
Designate contacts for project management			
Prepare program guidelines and related materials, including design and maintenance of a web page for program resources			
Streamline program process, including solicitation, permitting, design and rights-of-way, where feasible			
Assist RPOs with implementation of the solicitation process, including development of application materials and support with public outreach			
Review the Transportation Enhancement Program guidelines, funding constraints, eligibility, and application requirements for relevance			
Provide technical assistance and support to the Project Sponsor throughout the process			
Establish regionally specific selection criteria, documentation requirements or ranking process, as deemed appropriate			
Solicit local and regional projects			
Identify a candidate project and complete a project application			
Prepare preliminary cost estimates calculated using standard specifications and quantities			
Discuss and/or present the project for consideration of RPO(s) with boundaries encompassing the project area, including coordinating with other regions, as necessary, on projects with significance to multiple regions			

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Roles in the RPO Allocation Project Selection and Development Process	Department	RPO	Project Sponsor
Advocate public support and financing for the project			
Identify and pursue other possible sources of funding for project elements			
Review any program guidance, special instructions, submittal deadlines, or other informational needs relating to the application process			
Perform initial vetting and prioritization of project applications			
Identify priority projects to the Department by completing and submitting an <i>RPO Allocation Priority Listing Form</i>			
Review RPO identified priority projects and identify potential programmatic issues with listing			
Participate in preliminary project initiation and development discussions to determine scope, design needs and cost estimates			
Refine cost estimates based on design decisions using standard specifications and quantities			
Host a public informational meeting on the proposed project			
Depending upon the enhancement categories being addressed by the project, acquire additional documentation showing coordination with the transit district, State Historic Preservation Office, Connecticut Bicycle and Pedestrian Advisory Board, Connecticut Horse Council, or other federal and State agencies			
Secure funding commitment via a resolution of intention to provide the 20 percent match from the appropriate fiscal entity as part of the full application process following project selection			
Commit, in writing, intent to maintain, operate and insure the facility upon project completion			
Develop/design project elements, including options and alternatives based on public input and/or to avoid sensitive resources as well as in compliance with pertinent American with Disabilities Act (ADA) requirements, State design standards, and American Association of State Highway and Transportation Officials (AASHTO) standards			
Carry out any required studies and approvals, including but not limited to historic and archaeological surveys and reports			
Acquire all right-of-way and environmental permits and submit detailed plans, specifications and cost estimates, including contingencies and incidentals, or project documentation which comply with municipal and State/federal bidding requirements			
Advertise and administer the project			
Implement project based on design and respond in timely manner to field conditions or unanticipated issues, as necessary			
Document project elements, including photographing public outreach sessions, field visits, implementation/construction process and finished products and provide digital copies to the Department for the file record			
Complete all project elements as designed			
Operate, maintain and insure project elements			

Source: Connecticut Department of Transportation.

APPENDIX A. POLICY STATEMENT



STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION



2800 BERLIN TURNPIKE, P.O. BOX 317546
NEWINGTON, CONNECTICUT 06131-7546

Phone:

April 21, 2011

To Whom It May Concern:

The Department of Transportation (Department) is pleased to forward to you a copy of the recently updated Policy Statement for the Administration of the Federal Transportation Enhancement Program (Policy No. P&P-8). As indicated in the Statement, the Department is committed to administering the Transportation Enhancement Program.

The Department believes that the revised Policy Statement will provide for an improved Program that benefits all of Connecticut's residents, businesses and visitors. The Department has been working actively with the Regional Planning Organizations and various non-motorized transportation interest groups, as well as other State agencies in this process. We hope to have your continued support in this initiative as we move forward.

Thank you for your time, comments, encouragement and collaboration in this effort.

Very truly yours,

A handwritten signature in black ink that reads "Thomas J. Maziarz".

Thomas J. Maziarz
Bureau Chief
Policy and Planning

Enclosure



CONNECTICUT DEPARTMENT OF TRANSPORTATION **POLICY STATEMENT**

POLICY NO. P&P - 8
April 11, 2011

SUBJECT: Administration of the Federal Transportation Enhancement Program

This policy statement specifically concerns the administration of the federal Transportation Enhancement Program by the State of Connecticut Department of Transportation (Department).

The Transportation Enhancement Program provides funding to help expand transportation choices and enhance the transportation experience. Federal regulations define categories of eligible activities. These include pedestrian and bicycle infrastructure and safety programs, scenic and historic highway programs, landscaping and scenic beautification, historic preservation, and environmental mitigation. All activities must be transportation related, but they can also support broader community goals such as sustainable and livable communities.

The Department fully recognizes the benefits of, and public support for, activities that enhance our communities, as well as our transportation system. This policy affirms the Department's commitment to use the Transportation Enhancement Program to both serve the goals of the State's long range transportation plan, and to promote healthy, safe, livable communities.

The Department also recognizes that project costs are rising, and many municipalities and Regional Planning Organizations face an increasingly difficult time raising funds to match federal dollars. Many gaps exist in planned multi-use trail systems. The gaps are proving difficult to complete due to funding problems, design challenges, and the heavy reliance on individual towns to shoulder the burden of constructing segments within their towns. With the implementation of this Policy Statement, updating guidelines, streamlining processes, and more collaborative partnerships, the Department is anticipating a more focused, cooperative, competitive and efficient program that will address the issues.

The Department is committed to administering the Transportation Enhancement Program in a manner that continues the following principles:

- pursue a fair distribution of funds for regional and municipal projects through a competitive process
- pursue and encourage focused, cooperative, and efficient processes for developing projects
- assure that municipal and regional projects are adequately funded so that projects are not delayed, scaled back, or terminated at the construction phase due to insufficient funds

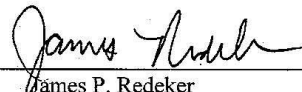
Program Goals:

- The Transportation Enhancement Program should be consistent with the mandates, issues and recommendations of the State's Long Range Transportation Plan to promote livability and sustainability; support community character through context sensitive solutions; and support nonmotorized transportation users.
- The Transportation Enhancement Program should give more emphasis to bicycle and pedestrian initiatives. Of special importance are initiatives that (1) address gaps in major multi-use trail networks and modal integration with transit, and (2) improve pedestrian and bicycle access to, and accommodations at, transit centers.

To help achieve these goals, the Department will reserve 50 percent of the Transportation Enhancement Program funds for bicycle and pedestrian projects to be administered by the Department. The remaining 50 percent will be made available for enhancement projects proposed by regions and municipalities. The latter will be selected through a process to be developed in cooperation with the regions.

To achieve cost savings and reduce project delivery time, management of the Transportation Enhancement Program will also be improved through emphasis on the following:

- building upon and supporting the vision established in the Connecticut Statewide Bicycle and Pedestrian Transportation Plan
- working with municipalities, regions, and stakeholder groups to form partnerships to advance enhancement projects that help achieve community visions
- streamlining the project development processes, wherever possible, to reduce project scoping, design, and contracting time
- updating the program guidelines as needed and in cooperation with the regions
- coordinating more closely with the Connecticut Department of Environmental Protection on permitting and environmental issues relating to enhancement projects
- communicating regularly and openly with all necessary parties concerning project development issues



James P. Redeker
Acting Commissioner

APPENDIX B. STATE CONTACTS

The following is a listing of the key program contacts at the Connecticut Department of Transportation (**Department**) for the application process and subsequent project management under the Transportation Enhancement Program.

Program		Project (After Selection of a Project for Funding)	
Program Administrator		Project Administrator	
Ms. Maribeth Wojenski Assistant Transportation Planning Director Bureau of Policy and Planning (860) 594-2045		Mr. Hugh Hayward Principal Engineer Bureau of Engineering and Construction (860) 594-3219	
Program Coordinator		Project Manager	
Contact for Program Inquiries, including RPO Allocation Process and Applications	Ms. Carla Iezzi Transportation Planner II Bureau of Policy and Planning 860 594-2153 carla.iezzi@ct.gov	Contacts for Project Related Design Inquiries	Mr. Nilesh Patel Project Manager Bureau of Engineering and Construction 860 594-3411 nilesh.patel@ct.gov
			Project Engineer
			Mr. Anthony Estanislau Project Engineer Bureau of Engineering and Construction 860 594-3230 anthony.estanislau@ct.gov

Source: Connecticut Department of Transportation.

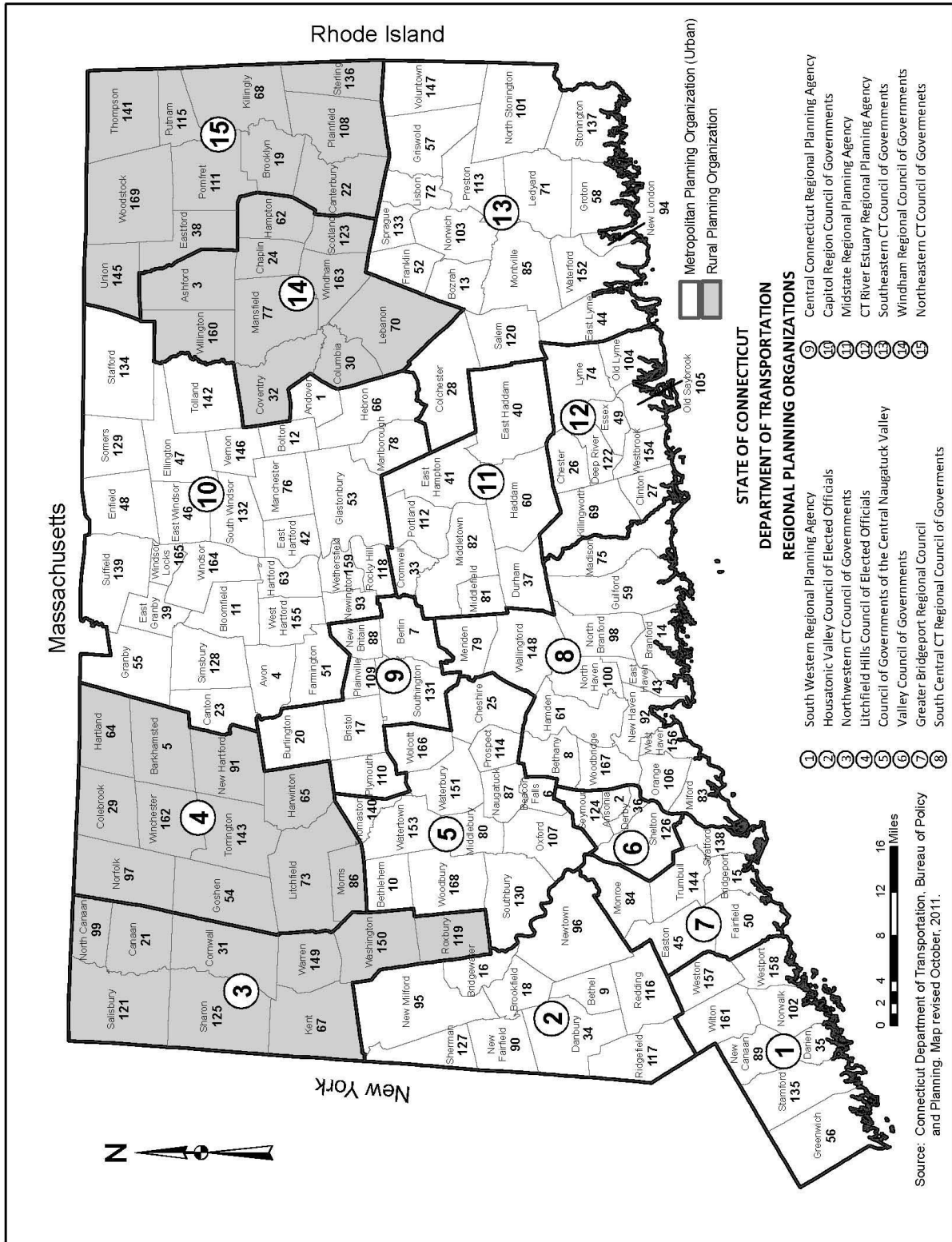
APPENDIX C. REGIONAL PLANNING ORGANIZATIONS

The following is a listing of the regional planning organizations (RPOs) in Connecticut as well as a map of the boundaries of each of these RPOs. *All Project Advocates and Project Sponsors should contact the appropriate RPO for additional guidance on RPO ranking criteria, submittal deadlines, special instructions and other informational needs relating to the application process.*

Regional Planning Organizations	Director	Telephone / Website
Capitol Region Council of Governments 241 Main Street Hartford, CT 06106	Lyle Wray lwray@crcog.org	860 522-2217 www.crcog.org
Central Connecticut Regional Planning Agency 225 North Main Street – Suite 304 Bristol, CT 06010-4993	Carl Stephani director@ccrpa.org	860 224-9888 www.ccrpa.org
Connecticut River Estuary Regional Planning Agency 455 Boston Post Road – P.O. Box 778 Old Saybrook, CT 06475	Linda Krause linda@crearpa.org	860 388-3497 www.crearpa.org
Council of Governments of the Central Naugatuck Valley 60 North Main Street – Third Floor Waterbury, CT 06702-1403	Peter Dorpalen pdorpalen@cogcnyv.org	203 757-0535 www.cogcnyv.org
Greater Bridgeport Regional Council Bridgeport Transportation Center, Suite 1 525 Water Street Bridgeport, CT 06604-4902	Brian Bidolli bbidolli@qbrpa.org	203 366-5405 www.GBRCT.org
Housatonic Valley Council of Elected Officials Old Town Hall 162 Whisconier Road Brookfield, CT 06804	Jonathan Chew jchew@hvceo.org	203 775-6256 www.hvceo.org
Litchfield Hills Council of Elected Officials 42 North Street – P.O. Box 187 Goshen, CT 06756	Richard Lynn lhceo1@snet.net	860 491-9884
Midstate Regional Planning Agency 100 DeKoven Drive – P.O. Box 139 Middletown, CT 06457	Geoffrey Colegrove mrpa@snet.net	860 347-7214 www.midstaterpa.org
Northeastern Connecticut Council of Governments 125 Putnam Pike – P.O. Box 759 Dayville, CT 06241	John Filchak john.filchak@necceg.org	860 774-1253
Northwestern Connecticut Council of Governments 17 Sackett Hill Road Warren, CT 06754	Dan McGuinness nwccog1@snet.net	860 868-7341
South Central Regional Council of Governments 127 Washington Avenue – 4th Floor-West North Haven, CT 06473-1715	Carl Amento camento@scrcog.org	203 234-7555 www.scrcog.org
South Western Regional Planning Agency Stamford Government Center 888 Washington Boulevard – 3rd Floor Stamford, CT 06901	Dr. Floyd Lapp, FAICP \ lapp@swrpa.org	203 316-5190 www.swrpa.org
Southeastern Connecticut Council of Governments 5 Connecticut Avenue Norwich, CT 06360	James Butler jbutler@seccog.org	860 889-2324 www.seccog.org
Valley Council of Governments Derby Railroad Station 12 Main Street Derby, CT 06418	Richard T. Dunne rdunne@valleycog.org	203 735-8688 www.valleycog.org
Windham Region Council of Governments 700 Main Street Willimantic, CT 06226	Mark N. Paquette director@wincog.org	860 456-2221 www.wincog.org

Source: Connecticut Department of Transportation.

Regional Planning Organization Boundaries in Connecticut (As of October 2011)



APPENDIX D. TRANSIT DISTRICTS

The following is a listing of the transit districts in Connecticut. Depending upon the enhancement category addressed by the proposed project, the transit district with boundaries encompassing the project may need to be contacted for their input or assistance with the project and application coordination. **Project Advocates** and **Project Sponsors** not familiar with the transit districts in their area can contact the appropriate **RPO** for additional guidance.

Transit District	Telephone	Website
Greater Bridgeport Transit Authority (GBTA)		
One Cross Street Bridgeport, CT 06610	203 366-7070	www.gqgbt.com
The Estuary Transit District (ETD)		
17 Industrial Park Drive, Suite 6 Centerbrook, CT 06409	860 510-0429	www.estuarytransit.org
Greater Hartford Transit District (GHTD)		
One Union Place Hartford, CT 06103	860 247-5329	www.hartfordtransit.org
Greater New Haven Transit District (GNHTD)		
840 Sherman Avenue Hamden, CT 06514	203 288-6282	www.gnhtd.org
Greater Waterbury Transit District (GWTD)		
67 Farrington Avenue Waterbury, CT 06706	203 573-8627	www.gwtd.org
Housatonic Area Regional Transit District (HART)		
62 Federal Road Danbury, CT 06810	203 744-4070	www.hartct.org
Meriden Transit District		
22 West Main Street Meriden, CT 06451	203 235-6851	www.cityofmeriden.org/Content/Transit_District/
Middletown Transit District (MAT)		
340 Main Street Middletown, CT 06457	860 346-0212	www.middletownareatransit.org
Milford Transit District		
259 Research Drive Milford, CT 06460	203 874-4507	www.milfordtransit.com
Northeastern Connecticut Transit District (NECTD)		
125 Putnam Pike P.O. Box 759 Dayville, CT 06241-1626	860 774-3902	www.nectd.org
Northwestern Connecticut Transit District (NWCTD)		
957 East Main Street Torrington, CT 06790	860 489-2535	www.nwcttransit.com
Norwalk Transit District (NTD)		
275 Wilson Avenue Norwalk, CT 06854	203 299-5160	www.norwalktransit.com
Southeast Area Transit District (SEAT)		
21 Route 12 Preston, CT 06365	860 886-2631	www.seatbus.com
Stamford Transit District		
	203 977-4029	
Valley Transit District (VTD)		
41 Main Street Derby, CT 06418	203 735-6824	www.valleytransit.org
Windham Region Transit District (WRTD)		
115 Ash Street Willimantic, CT 06226	860 456-2223	www.wrtd.net

Source: Connecticut Department of Transportation.

APPENDIX E. OTHER IMPORTANT CONTACTS

Other important contacts for candidate TE projects are listed below. Depending upon the enhancement category addressed by the proposed project, these key organizations may need to be contacted for their input or assistance with project coordination and may be useful resources during the development of a project.

CONNECTICUT BICYCLE AND PEDESTRIAN ADVISORY BOARD

Monthly meetings of the board are open to the public, and interested citizens are encouraged to attend. Unless otherwise noted, meetings take place 1:00-3:00 pm on Thursday afternoons at the Connecticut Department of Transportation, 2800 Berlin Turnpike, Newington, Connecticut 06111. The organization's website is www.ctbikepedboard.org.

CONNECTICUT HORSE COUNCIL

The Connecticut Horse Council, Inc. has an interest in the consistent design and maintenance of multi-use trails in Connecticut for access by the equestrian community. The Connecticut Horse Council president can be reached via mail at Post Office Box 57, Durham, Connecticut 06422. The organization's website is www.cthorsecouncil.org.

STATE HISTORIC PRESERVATION OFFICE (SHPO)

The Connecticut Commission on Culture and Tourism is responsible for various activities relating to art, film, historic preservation, museums, and tourism. The Commission includes the State Historic Preservation Office (SHPO) and the Office of Tourism. As of July 2011, the Commission on Culture and Tourism was involved in an agency consolidation with the Department of Economic and Community Development.

The State Historic Preservation Office has staff that can provide assistance and references on TE projects relating to historic transportation structures and museums. At the time of development of this program guide, the staff offices were located at One Constitution Plaza, 2nd Floor, Hartford, Connecticut 06103, and the Commission maintained a website at www.cultureandtourism.org with the following contacts listed as resources:

State Historic Preservation Office	Telephone	Email
Director and State Historic Preservation Officer		
David Bahlman	860 256 2754	david.bahlman@ct.gov
National Register and State Register Coordinator		
Ms. Stacey Vairo	860 256 2766	stacey.vairo@ct.gov

Source: Connecticut Commission on Culture and Tourism.

APPENDIX F. RECOMMENDED REFERENCE MATERIALS

Various useful reference materials are maintained online.

- The Department's website (<http://www.ct.gov/dot>) offers various resources that may be of interest to RPOs and Project Sponsors:

Resource	Navigation
Transportation Enhancement Program	Programs and Services or directly via http://www.ct.gov/dot/tep
Long Range Transportation Plan	Publications > Plans, Projects and Studies > ConnDOT Plans or directly via http://www.ct.gov/dot/lrp
2010 Statewide Transportation Improvement Program (STIP)	Publications > Plans, Projects and Studies > ConnDOT Plans or directly via http://www.ct.gov/dot/stip
Various regarding Consultants/Contractors	Publications > Forms
Various regarding Disadvantaged Business Enterprises	Publications > Forms
Drainage Manual	Publications > Manuals
Public Involvement Guidance Manual	Publications > Manuals
Traffic Control Signal Design Manual	Publications > Manuals
Specifications for Roads, Bridges, and Incidental Construction Form 816 English & Metric Form 816 with supplemental changes	Publications > Manuals
State Traffic Commission Regulations Manual	Publications > Manuals
Construction Engineering and Inspection Information Pamphlet for Consultants	Publications > Pamphlets
From Environmental Documents to Transportation Projects	Publications > Pamphlets
Historic And Archaeological Resources	Publications > Pamphlets
Recognizing Wetlands	Publications > Pamphlets
State Transportation Map	Publications > Maps
Multi-Use Trails	Publications > Maps
Statewide Bicycle Map	Publications > Maps
Functional Class (FCL) Maps	Publications > Maps
Average Daily Traffic (ADT) Maps	Publications > Maps
Town Road (TRU) Maps	Publications > Maps
Title VI Mapping with Bus Service	Publications > Maps
Title VI Mapping with Rail Service	Publications > Maps
Connecticut DOT Performance Measures	Publications > Other >

Source: Connecticut Department of Transportation.

- Federal program information can be viewed and downloaded from the FHWA transportation enhancement website at <http://www.fhwa.dot.gov/environment/te/index.htm>.
- Federal program guidance can be viewed and downloaded from the FHWA transportation enhancement website at <http://www.fhwa.dot.gov/environment/te/guidance.htm>.
- United States Geological Survey mapping can be obtained free online from the USGS Store website at <http://store.usgs.gov>.
- The Connecticut Department of Energy and Environmental Protection's website is <http://www.ct.gov/dep>. Navigating to Programs and Services will provide an index from which many resources are listed, including the Recreational Trails Program (RTP) which may be an alternative funding source for a project under development.

APPENDIX G. SAMPLE PROGRAM APPLICATION

CT Transportation Enhancement Program 2011 - October 2011

PROGRAM APPLICATION

Project Title

Provide the title of project. (60 Characters or Less)

Regional Planning Organization (RPO)

The application should be submitted to the RPO office having boundaries encompassing the majority of the project location. A map of the RPO boundaries is provided under separate cover as an appendix to the program guidelines. For projects that span multiple regional planning organization boundaries, please list in order beginning with the RPO with the greatest geographic coverage or the RPO with which project coordination has been initiated. A dropdown list of RPOs is provided.

Project Advocate

The Project Advocate is the entity that supported the project and, as its proponent, initiated efforts to obtain sponsorship for the federal program funds. The Project Advocate may be a governmental or non-governmental organization. Examples include municipalities, counties, State agencies, tribal nations, military agencies, universities, private businesses, individuals, non-profit organizations, neighborhood revitalization or other interest groups.

Legal Name of Organization/Individual

Project Sponsor and Commitment Statement

The Project Sponsor is the applicant and will be the entity that enters into agreement with the State of Connecticut Department of Transportation for program administration and funding. The Project Sponsor **MUST** be a governmental agency (federal, State, or municipal), transit district, regional planning organization (RPO), tribal nation or other entity established through State Statutes. The Project Advocate may be the same as the Project Sponsor if it meets the requirements indicated herein. Please indicate the formal legal names of the organization and duly authorized representative.

IF TRANSPORTATION ENHANCEMENT PROGRAM FUNDS ARE AUTHORIZED: The Project Sponsor will be responsible for commitment of funds to match federal program dollars and finance any ineligible project costs. The Project Sponsor will also be responsible for commitment to operate, maintain and insure the transportation enhancement. Upon project completion, the responsibility of liability and maintenance to ensure a safe, secure facility and components remains with the Project Sponsor, regardless of location within State or federal rights-of-way. Formal letters of commitment or resolutions from the appropriate fiscal entity, (i.e. Town Council, Board of Finance), will be required. Additionally, the Project Sponsor will be responsible for meeting public involvement requirements.

Legal Name of Organization

Legal Name of Duly Authorized Representative

Signature of Duly Authorized Representative **Date (MM/DD/YYYY)**

By signing my name on the signature line above, I am certifying that I am the duly authorized representative of the sponsoring agency and that I am aware of the application and proposed project on behalf of the organization as well as my responsibility as the Project Sponsor if Transportation Enhancement Program funds are authorized. My signature further indicates that, to the best of my knowledge, the statements made on this application form and any attachments are true and complete and are made in good faith. I understand that if I knowingly make any misstatement of fact, this application is subject to disqualification and dismissal and to such other penalties as may be prescribed by law. All statements made on this application are subject to verification as a condition of funding authorization.

Project Contact (Representative from Project Sponsor) and Commitment Statement

The Project Contact must be a representative of the Project Sponsor's agency. The Project Contact will act as the project manager. The Project Contact will be the primary person to which correspondence, inquiries and project coordination will be directed regarding the application and subsequent project if funds are awarded.

Email Address		Title	
Telephone No.		Street Address	
Facsimile No.		Division/Office	
Name Prefix		CT Municipality	
First Name		Zip Code	
Last Name			

Signature of Project Contact **Date (MM/DD/YYYY)**

By signing my name on the signature line above, I am certifying that I am aware of the application and proposed project on behalf of the organization as well as my role as the Project Contact. My signature further indicates that, to the best of my knowledge, the statements made on this application form and any attachments are true and complete and are made in good faith. I understand that if I knowingly make any misstatement of fact, this application is subject to disqualification and dismissal and to such other penalties as may be prescribed by law. All statements made on this application are subject to verification as a condition of funding authorization.

CT Transportation Enhancement Program – October 2011

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Enhancement Categories (EC)		Indicate ALL Categories Addressed	Indicate the PRIMARY (only one) Category
EC1	Provision of facilities for pedestrian and bicycles	<input type="checkbox"/>	<input type="radio"/>
EC2	Provision of safety and education activities for pedestrian and bicyclists	<input type="checkbox"/>	<input type="radio"/>
EC3	Acquisition of scenic easements and scenic or historic sites	<input type="checkbox"/>	<input type="radio"/>
EC4	Scenic or historic highway programs, including provisions of tourist and welcome center	<input type="checkbox"/>	<input type="radio"/>
EC5	Landscaping and other scenic beautification	<input type="checkbox"/>	<input type="radio"/>
EC6	Historic preservation	<input type="checkbox"/>	<input type="radio"/>
EC7	Rehabilitation and operation of historic transportation buildings, structures or facilities	<input type="checkbox"/>	<input type="radio"/>
EC8	Conversion of abandoned railway corridors to trails	<input type="checkbox"/>	<input type="radio"/>
EC9	Control and removal of outdoor advertising	<input type="checkbox"/>	<input type="radio"/>
EC10	Archaeological planning and research	<input type="checkbox"/>	<input type="radio"/>
EC11	Environmental mitigation of highway runoff, reduce vehicle-caused wild-life mortality, maintain habitat connectivity	<input type="checkbox"/>	<input type="radio"/>
EC12	Establishment of transportation museums	<input type="checkbox"/>	<input type="radio"/>
<p>For projects submitted under EC1 or EC8, check all boxes that apply. Pedestrian access includes walking, running, cross-country skiing, snow shoeing. Bicycling includes non-motorized road and off-road, mountain, etc. Please answer what functionality is <u>anticipated</u> to be provided based on the best available information at the time of application.</p>		<input type="checkbox"/>	<input type="checkbox"/>
<p>For projects submitted under EC1 or EC8, check all boxes that apply. Please answer what surface type is <u>anticipated</u> to be provided based on the best available information at the time of application.</p>		<input type="checkbox"/>	<input type="checkbox"/>
<p>OPTIONAL: For projects submitted under EC1 or EC8, documentation demonstrating that the Connecticut Horse Council has been <u>notified</u> of the project proposal is encouraged.</p>		<input type="checkbox"/>	<input type="checkbox"/>
<p>IF TRANSPORTATION ENHANCEMENT PROGRAM FUNDS ARE AUTHORIZED: For projects submitted under EC1 or EC8, documentation demonstrating that the transit district and the Connecticut Bicycle and Pedestrian Advisory Board have been <u>notified</u> of the project proposal will be necessary.</p>		<input type="checkbox"/>	<input type="checkbox"/>
<p>IF TRANSPORTATION ENHANCEMENT PROGRAM FUNDS ARE AUTHORIZED: For projects submitted under any of the historic categories (EC3, EC6 or EC7), documentation from the Connecticut Historic Preservation Office, confirming that the historic site/structure is <u>listed</u> on the National Register of Historic Places will be necessary.</p>		<input type="checkbox"/>	<input type="checkbox"/>
Project Location		NOT REQUIRED AT THIS TIME	NOT REQUIRED AT THIS TIME
<p>Briefly describe the project location. (250 Characters or Less)</p>			
<p>Indicate the start (and end, if linear) of the project limits. Also provide the corresponding longitude/latitude coordinates in decimal degrees, if available.</p>			
START		Long	Lat
END		Long	Lat
<p>Identify the municipality(ies) having boundaries encompassing the project location.</p>			
Primary CT Municipality	Other Municipality (ies)		
REQUIRED Depict the location of the project on a town road map. Town road maps are available online under Publications from www.ct.gov/dot . Provide a hard copy.	<input type="checkbox"/>	Attached	
REQUIRED Depict the location of the project on a United States Geological Survey (USGS) map. Maps are available free from the USGS Store online at store.usgs.gov . Provide a hard copy.	<input type="checkbox"/>	Attached	
OPTIONAL As appropriate and necessary for the scale of the project proposed, provide a map, conceptual layout or other visual resource to depict the location of the project. Provide a hard copy.	<input type="checkbox"/>	Attached	
OPTIONAL Provide RPO with a digital file, preferably SHAPE, of the project location for use with GIS software. This may simply be a digital version of one of the items above. Provide a digital copy (indicate the file type in the space provided).	<input type="checkbox"/>	Attached	
<p>Indicate File Type:</p>			

CT Transportation Enhancement Program 2011 - October 2011

Project Description

Briefly describe the project. (250 Characters or Less)

Purpose and Need

Briefly explain the purpose and need for the project, including anticipated significance and impacts of this project. Provide any additional information that may assist with determining the eligibility of and ranking of this project. This is an opportunity to discuss why the project should be selected for enhancement funding. (250 Characters or Less)

Project Linkage and Relationship to the Existing Surface Transportation System

Indicate whether the candidate project will improve the efficiency of the transportation system Yes No N/A Unsure

Indicate whether the candidate project will promote alternative modal choices for non-recreational uses. Yes No N/A Unsure

Indicate whether the candidate project relates to the existing surface transportation system by function or impact - refer to program guidelines for definitions of these terms. Provide a brief explanation/justification of selection (150 Characters or Less): Function Impact Function and Impact

Statewide Significance

Briefly describe if this candidate project directly relates to a project of statewide significance being funded or planned for State Allocation funds from the Transportation Enhancement Program. (150 Characters or Less)

Community Character and Regional Significance

Briefly describe how this candidate project directly relates to the region and community, including anticipated benefits and fit with the character of the area served. (250 Characters or Less)

Briefly describe the relationship and fit of this candidate project to other projects planned or underway as well as how this project is consistent with the municipal plan(s) of development in the area served. (250 Characters or Less)

As available, summarize the level of public support or opposition that has been voiced to date, if any, either via a public forum, written correspondence or other form of communication, including media coverage. Do not attach correspondence, blog reports, published media coverage or other related materials. (250 Characters or Less)

Permitting

Environmental impact should be minimized to the greatest extent possible; however, transportation enhancement projects sometimes involve permitting. Please indicate if any permits have been secured or applications filed for the proposed activities as of the date of this application. It is not required that permitting be completed for the application.

Local Inland Wetland

Date: (MM/DD/YYYY)
Date: (MM/DD/YYYY)
Date: (MM/DD/YYYY)
Date: (MM/DD/YYYY)
Date: (MM/DD/YYYY)
Date: (MM/DD/YYYY)

CT Transportation Enhancement Program – October 2011

CT Transportation Enhancement Program 2011 - October 2011

Financing, Project Cost Estimation and Phase Identification

Indicate the first Federal Fiscal Year (FFY) in which the funds are estimated to be required - the FFY begins October 1 of each year. Identify the full cost of all project phases for which federal participation is requested. Of this total, which can be no less than \$300,000, a maximum of 80 percent can be funded by the Federal Highway Administration through the Transportation Enhancement Program and a minimum of 20 percent must be secured by the Project Sponsor. Each Town whose project is short-listed will be asked to verify their estimate and commit to the match prior to final selection. Additionally, the Project Sponsor will be responsible for 100 percent of costs associated with program ineligible (non-participating) project components.

	Preliminary Engineering (PE)		Rights-of-Way (RW)		Construction (CN)		All Phases
	FFY	U.S. Dollars	FFY	U.S. Dollars	FFY	U.S. Dollars	U.S. Dollars
Estimated Project Cost and Timing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Requested TE Program Funds and Timing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

TOTAL TRANSPORTATION ENHANCEMENT PROGRAM FUNDS BEING REQUESTED
may not be greater than 80 percent of Total Estimated Project Costs

The minimum 20 percent match typically must come from non-federal sources as there are restrictions on the application of federal monies to the match share of Transportation Enhancement Program projects. However, some federal sources can be used as match. Indicate if any federal funds are being proposed as match and a source of funds for ineligible project costs, including the source program, the federal fiscal year (FFY) in which the funds are anticipated to be available, the amount to be applied, and the phase to which funds are anticipated to be applied.

	FFY	U.S. Dollars	Phase(s)
Recreational Trails Program (RTP)	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

List all nonfederal sources anticipated to be utilized towards the match share of Transportation Enhancement Program funds and other ineligible project costs. Indicate the source, the federal fiscal year (FFY) in which the funds are estimated to be available, the amount, and the phase to which funds are anticipated to be applied. Also indicate any funding amounts for which sources remain unidentified at this time in the line provided.

	FFY	U.S. Dollars	Phase(s)
Source(s) yet to be identified	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

The Department typically allows donations to be used to cover the Right-of-Way phase costs of the project; therefore, reducing the local match as well. Indicate the estimated value and the first Federal Fiscal Year (FFY) in which the funds are estimated to be available.

	FFY	U.S. Dollars	Phase(s)
Right-of-way donations anticipated	<input type="text"/>	<input type="text"/>	RW

Briefly describe the source (i.e. town engineer, consultant, RPO staff) of the project cost estimates provided above. (250 Characters or Less)

Briefly describe any donation credits that are under consideration to be proposed as match. (250 Characters or Less)

Briefly describe any innovative financing or funding partnerships that are under consideration to be proposed as match or to subsidize program ineligible project costs. (250 Characters or Less)

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Project Readiness

Briefly describe the anticipated readiness of the project. Indicate whether the candidate project can reasonably be anticipated to advance with full funding for the proposed phases if Transportation Enhancement Program funds are authorized. (250 Characters or Less)

Attachments and Additional Information / Materials

PLEASE LIMIT COMMENTS AND ATTACHED PAGES TO THOSE CRITICAL FOR REVIEW OF THE APPLICATION AND PROPER UNDERSTANDING OF THE PROJECT PROPOSAL - MORE IS NOT ALWAYS BETTER.

These three fields are optional and may be used to provide any additional comments pertinent to the presentation of the candidate project for consideration of funding under the Transportation Enhancement Program. (250 Characters or Less)

Comment 1

Comment 2

Comment 3

SAMPLE

Not for Use

Please indicate any additional materials being submitted with the application package to be provided to the RPO for consideration. If additional pages were used to answer questions on this application, please indicate the section and number of pages. Applicants are encouraged, however, to limit responses to the space provided in the Program Application.

The information below will be utilized during the review by staff at the RPO and at the Department to ensure that each reviewer has a full application package. A listing with a brief description of each item should be provided noting the number of pages for each attachment and the pertinent application section, as applicable.

Number of Pages	Pertinent Section	Brief Description

SAMPLE

Reminders

- The program guide for the Transportation Enhancement Program provides valuable insight for completion of this application - review the guidance first.
 - Application must be signed by the Duly Authorized Representative of the Sponsoring Agency in the space provided. **All applications must be manually signed.**
 - Application must be signed by the Project Contact of the Sponsoring Agency in the space provided. **All applications must be manually signed.**
 - A town road map must be attached with the project location/limits depicted clearly.
 - A USGS map must be attached with the project location/limits depicted clearly.
 - The application must be dated, completed in full and submitted to the appropriate Regional Planning Organization.
- SPECIAL NOTE:**
- Two hard copies of a manually signed application must be submitted for purposes of file record.
 - A digital file of the completed form application must also be submitted and this file must be in the original file format and layout provided - this means that the form fields with the applicant's responses must remain fully functional for purposes of data extrapolation.

APPENDIX H. SAMPLE RPO ALLOCATION PRIORITY LISTING FORM

CT Transportation Enhancement Program 2011 - October 2011

RPO ALLOCATION PRIORITY LISTING FORM

Regional Planning Organization (RPO)

Identify the RPO submitting this form from the dropdown list provided.

RPO Duly Authorized Signature and Commitment Statement

Legal Name of Duly Authorized Representative

Signature of Duly Authorized Representative (Digital Signature Optional)

Date (MM/DD/YYYY)

By signing my name on the signature line above, I am certifying that I am the duly authorized representative of the sponsoring agency. I am aware of the prioritization of these projects for potential funding with the region's share of Transportation Enhancement Program from the RPO Allocation. I also understand my agency's responsibility to the process if Transportation Enhancement Program funds are authorized for any of these projects. My signature further indicates that, to the best of my knowledge, the statements made on this form are true and complete and are not a forgery. The RPO contact named below will be the representative of the agency and primary contact regarding this prioritization until such time as the contact is changed.

RPO Contact (Representative from RPO) for Coordination of Project Review

The RPO Contact must be a representative of the RPO and will be the primary person to which the Department will coordinate regarding preliminary project review/development inquiries, this RPO Allocation Priority Listing Form and associated applications.

Email Address

Title

Telephone No.

Street Address

Facsimile No.

Division/Office

Name Prefix

CT Municipality

First Name

Zip Code

Last Name

Not for Use

Additional Ranking Criteria Applied by RPO

Please provide a brief description of the RPO's process for reviewing and prioritizing projects. (250 Characters or Less per Block)

SAMPLE

Please provide a bulleted list of any additional criteria applied by the RPO to the applications for purposes of review and ranking.


THIS FORM IS TO BE COMPLETED BY EACH REGIONAL PLANNING ORGANIZATION. THIS FORM IS REQUIRED. THIS FORM IS TO BE USED TO IDENTIFY A PRIORITY LISTING OF CANDIDATE PROJECTS FOR POTENTIAL AUTHORIZATION OF TRANSPORTATION ENHANCEMENT PROGRAM FUNDS UNDER THE REGION'S SHARE OF THE RPO ALLOCATION.

The RPO must submit a digital version (with functional fields) of this form as well as two signed and dated hard copies.

CT Transportation Enhancement Program 2011 - October 2011

RPO Candidate Project Identification and Review Checklist				Each Candidate Project's Program Application must be reviewed by the RPO for:						
RPO Priority	Federal Fiscal Year (FFY)	RPO Requested TE Program Funds for Candidate Project (U.S. Dollars)	Cap TE Program Funds	Possible STP-Urban Program Funds	Alternate Project Only	Completeness	Program Eligibility	Consistency with Regional/ Local Character/ Planning Goals	Consistency with Regional/ Comprehensive Development Policies	Consistency with State Long Range Transportation Plan and State Conservation and Development Policies
1	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Project Title									
	Project Sponsor									
	Special Notes on Project									
2	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Project Title									
	Project Sponsor									
	Special Notes on Project									
3	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Project Title									
	Project Sponsor									
	Special Notes on Project									
Transfer of Sub-Allocated Share / Waiver of Funds										
Indicate if the RPO chooses to transfer all or a portion of its sub-allocated share of the RPO Allocation of Transportation Enhancement Program funds to another entity. An RPO may further identify a specific project to support with the transferred funds.										
<input type="checkbox"/>	Transfer funds to another RPO									
	Amount of TE Funds to Transfer									
	Project Title (Not Required)									
<input type="checkbox"/>	Transfer funds to the State Allocation for Administration by the Department									
	Amount of TE Funds to Transfer									
	Project Title (Not Required)									

SAMPLE
Not for Use
SAMPLE



Prepared by the
State of Connecticut Department of Transportation
in cooperation with the
U.S. DOT Federal Highway Administration