INTENT INSTRUCTIONS

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS

TRANSPORTATION ALTERNATIVES PROGRAM
ELECTRONIC INTENT-TO-APPLY (ITA) FORM

Introduction: A New Transportation Bill and Changes to Grant Programs

On July 06, 2012, President Obama signed into Law P.L. 112-141, the Moving Ahead for Progress in the 21st Century Act (MAP-21), thus replacing P.L. 109-159, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). Programs formerly and individually funded under SAFETEA-LU, including the Transportation Enhancement Program (TEP), the Safe Routes to School (SRTS) Program and the Recreational Trails Program (RTP), are now all contained within the Transportation Alternatives (TA) Program.

The former TE Program, the largest funding program for grant projects under SAFETEA-LU, has now been absorbed by the TA Program. However, many of the same types of projects are eligible for funding under the TA program including sidewalk construction and other eligible projects as listed below.

The RTP, although still part of the TA Program, differs from the other eligible projects in that funding is specifically apportioned (budgeted) for RTP projects unlike the other former programs which now compete for funding from the same apportioned (budgeted) funding source. The total amount of funding estimated to be available to the WVDOT under MAP-21 to award for Federal Fiscal Year 2013 & 2014 encompassing the entire TA Program decreases the total amount of available Federal Funds by approximately 30%, reducing the total amount of available funds from approximately $10,000,000 per year to $7,000,000 total of all the aforementioned programs combined. As a result, competition among Sponsors will increase. Furthermore, as explained below, eligibility requirements as well as eligibility of Sponsors have changed with the enactment of MAP-21.

SAFETEA-LU funded the SRTS Program at the 100% reimbursable level. SRTS type projects, in addition to competing with the programs listed above, will now be funded at 80% maximum Federal Funding and require a minimum 20% match from the Sponsor.

What are “Transportation Alternatives”?

The West Virginia Division of Highways (WVDOT) TA Program provides funding to local and regional government entities to undertake projects to support alternative transportation, community infrastructure improvement activities, historic preservation, roadway amenities and support conventional transportation projects in the areas of archaeology and environmental mitigation.

The Federal Highway Administration (FHWA) 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 for all TA Program projects.

What Types of Projects are Eligible for TA Funds?

Under MAP-21, the following activities are eligible for funding as TA Projects (excluding the RTP setaside):

1. Construction, planning and design of on-road and off-road trail facilities for pedestrians, bicyclists and other nonmotorized forms of transportation including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990.
2. Construction, planning and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults and individuals with disabilities access daily needs.
3. Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists or other nonmotorized transportation users.
4. Construction of turnouts, overlooks and viewing areas.
5. Inventory, control or removal of outdoor advertising.
6. Historic preservation and rehabilitation of historic transportation facilities.
7. Vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species and provide erosion control.
8. Archaeological activities relating to impacts from implementation of a transportation project eligible under this title.
9. Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to address stormwater management, control and water pollution prevention or abatement related
In addition, if applying for RTP funds, the following applies:

1. Maintenance and/or restoration of existing trails.
2. Development and/or rehabilitation of trailside and trailhead facilities and trail linkages.
3. Purchase and/or lease of trail construction and maintenance equipment.
4. Acquisition of easements or property for trails.
5. Operation of education programs to promote safety and environmental protection related to trails.
6. Assessment of trail conditions for accessibility.
7. Construction of new trails (with restrictions for new trails on Federal lands).

RTP funds may not be used for:

1. Property condemnation (eminent domain).
2. Constructing new trails for use on National Forest or Bureau of Land Management lands (with certain exceptions).
3. Facilitation of motorized access on otherwise nonmotorized trails.

*RTP funds are intended for recreational trails. They may NOT be used to improve roads for general passenger vehicle use or to provide shoulders along roads.

The WVDOT may prioritize projects based on category or the scope of individual projects for funding. For additional information on eligibility requirements for each qualifying activity, please refer to the TA and RTP Manuals located on our website at www.transportation.wv.gov/highways/programplanning/grant_administration/Pages/default.aspx.

Who May Apply for TA Program Funds?

As noted above, please pay particular attention to who is eligible to apply to TA Program funds as MAP-21 has altered the eligibility requirement from those within SAFETEA-LU. For example: non-profit organizations and State agencies are no longer eligible to participate in the program as a Sponsor. However, the WVDOT encourages non-profit groups and State agencies to partner with eligible organizations. The following is a list of eligible project Sponsor organizations/governmental bodies:

- Local governments;
- Regional transportation authorities;
- Transit agencies;
- Natural resource or public land agencies;
- School districts, local education agencies, or schools;
- Tribal governments; and
- Any other local or regional governmental entity with responsibility for or oversight of transportation or recreational trails (other than a metropolitan planning organization or a State agency) that the State Department of Transportation (DOT) determines to be eligible.

Additionally, the above referenced eligible Sponsors, must provide at least a 20% match in the form of cash or the pay-as-you-go option for all TA and RTP projects. However, the RTP allows for the use of in-kind services or materials as a means to meet the required 20% match. The RTP is the only program in which in-kind services may be used as match.

Transportation Alternatives Minimum Total Project Cost excluding RTP which is referenced below: The minimum amount allowable for consideration under the TA program has been raised from $30,000 to $50,000. This is a direct result of the likelihood that, due to inflation, design requirements, NEPA, etc., that the majority of projects realistically cannot be completed for under $50,000 ($40,000 TA funds + $10,000 Sponsor match = $50,000 total project cost). There is no maximum amount of funding which can be requested under the TA projects. However, please note the competitive nature of these grants and the limited amount of funding the WVDOT has available each year. The WVDOT makes every attempt to make recommendations for project funding evenly distributed throughout the State.

RTP Maximum Total Project Cost: Due to increased design, material and contingency costs, the RTP maximum total project cost in which a Sponsor may apply has been increased from $150,000 to $300,000.

RTP Minimum Total Project Cost: The minimum amount allowable for consideration under the RTP program has been raised from $5,000 to $15,000. This is a direct result of the likelihood that, due to inflation, design requirements, NEPA, etc., that the majority of projects realistically cannot be completed for under $15,000.

What is the Application Process?

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

STEP 1: Complete the "Intent-to-Apply" form online.

STEP 2: Only if your project meets requirements for eligibility, will you be asked to continue by filling out a full Application form online. Site visits to the proposed project locations may be conducted by the WVDOH.

STEP 3: The WVDOH 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.
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STEP 5: The selected applicants will be notified via e-mail.

PLEASE NOTE: For additional information visit our website at www.transportation.wv.gov/highways/programplanning/grant_administration/Pages/default.aspx and select the appropriate online manual for the Transportation Alternatives or Recreational Trails Programs.
Intent to Apply

- Instructions
- Project Identity
- Sponsor Information
- Contact Information
- Funding Information
- Project Information
- Electronic Signature

Application

PROJECT IDENTIFICATION

Fiscal Year

Project Type
- Recreational Trails
- Transportation Alternatives

Intent is to apply for funding as:
- Design Phase Only
- Construction Phase Only
  (NOTE: Upload of suitable design documents will be required to complete your application submittal)
- Both Design & Construction Phases

Please select the RTP project type applicable to your proposed project:
- Maintenance and/or restoration of existing trails.
- Development and/or rehabilitation of trailside and trailhead facilities and trail linkages.
- Purchase and/or lease of trail construction and maintenance equipment.
- Acquisition of easements or property for trails.
- Operation of educational programs to promote safety and environmental protection related to trails.
- Assessment of trail conditions for accessibility.
- Construction of new trails (with restrictions for new trails on Federal lands).

Please select the TA project type applicable to your proposed project:
- Construction, planning and design of on-road and off-road trail facilities for pedestrians, bicyclists and other nonmotorized forms of transportation including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990.
- Construction, planning and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults and individuals with disabilities to access daily needs.
- Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists or other nonmotorized transportation users.
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- Archaeological activities relating to impacts from implementation of a transportation project eligible under this title.
- Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to address stormwater management, control and water pollution prevention or abatement related to highway construction or due to highway runoff, including activities described in sections 133(b) (11), 328(a) and 329; or reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats.

Project Name
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<tr>
<td>Congressional District</td>
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<tr>
<td>County</td>
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SPONSOR INFORMATION
Project Sponsor: [Redacted]
DUNS#: [Redacted]

ADA Transition Plan
Does your organization require an ADA Transition Plan?
- Yes
- No

Do you have one?
- Yes
- No

Project Manager Responsibilities

NOTE: For Local Public Agency (LPA) administered projects, regulations require that the person(s) serving as Project Manager/Responsible Charge is a full time employee of the Sponsor and meet the following criteria:

Does the project Sponsor have a full time public employee(s) who can perform the following duties and functions?

- Administers inherently governmental project activities, including those dealing with cost, time, adherence to contract requirements, construction quality and scope of Federal-aid projects;
- Maintains familiarity of day to day project operations, including project safety issues;
- Makes or participates in decisions about changed conditions or scope changes that require change orders or supplemental agreements;
- Visits and reviews the project on a frequency that is commensurate with the magnitude and complexity of the project;
- Reviews financial processes, transactions and documentation to ensure that the safeguards are in place to minimize fraud, waste, abuse;
- Directs project staff, agency or consultant, to carry out project administration and contract oversight, including proper documentation;
- Is aware of the qualifications, assignments and on-the-job performance of the agency and consultant staff at all stages of the project.

- Yes
- No

Project Manager Information
Who will be the primary Project Manager (Responsible Charge) on behalf of the Sponsor should this project be awarded/selected?

NOTE: The Project Manager/Responsible Charge may differ from the primary and secondary point of contact, requested below, on behalf of the Sponsor so long as the below referenced duties and functions can and will be performed by the person designated as Project Manager/Responsible Charge. The duties/requirements of Project Manager/Responsible Charge may be distributed between multiple full time employees of the Sponsor so long as the above referenced duties and functions are kept on a day to day basis including maintaining a daily diary/log of activities and proof that the duties/requirements are being met. Although the duties and functions can be performed by more than one full time employee, please list the primary Project Manager/Responsible Charge designated by the Sponsor below:

Name:
Title:
Street Address:
Intent to Apply

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- Project Identity
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FUNDING INFORMATION

Approximate amount of Federal funds you will be requesting:
Federal funds may be reimbursed up to 80% of the total project cost.

$ ____________________________

Construction costs should be computed using Davis-Bacon and/or West Virginia Prevailing Wages, as applicable, and if the project will be let for contract (i.e., the sponsor will advertise for bids to perform the actual construction of the project). Should Force Account (upon WVDOH Commissioner approval) or In-kind (for the RTP only) labor, materials and equipment be proposed for construction of the proposed project, then please adjust the amount accordingly.

NOTE: Should Force Account be requested, please provide a cost estimate using Davis-Bacon and/or West Virginia Prevailing Wages, as applicable, as well as Force Account, as there is no guarantee that Force Account will be permissible for the project. Force Account must first be justified and approved by the Commissioner of the WVDOH based on a WVDOH approved cost analysis illustrating that Force Account work is both permissible and more cost effective than hiring a contractor.

Is the required 20% match available? 🤔

- [ ] Yes
- [ ] No

If "No", please explain:

[ ]

How will the minimum 20% match be met?

- [ ] Cash
- [ ] Pay-as-you-go

If cash, do you intend to pay the match up front and submit a check to the WVDOH upon return of the project agreement?

- [ ] Yes
- [ ] No

Independent Project Estimate:

Should your project be awarded/selected, the project Sponsor must have an independent project estimate for guidance in the negotiation of fee with the consultant chosen by a WVDOH certified consultant selection process. The estimate must be performed and verified by a WV licensed Professional Engineer (PE). The estimate must include the complete scope of work as detailed in the project agreement. The development of an independent project estimate to assist with the consultant selection process, if included in the scope of work in the project agreement, is a work element eligible for reimbursement. (Do not do this until you are notified of the grant being selected).

What if the Sponsor has an engineer/consultant/firm on retainor?

If the project Sponsor is planning on using an engineer/consultant/firm on retainor or under existing contract, the Sponsor must be capable of producing evidence that the engineer/consultant was selected using a certified consultant selection process. Furthermore, the contract/agreement between the Sponsor and engineer/consultant/firm must include the elements of work outlined in the project agreement (i.e., if applying for sidewalk construction, the contract must include specific language regarding the design of sidewalks as part of the existing contract/agreement). The contract/agreement must be submitted to the WVDOH for approval prior to any reimbursable work elements being performed.
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

Please identify all seller(s)/lessor(s) if the proposed project will require land or property acquisition:

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
- Unknown

Please summarize the proposed project (see Application Process Step #1):
side walk strawberry road

Please identify the public benefit and the relationship to transportation of this project including economic and tourism development. Indicate if this project contributes to existing or proposed transportation/community development plans:
side walk strawberry road
West Virginia
Department of Transportation

Grants Application
Transportation Alternatives

Current Project: [Project Name]
Current Sponsor: [Sponsor Name]

Note: All shaded fields are required.

Intent to Apply
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Application

Electronic Signature

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APPLICATION INSTRUCTIONS

TRANSPORTATION ALTERNATIVES PROGRAM

ELECTRONIC APPLICATION FOR FUNDING

FEDERAL FISCAL YEAR 2020

PLEASE NOTE:
Transportation Alternative/Recreational Trails Projects are 80/20 reimbursement programs. Sponsors must either pay all invoices associated with an approved project and then seek reimbursement OR provide the required 20% cash match to the West Virginia Division of Highways prior to final approval of their project. Please review the program guidelines and understand the Sponsor responsibilities BEFORE submitting an application.

The WVDOH reserves the right of first option to administer the projects from design through construction. (WVDOH may design or hire a consultant to design, then have the option to perform complete administration of construction contracts [i.e., advertise for bids, award contract, oversee construction] with input from Sponsor.)

It is the Sponsor’s responsibility to ensure that their completed Application form(s) have been received by the deadline.

Continue
Has an appraisal been performed by a certified general appraiser?  
- 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, describe the impact (positive and negative) this project will have on historic property. If Yes and the project will have no impact, describe why this project will not have an impact.
PROJECT INFORMATION (Specific - Transportation Alternatives)

Describe fully the required relation to surface transportation.

Of the qualifying activities listed here, which ONE (1) best describes your proposed project?

- Construction, planning and design of on-road and off-road trail facilities for pedestrians, bicyclists and other nonmotorized forms of transportation including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990.
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PROPOSED PROJECT DESCRIPTION

Fully explain the scope-of-work envisioned by this request. Please ensure the project description addresses the following:

- **Accessibility & Mobility (Connectivity)** – How does the project integrate walking, cycling, and/or use of transit into the community or fixes a gap in the existing system to improve access? How does the project improve mobility for the disadvantaged population including elderly, disabled, minority, and low income?
- **Quality of Life/Health** – How does the project improve or enhance the community quality of life such as access to community amenities without having to get in your car? What is the current quality of life/health for the community and how does the proposed project provide a positive change?
- **Safety & Security** – How does the project improve the overall safety of the existing facilities/corridors for walking, cycling, and/or using public transit?
- **Economic Vitality** – How does the project interact with community activity centers, employment generators, or economic development activities and provide a positive economic benefit?
- **Partnership/Regional Significance** – Does the project provide a positive effect beyond the local community? Are there support letters from appropriate stakeholders (local, County, State, MPO, Regional Councils, etc.)? Is the project consistent with local planning processes (ADA Transition Plan, MPO or County/City Planning Studies, Comprehensive Plans, etc.)? Supporting documents should be attached to the application.

**Note:** Attach visual information (in addition to the required USGS map and photographs), design drawings, or other materials which may assist in the review/rating of your application.
 OWNERSHIP/MAINTENANCE

Describe the ownership and maintenance of the project once completed. If owner is not the project Sponsor, a copy of the easement and/or Agreement of use MUST be attached. Attach additional sheets as necessary.
ESTIMATED COSTS
On an attached sheet, detail elements and costs (e.g., excavation, roofing, electrical, plumbing HVAC, etc.)
The cost estimate should be detailed enough to allow the project to be phased (if budgetary constraints dictate). In addition, a detailed cost estimate will allow ineligible work elements to be eliminated without causing the entire project to be deemed ineligible.

Planning, Engineering, Design $_____

Acquisition of Property $_____

Construction $_____

Other: $_____

Other: $_____

Other: $_____

Other: $_____

Note: All shaded fields are required.
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**Application Estimated Costs ATTACHMENTS**

To attach a file:

1. Click Browse.
2. Locate and select the file you want to attach, and then click Open.
3. Click Upload File.

You can attach PDF, DOC, DOCX, RTF, TXT, XLS, XLSX, JPG, JPEG, GIF, PNG, TIF and TIFF file formats.

**Uploaded Files**

File Name

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### Intent to Apply

#### Application

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- Electronic Signature

#### Sponsor's Match Information

- Total Project Cost
- Federal Funds Requested
- Sponsor's Match
- Sponsor Additional Amount

Note: All shaded fields are required.

- **Total Project Cost**: $ [Enter amount]
- **Federal Funds Requested**: $ [Enter amount] (Calculated)
- **Sponsor's Match**: $ [Enter amount] (Calculated)
- **Sponsor Additional Amount**: $ [Enter amount]

Please provide support documentation regarding additional amounts of funding.

- **How will the 20% match be met?**

- **Is the required 20% match to be paid up front?**
  - Yes [ ]
  - No [ ]

- **Is the required 20% match available at the time of application?**
  - Yes [ ]
  - No [ ]

If "No", fully describe when and how match will be available.

- [ ]

[ ] Previous  [ ] Save  [ ] Save and Continue
### Intent to Apply

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- Drainage Impact
- EARO Electronic Signature
- Electronic Signature

#### SCHEDULE

If the project is approved for funding, will you be able to begin the project within nine (9) months of the NOTICE TO PROCEED?

Will you be able to complete the project within two (2) years from the NOTICE TO PROCEED?

[Yes] [No]
**Socioeconomic Impacts(s)**

Will this project involve the acquisition of right-of-way?

- [ ] Yes
- [x] No

If "Yes", describe the current ownership, acres, and impact on properties (e.g., businesses, residences, vacant property, etc.)

Is any public land to be used (e.g., United States Forest Service, other United States Managed Property, City Park, County Park, State or National Forest, etc.)?

- [ ] Yes
- [x] No

If "Yes", describe impact of project on the land and attach a letter from public authority (if Project Sponsor is not owner) granting permission to use property (see Cultural Impact Question #1).

If "Yes", has the property received monies from the Land and Water Conservation Fund?

- [ ] Yes
- [x] No

Will any building, business, residence, or structure (in whole or in part) be acquired, relocated or demolished by this project?

- [ ] Yes
- [x] No

If "Yes", describe work to be completed.

Are persons/residents to be relocated due to the project?

- [ ] Yes
- [x] No

Is any farmland being taken by the project?

- [x] Yes
- [ ] No

If "Yes", how many acres?

20.0

Is this project either different from or in conflict with planned growth, land use, or current zoning for the area?

- [ ] Yes
- [x] No

If "Yes", please describe.

Will this project complement the current planned growth or land use for the area?

- [ ] Yes
- [x] No

If "Yes", please describe.
Will this project compliment the current planned growth or land use for the area?

☐ Yes ☐ No

If "Yes", please describe.
Note: All shaded fields are required.

SOCIOECONOMIC ATTACHMENTS

To attach a file:
1. Click Browse.
2. Locate and select the file you want to attach, and then click Open.
3. Click Upload File.

You can attach PDF, DOC, DOCX, RTF, TXT, XLS, XLSX, JPG, JPEG, GIF, PNG, TIF and TIFF file formats.

Uploaded Files

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Basic Map1.jpg

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CULTURAL IMPACT(S)

Are any parks or recreational facilities to be affected directly or indirectly by the project?

☐ Yes  ☐ No

If "Yes," describe the positive impact.

If "Yes," describe the negative impact.

If "Yes," what percentage or number of acres of the park/recreational facility will be taken by this project?

Will this project directly impact churches or schools?

☐ Yes  ☐ No

If "Yes," describe the positive impact.

If "Yes," describe the negative impact.

Are there any historic markers, structures (buildings over 50 years old), historical events, famous people associated with the project or project area?

☐ Yes  ☐ No

If "Yes," please describe.

If "Yes," describe the impact (positive and negative) this project will have on the historic property.

If "Yes," and the project will have no impact, please describe why this project will not impact the historic property.

Are there any archaeological features, old building foundations, or other cultural/historical/scenic features known within the project area which may be disturbed during the project work elements?

☐ Yes  ☐ No

If "Yes," please identify features.
Are there any archaeological features, old building foundations, or other cultural/historical/scenic features known within the project area which may be disturbed during the project work elements?

☐ Yes  ☐ No

If "Yes," please identify features.

Is the project either located within or directly adjacent to a historic district?

☐ Yes  ☐ No
Note: All shaded fields are required.

NATURAL ENVIRONMENT IMPACT(S)

Are there any wetlands directly or indirectly affected by the project?

- Yes  - No

If "Yes", have you acquired the necessary wetland permits?

- Yes  - No

Is the project in a flood plain (100 year or less)?

- Yes  - No

Are there any known or purported endangered or threatened species within the project corridor or area?

- Yes  - No

Will any unique natural features and/or areas be negatively impacted?

- Yes  - No

If "Yes", please describe fully.

Are any designated or proposed Wild and Scenic Rivers within the project area?

- Yes  - No

If "Yes", how will this project impact the river and its corridor?
PERMITS

Will this project cross, lie within, or directly affect any section of roadway currently on or under the jurisdiction of the West Virginia Division of Highways (WVDOH)?

- Yes
- No

If you answered “Yes”, then please contact the West Virginia Division of Highways’ District Office, for your area, concerning this project prior to submitting your project application. Please indicate the person contacted and the date of contact below. See Appendix 3 for a list of WVDOH District Offices.

WVDOH Contact
- Contact Date

Will this project, at any time, during or after construction, stop, or alter traffic patterns of a roadway on the State Highway System?

- Yes
- No

If you answered “Yes”, then please contact the West Virginia Division of Highways’ District Office, for your area, concerning this project prior to submitting your project application. Please indicate the person contacted and the date of contact below. See Appendix 3 for a list of WVDOH District Offices.

WVDOH Contact
- Contact Date

Have you acquired the needed permits from the WVDOH?

- Yes
- No

Will the project either disturb (through clearing, grubbling and/or construction) one or more acres or create erosion, sedimentation or other types of “pollution”?

- Yes
- No

Are any erosion/sediment permits required?

- Yes
- No

If “Yes”, have you acquired the needed permits?

- Yes
- No

Are you familiar with procedure for obtaining construction permits?

- Yes
- No

Will this project involve the relocation of any utilities?

- Yes
- No

If “Yes”, please describe the utilities to be relocated.

- Has the utility company(ies) been notified?

- Yes
- No

If “Yes”, please provide documentation.

If “No”, please notify immediately and provide documentation.
Note: All shaded fields are required.

PERMIT ATTACHMENTS

To attach a file:
1. Click Browse.
2. Locate and select the file you want to attach, and then click Open.
3. Click Upload File.

You can attach PDF, DOC, DOCX, RTF, TXT, XLS, XLSX, JPG, JPEG, GIF, PNG, TIF and TIFF file formats.
### WATER QUALITY / STREAM IMPACT

Identify all bodies of water (streams, creeks, rivers, lakes, wetlands, reservoirs, ponds, marshes, bogs, etc.) in the project area and describe the affects the project will have on them. Please enter N/A if this comment field is not applicable.

Will there be any disturbance of the water of any stream, creek, pond, lake, river, or banks thereof below the average high water mark at anytime during the construction of this project?

- [ ] Yes
- [x] No

If "Yes," have you acquired the necessary permits for the project?

- [ ] Yes
- [ ] No

Will this project involve a change in the vertical or horizontal clearance of a navigable stream?

- [ ] Yes
- [ ] No

If "Yes," have you acquired the necessary permits for this project?

- [ ] Yes
- [ ] No

If you answered "Yes," to any of the above questions, please contact the West Virginia Division of Natural Resources, Public Land Corporation, 324 Fourth Ave, South Charleston, West Virginia 25303. Telephone (304) 559-2754; the West Virginia Department of Environmental Protection, Division of Water and Waste Management, 601 57th Street, SE, Charleston, West Virginia 25304, Telephone (304) 926-0499; and the appropriate U.S. Army Corp of Engineers, Division Office (see Appendix 3).

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*Note: All shaded fields are required.*
AIR QUALITY IMPACT

Will this project have any adverse impact to air quality?

- [ ] Yes
- [x] No

If "Yes," please describe.

Attachments:
- Project Information (Specific)
- Proposed Project Description
- Ownership/Maintenance
- Estimated Costs
- Sponsor's Match Information
- Project Schedule
- Environmental Assessment Review Questionnaire
- Socioeconomic Impact(s)
- Cultural Impact(s)
- Natural Environment Impact
- Permits
- Water Quality Impact
- Air Quality Impact
- Noise Impact
- Hazard Waste/Underground
- Drainage Impact
- EARO Electronic Signature
- Electronic Signature

Note: All shaded fields are required.
NOISE IMPACT
What permanent negative impacts will occur if this project is completed?
Please enter N/A if this comment field is not applicable.
Note: All shaded fields are required.

**HAZARD WASTE / UNDERGROUND TANKS**

Are there any waste/contaminated sites along or in the project area (e.g., sanitary landfills, dumps, gas stations, old storage tanks (buried or above ground), contaminated soils, pipelines, or industrial/household drainage)?

- [ ] Yes
- [x] No

Will the proposed project require the disturbance of any suspected or confirmed asbestos?

- [ ] Yes
- [ ] No

Does lead paint contamination exist?

- [ ] Yes
- [ ] No
DRAINAGE IMPACT
Will this project alter or change the current flow of storm water (e.g., construction of new sidewalks where none currently exist)?

- [ ] Yes
- [ ] No

If "Yes", is drainage in place to handle the runoff?

- [ ] Yes
- [ ] No

If "No", please explain when and how this will be addressed.

Have you acquired the necessary permits for storm water management?

- [ ] Yes
- [ ] No
Note: All shaded fields are required.

ELECTRONIC SIGNATURE

If you are unsure what your PIN is, a new PIN can be requested by clicking here or by following the instructions in the user profile.

Please note: After the electronic signature is submitted, no further changes can be made.

PIN

Submit EARQ

Previous

Save and Continue
Note: All shaded fields are required.

**ELECTRONIC SIGNATURE**

By submitting, the Application will be submitted. Each section must be completed. Your electronic signature requires that your PIN be entered.

If you are unsure what your PIN is, a new PIN can be requested by clicking here or by following the instructions in the user profile.

Please note: After the electronic signature is submitted, no further changes can be made.

PIN

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Submit Application

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