

## 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  
Telephone No.  
Facsimile No.  
Name Prefix  
First Name  
Last Name

Title  
Street Address  
Division/Office  
CT Municipality  
Zip Code

### 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 2011 - October 2011**

**Enhancement Categories (EC)**

Full descriptions of each enhancement category are provided in the guide - review the descriptions carefully prior to completing this section. A project may address multiple categories. However, only one category can be assigned as the "primary" category being addressed by the candidate project.	Indicate ALL Categories Addressed	Indicate the PRIMARY (only one) Category
<b>EC1 Provision of facilities for pedestrian and bicycles</b>	<input type="checkbox"/>	<input type="radio"/>
<b>EC2 Provision of safety and education activities for pedestrian and bicyclists</b>	<input type="checkbox"/>	<input type="radio"/>
<b>EC3 Acquisition of scenic easements and scenic or historic sites</b>	<input type="checkbox"/>	<input type="radio"/>
<b>EC4 Scenic or historic highway programs, including provisions of tourist and welcome center</b>	<input type="checkbox"/>	<input type="radio"/>
<b>EC5 Landscaping and other scenic beautification</b>	<input type="checkbox"/>	<input type="radio"/>
<b>EC6 Historic preservation</b>	<input type="checkbox"/>	<input type="radio"/>
<b>EC7 Rehabilitation and operation of historic transportation buildings, structures or facilities</b>	<input type="checkbox"/>	<input type="radio"/>
<b>EC8 Conversion of abandoned railway corridors to trails</b>	<input type="checkbox"/>	<input type="radio"/>
<b>EC9 Control and removal of outdoor advertising</b>	<input type="checkbox"/>	<input type="radio"/>
<b>EC10 Archaeological planning and research</b>	<input type="checkbox"/>	<input type="radio"/>
<b>EC11 Environmental mitigation of highway runoff, reduce vehicle-caused wild-life mortality, maintain habitat connectivity</b>	<input type="checkbox"/>	<input type="radio"/>
<b>EC12 Establishment of transportation museums</b>	<input type="checkbox"/>	<input type="radio"/>
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) bicycles. Please answer what functionality is <u>anticipated</u> to be provided based on the best available information at the time of application.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<i>ADA Compliant Pedestrian Access</i> <i>Bicyclist Access</i> <i>Equestrian Access</i>
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.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<i>Natural/Loose Gravel</i> <i>Paved</i> <i>Side by Side (Natural/Paved)</i>
<b>OPTIONAL:</b> 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.	<input type="checkbox"/>	<i>Letter of Notice to CT Horse Council Attached</i>
<b>IF TRANSPORTATION ENHANCEMENT PROGRAM FUNDS ARE AUTHORIZED:</b> 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.	NOT REQUIRED AT THIS TIME <input type="checkbox"/> NOT REQUIRED AT THIS TIME <input type="checkbox"/>	<i>Letter of Notice to Transit District Attached</i> <i>Letter of Notice to CT Bicycle and Pedestrian Advisory Board Attached</i>
<b>IF TRANSPORTATION ENHANCEMENT PROGRAM FUNDS ARE AUTHORIZED:</b> 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.	NOT REQUIRED AT THIS TIME <input type="checkbox"/> NOT REQUIRED AT THIS TIME <input type="checkbox"/>	<i>Letter from CT State Historic Preservation Office Attached</i>

**Project Location**

**Briefly describe the project location. (250 Characters or Less)**

**Indicate the start (and end, if linear) of the project limits. Also provide the corresponding longitude/latitude coordinates in decimal degrees, if available.**

START	Start Pt Longitude	Start Pt Latitude
END	End Pt Longitude	End Pt Latitude

**Identify the municipality(ies) having boundaries encompassing the project location.**

Primary CT Municipality	Other Municipality (ies)
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<b>REQUIRED</b> Depict the location of the project on a town road map. Town road maps are available online under Publications from <a href="http://www.ct.gov/dot">www.ct.gov/dot</a> . Provide a hard copy.	<input type="checkbox"/>	<i>Attached</i>
<b>REQUIRED</b> Depict the location of the project on a United States Geological Survey (USGS) map. Maps are available free from the USGS Store online at <a href="http://store.usgs.gov">store.usgs.gov</a> . Provide a hard copy.	<input type="checkbox"/>	<i>Attached</i>
<b>OPTIONAL</b> 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"/>	<i>Attached</i>
<b>OPTIONAL</b> 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"/>	<i>Attached</i>

*Indicate File Type:*

**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)

**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							
Requested TE Program Funds and Timing							
<b>TOTAL TRANSPORTATION ENHANCEMENT PROGRAM FUNDS BEING REQUESTED</b>							
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 funds. However, some federal sources can be used as match. Indicate if any federal funds are being proposed as match or as a source of funds for ineligible project costs, including the source program, the federal fiscal year (FFY) in which the funds are estimated 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)			

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			

The Department typically allows donations of land to be used to lower 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			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)

**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**

Please indicate any additional materials being submitted with the application package or 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

**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:**

- 1.) Two hard copies of a manually signed application must be submitted for purposes of file record.
- 2.) 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.