

High Risk Rural Road (HRRR) State of Wyoming Application Packet

*Fiscal Year 2020
(October 1, 2019-September 30, 2020)*

Application Deadline: 5:00pm MDT, Monday, September 16, 2019

Completed applications must be submitted electronically

Electronic Copies:

wydot.lgc@wyo.gov

Instructions

The application packet is divided into multiple sections. The following instructions are broken up into corresponding sections for your convenience. If at any point in the application process you have questions, please contact the Local Government Coordination (LGC) office via email at wydot.lgc@wyo.gov.

General Instructions

All applications are due by **5:00pm MDT on Monday, September 16, 2019**.

Any applications received after this time will not be considered. Additionally, incomplete applications will automatically be rejected.

For more specific instructions, please see below for each section and attachment required in this application.

Applicant Information

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The purpose of this section is to provide general information about the applicant and establish who the points of contact are for the applicant.

1. Fill out each blank space in the **Sponsor** section first.
2. If you do not have a DUNS number, you must register with sam.gov.
3. You must also provide the name of an Local Public Agency (LPA) certified individual (that should be working on the project daily) as well as their LPA certification expiration date.
 - a. **If expiring:** you must renew the certification via a letter or by participating in the spring LPA training.
 - b. **If new:** you must attend the spring LPA training to become certified.

Special Note: You may not proceed with a project until an LPA certified individual is established.

4. If you have a joint sponsor, complete the **Joint Sponsor** section in the same manner you completed the **Sponsor** section.

Funding Request

The purpose of this section is to provide the general scope of the requested funds for the project.

1. The 9.51% local match must come from the Sponsor and will NOT be reimbursed. Please specify the funding source (e.g. General Fund/Sponsor Budget, Business Council grant, and so on) for the match in the space provided. The Sponsor must have a secured funding source for this 9.51%.
2. The 90.49% federal funding is the actual HRRR grant and is the amount you are requesting. It will be the amount you are reimbursed by the time the project is complete
3. The total request is the local match amount and HRRR grant amount combined (\$100,000.00 is the maximum of federal funds).

Special Note: If you do not use all of the federal funds before completing the project, you cannot add-on to the project in order to use up the remaining funds. All remaining federal funds after project completion will not be available to the LPA for that project.

Sponsor Certification Statement

The purpose of this section is to ensure that the Sponsor is aware of important information pertaining to applying for a HRRR grant.

1. Check each box to show you understand and agree with each statement.
2. Sign and date to show your consent and agreement to the provided statements.

Attachments

Attachment A: Project Description (3 page maximum)

The purpose of this attachment is to provide a clear idea of the project being proposed.

1. Project Type: check all that apply (you may select multiple options here if they pertain to the project).
2. Project Location: describe the location of the project – this should correspond to the attached map (see Attachment B).
3. Project Description:
 - a. Use the dropdown menus to select the surface type.
 - b. Additionally, include the approximate length and width of the road.

4. **Project Timeline:** complete a project timeline by providing dates that estimate when the listed milestones should be completed. Give your best estimate – we are aware certain delays or obstacles might hinder certain dates from being met. These dates are to encourage you to think about the progression of your project and to help you set goals for the milestones of your project to keep it on course.
5. **Project Administration:** Check appropriate box.
6. **Brief Project Summary:** Provide a brief project description that states the need for the project and the benefits of completing the project.

Special Note: Certain parts from this point on in the application may not apply if you selected a planning document as your project. If a question does not apply, select **N/A** or write **N/A**.

Attachment B: Proposed Roadways & Maps (Attach up to 1 (one) Map for Each Roadway)

1. Complete each section of the table.
2. Attach a current map of the project location with the proposed routes or specific locations highlighted. (Multiple roads can be on one map)

Attachment C: Public Involvement/Planning and Design Integration (2 page maximum)

The purpose of this attachment is to identify the project in the Wyoming Rural Road Safety (WRRS) Program conducted by T2/LTAP.

1. Check the appropriate box to answer each question.
2. Certain questions are dependent on previous answers; make sure you answer each space fully if your initial answer prompts you to.
 - a. Example: If you check “Yes” and there is a question that states: “If Yes, then explain,” you must explain your answer in order to have a complete application.
 - b. Alternate Example: If you check “No” and there is a question that states: “If yes, then explain,” then you may skip further explanation and move on to the next question without penalty.

Special Note: If you have not met with your District Engineer about your project yet, we highly encourage you to discuss the project with them to ensure that your project aligns and does not interfere with future WYDOT plans in the area.

Attachment D: Environmental Consideration (1 page maximum)

The purpose of this attachment is to give a general idea of any potential environmental impacts.

1. Check the appropriate box to answer each question.
2. Certain questions are dependent on previous answers; make sure you answer each space fully if your initial answer prompts you to.
 - a. Example: If you check “Yes” and there is a question that states: “If Yes, then explain,” you must explain your answer in order to have a complete application.

- b. Alternate Example: If you check “No” and there is a question that states: “If yes, then explain,” then you may skip further explanation and move on to the next question without penalty.

Attachment E: Budget (1 page maximum)

The purpose of this attachment is to establish a more detailed outline of the budget for the project.

Attachment G: Resolution

The purpose of this attachment is to authorize the submission of an application for federal funding through the HRRR program.

1. Tab to each blank space and fill in the information that you are prompted to put (i.e. Project Sponsor or Project Name).
2. Sign name.
3. Add printed name and title underneath signature line.

Special Note: If the Sponsor has their own format for the Resolution, they may use that as long as the content remains the same.

Attachment H: Lobbying Certificate

The purpose of this attachment is to certify that you will not use any federally appropriated funds for lobbying purposes.

1. Read the statement.
2. Sign on the signature line
3. Write printed name and title.
4. Write the date.

Attachment I: Right-of-Way

The purpose of this attachment is to certify that the acquisition of right-of-way is obtained or does not need to be acquired. Additionally, this statement certifies that all utility relocations or adjustments have been completed or are not required.

1. Read and check all statements that apply.
2. Sign on the signature line
3. Write printed name and title.
4. Write the date.

Attachment J: Internal Review’s Risk Assessment

The purpose of this attachment is to assess the level of risk your entity poses based in your entity’s procedures in handling federal money.

1. Answer ALL questions (regardless of the nature of your project i.e. planning or construction).
2. Check the appropriate response for each question; expounding further depending on your answer to certain questions.
 - a. Example: If you check “Yes” and there is a question that states: “If Yes, then explain,” you must explain your answer in order to have a complete application.
 - b. Alternate Example: If you check “No” and there is a question that states: “If yes, then explain,” then you may skip further explanation and move on to the next question without penalty.

Attachment L: Title VI

The purpose of this attachment is to establish a Title VI coordinator for the Sponsor.

1. Download the Title VI form here: [Title VI Blank Form](#).
2. Fill in the blank spaces with the appropriate information.
3. Sign and date the form.

Special Note: The Title VI coordinator does not have to be an expert in Title VI. The Title VI coordinator form establishes one point of contact for people to report Title VI issues to throughout the project, so the coordinator can seek further assistance after reports are made.

Attachment M: *sam.gov* Proof of Registration

The purpose of this attachment is to show that you are registered and active in the federal system. This also shows your Data Universal Number System (DUNS).

Already have a DUNS number?

1. Go to sam.gov.
2. Search by your DUNS number.
3. Download and print your proof of good standing.

Need to Register?

1. Go to sam.gov.
2. Select “Create an Account” near the Login portal.
3. Follow the prompts to register (it should be free).
4. Use your verification email that you have registered to prove good standing (this should include your DUNS number as well).