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## 10.10 PURPOSE

This manual describes the process, documents, and approvals necessary for use of federal-aid funds, with NDOR functioning as the grantee. It is intended for use by Local Public Agencies (LPA's) utilizing federal funds provided through the Nebraska Department of Roads (NDOR). As coordinators of this funding, it is NDOR's role to assist the LPA's in the process required for developing projects. The NDOR can identify resources available to the LPA and monitor every project for compliance to assure that funding is not jeopardized. Keep in mind that if a LPA is to receive federal funding for **any portion** of work on a project, **all phases** of that project must comply with these requirements.

Please feel free to contact the individuals listed below with your questions and concerns. The NDOR will arrange visits to project sites as needed, and are prepared to offer assistance to the LPA's consultants as well. The LPA can contact the Urban Engineer or the NDOR Urban Off-System Coordinator.

### Nebraska Department of Roads

1500 Nebraska Highway 2  
PO Box 94759  
Nebraska Department of Roads  
Lincoln, NE 68509-4759  
Fax (402) 479-3841

### Urban Engineer, Roadway Design Division

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<p><b>Urban Off-System Coordinator</b> Kendall Stege (402) 479-3843 email: kstege@dor.state.ne.us</p> <p><u>Cities assigned to Kendall Stege</u></p> <table> <tbody> <tr> <td>Alliance</td> <td>McCook</td> </tr> <tr> <td>Beatrice</td> <td>Nebraska City</td> </tr> <tr> <td>Chadron</td> <td>Norfolk</td> </tr> <tr> <td>Columbus</td> <td>Schuyler</td> </tr> <tr> <td>Crete</td> <td>Seward</td> </tr> <tr> <td>Gering</td> <td>Sidney</td> </tr> <tr> <td>Holdrege</td> <td>South Sioux City</td> </tr> <tr> <td>Lincoln</td> <td>Wayne</td> </tr> </tbody> </table>	Alliance	McCook	Beatrice	Nebraska City	Chadron	Norfolk	Columbus	Schuyler	Crete	Seward	Gering	Sidney	Holdrege	South Sioux City	Lincoln	Wayne	<p><b>Urban Off-System Coordinator</b> Patrick Schafer (402) 479-3845 email: pschafer@dor.state.ne.us</p> <p><u>Cities assigned to Patrick Schafer</u></p> <table> <tbody> <tr> <td>Blair</td> <td>Ralston</td> </tr> <tr> <td>Grand Island</td> <td>Hastings</td> </tr> <tr> <td>Fremont</td> <td>North Platte</td> </tr> <tr> <td>Bellevue</td> <td>Plattsmouth</td> </tr> <tr> <td>Elkhorn</td> <td>Kearney</td> </tr> <tr> <td>LaVista</td> <td>Ogallala</td> </tr> <tr> <td>Omaha</td> <td>York</td> </tr> <tr> <td>Papillion</td> <td>Lexington</td> </tr> </tbody> </table>	Blair	Ralston	Grand Island	Hastings	Fremont	North Platte	Bellevue	Plattsmouth	Elkhorn	Kearney	LaVista	Ogallala	Omaha	York	Papillion	Lexington
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## 10.20 HOW TO USE THIS MANUAL

This manual is organized according to the major phases of project development. Using the glossary and cross-references, users should be able to find answers to most questions regarding procedural requirements.

The manual is organized into twelve basic sections relative to the phases of project development. These are:

<b>Section 10.</b>	<b>Introduction</b>
<b>Section 20.</b>	<b>Getting Started</b>
<b>Section 30.</b>	<b>Requesting Project Funding</b>
<b>Section 40.</b>	<b>LPA/NDOR Agreement</b>
<b>Section 50.</b>	<b>Consultant Selection &amp; Agreements</b>
<b>Section 60.</b>	<b>Environmental Documentation</b>
<b>Section 70.</b>	<b>Design</b>
<b>Section 80.</b>	<b>ROW / Utilities / Railroad</b>
<b>Section 90.</b>	<b>PS&amp;E Approval and Letting</b>
<b>Section 100.</b>	<b>Construction and Construction Engineering</b>
<b>Section 110.</b>	<b>Reimbursement Requests</b>
<b>Section 120.</b>	<b>Project Close-Out</b>
	<b>Reference</b>

## 10.30 ABOUT NDOR – PEOPLE, LOCATIONS, ORGANIZATION

The NDOR employs approximately 2,200 people across the State of Nebraska. For the last 18 years, the construction program has increased from \$107 million in 1981 to \$355 million in 2005.

Throughout the state, NDOR occupies 610 buildings at 217 sites. Design work and administrative support are provided at the central headquarters in Lincoln. Construction and maintenance operations are managed and conducted in the eight district offices throughout the state (see appendix for map).



*Nebraska Department of Roads  
Central Complex, Lincoln, NE*

## 10.40 ROAD & HIGHWAY FACTS

The State of Nebraska encompasses over 77,000 square miles of land. To serve this vast area of land, an extensive network of public roads and highways has been constructed with assistance from the NDOR. To illustrate the extent of this network, the following road and highway facts.

- The State of Nebraska has approximately 95,882 miles of highways and public roads.
- The NDOR maintains about 9,944 miles on the state highway system.
- Interstate highways consist of 482 miles.
- Nebraska has 532 municipalities and 93 counties that are responsible for public roads which are not on the state highway system.



*Rural County Highway*

## 10.50 MPO'S

### ***What is a Metropolitan Planning Organization?***

A Metropolitan Planning Organization (MPO) is an agency created by federal law to provide local input for urban transportation planning and the allocation of federal transportation funds to urbanized areas with populations of greater than 50,000.

**The MPO's mission** is to provide comprehensive, coordinated and continuous ("3C") transportation planning for the safe and efficient movement of people and goods consistent with the region's overall economic, social, and environmental goals.

MPO's were first required by the Federal Highway Act of 1962 to provide a "3C" transportation planning process by local, state, and federal officials.

There are over 300 MPO's across the country. Most MPO's are part of a city, county, or area council of governments.

Special emphasis is placed on providing equal access to a variety of transportation choices and effective public involvement in the transportation planning process.

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## 10.60 ACRONYM LIST

Acronyms used in this guide include the following:

<b>AASHTO</b>	American Association of State Highway and Transportation Officials
<b>ADA</b>	Americans with Disabilities Act
<b>CAA</b>	Clean Air Act
<b>CE</b>	Construction Engineering
<b>CFR</b>	Code of Federal Regulations
<b>COE</b>	US Army Corps of Engineers
<b>CMAQ</b>	Congestion Mitigation and Air Quality
<b>DBE</b>	Disadvantaged Business Enterprise
<b>DE</b>	District Engineer
<b>DOT</b>	Department of Transportation
<b>EA</b>	Environmental Assessment
<b>EEO</b>	Equal Employment Opportunity
<b>EIS</b>	Environmental Impact Statement
<b>EPA</b>	Environmental Protection Agency
<b>FEMA</b>	Federal Emergency Management Agency
<b>FHWA</b>	Federal Highway Administration
<b>FONSI</b>	Finding of No Significant Impact
<b>FWS</b>	Fish and Wildlife Service
<b>ITS</b>	Intelligent Transportation Systems
<b>LPA</b>	Local Public Agency
<b>MPO's</b>	Metropolitan Planning Organizations

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<b>MUTCD</b>	Manual on Uniform Traffic Control Devices
<b>NDEQ</b>	Nebraska Department of Environmental Quality
<b>NDOR</b>	Nebraska Department of Roads
<b>NEPA</b>	National Environmental Policy Act
<b>NHS</b>	National Highway System
<b>NPDES</b>	National Pollutant Discharge Elimination System
<b>OSHA</b>	Occupational Safety and Health Administration
<b>PE</b>	Preliminary Engineering
<b>PR</b>	Plan Reviewer
<b>PS&amp;E</b>	Plans, Specifications, and Estimates
<b>QBS</b>	Qualification Based Selection
<b>RFP</b>	Request for Proposal
<b>ROW</b>	Right-of-Way
<b>SHPO</b>	State Historic Preservation Office
<b>SR</b>	State Representative
<b>STP</b>	Surface Transportation Program
<b>TEA-21</b>	Transportation Equity Act for the 21 <sup>st</sup> Century
<b>TAC</b>	Technical Advisory Committee
<b>UGB</b>	Urban Growth Boundary
<b>USEPA</b>	US Environmental Protection Agency