

# REQUEST FOR SMALL CONSTRUCTION FUNDS

DIVISION _____	COUNTY _____	DATE _____
WBS NO. _____	FUND DOC. NO. _____	FISCAL YEAR _____
DESCRIPTION OF WORK REQUESTED (including route & termini & map) (Municipality)		
Plans prepared by _____ Construction by _____		

JUSTIFICATION and/or COMMENTS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

AMOUNT REQUESTED \_\_\_\_\_ (maximum \$250,000 per fiscal year)

TOTAL ESTIMATED COST \_\_\_\_\_

Requested by \_\_\_\_\_

Original contact made with \_\_\_\_\_

Other DOT funding and/or participation by others: \_\_\_\_\_

Small Construction Funds that county/city has received in past 12 months \_\_\_\_\_

Recommended by \_\_\_\_\_ (Division Engineer) Date \_\_\_\_\_

Recommended by \_\_\_\_\_ (Board Member) Date \_\_\_\_\_

Recommended by \_\_\_\_\_ (Chief Engineer) Date \_\_\_\_\_

Recommended by \_\_\_\_\_ (Review Committee) Date \_\_\_\_\_

Action by \_\_\_\_\_ (Secretary of Transportation)

Conditions, if any: \_\_\_\_\_

APPROVED AMOUNT \_\_\_\_\_ DATE \_\_\_\_\_

## **POLICIES AND PROCEDURES FOR REQUESTING SMALL CONSTRUCTION FUNDS**

The following process is to be followed for requests for Small Construction Funds:

### **Applicant's Responsibility:**

- Requests for small construction funds will be received from municipalities, counties, businesses, schools and industrial entities, and DOT staff.
- A written request should be submitted to the Division Engineer providing technical information such as location, improvements being requested, timing, etc. for thorough review.

### **General Guidelines for requests:**

- \$250,000 maximum amount per request per fiscal year
- Any project with total cost greater than \$150,000 requires a resolution from the city/town/county or, in lieu of a resolution, a 45 day notification period for the city/town/county prior to placing project on the Board agenda
- Right-of-way to be provided at no cost to DOT
- Cities responsible for utility relocation
- Each Division has \$1.5 million dollars of small construction funds

### **Technical Review and Approval by DOT:**

- Division Engineer does field inspection, investigates other possible projects in the area, previous work and/or funding by DOT, determines traffic and safety concerns.
- Division Engineer completes checklist with recommendation, including Board member's recommendation. Division Engineer notifies local government of request and obtains a resolution if necessary. Application submitted to the Chief Engineer for review and recommendation to the Committee
- Chief Engineer reviews documentation for adequacy and Division's recommendation.
- Chief Engineer presents request to Review Committee with recommendation.
- Committee reviews and makes a recommendation to the Secretary for consideration.
- If approved, the Chief Engineer will place project funding on Board agenda for consideration.
- The Chief Engineer will advise the Division Engineer and Board member of final action. The Division Engineer will give a written response to the applicant on final decision. The Division Engineer will be the contact person for the applicant.

Review Committee – Requires that anyone who requests Small Construction Funds complete an application process that includes a signed, written justification. These funds will be reviewed by a committee of the following officials: Chief Deputy Secretary, Deputy Secretary for Intergovernmental Affairs and Budget Coordination, State Highway Administrator, Chief Engineer – Operations, Director of Field Operations, State Traffic Engineer, and Chief Financial Officer.