

WYOMING DEPARTMENT OF TRANSPORTATION



HIGHWAY SAFETY PROGRAM HIGH RISK RURAL ROAD PROGRAM (HRRRP)

**PROGRAM GUIDE
March 2019**

TABLE OF CONTENTS

Introduction	1
Wyoming Department of Transportation Contacts.....	1
Project Proposals, Agreements, & Reimbursements.....	1
HRRRP Information & Reimbursement.....	1
District Contacts.....	2
Wyoming Technology Transfer Center Local Technical Assistance Program (LTAP) Contacts	2
High Risk Rural Roads Program (HRRRP)	2
Purpose	2
Goal	2
Eligible Use of Funds	3
Identification of High Risk Roads and Countermeasures/Improvements	3
Crash Data Analysis	3
Level I Field Evaluation	3
Identification of High Risk Rural Locations.....	4
Level II Field Evaluation to Identify Countermeasures.....	4
Benefit/cost Analysis.....	4
Project Proposals – Schedule and Content.....	5
Project Proposal Schedule	5
April	5
May.....	5
May – September	5
September	5
October.....	6
December	6
Notice to Proceed.....	6
Project Proposal Content.....	6
Project Funding	7
Project Funding	7
Project Sponsor Overmatch	7
Eligible Costs & Reimbursement.....	8
Reimbursement of Project Costs	8
Final Payment.....	8

Project Completion	8
HRRRP Project Requirements	9
Pre-Construction Requirements.....	9
Construction Requirements	11
Post-Construction Requirements	12
HRRRP Project Monitoring and Evaluation Process.....	12
Appendix A –Project Proposal Process & Construction.....	13
Pre-Construction Process.....	14
Construction Process	15
Post-Construction Process	16
Appendix B – HRRRP Application	17

INTRODUCTION

The High Risk Rural Roads Program (HRRRP) was introduced by Section 148 (f) of the 2005 *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users*. The current Transportation bill requires the Department to allocate safety funding for all road classes including local rural roads. This safety Program is a component of the Wyoming Department of Transportation's (WYDOT) overall Highway Safety Improvement Plan (HSIP) and comes with annual dedicated funding.

High Risk Rural Roads, as defined by Federal Statutory requirements, are those public roadways functionally classified as rural major or minor collectors or rural local roads, and have or will have, based on increasing traffic volumes, a crash history that ranks that road, or section of road, as a high risk rural roadway. The required crash history must be based on comprehensive crash data able to identify the location of crashes and crash types. Eligible projects will provide construction and operational improvements on high risk rural roads with identified crash histories.

WYDOT Highway Safety Program, as the administrative agency for the HSIP and in accordance with the Wyoming Strategic Highway Safety Plan – Special Safety Area, has developed a High Risk Rural Roads Program (HRRRP) to implement construction and operational improvements on high risk rural roads, off of the State Highway System. Delivery of the HRRRP is a Highway Safety Program effort with assistance from the Wyoming Technology Transfer Center Local Technical Assistance Program (LTAP), and in cooperation with local government project sponsors.

WYOMING DEPARTMENT OF TRANSPORTATION CONTACTS

Project Proposals, Agreements, & Reimbursements

Attn: Sara Janes Ellis, LGC
5300 Bishop Blvd.
Planning Building Room 215
Cheyenne, WY 82009
307-777-4438
Fax: 307-777-4250
sara.ellis@wyo.gov

HRRRP Information & Reimbursement

Attn: Matt Carlson, P.E.
State Highway Safety Engineer
5300 Bishop Blvd.
Cheyenne, WY 82009
307-777-4195
Matt.Carlson@wyo.gov

District Contacts

Attn: District Engineer
WYDOT District 1
3411 South 3rd Street
Laramie, WY 82070

Attn: District Engineer
WYDOT District 2
900 Bryan Stock Trail
Casper, WY 82601

Attn: District Engineer
WYDOT District 3
3200 Elk Street
Rock Springs, WY 82902

Attn: District Engineer
WYDOT District 4
10 East Brundage Lane
Sheridan, WY 82801

Attn: District Engineer
WYDOT District 5
218 West C
Basin, WY 82410

WYOMING TECHNOLOGY TRANSFER CENTER LOCAL TECHNICAL ASSISTANCE PROGRAM (LTAP) CONTACTS

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Wyoming Technology Transfer Center
Department of Civil and Architectural Engineering
1000 E. University Ave. Dept. 3295
Laramie, WY 82071
PH: 307-766-6230
<http://wwweng.uwyo.edu/wyt2/>

HIGH RISK RURAL ROADS PROGRAM (HRRRP)

Purpose

The purpose of this Program is to correct safety deficiencies on an identified statewide system of rural roads where, due to low traffic volumes, major improvements do not appear to be cost effective.

Goal

The goal of this Program is to reduce traffic fatalities and injuries on Wyoming's high risk rural roads.

Eligible Use of Funds

Program funds are directed to a statewide listing of projects, off of the State Highway System, for construction and operational improvements on the high risk rural roads selected through the LTAP Wyoming Rural Road Safety Program.

IDENTIFICATION OF HIGH RISK ROADS AND COUNTERMEASURES/IMPROVEMENTS

A local government project sponsor is any public, tax-supported Local government or Tribal government. The project sponsor is responsible for developing project proposals, meeting the program purpose, and contributing to the program goal. All projects must be on public right-of-way and under the legal jurisdiction of the sponsor. Wyoming counties or tribal governments, interested in the HRRRP, must contact the Wyoming Technology Transfer Center Local Technical Assistance Program (LTAP) to initiate implementation of their safety program (see Appendix A).

WYDOT has contracted with LTAP to develop a Wyoming Rural Road Safety Process (WRRSP) and to assist each sponsor in assuring that their project proposal complies with the program's eligible use of funds. The WRRSP uses a five step approach, summarized as:

Crash Data Analysis

Crash Data for each Local government is developed and supplied by the WYDOT Highway Safety Program to help LTAP and the local governments evaluate their roads. Crash data is specific to location and crash type, and provides the data needed to determine crash histories. LTAP provides the crash data analysis to the local governments. This analysis should be included as part of the project proposal.

This effort complies with Federal program requirements for use of Comprehensive Crash Data.

Level I Field Evaluation

After reviewing the roadway functional classification and the one mile segment crash data, LTAP and the local governments do a field evaluation of the highest crash-ranked rural roads in order to gain a condition rating for each roadway. Condition ratings are tailored to each local government and use between five

and ten ratings selected from the following roadway elements: General, Road Alignment, Road Surface, Shoulders, Clear Zones, Right-of-Way Widths, Intersections, Rail Road Crossings, Signage and Pavement Markings, Fixed Objects within the Clear Zone, Bridges and Culverts, Visibility, and Environmental.

Identification of High Risk Rural Locations

A combined ranking is developed by roadway segment, using total number of crashes and roadway condition ratings. A listing of high risk rural roads is developed and prioritized based on these combined rankings.

This effort complies with Federal program requirements for identification of a High Risk Rural Road, eligible for Program funding.

Level II Field Evaluation to Identify Countermeasures

The prioritized listing of high risk rural roads provides specific routes that are moved to a detailed evaluation of crash types, causative crash factors, and contributing roadway elements. Countermeasures/improvements, to correct identified safety deficiencies, are then recommended with the goal for reducing critical crashes on the selected high risk rural road. The range of countermeasures/improvements, selected from national research as contributing to crash reductions, are presented later as a listing of project types for packaging into the project proposal.

This effort complies with Federal program requirements for identification of eligible projects that provide construction and operational improvements on high risk rural roads with documented crash histories.

Benefit/cost Analysis

Benefit cost analyses are conducted to determine the cost effectiveness of the proposed safety countermeasure/improvement. Project costs are based on the summation of labor, equipment and material costs; project benefits are based on the use of Crash Modification (reduction) Factors (CMF), by safety countermeasure times a crash cost. WYDOT will provide the yearly crash costs for each type of accident (critical, serious, property damage only (PDO)) to LTAP each year. These numbers will be based on the USDOTs latest guidelines for calculating the Value of Statistical Life (VSL).

CMFs will be provided by WYDOT for the range of countermeasures/ improvements. These will be used in the project proposal to show benefits of the project. LTAP will do the benefit/cost calculations and include these calculations with the applications for low cost safety improvements.

The final product of the WRRSP is a funding request form, included as part of the sponsor's project proposal.

LTAP will provide as much assistance as needed to the local governments to create their application.

PROJECT PROPOSALS – SCHEDULE AND CONTENT

As previously noted, Wyoming Counties or Tribal Governments, as the project sponsor, are responsible for developing project proposals meeting the program purpose and contributing to the program goal. The proposal must be submitted on an application, initiated as the final product of the WRRSP, furnished by WYDOT. The application can be found in Appendix B.

Project Proposal Schedule

April

LTAP will work with HWS to obtain crash reports and deliver them to each local government. For each local government, LTAP will mail two copies of the crash report to the local government commission and the road and bridge department or the Tribal Council.

May

LTAP will communicate with all local governments to identify those local governments interested in conducting the safety evaluations.

May – September

LTAP will work closely with the interested local governments to ensure all necessary data is gathered and the safety proposals are ready to be submitted to WYDOT.

September

Project proposals are due to WYDOT Local Government Coordination (LGC) by September 15 of each year.

October

The Planning Engineer, Highway Safety Engineer, Highway Development Engineer, and State Construction Engineer form a committee chaired by the Safety Management Engineer to evaluate each project proposal. Each project is evaluated based on program purpose and available funding. The committee will develop a statewide project list of approved projects which will be submitted by the LGC to the Wyoming Transportation Commission at its November meeting

December

WYDOT's LGC develops a Cooperative Agreement for each project on the statewide project list and coordinates the execution of the Agreement with the project sponsor. Project sponsors are advised of Agreement provisions and HRRRP requirements consistent with the project work type. Once a Cooperative Agreement is executed, the LGC will coordinate the issuance of an Authority for Expenditure (AFE).

Notice to Proceed

WYDOT's LGC will review the project timeline and issue a Notice to Proceed prior to work commencing.

Project Proposal Content

The local government, before developing a project proposal for HRRRP funding, must contact the LTAP and assist in completing a WRRSP for their local government. As noted above, completion of the WRRSP will identify and prioritize a listing of high risk rural roads in their local government and recommend safety countermeasures/improvements. The information and data in the WRRSP are used to initiate a project proposal consistent with the above schedule.

HRRRP funding is available to complete preliminary/final engineering, environmental documentation, utility accommodation, right-of-way acquisition and project construction activities; however, each project must result in the construction of the proposed safety countermeasure/improvement. LTAP will assist project sponsors with these activities.

A listing of safety countermeasures/improvements, used in the WRRSP and eligible for HRRRP funding, will be provided to LTAP by WYDOT. Project sponsors, through participation in the WRRSP, may identify other countermeasures that contribute to

crash reductions, and include those improvements in the project proposal. WYDOT HWS should be contacted to assist in determining and documenting an appropriate CMF for those countermeasures.

All countermeasures/improvements must reference one of the following design standards:

- 1 - Manual on Uniform Traffic Control Devices
- 2 - NCHRP Report 350, Recommended Procedures for the Safety Performance Evaluation of Highway Features
- 3 - Local government Road Fund Manual and WYDOT Standard Plans

Each project sponsor must submit a project proposal to the LGC by September 15 of each year. The proposal must be submitted on an application, initiated as the final product of the WRRSP, furnished by WYDOT, and shown in Appendix B.

PROJECT FUNDING

The HRRRP is a federally funded program administered by the WYDOT Highway Safety Program. WYDOT will annually allocate Program funding to support the efforts of the project sponsors in identifying and implementing eligible safety projects.

Project Funding

Each project, selected for the statewide project listing, will be funded at 90.49% of project cost up to a maximum of \$100,000 of federal funds and will require at least 9.51% project sponsor match. For example, a project at the maximum federal funding of \$100,000 will require a project sponsor match of \$10,509 providing for a maximum cost, per project, of \$110,509.

Project Sponsor Overmatch

Projects selected for the statewide listing with costs exceeding the above limits may be over-matched by the project sponsor when necessary to fully fund construction of the safety countermeasure/improvement. The maximum amount of federal funds, for each project, cannot exceed \$100,000, but the project sponsor may elect to over-match, as needed, if the cost to construct exceeds program funding limits.

For example, an eligible project where the summation of labor, equipment and material costs equals \$250,000 may be submitted with the understanding that

HRRRP funding is limited to \$100,000 and the project sponsor would be responsible for the remaining \$150,000.

Project sponsors are advised that a funded project, even when overmatched, will remain a federal project requiring the inclusion of federal contracting requirements.

ELIGIBLE COSTS & REIMBURSEMENT

The LGC's Notice to Proceed establishes the beginning date for eligible project costs. Any costs incurred prior to the Notice to Proceed will not be reimbursed. Extra work/claims must be within the scope of the Cooperative Agreement and within project funding limitations. The LGC will supply a checklist of requirements with the Notice to Proceed.

To be eligible for funding, the project sponsor must attend the LPA training put on twice a year by the LGC. LPA certifications are good for 3 years.

Reimbursement of Project Costs

WYDOT will make payment of project funds to the project sponsor on a cost reimbursement basis. Reimbursement forms will be provided by the LGC when the Notice to Proceed is issued. The project sponsor will complete the reimbursement form and submit it to the LGC.

Final Payment

The project sponsor, when requesting final reimbursement, shall also complete and submit WYDOT Form LPE-3 Acceptance Certificate and Final Completion. LPE-3 will require the project sponsor to certify to WYDOT that the project has been completed in substantial conformance with the plans and specifications, including compliance with Wyoming State Statute 16-6-116 Final Settlement and Payment. The project sponsor shall work with LTAP to complete the final inspection.

Project Completion

The executed Cooperative Agreement will require that each project be completed within 2 years of the LGC's Notice to Proceed.

HRRRP PROJECT REQUIREMENTS

The project sponsor will comply with the provisions of the Cooperative Agreement. Major provisions are summarized for pre-construction, construction, and post-construction responsibilities.

The project sponsor is advised to be familiar with contract provisions, during development of the project proposal, outlined in the Cooperative Agreement.

LTAP will assist project sponsors with developing project proposals that comply with these provisions.

Pre-Construction Requirements

The executed Cooperative Agreement will require that the project sponsor comply with the following pre-construction provisions.

Design Standards

Project sponsors are responsible for completion of project plans and contracts and compliance with applicable design standards. Project designs and contract plans must comply with provisions of the *Manual on Uniform Traffic Control Devices* for signs and pavement markings; NCHRP *Report 350, Recommended Procedures for the Safety Performance Evaluation of Highway Features* for installation of roadside safety hardware; and with the Local government Road Fund Manual or WYDOT *Standard Plans*, for roadway design and construction elements. All references to design standards are the current and adopted editions.

Environmental Compliance

LTAP may provide program assistance to the project sponsor and will coordinate, as needed, with WYDOT's Environmental Services. The project sponsor is responsible for compliance with all applicable environmental and other local, state, and federal laws and regulations and must satisfy the requirements of the National Environmental Policy Act and complete the required environmental documentation, typically a Categorical Exclusion.

Right-of-way Acquisition

LTAP may provide program assistance to the project sponsor and will coordinate, as needed, with the Right-of-Way Program. The project

sponsor must certify, in their project proposal, that public roadway rights-of-way are held by the local government entity (Right-of-Way Certificate).

The acquisition of additional right-of-way is not anticipated with HRRRP Project types, however if additional right-of-way or construction permits are required, the project sponsor will comply with the applicable provisions of the executed Cooperative.

Utility Adjustments

LTAP may provide assistance to the project sponsor and will coordinate, as needed, with the Utility office. The project sponsor will make all arrangements, by agreement with affected utility owners, for utility relocations or adjustments. All arrangements will be in compliance with *WYDOT's Utility Accommodation Regulation*. Project sponsors must certify, in their project proposal, that utility accommodation have been or will be completed (Utility Certificate).

Project Plans and Contracts

The contract will specify, at a minimum, the project plan and specifications and include bid units with method of measurement and basis of payment. Specifications will determine the method of acceptance of all materials incorporated in the project.

Letting

The letting and award of HRRRP projects will be performed by the project sponsor. Construction shall be performed by private construction firms, qualified by the Sponsor; no in-State preference will apply for materials, labor, contracts or subcontracts. Project bidding shall follow accepted local government bidding procedures for open and public competitive bidding, including public advertising. WYDOT reserves the right to review all contract bids prior to contract award. After bid analysis, the project sponsor will award the contract to the lowest responsive bidder and proceed with project construction.

Additional Federal Contracting Requirements

The HRRRP is a federally funded program and requires compliance with Federal contracting requirements.

Construction Requirements

The executed Cooperative Agreement will require that the project sponsor comply with the following construction provisions.

Construction

Construction of the project will be completed in accordance with the plans and specifications. Extra work/claims must be within the scope of the contract and project funding limitations. Project sponsor shall conduct project inspections during active construction. WYDOT representatives may inspect the project at their discretion.

Construction Engineering

Construction Engineering for the project will be performed by and under the immediate direction, control, and supervision of the project sponsor and will document, at a minimum, the methods of measurement, basis of payments, and method of acceptance of all materials incorporated in the project.

Labor Compliance Interviews

Project sponsors will be required to provide labor compliance interviews prior to final payment.

Project Final Inspection

The project sponsor will set up a final inspection on the completed project and notify WYDOT of the date and time. WYDOT representatives may participate in the final inspection at their discretion.

Project Acceptance

The sponsor will certify to WYDOT that the project has been completed in substantial conformance with the plans and specifications, including compliance with Wyoming State Statute 16-6-116 Final Settlement and Payment.

This effort should be coordinated with the sponsor's request for final reimbursement.

Post-Construction Requirements

The executed Cooperative Agreement will require that the project sponsor comply with the following post-construction provisions.

Maintenance

Upon completion and acceptance of the project by the project sponsor and WYDOT, through LTAP, the project sponsor will maintain, at its sole expense, the safety improvements in their original constructed condition.

In-Service

The sponsor agrees to maintain the public road in-service and not permanently close or abandon the public road without written consent of WYDOT.

HRRRP PROJECT MONITORING AND EVALUATION PROCESS

The project sponsor, consistent with responsibilities presented above for Construction Engineering, will monitor the completion of each project and prepare summary reports to be submitted to WYDOT LGC. Summary reports will be at contract award, project final inspection, and project final acceptance.

LTAP will conduct project closeout reviews and evaluations. These project-Level evaluations are intended to address the effectiveness of each project in meeting the program purpose, goal, and eligible use of funds, and provide lessons learned to improve delivery of future projects.

Project sponsors will be asked to cooperate with the LTAP in the evaluation process.

Annually, the Highway Safety Program will develop a Program-Level report for the Executive Staff.

APPENDIX A –PROJECT PROPOSAL PROCESS & CONSTRUCTION

The Project Proposal Process identifies time-frames and responsibilities for the delivery of project proposals that meet the HRRRP purpose and project requirements.

Local governments interested in the HRRRP, must contact and work with the Wyoming Technology Transfer Center Local Technical Assistance Program (LTAP) to develop a Wyoming rural road safety program (WRRSP). LTAP will also assist the project sponsor in all responsibilities shown in the following tables.

Pre-Construction Process

Annual Timeframe	Project Sponsor	WYDOT LGC	WYDOT HWS & HRRR Committee
January - May	Coordinate with LTAP Develop WRRSP Review crash reports Work with LTAP to complete safety evaluations	Solicit Project Proposals	Provide crash reports to LTAP for each local government
May - September	Work with LTAP to ensure all necessary data is collected and the proposal is complete		
Sept 15	Submit proposal to WYDOT LGC	Collect project proposals	
October		Screen project proposals	Screen project proposals
November		Submit recommended project list to Transportation Commission Provide approved project list to Programming for STIP	
December		Prepare Cooperative Agreements Advise sponsor of program requirements	
Based on project timeline	Follow LGC Project Forms	Execute Agreements with project sponsor Coordinate Funding	
Based on project timeline	After Notice to Proceed, sponsor completes program requirements	Send Notice to Proceed & reimbursement form to project sponsor	

Construction Process

Annual Timeframe	Project Sponsor	WYDOT LGC	WYDOT HWS and LTAP
Notice to Proceed to Finish	Complete all Pre-Construction functions: Design, Environmental, ROW, & Utility certifications Submit all certifications Follow LGC Project Forms	Receive Environmental documentation Receive CE, ROW and Utility certifications	Monitor project progress
Based on project timeline	Let project to open, competitive bidding Complete bid analysis		Review all bids
	Award project to lowest responsive bidder		Receive notice of award
	Issue Notice to Proceed to construction contractor Submit reimbursement form to WYDOT LGC	Process reimbursement form through federal-aid for payment	
	Complete construction engineering and project monitoring		Inspect project records Monitor construction progress
	Conduct final inspection with LTAP Notify WYDOT of project completion		Conduct final inspection of project and records
SEE NOTE	Submit final payment reimbursement form and LPE-3 Acceptance Certificate	Receive and process reimbursement form through federal-aid for payment	

NOTE: The executed Cooperative Agreement will require that each project be completed within 2 years of WYDOT Notice to Proceed.

Post-Construction Process

Timeframe	Project Sponsor	LTAP	WYDOT Representative
To Be Determined	Assist LTAP in project evaluation	Conduct project closeout review and evaluation	
Lifetime of Safety Improvement	Maintain project safety improvements		Reserves the right to assure maintenance
Lifetime of Safety Improvement	Keep road in-service		Reserves the right to assure the road remains in-service

APPENDIX B – HRRRP APPLICATION



**WYDOT Highway Safety Program
High Risk Rural Road Program (HRRRP)**
Application is available at <http://www.eng.uwyo.edu/wyt2/>

Instructions to Applicants

- Complete all sections of the attached application. Consult the *HRRRP Program Guide* and LTAP to aid in completing the application
- Application must be signed and dated on the spaces below by the individual(s) authorized to sign for the Project Sponsor
- An Authorizing Resolution from the sponsor must be attached to this application
- A Funding Request for Safety Improvement table, provided by LTAP, of the proposed HRRRP project site must be attached to this application (no larger than 8.5" X 11" will be accepted)
- Please include any pictures, maps or other visual aids of the proposed project with this application (no larger than 8.5" X 11" will be accepted)
- Application deadline:** the application must be postmarked/received by the agency shown below no later than September 15
- Mail completed application to:
 - Wyoming Department of Transportation
 - Local Government Coordination
 - Attn: Sara Janes Ellis
 - 5300 Bishop Blvd.
 - Planning Building, Room 215
 - Cheyenne, WY 82009-3340
 - Phone #: (307) 777-4438
 - Fax #: (307) 777-4759
 - Email: sara.ellis@wyo.gov

Project Name and Sponsor

Note: The project sponsor is a Wyoming Local government Government. The sponsor must initiate appropriate authorizing action – Authorizing Resolution – approved at a public meeting and signed by the sponsoring body. A sample copy of this resolution is included with this application. A copy of the Authorizing Resolution and/or reference to the meeting minutes should be included with this application. If the project application is approved by the Wyoming Transportation Commission, the project sponsor agrees to enter into a project agreement with WYDOT for funding and project responsibilities.

Project Sponsor: _____

Project Name: _____

Sponsor Information

	Primary Contact	Secondary Contact (if Applicable)
Contact Person and Title:	_____	_____
Address:	_____	_____
	_____	_____
	_____	_____
Phone:	_____	_____
Fax:	_____	_____
Email:	_____	_____

Project Type

Identify the type of project being proposed for funding with the High Risk Rural Road Program (HRRRP) funding: The type of project must be taken from the Wyoming Rural Road Safety Program (WRRSP) developed jointly by the Local government and LTAP. The needed information is summarized in the WRRSP Funding Request for Safety Improvements.

Project Description

Provide a brief, but concise description of the proposed project. Include a description of any geographical or environmental features which may be sensitive and will be

impacted by this project i.e., a stream crossing or wetland intrusion to the work site. Please include a map of the general project area. All supporting documents should be no larger than standard letter size (8.5" X 11"). If available, attach photo(s) which illustrate current road conditions.

Planning and Preliminary Considerations

Please describe the project planning and road selection criteria prior to this application being submitted. Please include the following information in the spaces provided below:

1. Has the Local government completed a WRRSP and coordinated with the Local Technical Assistance Program (LTAP)?	
2. Does the project conform to the applicable design standards?	
3. Will the Local government use an in-kind match in lieu of the required cost match?	

Note: If the Local government uses its own equipment, workforce, or materials, a Public Interest Finding must be sent to and approved by the WYDOT prior to beginning work (see Appendix C).

Real Property Acquisition

The ownership of the Right of Way or easement, for a HRRR project must vest with the Local government. It is advised that the Right of Way for any project be secured before the application for the project is submitted. The location of the roadway may be assumed under the Local government Road System, yet encumbered in some way. The title to the property must not be encumbered with conditions or reservations which prohibit the requested HRRR project. If there is any question as to ownership or title for the property is in question, a title search would be advisable.

The local government will be required to complete a WYDOT Right-of-Way Certification Form, WYDOT Form LP-2, prior to constructing the proposed HRRRP Project. A copy of WYDOT Form LP-2 is included with this application and must be submitted to WYDOT, as required by Appendix A of the HRRRP Program Guide. Please identify the current status of rights-of-way ownership and proposed project acquisitions.

- The project will be constructed within existing right-of-way and ownership is vested with the Local government. No additional acquisitions are needed.
- The project will require additional right-of-way acquisitions and they have been secured with ownership vested with the Local government.
- The project will require additional right-of-way and it will be secured, using HRRRP funds, with ownership vested with the Local government.

Environmental Considerations

The project sponsor must comply with all Federal and State environmental regulations. Projects involving construction or combined with a larger construction/reconstruction project will require completion of an Environmental Document, typically a Categorical Exclusion. The sponsor must identify the type of document required for compliance with Federal environmental regulations.

Three types of Categorical Exclusions are available for use by the project sponsor.

- Categorical Exclusion Type 1: This document is available for use on those project types presented in the *HRRRP Program Guide* with a design reference 1 and 2, as these project types are all within existing rights-of-way, require minimal ground disturbance, and are not associated with any stream or drainage. For these types of projects, NEPA requirements are satisfied when the sponsor provides WYDOT with a letter presenting the project description followed by: This project is a Programmatic Categorical Exclusion under 23 CFR 771.117 (c) or (d) as approved by the Federal Highway Administration, as CE 02-27, on April 3, 2002.
- Categorical Exclusion Type 2: This document is available for use on those project types, presented in the *HRRRP Program Guide* with a design reference 3, and are within existing rights-of-way, require minimal ground disturbance, and are not in proximity to a stream or drainage. For these types of projects, NEPA requirements are satisfied when the sponsor provides WYDOT with a letter presenting the project description followed by: This project is a Programmatic Categorical Exclusion under

23 CFR 771.117 (d) as approved by the Federal Highway Administration, as CE 02-27, on April 3, 2002.

- Categorical Exclusion Type 3: This document is available for use for those project types, presented in the *HRRRP Program Guide* with a design reference 3, and may require minor amounts of additional rights-of-way or construction permits, or may require ground disturbance for cuts or fills, or may require work in or adjacent to streams or drainages. For these types of projects, NEPA requirements are satisfied when the sponsor analyzes project impacts to environmental resources present in the project area and provides WYDOT with a letter presenting the project description and, at a minimum, addressing the following: 1) impacts to water quality and wetlands if the project includes excavation or fill into or adjacent to streams for drainages (proposed work must qualify for a Nationwide Permit by the U.S. Army Corps of Engineers); 2) impacts to threatened or endangered species or habitat if the project includes excavation or fill into or adjacent to streams or drainages; 3) impacts to cultural resources to include a cultural survey and coordination under Section 106 of the National Historic Preservation Act.

The analysis should identify all impacts and the efforts made to avoid or minimize impacts including any proposed mitigation. This Categorical Exclusion must be signed by the Federal Highway Administration (FHWA) prior to construction.

Utility Accommodation

The sponsor must certify, prior to project construction, that utility accommodation has been completed. Please identify the current status of utility accommodation.

- Project will not require the relocation or adjustment of utilities.
- Project may require the relocation or adjustment of utilities, using HRRRP funds, and a Utility

Certification will be completed, as required by Appendix A of the *HRRRP Program Guide*.

Project Maintenance

Project maintenance and perpetual care will be the responsibility of the project sponsor. Another party may do the actual physical maintenance, if an agreement is entered into between that party and the project sponsor. Should the public interest and ownership change in the future, the public maintenance responsibility can be passed along with the public title. (i.e.: Local government road ownership would be changed from Local government to City via annexation). Please state whether the project sponsor will be responsible for the maintenance directly or whether an agreement for maintenance will be entered into with another party. A copy of that agreement must be on file in the Local Government Coordination and should be included with this application.

Project Administration

Please provide the following information:

- Name & Contact Information of the Project Administrator. This position is the liaison between the sponsor and WYDOT/LTAP and ensures compliance with various State and Federal Program requirements.
- Will the project design and contract bidding documents be produced by the sponsor's staff or by a consultant? If a consultant is used, WYDOT Operating Policy 40-1 must be followed.
- Who will review the project design and contract bid documents for the sponsor, or sponsor staff?
- What governing body awards the contract?
- Who will perform the construction management, including final inspection and final acceptance?

Project Budget

Cost estimates should be incorporated in this budget to reflect the costs that are expected to be incurred in the project. While project totals may exceed \$100,000, Federal participation in this project is limited to \$100,000.00 and must be matched at the current federal match ratio which can be obtained from WYDOT. Any amount in excess of the required match contributed by the sponsor is allowable and will be considered overmatch as noted below. This budget will aid in the process of selection of any project proposal for a HRRR project. The budget line items should not be

understood to be absolute, as they may be changed later, if necessary, to reflect actual costs after the project has begun.

Project Element	HRRRP Funds (Federal Rate)	Local Match (Match Rate)	Total (100%)
Engineering Costs			
Right of Way Costs			
Utility Adjustment Costs			
Construction Engineering Costs			
Construction Costs			
Total			

Note: A cash match is much easier to track, with little documentation. Also, please include a line item summary of the details of the proposed project cost estimate to include charges for engineering, design, right of way, utilities and construction items. Again, if there questions about these items, please do not hesitate to call the WYDOT office listed on the cover of this application.

Project Funding Summary

Federal HRRR funds requested	
Local Match (cash or other match)	
Other funds available as overmatch (not required)	
Total Project Cost	