

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS

TRANSPORTATION ENHANCEMENT PROGRAM
(Instructions for "Intent-To-Apply" Form)

What is an "Enhancement"?

The West Virginia Division of Highways (WVDOH) Transportation Enhancement (TE) Program provides funding to local, regional and State government entities to undertake projects that can demonstrate that they "relate to surface transportation" and that may not be eligible for funding through other WVDOH programs. Examples of projects that might be eligible include rails-to-trails, development of scenic byways, restoration of historic transportation facilities and other projects directly related to transportation. The TE Program developed for West Virginia is not intended for major long-term transportation projects; the intent of the program is to assist governmental entities in accomplishing smaller, user-effective projects over a relatively shorter period of time.

The Federal Highway Administration may reimburse up to 80% of the cost of approved eligible activities; the project Sponsor must provide a minimum of 20% of the total project cost.

What types of projects are eligible for Enhancement funds?

In addition to the requirement that the project must "relate to surface transportation," projects must clearly fall into one or more of the following qualifying activities provided in 23 U.S.C. 101(a)(35) of the Transportation Equity Act for the 21st Century (TEA-21) legislation:

- facilities for pedestrians and bicycles;
- safety and educational activities for pedestrians and bicyclists;
- acquisition of scenic easements and scenic or historic sites;
- scenic or historic highway programs (including tourist and welcome center facilities);
- landscaping and other scenic beautification;
- historic preservation;
- rehabilitation of historic transportation buildings, structures, or facilities (including historic railroad facilities);
- preservation of abandoned railway corridors (including conversion and use as pedestrian/bicycle trails);
- control and removal of outdoor advertising;
- archaeological planning and research;
- environmental mitigation to address water pollution due to highway runoff or reduce vehicle-caused wildlife mortality while maintaining habitat connectivity; and/or
- establishment of transportation museums.

The WVDOH reserves the right to prioritize both categories and individual projects for funding. For additional information on eligibility requirements for each qualifying activity visit our website.

Who may apply for Enhancement funds?

State and local governmental agencies or political subdivisions within the State of West Virginia are eligible to apply. This includes local units of government (towns, cities and counties) and State agencies. Certain other governmental entities may also be eligible to apply. Please contact the WVDOH TE Coordinator, Jeff Harpold, for clarification, if needed. Mr. Harpold may be reached by telephone at (304) 558-9596, by fax at (304) 558-3783, or by e-mail at jharpold@dot.state.wv.us.

WVDOH recognizes that many fine private non-profit and/or civic organizations will have a strong interest and support for use of these funds. Therefore, we encourage interested advocacy groups to work with appropriate local, regional and/or State governmental units to develop project applications.

Proof must be provided that your project will meet at least four (4) initial criteria to qualify for Enhancement funding:

- The project must fit within the eligibility activities;
- The activity must have a demonstrative relationship to surface transportation;
- The applicant must provide at least a 20% cash match of total project costs;
- The government entity must commit to provide future maintenance of the project.

Minimum total project cost: \$30,000 (\$24,000 TE funds + \$6,000 Sponsor match = \$30,000 Total Project Cost).

What is the Application Process?

The application process is intended to establish communication between the WVDOH and the various applicants. Therefore, we have established the following process:

STEP 1: Complete the "Intent-to-Apply" form (*see next page*). Please indicate, in the space provided, a description of the proposed project including such information as (if appropriate): length, width, surface type, and beginning and ending points for trail projects; the historic or current transportation function and proposed scope of work for historic restoration projects; and location and purpose of proposed landscaping projects. Also, include information on what program eligibility requirements the project will fulfill, what is the connection to surface transportation, and the source and current status of matching funds.

Mail completed form to: West Virginia Department of Transportation
Division of Highways
Program Planning and Administration Division
Building 5, Room A-863
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305-0430

NOTE: **Must be received no later than November 15th.**
No faxed or e-mailed Intent-to Apply forms will be accepted.

STEP 2: Only if your project meets requirements for eligibility, will you be asked to continue filling out a full Application form. An application packet with instruction booklet will be mailed to the contact person listed on the "Intent-to-Apply" form. Site visits to the proposed project locations may be conducted by the WVDOH. Do not complete an Application form unless instructed to by WVDOH.

STEP 3: Technical Review Committee meets to review project applications and make funding recommendations to the Department of Transportation (DOT) Cabinet Secretary and the Commissioner of Highways.

STEP 4: The DOT Cabinet Secretary and the Commissioner of Highways selects, with the concurrence of the Governor, projects for funding.

STEP 5: Governor makes announcement/award to successful applicants.

PLEASE NOTE: For additional information or to download blank Intent-To-Apply forms visit our website at www.wvdot.com, select Roadways, DOH Programs, Grant Programs, then the appropriate Grant Program.

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DIVISION OF HIGHWAYS

**TRANSPORTATION ENHANCEMENT PROGRAM
INTENT-TO-APPLY FORM**

(NOTE: Must be received no later than November 15th.)
No faxed or e-mailed Intent-to-Apply forms will be accepted.

Instructions for using this electronic version of this form:

- 1) Press the Tab key to move to each field.
- 2) Completed forms may be submitted either in black-and-white or in color.
- 3) For Help information press (F1) while in a specific field (not available in all fields).
- 4) Some fields limit the length of your response. Include as much information as possible to provide a clear description of the proposed project. More detailed information should be provided in the actual Application Package.

Fiscal Year: 2008 (due by 11-15-07) County(ies): Monongalia

CONTACT INFORMATION:

Date: 11/1/07

Name of Sponsor's Organization: City of Morgantown

Contact Person and Title: Jeff Mikorski, Assistant City Manager

Address: 389 Spruce Street

City: Morgantown

State: WV

Zip: 26505-____

Telephone: (304)284-7404 Alternate Telephone: (304)284-7405

Fax: (304)284-7430

E-mail Address: jmikorski@cityofmorgantown.org

FUNDING INFORMATION:

- Approximate amount of Federal funds you will be requesting: \$55,000

*1--Construction costs should be computed using Davis-Bacon and/or West Virginia Prevailing Wages, as applicable.
2--Federal funds may be reimbursed up to 80% of the total project cost.*

- Is the required 20% match now available? If not, explain: Yes No*
3--20% minimum Sponsor's match must be available at the time of application.

* If no, explain: _____

PROJECT INFORMATION:

- Is this a continuation of a project previously approved for funding? Yes No
- Does your proposal include land acquisition? Yes* No
* If yes, is it from a willing seller/lessor? Yes No

**TRANSPORTATION ENHANCEMENT PROGRAM
INTENT-TO-APPLY FORM – Continued...**

- ♦ Has an appraisal been prepared? Yes* No
 - * If yes, what is the appraisal amount: \$ _____
 - * When was the appraisal performed? _____

- Does your proposed project impact a historic and/or archaeological site?
 Yes* No

* If yes, has the State Historic Preservation Officer (SHPO) been notified?
 Yes No

- Please summarize the proposed project (see Application Process Step #1):

The City of Morgantown proposes to develop and deliver an Effective Cycling Education program that fulfills the requirements for Transportation Enhancement Program Activity 2: Provision of safety and educational activities for pedestrians and bicyclists.

The City of Morgantown proposes to:

1. Develop local instructors, certified by the League of American Bicyclists to train greater Morgantown residents in Effective Cycling which includes knowledge of the law; safe riding techniques for all environmental and traffic conditions; equipment selection and fit, operation and maintenance; nutrition, and physical training;
2. Advertise the Effective Cycling education program through newspaper, radio and TV ads;
3. Directly train more than 300 individuals in a 9-hour effective cycling course.

The City is prepared to provide a 20% share of the cost of this program. Approximately half of its share will be reimbursed from participant fees.

- Please identify the public benefit of this project including economic and tourism development. Indicate if this project contributes to existing or proposed transportation/community development plans:

The Morgantown Effective Cycling Education program will:

1. Increase bicycling awareness of at least 64,000 greater Morgantown residents and most of the 26,000 West Virginia University students;
2. Positively modify behavior toward bicycling of at least 8,000 greater Morgantown residents and at least 2,600 West Virginia University students;
3. Reduce traffic violations and crashes involving bicyclists;
4. Improve safety for both bicyclists and motorists;
5. Facilitate residents using their bicycles instead of motor vehicles for some local shopping, work and recreation trips;
6. Reduce air pollution;
7. Reduce obesity, heart disease, diabetes, and other obesity co-morbidities;
8. Reduce health care costs;
9. Improve local tourism and business by enabling citizens, students and parents to safely drive their bicycles between the popular Morgantown rail trails, WVU, schools, businesses, shopping districts and recreation facilities.

In June 2006, the Morgantown Traffic Commission created the Municipal Bicycle Board. The Bicycle Board has a vision that all Morgantown area residents can ride bicycles safely and fearlessly anywhere, anytime for any reason.

In February 2007, the Traffic Commission approved the Bicycle Board's Education recommendations that include the proposed program. In March, 11 Bicycle Board members completed the Road I component of the Effective Cycling training. In April, 2 members became certified by the LAB to teach. Beginning in June, they have offered the Road I course every month. They have trained 10 public officials and 24 residents. Participant fees alone cannot support the advertising, administration and delivery necessary to achieve the target impact. The proposed Education program is an essential component of the Bicycle Board's comprehensive plan that also includes Infrastructure and Legislation components.

NOTE: Intent-to-Apply forms must be returned either by mail or delivered. Faxed or e-mailed forms will NOT be accepted.