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(DR FORM 73a)

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### 30.10 HOW TO REQUEST FUNDS

To request funding for a transportation improvement project, LPA's need to start with four basic steps:

1. Contact the NDOR office responsible for the appropriate funding source as indicated in Section 30.30.
2. Make sure that the proposed improvement is on the Highway Functional Classification list as explained in Section 30.20.
3. Ensure the project has been added to the State's, City's, or MPO's Transportation Improvement Program (TIP).
4. If you are seeking STP Urban Funds, submit a completed two-page Highway Improvement Programming Request (DR Form 73a).

### 30.20 FUNCTIONAL CLASSIFICATION

Functional classification is the process by which roadways are systematically classified according to their intended purpose. Most travel involves movement through a network of roadways. The roads that make up this system are designed for different purposes. Mobility, access, length of travel, and volume of traffic are some of the factors that help define the purpose of a roadway. Functional classification defines the role each road has in serving the flow of travel through a highway network.

Functional classification for Federal-Aid routes are determined by FHWA in cooperation with NDOR and the LPA. NDOR functional classifications are done independently from the Federal Highway Administration; therefore, state and federal definitions are different. This is important to note when requesting federal funding for STP projects. In order to receive federal funding for a STP project, *federal* definitions of functional classifications must be used. Although state definitions are not used for federally funded requests, state "minimum design standards" must be followed during project development.

#### **Categories**

The following definitions are abbreviated from their original form. For complete definitions and descriptions of functional classifications, review the "Highway Functional Classification: Concepts, Criteria and Procedures" manual.

There are three basic functional systems:

- 1.) **Small urban areas** are those urban places, as designated by the Bureau of Census, having a population of 5,000 to 49,999 and not within an urbanized area.
- 2.) **Urbanized areas** are those urban places, as designated by the Bureau of Census, having a population of 50,000 or more.
- 3.) **Rural areas** comprise the areas outside the boundaries of small urban and urbanized areas as defined above.

Within each of the three systems are subsystems as shown in the table below.

<b>RURAL AREAS</b>	<b>URBANIZED AREAS</b>	<b>SMALL URBAN AREAS</b>
Principal Arterials	Principal Arterials	Principal Arterials
Minor Arterial Roads	Minor Arterial Streets	Minor Arterial Streets
Major Collector Roads	Collector Streets	Collector Streets
Minor Collector Roads	Local Streets	Local Streets
Local Roads		

#### ***Functional Systems for Rural Areas***

Within the functional systems for rural areas, the classifications are: rural principal arterials, rural minor arterial roads, rural major collector roads, rural minor collector roads, and rural local roads. Examples of rural roads include interstates not in urban areas, state highways not in urban areas, county roads, and streets in towns with populations less than 5,000.

#### ***Functional Systems for Urbanized Areas***

Urbanized areas consist of four functionally classified systems; urban principal arterial streets, minor arterial streets, collector streets, and local streets. The differences in the nature and intensity of development between rural and urban areas cause these systems to have different characteristics from other functionally classified systems.

#### ***Functional Systems for Small Urban Areas***

The characteristics of urban systems are generally applicable to small urban areas. The basic difference is that many small urban areas will not generate internal travel warranting principal arterial service. Consequently, the principal arterials for small urban areas consist primarily of extensions of rural arterial streets into and through the areas.

Functional classifications for small urban areas include minor arterial streets, collector streets, and local streets.

Connecting links means those urban routings that will provide rural-to-rural continuity for the rural arterials systems. A connecting link may traverse the urban area from one boundary to another, or may simply connect to another previously delineated connecting link.

Federal funds are available for use on all of the systems listed above. However, federal STP funds can only be used on collector road systems or above.

If it is necessary to either classify or reclassify a road or street, the NDOR Classification and Needs Engineer should be contacted at (402) 479-4783.

### 30.30 HOW TO KEEP YOUR FUNDING

It is important to understand that the funding LPA's receive from NDOR are **not** disbursed in the form of a grant. Instead, the LPA must pay the contractor directly and then submit documentation to NDOR for federal match reimbursement. Reimbursement will **only** be made for costs on items eligible under the funding program up to a maximum funding limit. The funding limit and percentage applied to each reimbursement is determined at the time the project is approved. For example, if a project with 80 percent federal funds and a 20 percent local match has a \$500,000 funding maximum, 80 percent of each pay request would be reimbursed until 95 percent of the \$500,000 maximum is reached. The remaining 5 percent is held until a final audit has been conducted by the NDOR.

Failure to meet federal requirements will result in the denial of reimbursement and the LPA must repay the NDOR for any funds reimbursed to date. Therefore to avoid putting your LPA in a position where reimbursements are denied, it is very important for you to have a complete understanding of the requirements associated with your funding. It is important that the LPA verify with the NDOR what amount of federal-aid is being requested and what the funds are to be used for. For example, LPA's should indicate if the funds are to be used for preliminary engineering (PE), or utility relocations. If the funds have not been obligated and no agreements signed, the LPA will be liable for all expenditures. Funds lost through non-compliance may not be credited back to the city's STP balance.

### 30.30 WHO TO CONTACT

LPA's requesting federal-aid on their transportation improvement projects need to contact the NDOR office responsible for administering the funding source. These sources are described in Section 20 and include the following contacts:

**STP Urban:**

NDOR Roadway Design Urban Engineer – (402) 479-4442

**STP Counties:**

NDOR Secondary Roads Engineer – (402) 479-4437

**STP-Transportation Enhancement:**

NDOR Enhancement Program Administrator – (402) 479-4881

**STP Safety (Hazard Elimination)**

For roads: NDOR Traffic Engineering Division – (402) 479-4594

For railroads: NDOR Public Transportation Engineer – (402) 479-4438

**Urban/County Bridge Replacement (BR):**

For counties: NDOR Secondary Roads Engineer – (402) 479-4437

For cities: NDOR Urban Engineer – (402) 479-4442

**Train Mile Tax (TMT):**

NDOR Public Transportation Engineer – (402) 479-4438

**Emergency Relief Program (ER):**

NDOR Roadway Design Urban Engineer – (402) 479-4442

For projects located within the boundaries of a Metropolitan Planning Organization (MPO) area, the LPA must submit their request through the area MPO by the due date specified by the MPO. If the project is approved for funding by the MPO and is not currently listed in the Transportation Improvement Program (TIP), it must be added to the TIP before moving forward. The MPO areas and contacts in Nebraska are:

**MAPA** (Sarpy, Douglas, and Washington Counties): (402) 444-6866

**Lincoln/Lancaster County:** (402) 441-7711

**SIMP**CO (Dakota County): (712) 279-6286

### 30.40 COMPLETING A HIGHWAY IMPROVEMENT PROGRAMMING REQUEST (DR FORM 73A)

If a proposed project meets basic eligibility criteria and you are seeking STP Urban funds, the LPA should complete a Highway Improvement Programming Request (DR Form 73a) and submit it to the NDOR Urban Engineer. If the request is approved, the project is assigned a project number, state control number, project title, and proposed letting date. The Urban Off-System Coordinator will then notify the LPA of the project's approval and relay all appropriate assigned information regarding the project.

The DR73a form provides general information about the project to NDOR. **The form can be downloaded from the NDOR website at**

[www.nebraskatransportation.org/projdev/guidelines.htm](http://www.nebraskatransportation.org/projdev/guidelines.htm) or can be photocopied from the blank form included at the end of this section. LPA's should complete the form referring to this manual for definitions of terms. An authorized representative of the LPA must sign the form and submit it to the NDOR Urban Engineer. A completed sample is included at the end of this section.

### 30.50 ENVIRONMENTAL CLASSIFICATION

All federal-aid projects must be in compliance with the National Environmental Policy Act (NEPA). Federal regulations divide all projects into three classifications. Each class requires a different level of documentation. The anticipated class of a project will be determined during project programming by NDOR and FHWA. If a proposed project has an anticipated Environmental Class of 1 or 3, contact the Urban Engineer for assistance in programming the project and getting started to meet the FHWA review requirements. Class 1 projects require preparation of an Environmental Impact Statement (EIS) because they significantly affect the environment. Environmental Class 3 projects are those where the significance of the effect must be determined. Class 3 projects require preparation of an Environmental Assessment (EA) and result in a "Finding of No Significant Impact" (FONSI) or the preparation of an EIS. For more information on environmental documentation, see Section 60.

A Class 2 project is a categorical exclusion and will require some additional documentation.

**New**       **Revised**

State of Nebraska Department of Roads

# Local Road & Street Improvement Programming Request

For \_\_\_\_\_ (City/County)

**TO BE COMPLETED BY PROJECT SCHEDULING AND PROGRAM MANAGEMENT SECTION**

CONTROL NO.: \_\_\_\_\_

PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

**TO BE COMPLETED BY PROJECT REQUESTER**

STREET/ROAD NAME OR NUMBER	FROM	TO	LENGTH

DESCRIPTION OF LOCATION AND PROPOSED IMPROVEMENT: *(Specify in detail)*

LET BY:  Local     State

SUGGESTED SCHEDULE		TRAFFIC VOLUMES	
FISCAL YEAR:	BEGIN CONSTRUCTION:	Current ADT:	
LETTING DATE:	END CONSTRUCTION:	Construction Year +20-Year ADT:	
		% Trucks:	

FUNDING				
	OTHER	FEDERAL	STATE	TOTAL
P.E.				
R.O.W.				
Construction				
Project Total				

**TO BE COMPLETED BY RURAL/URBAN ENGINEER**

PROGRAMMED FOR FISCAL YEAR: \_\_\_\_\_ PROGRAMMED LETTING DATE: \_\_\_\_\_ PROPOSED ENVIRONMENTAL CLASS: \_\_\_\_\_

SAFETY FUNDS:  Yes     No      ENHANCEMENT FUNDS:  Yes     No

REVIEWED BY DISTRICT ENGINEER		RECOMMENDED BY RURAL/URBAN ENGINEER	
SIGNATURE: _____	DATE: _____	SIGNATURE: _____	DATE: _____
APPROVED BY DEPUTY DIRECTOR-ENGINEERING		CITY/COUNTY OFFICIAL	
SIGNATURE: _____	DATE: _____	SIGNATURE: _____	DATE: _____

**ENTIRE PAGE TO BE COMPLETED BY PROJECT REQUESTER**

**DESIGN DETAILS**

	<b>EXISTING</b>	<b>PROPOSED*</b>	<b>REMARKS</b>
Surfacing Width			
Surface Type			
Shoulder Width			
Shoulder Type			
Right of Way Width			

*\* Must meet Board of Public Roads Classifications and Standards*

**EXISTING STRUCTURES**

<b>TYPE OF STRUCTURE</b>	<b>LENGTH</b>	<b>WIDTH</b>	<b>SUFFICIENCY RATING</b>	<b>PROPOSED TREATMENT</b>

**SUPPORTING DATA**

**REMARKS (If Yes, Identify)**

Additional Right of Way Needed (f Yes, indicate extent of)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Survey Needed	<input type="checkbox"/> Yes <input type="checkbox"/> No	Type: <input type="checkbox"/> Ground <input type="checkbox"/> Photogrammetric
Relocation Anticipated	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Business <input type="checkbox"/> Residential
Culvert Extensions Anticipated	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Railroad on Project	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Crossing <input type="checkbox"/> Parallel
Wetlands Anticipated	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Detour Needed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Relinquishments	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4(f) Encroachment	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Realignment on Project	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Minor <input type="checkbox"/> Major
New Alignment on Project	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Airport within ½ Mile	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Public Interest	<input type="checkbox"/> Low <input type="checkbox"/> Moderate <input type="checkbox"/> High	
Significant Stream Crossings	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Channel Changes Required	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Section 404 Permit Required	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Possible	
Floodplain Permit Required	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Possible	
Utility Adjustments Needed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Historic Involvement (106)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Public Hearing Anticipated	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Other Relevant Information:

Comments:

*Include a map or location sketch of proposed work.  
Include a typical cross-section of proposed roadway.*



**New**       **Revised**

State of Nebraska Department of Roads

# Local Road & Street Improvement Programming Request

For **first class city** (City/County)

**TO BE COMPLETED BY PROJECT SCHEDULING AND PROGRAM MANAGEMENT SECTION**

CONTROL NO.:

PROJECT NUMBER:

PROJECT NAME:

*Sample*

**TO BE COMPLETED BY PROJECT REQUESTER**

STREET/ROAD NAME OR NUMBER	FROM	TO	LENGTH
West St	South Street	North Street	1 mile

DESCRIPTION OF LOCATION AND PROPOSED IMPROVEMENT: (Specify in detail)

LET BY:

Local       State

West Street is classified as a collector and is completely located within the corporate limits. The city wants to pave the section between South Street and North Street (1 mile) with a 24 foot wide section. The proposed section will be 2 – 12 foot lanes with curb and gutter. The existing road is 20 foot wide gravel.

The existing ditches will be replaced with storm sewer.

4 foot wide sidewalk will be placed on both sides of the street with a 4 foot gap between back of curb and the sidewalk.

SUGGESTED SCHEDULE		TRAFFIC VOLUMES	
FISCAL YEAR: 2002	BEGIN CONSTRUCTION: June 2002	Current ADT:	1200
LETTING DATE: April 2002	END CONSTRUCTION: Nov 2002	Construction Year +20-Year ADT:	2000
		% Trucks:	5

**FUNDING**

	OTHER	FEDERAL	STATE	TOTAL
P.E.	10,000	40,000		50,000
R.O.W.	20,000	80,000		100,000
Construction	100,000	400,000		500,000
Project Total	130,000	520,000		650,000

**TO BE COMPLETED BY RURAL/URBAN ENGINEER**

PROGRAMMED FOR FISCAL YEAR:

PROGRAMMED LETTING DATE:

PROPOSED ENVIRONMENTAL CLASS:

SAFETY FUNDS:

Yes       No

ENHANCEMENT FUNDS:

Yes       No

**REVIEWED BY DISTRICT ENGINEER**

**RECOMMENDED BY RURAL/URBAN ENGINEER**

SIGNATURE:

DATE:

SIGNATURE:

DATE:

**APPROVED BY DEPUTY DIRECTOR-ENGINEERING**

**CITY/COUNTY OFFICIAL**

SIGNATURE:

DATE:

SIGNATURE:

DATE:

**ENTIRE PAGE TO BE COMPLETED BY PROJECT REQUESTER**

**DESIGN DETAILS**

	<b>EXISTING</b>	<b>PROPOSED*</b>	<b>REMARKS</b>
Surfacing Width	20'	24'	2 12' lanes
Surface Type	gravel	concrete	with 4" curb
Shoulder Width	2'	0'	4' sidewalk
Shoulder Type	dirt	dirt	
Right of Way Width	66'	66' average	some row will be needed

\* **Must meet Board of Public Roads Classifications and Standards**

**EXISTING STRUCTURES**

<b>TYPE OF STRUCTURE</b>	<b>LENGTH</b>	<b>WIDTH</b>	<b>SUFFICIENCY RATING</b>	<b>PROPOSED TREATMENT</b>
box	26'	3-10'x10'		extend boxes

**SUPPORTING DATA**

**REMARKS (If Yes, Identify)**

Additional Right of Way Needed (f Yes, indicate extent of)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Approx 3 acres needed from 4 tracts</b>
Survey Needed	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Type: <input checked="" type="checkbox"/> Ground <input type="checkbox"/> Photogrammetric
Relocation Anticipated	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Business <input type="checkbox"/> Residential
Culvert Extensions Anticipated	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Railroad on Project	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Crossing <input type="checkbox"/> Parallel
Wetlands Anticipated	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Detour Needed	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>see attached sheet</b>
Relinquishments	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
4(f) Encroachment	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Realignment on Project	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Minor <input type="checkbox"/> Major
New Alignment on Project	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Airport within 1/2 Mile	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Public Interest	<input type="checkbox"/> Low <input checked="" type="checkbox"/> Moderate <input type="checkbox"/> High	
Significant Stream Crossings	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Channel Changes Required	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Section 404 Permit Required	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Possible	
Floodplain Permit Required	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Possible	
Utility Adjustments Needed	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Historic Involvement (106)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Public Hearing Anticipated	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Other Relevant Information:

COMMENTS:

Wetlands are located at culvert crossings.

A project site map is included.

No parks are on the project site.

*Include a map or location sketch of proposed work.  
Include a typical cross-section of proposed roadway.*