

# **WYOMING DEPARTMENT OF TRANSPORTATION**



## **HIGHWAY SAFETY PROGRAM HIGH RISK RURAL ROAD PROGRAM (HRRRP)**

**PROGRAM GUIDE  
March 2019**

## TABLE OF CONTENTS

Introduction .....	1
Wyoming Department of Transportation Contacts.....	1
Project Proposals, Agreements, & Reimbursements .....	1
HRRRP Information & Reimbursement.....	1
District Contacts.....	2
Wyoming Technology Transfer Center Local Technical Assistance Program (LTAP) Contacts .....	2
High Risk Rural Roads Program (HRRRP) .....	2
Purpose .....	2
Goal .....	2
Eligible Use of Funds .....	3
Identification of High Risk Roads and Countermeasures/Improvements .....	3
Crash Data Analysis .....	3
Level I Field Evaluation .....	3
Identification of High Risk Rural Locations.....	4
Level II Field Evaluation to Identify Countermeasures.....	4
Benefit/cost Analysis.....	4
Project Proposals – Schedule and Content.....	5
Project Proposal Schedule .....	5
April .....	5
May.....	5
May – September .....	5
September .....	5
October.....	6
December .....	6
Notice to Proceed.....	6
Project Proposal Content .....	6
Project Funding .....	7
Project Funding .....	7
Project Sponsor Overmatch .....	7
Eligible Costs & Reimbursement.....	8
Reimbursement of Project Costs .....	8
Final Payment.....	8

Project Completion .....	8
HRRRP Project Requirements .....	9
Pre-Construction Requirements.....	9
Construction Requirements .....	11
Post-Construction Requirements .....	12
HRRRP Project Monitoring and Evaluation Process.....	12
Appendix A –Project Proposal Process & Construction.....	13
Pre-Construction Process.....	14
Construction Process .....	15
Post-Construction Process .....	16
Appendix B – HRRRP Application (SAMPLE) .....	16

## INTRODUCTION

The High Risk Rural Roads Program (HRRRP) was introduced by Section 148 (f) of the 2005 *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users*. The current Transportation bill requires the Department to allocate safety funding for all road classes including local rural roads. This safety Program is a component of the Wyoming Department of Transportation's (WYDOT) overall Highway Safety Improvement Plan (HSIP) and comes with annual dedicated funding.

High Risk Rural Roads, as defined by Federal Statutory requirements, are those public roadways functionally classified as rural major or minor collectors or rural local roads, and have or will have, based on increasing traffic volumes, a crash history that ranks that road, or section of road, as a high risk rural roadway. The required crash history must be based on comprehensive crash data able to identify the location of crashes and crash types. Eligible projects will provide construction and operational improvements on high risk rural roads with identified crash histories.

WYDOT Highway Safety Program, as the administrative agency for the HSIP and in accordance with the Wyoming Strategic Highway Safety Plan – Special Safety Area, has developed a High Risk Rural Roads Program (HRRRP) to implement construction and operational improvements on high risk rural roads, off of the State Highway System. Delivery of the HRRRP is a Highway Safety Program effort with assistance from the Wyoming Technology Transfer Center Local Technical Assistance Program (LTAP), and in cooperation with local government project sponsors.

## WYOMING DEPARTMENT OF TRANSPORTATION CONTACTS

### Project Proposals, Agreements, & Reimbursements

Attn: Sara Janes Ellis, LGC  
5300 Bishop Blvd.  
Planning Building Room 215  
Cheyenne, WY 82009  
307-777-4438  
Fax: 307-777-4250  
[sara.ellis@wyo.gov](mailto:sara.ellis@wyo.gov)

### HRRRP Information & Reimbursement

Attn: Matt Carlson, P.E.  
State Highway Safety Engineer  
5300 Bishop Blvd.  
Cheyenne, WY 82009  
307-777-4195  
[Matt.Carlson@wyo.gov](mailto:Matt.Carlson@wyo.gov)

### District Contacts

Attn: District Engineer  
WYDOT District 1  
3411 South 3<sup>rd</sup> Street  
Laramie, WY 82070

Attn: District Engineer  
WYDOT District 2  
900 Bryan Stock Trail  
Casper, WY 82601

Attn: District Engineer  
WYDOT District 3  
3200 Elk Street  
Rock Springs, WY 82902

Attn: District Engineer  
WYDOT District 4  
10 East Brundage Lane  
Sheridan, WY 82801

Attn: District Engineer  
WYDOT District 5  
218 West C  
Basin, WY 82410

## WYOMING TECHNOLOGY TRANSFER CENTER LOCAL TECHNICAL ASSISTANCE PROGRAM (LTAP) CONTACTS

Khaled Ksaibati, Ph.D, P.E., Director, [khaled@uwyo.edu](mailto:khaled@uwyo.edu)  
Bart Evans, Road Safety Analyst, [mevans2@uwyo.edu](mailto:mevans2@uwyo.edu)  
Wyoming Technology Transfer Center  
Department of Civil and Architectural Engineering  
1000 E. University Ave. Dept. 3295  
Laramie, WY 82071  
PH: 307-766-6230  
<http://wwweng.uwyo.edu/wyt2/>

## HIGH RISK RURAL ROADS PROGRAM (HRRRP)

### Purpose

The purpose of this Program is to correct safety deficiencies on an identified statewide system of rural roads where, due to low traffic volumes, major improvements do not appear to be cost effective.

### Goal

The goal of this Program is to reduce traffic fatalities and injuries on Wyoming's high risk rural roads.

### Eligible Use of Funds

Program funds are directed to a statewide listing of projects, off of the State Highway System, for construction and operational improvements on the high risk rural roads selected through the LTAP Wyoming Rural Road Safety Program.

## IDENTIFICATION OF HIGH RISK ROADS AND COUNTERMEASURES/IMPROVEMENTS

A local government project sponsor is any public, tax-supported Local government or Tribal government. The project sponsor is responsible for developing project proposals, meeting the program purpose, and contributing to the program goal. All projects must be on public right-of-way and under the legal jurisdiction of the sponsor. Wyoming counties or tribal governments, interested in the HRRRP, must contact the Wyoming Technology Transfer Center Local Technical Assistance Program (LTAP) to initiate implementation of their safety program (see Appendix A).

WYDOT has contracted with LTAP to develop a Wyoming Rural Road Safety Process (WRRSP) and to assist each sponsor in assuring that their project proposal complies with the program's eligible use of funds. The WRRSP uses a five step approach, summarized as:

### Crash Data Analysis

Crash Data for each Local government is developed and supplied by the WYDOT Highway Safety Program to help LTAP and the local governments evaluate their roads. Crash data is specific to location and crash type, and provides the data needed to determine crash histories. LTAP provides the crash data analysis to the local governments. This analysis should be included as part of the project proposal.

This effort complies with Federal program requirements for use of Comprehensive Crash Data.

### Level I Field Evaluation

After reviewing the roadway functional classification and the one mile segment crash data, LTAP and the local governments do a field evaluation of the highest crash-ranked rural roads in order to gain a condition rating for each roadway. Condition ratings are tailored to each local government and use between five

and ten ratings selected from the following roadway elements: General, Road Alignment, Road Surface, Shoulders, Clear Zones, Right-of-Way Widths, Intersections, Rail Road Crossings, Signage and Pavement Markings, Fixed Objects within the Clear Zone, Bridges and Culverts, Visibility, and Environmental.

#### Identification of High Risk Rural Locations

A combined ranking is developed by roadway segment, using total number of crashes and roadway condition ratings. A listing of high risk rural roads is developed and prioritized based on these combined rankings.

This effort complies with Federal program requirements for identification of a High Risk Rural Road, eligible for Program funding.

#### Level II Field Evaluation to Identify Countermeasures

The prioritized listing of high risk rural roads provides specific routes that are moved to a detailed evaluation of crash types, causative crash factors, and contributing roadway elements. Countermeasures/improvements, to correct identified safety deficiencies, are then recommended with the goal for reducing critical crashes on the selected high risk rural road. The range of countermeasures/improvements, selected from national research as contributing to crash reductions, are presented later as a listing of project types for packaging into the project proposal.

This effort complies with Federal program requirements for identification of eligible projects that provide construction and operational improvements on high risk rural roads with documented crash histories.

#### Benefit/cost Analysis

Benefit cost analyses are conducted to determine the cost effectiveness of the proposed safety countermeasure/improvement. Project costs are based on the summation of labor, equipment and material costs; project benefits are based on the use of Crash Modification (reduction) Factors (CMF), by safety countermeasure times a crash cost. WYDOT will provide the yearly crash costs for each type of accident (critical, serious, property damage only (PDO)) to LTAP each year. These numbers will be based on the USDOTs latest guidelines for calculating the Value of Statistical Life (VSL).

CMFs will be provided by WYDOT for the range of countermeasures/ improvements. These will be used in the project proposal to show benefits of the project. LTAP will do the benefit/cost calculations and include these calculations with the applications for low cost safety improvements.

The final product of the WRRSP is a funding request form, included as part of the sponsor's project proposal.

LTAP will provide as much assistance as needed to the local governments to create their application.

## PROJECT PROPOSALS – SCHEDULE AND CONTENT

As previously noted, Wyoming Counties or Tribal Governments, as the project sponsor, are responsible for developing project proposals meeting the program purpose and contributing to the program goal. The proposal must be submitted on an application, initiated as the final product of the WRRSP, furnished by WYDOT. The application can be found in Appendix B.

### Project Proposal Schedule

#### April

LTAP will work with HWS to obtain crash reports and deliver them to each local government. For each local government, LTAP will mail two copies of the crash report to the local government commission and the road and bridge department or the Tribal Council.

#### May

LTAP will communicate with all local governments to identify those local governments interested in conducting the safety evaluations.

#### May – September

LTAP will work closely with the interested local governments to ensure all necessary data is gathered and the safety proposals are ready to be submitted to WYDOT.

#### September

Project proposals are due to WYDOT Local Government Coordination (LGC) by September 15 of each year.

### October

The Planning Engineer, Highway Safety Engineer, Highway Development Engineer, and State Construction Engineer form a committee chaired by the Safety Management Engineer to evaluate each project proposal. Each project is evaluated based on program purpose and available funding. The committee will develop a statewide project list of approved projects which will be submitted by the LGC to the Wyoming Transportation Commission at its November meeting

### December

WYDOT's LGC develops a Cooperative Agreement for each project on the statewide project list and coordinates the execution of the Agreement with the project sponsor. Project sponsors are advised of Agreement provisions and HRRRP requirements consistent with the project work type. Once a Cooperative Agreement is executed, the LGC will coordinate the issuance of an Authority for Expenditure (AFE).

### Notice to Proceed

WYDOT's LGC will review the project timeline and issue a Notice to Proceed prior to work commencing.

### Project Proposal Content

The local government, before developing a project proposal for HRRRP funding, must contact the LTAP and assist in completing a WRRSP for their local government. As noted above, completion of the WRRSP will identify and prioritize a listing of high risk rural roads in their local government and recommend safety countermeasures/improvements. The information and data in the WRRSP are used to initiate a project proposal consistent with the above schedule.

HRRRP funding is available to complete preliminary/final engineering, environmental documentation, utility accommodation, right-of-way acquisition and project construction activities; however, each project must result in the construction of the proposed safety countermeasure/improvement. LTAP will assist project sponsors with these activities.

A listing of safety countermeasures/improvements, used in the WRRSP and eligible for HRRRP funding, will be provided to LTAP by WYDOT. Project sponsors, through participation in the WRRSP, may identify other countermeasures that contribute to

crash reductions, and include those improvements in the project proposal. WYDOT HWS should be contacted to assist in determining and documenting an appropriate CMF for those countermeasures.

All countermeasures/improvements must reference one of the following design standards:

- 1 - Manual on Uniform Traffic Control Devices
- 2 - NCHRP Report 350, Recommended Procedures for the Safety Performance Evaluation of Highway Features
- 3 - Local government Road Fund Manual and WYDOT Standard Plans

Each project sponsor must submit a project proposal to the LGC by September 15 of each year. The proposal must be submitted on an application, initiated as the final product of the WRRSP, furnished by WYDOT, and shown in Appendix B.

## PROJECT FUNDING

The HRRRP is a federally funded program administered by the WYDOT Highway Safety Program. WYDOT will annually allocate Program funding to support the efforts of the project sponsors in identifying and implementing eligible safety projects.

### Project Funding

Each project, selected for the statewide project listing, will be funded at 90.49% of project cost up to a maximum of \$100,000 of federal funds and will require at least 9.51% project sponsor match. For example, a project at the maximum federal funding of \$100,000 will require a project sponsor match of \$10,509 providing for a maximum cost, per project, of \$110,509.

### Project Sponsor Overmatch

Projects selected for the statewide listing with costs exceeding the above limits may be over-matched by the project sponsor when necessary to fully fund construction of the safety countermeasure/improvement. The maximum amount of federal funds, for each project, cannot exceed \$100,000, but the project sponsor may elect to over-match, as needed, if the cost to construct exceeds program funding limits.

For example, an eligible project where the summation of labor, equipment and material costs equals \$250,000 may be submitted with the understanding that

HRRRP funding is limited to \$100,000 and the project sponsor would be responsible for the remaining \$150,000.

Project sponsors are advised that a funded project, even when overmatched, will remain a federal project requiring the inclusion of federal contracting requirements.

## ELIGIBLE COSTS & REIMBURSEMENT

The LGC's Notice to Proceed establishes the beginning date for eligible project costs. Any costs incurred prior to the Notice to Proceed will not be reimbursed. Extra work/claims must be within the scope of the Cooperative Agreement and within project funding limitations. The LGC will supply a checklist of requirements with the Notice to Proceed.

To be eligible for funding, the project sponsor must attend the LPA training put on twice a year by the LGC. LPA certifications are good for 3 years.

### Reimbursement of Project Costs

WYDOT will make payment of project funds to the project sponsor on a cost reimbursement basis. Reimbursement forms will be provided by the LGC when the Notice to Proceed is issued. The project sponsor will complete the reimbursement form and submit it to the LGC.

### Final Payment

The project sponsor, when requesting final reimbursement, shall also complete and submit WYDOT Form LPE-3 Acceptance Certificate and Final Completion. LPE-3 will require the project sponsor to certify to WYDOT that the project has been completed in substantial conformance with the plans and specifications, including compliance with Wyoming State Statute 16-6-116 Final Settlement and Payment. The project sponsor shall work with LTAP to complete the final inspection.

### Project Completion

The executed Cooperative Agreement will require that each project be completed within 2 years of the LGC's Notice to Proceed.

## HRRRP PROJECT REQUIREMENTS

The project sponsor will comply with the provisions of the Cooperative Agreement. Major provisions are summarized for pre-construction, construction, and post-construction responsibilities.

The project sponsor is advised to be familiar with contract provisions, during development of the project proposal, outlined in the Cooperative Agreement.

LTAP will assist project sponsors with developing project proposals that comply with these provisions.

### Pre-Construction Requirements

The executed Cooperative Agreement will require that the project sponsor comply with the following pre-construction provisions.

#### Design Standards

Project sponsors are responsible for completion of project plans and contracts and compliance with applicable design standards. Project designs and contract plans must comply with provisions of the *Manual on Uniform Traffic Control Devices* for signs and pavement markings; NCHRP *Report 350, Recommended Procedures for the Safety Performance Evaluation of Highway Features* for installation of roadside safety hardware; and with the Local government Road Fund Manual or WYDOT *Standard Plans*, for roadway design and construction elements. All references to design standards are the current and adopted editions.

#### Environmental Compliance

LTAP may provide program assistance to the project sponsor and will coordinate, as needed, with WYDOT's Environmental Services. The project sponsor is responsible for compliance with all applicable environmental and other local, state, and federal laws and regulations and must satisfy the requirements of the National Environmental Policy Act and complete the required environmental documentation, typically a Categorical Exclusion.

#### Right-of-way Acquisition

LTAP may provide program assistance to the project sponsor and will coordinate, as needed, with the Right-of-Way Program. The project

sponsor must certify, in their project proposal, that public roadway rights-of-way are held by the local government entity (Right-of-Way Certificate).

The acquisition of additional right-of-way is not anticipated with HRRRP Project types, however if additional right-of-way or construction permits are required, the project sponsor will comply with the applicable provisions of the executed Cooperative.

#### Utility Adjustments

LTAP may provide assistance to the project sponsor and will coordinate, as needed, with the Utility office. The project sponsor will make all arrangements, by agreement with affected utility owners, for utility relocations or adjustments. All arrangements will be in compliance with *WYDOT's Utility Accommodation Regulation*. Project sponsors must certify, in their project proposal, that utility accommodation have been or will be completed (Utility Certificate).

#### Project Plans and Contracts

The contract will specify, at a minimum, the project plan and specifications and include bid units with method of measurement and basis of payment. Specifications will determine the method of acceptance of all materials incorporated in the project.

#### Letting

The letting and award of HRRRP projects will be performed by the project sponsor. Construction shall be performed by private construction firms, qualified by the Sponsor; no in-State preference will apply for materials, labor, contracts or subcontracts. Project bidding shall follow accepted local government bidding procedures for open and public competitive bidding, including public advertising. WYDOT reserves the right to review all contract bids prior to contract award. After bid analysis, the project sponsor will award the contract to the lowest responsive bidder and proceed with project construction.

#### Additional Federal Contracting Requirements

The HRRRP is a federally funded program and requires compliance with Federal contracting requirements.

### Construction Requirements

The executed Cooperative Agreement will require that the project sponsor comply with the following construction provisions.

#### Construction

Construction of the project will be completed in accordance with the plans and specifications. Extra work/claims must be within the scope of the contract and project funding limitations. Project sponsor shall conduct project inspections during active construction. WYDOT representatives may inspect the project at their discretion.

#### Construction Engineering

Construction Engineering for the project will be performed by and under the immediate direction, control, and supervision of the project sponsor and will document, at a minimum, the methods of measurement, basis of payments, and method of acceptance of all materials incorporated in the project.

#### Labor Compliance Interviews

Project sponsors will be required to provide labor compliance interviews prior to final payment.

#### Project Final Inspection

The project sponsor will set up a final inspection on the completed project and notify WYDOT of the date and time. WYDOT representatives may participate in the final inspection at their discretion.

#### Project Acceptance

The sponsor will certify to WYDOT that the project has been completed in substantial conformance with the plans and specifications, including compliance with Wyoming State Statute 16-6-116 Final Settlement and Payment.

This effort should be coordinated with the sponsor's request for final reimbursement.

### Post-Construction Requirements

The executed Cooperative Agreement will require that the project sponsor comply with the following post-construction provisions.

#### Maintenance

Upon completion and acceptance of the project by the project sponsor and WYDOT, through LTAP, the project sponsor will maintain, at its sole expense, the safety improvements in their original constructed condition.

#### In-Service

The sponsor agrees to maintain the public road in-service and not permanently close or abandon the public road without written consent of WYDOT.

## HRRRP PROJECT MONITORING AND EVALUATION PROCESS

The project sponsor, consistent with responsibilities presented above for Construction Engineering, will monitor the completion of each project and prepare summary reports to be submitted to WYDOT LGC. Summary reports will be at contract award, project final inspection, and project final acceptance.

LTAP will conduct project closeout reviews and evaluations. These project-Level evaluations are intended to address the effectiveness of each project in meeting the program purpose, goal, and eligible use of funds, and provide lessons learned to improve delivery of future projects.

Project sponsors will be asked to cooperate with the LTAP in the evaluation process.

Annually, the Highway Safety Program will develop a Program-Level report for the Executive Staff.

## APPENDIX A –PROJECT PROPOSAL PROCESS & CONSTRUCTION

The Project Proposal Process identifies time-frames and responsibilities for the delivery of project proposals that meet the HRRRP purpose and project requirements.

Local governments interested in the HRRRP, must contact and work with the Wyoming Technology Transfer Center Local Technical Assistance Program (LTAP) to develop a Wyoming rural road safety program (WRRSP). LTAP will also assist the project sponsor in all responsibilities shown in the following tables.

Pre-Construction Process

<b>Annual Timeframe</b>	<b>Project Sponsor</b>	<b>WYDOT LGC</b>	<b>WYDOT HWS &amp; HRRR Committee</b>
January - May	Coordinate with LTAP  Develop WRRSP  Review crash reports  Work with LTAP to complete safety evaluations	Solicit Project Proposals	Provide crash reports to LTAP for each local government
May - September	Work with LTAP to ensure all necessary data is collected and the proposal is complete		
Sept 15	Submit proposal to WYDOT LGC	Collect project proposals	
October		Screen project proposals	Screen project proposals
November		Submit recommended project list to Transportation Commission  Provide approved project list to Programming for STIP	
December		Prepare Cooperative Agreements  Advise sponsor of program requirements	
Based on project timeline	Follow LGC Project Forms	Execute Agreements with project sponsor  Coordinate Funding	
Based on project timeline	After Notice to Proceed, sponsor completes program requirements	Send Notice to Proceed & reimbursement form to project sponsor	

Construction Process

Annual Timeframe	Project Sponsor	WYDOT LGC	WYDOT HWS and LTAP
Notice to Proceed to Finish	Complete all Pre-Construction functions: Design, Environmental, ROW, & Utility certifications  Submit all certifications  Follow LGC Project Forms	Receive Environmental documentation  Receive CE, ROW and Utility certifications	Monitor project progress
Based on project timeline	Let project to open, competitive bidding  Complete bid analysis		Review all bids
	Award project to lowest responsive bidder		Receive notice of award
	Issue Notice to Proceed to construction contractor  Submit reimbursement form to WYDOT LGC	Process reimbursement form through federal-aid for payment	
	Complete construction engineering and project monitoring		Inspect project records  Monitor construction progress
	Conduct final inspection with LTAP  Notify WYDOT of project completion		Conduct final inspection of project and records
SEE NOTE	Submit final payment reimbursement form and LPE-3 Acceptance Certificate	Receive and process reimbursement form through federal-aid for payment	

NOTE: The executed Cooperative Agreement will require that each project be completed within 2 years of WYDOT Notice to Proceed.

Post-Construction Process

<b>Timeframe</b>	<b>Project Sponsor</b>	<b>LTAP</b>	<b>WYDOT Representative</b>
To Be Determined	Assist LTAP in project evaluation	Conduct project closeout review and evaluation	
Lifetime of Safety Improvement	Maintain project safety improvements		Reserves the right to assure maintenance
Lifetime of Safety Improvement	Keep road in-service		Reserves the right to assure the road remains in-service

**APPENDIX B – HRRRP APPLICATION (SAMPLE)**



**WYDOT Highway Safety Program  
High Risk Rural Road Program (HRRRP)**

The current year's application may be obtained from the WYDOT LGC office between August 1 and September 15. The LGC office may review applications for completeness during the last 2 weeks of July.



### HRRR Applicant Information

**Sponsor:**

Name of Sponsor:		
Sponsor Type: County Government		
Specify Other:		
DUNS:		
Mailing Address:		
City:	State:	Zip:
Contact Person:		
Title:		
Email:		Phone:
LPA Certified: <input type="checkbox"/> Yes <input type="checkbox"/> No	LPA Certification Expiration:	
LPA Certified Individual (if not Contact Person):		

**Joint Sponsor:**

Joint Sponsor: <input type="checkbox"/> No <input type="checkbox"/> Yes - Joint Sponsor's Name:		
Mailing Address:		
City:	State:	Zip:
Contact Person:		
Title:		
Email:		Phone:

### Funding Request

9.51% Local Match	90.49% Federal (HRRR Request)	Total Project Cost
\$0.00	\$0.00	
Specify source of match funding:		

### Sponsor Certification Statement

Read and check each statement below certifying:

- The Sponsor is familiar with the High Risk Rural Road Program eligibility criteria;
- The budget accurately reflects cost of proposed project;
- The information provided is true and correct to the best of the Sponsor's knowledge;
- The Sponsor understands this is a reimbursement-based award and if funded, the Sponsor must pay costs and will be reimbursed as invoices are submitted with documentation;
- The Sponsor will be responsible for ensuring future maintenance and ongoing upkeep of the completed project.

\_\_\_\_\_  
**Sponsor Signature**  
 (Authorized Official)  
 Printed Name, Title

\_\_\_\_\_  
**Date**



# HRRR Attachment A: Project Description

Name of Sponsor

## Project Type (Select all that apply):

<input type="checkbox"/> Advance Warning Signs (Positive Guidance);	<input type="checkbox"/> Bridge Widening;
<input type="checkbox"/> Centerline Markings;	<input type="checkbox"/> Chevron Signs on Horizontal Curves;
<input type="checkbox"/> Curve Advance Warning Signs;	<input type="checkbox"/> Edgelines, Centerlines and Delineators;
<input type="checkbox"/> Delineators (General);	<input type="checkbox"/> Delineators (Bridges);
<input type="checkbox"/> Guardrail (Bridge);	<input type="checkbox"/> Guardrail (Embankment);
<input type="checkbox"/> Guardrail (Outside of Horizontal Curves);	<input type="checkbox"/> Guide Signs (General);
<input type="checkbox"/> Improve Horizontal and Vertical Alignments;	<input type="checkbox"/> Improve Pavement Friction;
<input type="checkbox"/> Improve Sight Distance to Intersection;	<input type="checkbox"/> Transverse Rumble Strips on Approaches.

## Project Location:

Describe the location of the project using any mileposts, landmarks, significant intersections, etc.

Is this application ONLY for the purchase of materials (i.e. signs, delineators, guard rail)?  
 Yes       No

If no, will the Sponsor seek reimbursement for utilization of its own forces for any work, or will the Sponsor be using a qualified contractor?  
 Sponsor's Own Forces       Qualified Contractor

If proposal is to use the Sponsor's Own Forces and incorporating gravel or fill dirt:  
 Where is the gravel coming from?

Has the pit been previously cleared through the National Environmental Policy Act (NEPA)?  
 Yes       No

## Physical Description:

Surface Type: Choose an item.	If Other, please specify:
Approximate Length: <input type="checkbox"/> N/A	Approximate Width: <input type="checkbox"/> N/A

## Project Timeline:

Completion of PS&E	Completion of Final Engineering/Bid Documents	Bid Advertisement	Begin Construction	Complete Project



### **Project Administration:**

How will the project design and contract bidding documents be produced?

- Reimbursement for these activities will not be sought by the Sponsor.
- Sponsor Employed Engineer (Must be a full time employee of the Sponsor.)
- Consulting Engineer (To be selected after notification of project award and Notice to Proceed, as a result of a qualifications based selection.)

Who will review the project design and contract bid documents for the Sponsor?

- Reimbursement for these activities will not be sought by the Sponsor.
- Sponsor Employed Engineer (Must be a full time employee of the Sponsor.)
- Consulting Engineer (To be selected after notification of project award and Notice to Proceed, as a result of a qualifications based selection.)

Who will perform the construction management?

- Reimbursement for these activities will not be sought by the Sponsor.
- Sponsor Employed Engineer (Must be a full time employee of the Sponsor.)
- Consulting Engineer (To be selected after notification of project award and Notice to Proceed, as a result of a qualifications based selection.)

### **Brief Project Summary:**

Outline the need for the project and the benefits of the project:

ONLY





# HRRR Attachment C: Safety Program / Planning and Design Integration

Project Sponsor

**The WRRSP Safety Study must be attached, in its entirety, to this Attachment**

**Is this project identified in the Wyoming Rural Road Safety Program conducted by T2 / LTAP?**

Yes  No  N/A

If Yes, provide the name and date of document:

**Have you discussed this project with your WYDOT District Engineer?**

Yes  No  N/A

If Yes, indicate the date of the discussion and what was discussed:

**Are there community concerns regarding this project?**

Yes  No  N/A

If Yes, describe:

**Does the project conform to all local ordinances, rules and regulations?**

Yes  No  N/A

**Are any variance approvals required?**

Yes  No  N/A

**What design standards have been, or are planned to be incorporated in the project design?**

AASHTO  PROWAG  Wyoming Public Works  WYDOT

Local  Other (specify):

**Provide a summary of the process that has taken place in the prioritization of this project application.**



# HRRR Attachment D: Environmental Considerations

Project Sponsor

**Does this proposed project have any unusual environmental features associated with it?**

Yes  No

If Yes, please describe:

**Are there any registered historic structures or sites involved with the project?**

Yes  No

If Yes, please describe:

**Are there any live watercourses or bodies of water being encountered?**

Yes  No

If Yes, please describe:

SAMPLE ONLY



### HRRR: Project Estimating Worksheet

Project Sponsor :

**Instructions:**

- \* Only input information in grey shaded areas, if applicable.
- \* Enter "0" in the percentages column if not seeking federal participation.
- \* Only work performed after the execution of a cooperative agreement is eligible for federal reimbursement.
- \* All requests will be rounded up to the nearest hundred dollars

Proposed Funding / Match Rates	Local	Federal
	9.51%	90.49%

CMAQ Project Description (Include amounts for federal-aid items only)	Percentages	Project Totals	Local Portion		Federal Portion	
			Proposed Local Match Percentage	Local Cash Match	Proposed Federal Percentage	Federal Amount Requested
*EITHER * Cost of Materials			9.51%	\$0.00	90.49%	\$0.00
* OR * Cost of Contractor and Purchased Materials				\$0.00		\$0.00
Construction Contingency 5% to 10% of PCE <i>(Quantity overruns, etc.)</i>		\$0.00		\$0.00		\$0.00
Construction Engineering (Consultant) 0% or 10% of PCE <i>(If Sponsor wishes to have this item reimbursed, consultants shall be selected through established procedures.)</i>		\$0.00		\$0.00		\$0.00
Preliminary Engineering (Consultant) 0% to 15% of PCE <i>(If Sponsor wishes to have this item reimbursed, consultants shall be selected through established procedures.)</i>		\$0.00		\$0.00		\$0.00
Other Costs:				\$0.00		\$0.00
<b>Total Estimate:</b>		<b>\$0.00</b>		<b>\$0.00</b>		<b>\$0.00</b>

Total Project Estimate	Total Local Match	Total Federal Funding
\$0.00	\$0.00	\$0.00



**HRRR Attachment F: Resolution**  
**RESOLUTION NO. Resolution #**

A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION FOR FEDERAL FUNDING THROUGH THE HIGH RISK RURAL ROAD PROGRAM ADMINISTERED BY THE WYOMING DEPARTMENT OF TRANSPORTATION FOR Project Sponsor FOR THE PURPOSES OF THE Project Name PROJECT.

**WITNESSETH**

**WHEREAS**, the governing body for Project SponsorProject Sponsor desires to participate in the High Risk Rural Road Program (HRRR) to assist in funding this project;

**WHEREAS**, the governing body for Project Sponsor recognizes the need for the project;

**WHEREAS**, HRRR requires that federal funding criteria be met, and Project Sponsor agrees to ensure satisfaction of all requirements;

**WHEREAS**, Project Sponsor acknowledges that if funded, the HRRR project shall be completed prior to END OF FISCAL YEAR X;

**WHEREAS**, the governing body for Project Sponsor agrees to set aside a minimum of \$\_\_\_\_\_ as a line item in its budget for the required twenty percent (9.51%) local cash match on the project;

**WHEREAS**, the governing body for Project Sponsor acknowledges HRRR is funded on a reimbursement basis and all invoices must be 100% paid by Project Sponsor prior to reimbursement through HRRR (90.49% Federal Reimbursement). Project Sponsor acknowledges that failure to comply with this requirement may result in cancellation of the award and repayment by Project Sponsor of all funds reimbursed.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY** for Project Sponsor that a funding application requesting \$ \_\_\_\_\_ in federal HRRR funding be submitted to the Wyoming Department of Transportation – HRRR for consideration to assist in funding for the Project Sponsor project.

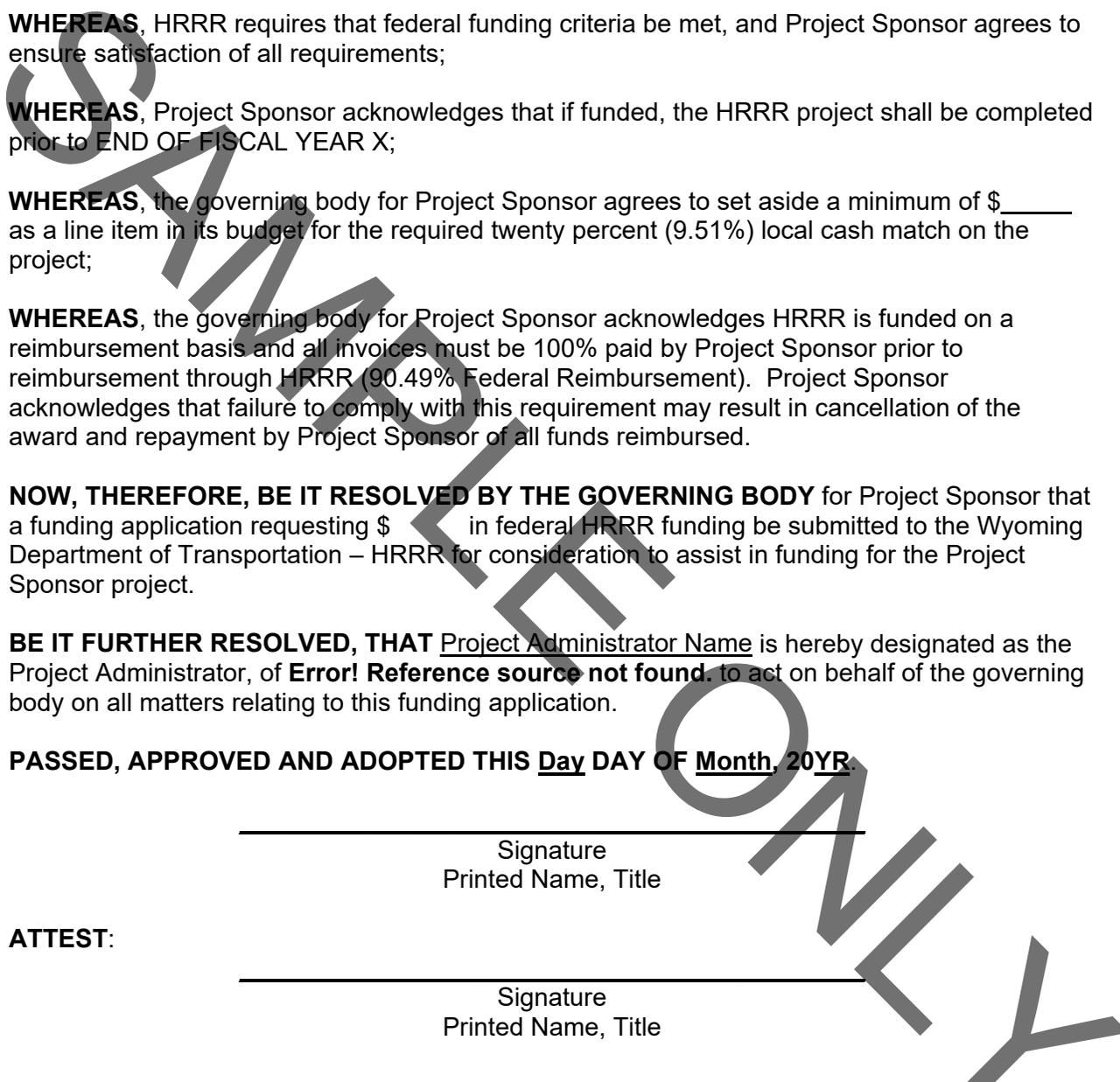
**BE IT FURTHER RESOLVED, THAT** Project Administrator Name is hereby designated as the Project Administrator, of **Error! Reference source not found.** to act on behalf of the governing body on all matters relating to this funding application.

**PASSED, APPROVED AND ADOPTED THIS** Day DAY OF Month, 20YR.

\_\_\_\_\_  
Signature  
Printed Name, Title

**ATTEST:**

\_\_\_\_\_  
Signature  
Printed Name, Title





## HRRR Attachment G: Lobbying Certificate

### Lobbying Certification Statement

The undersigned Project Sponsor Name certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq .)]
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Project Sponsor certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Sponsor understands and agrees that the provisions of 31 U.S.C. A 3801, et seq., apply to this certification and disclosure, if any.

Signature

Printed Name, Title

Date



## HRRR Attachment H: Right-of-Way Project Sponsor

### Local Public Agency Right-of-Way & Utility Certificate

*Local Public Agencies (LPAs) are required to submit proof of the following to WYDOT.*

Project Sponsor hereby certifies to the Wyoming Department of Transportation and the Federal Highway Administration that:

The acquisition of Right-of-Way was not required. All work proposed is within Right-of-Way obtained or acquired prior to programming this project.

OR

All necessary rights-of-way have been acquired including legal and physical possession in accordance with all applicable laws and regulations noted below. No persons of business have been or will be displaced by this project. All requirements of 23 CFR 635.309(b)(c)(g)&(h). Authorization, 49 CFR Part 24 – Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs, and the Wyoming Relocation Assistance Act of 1973, Sections 16-7-101 through 16-7-121.

Utility relocations/adjustments are not required for completion of this project.

OR

Utility relocations/adjustments within the project limits of construction have been completed, or are incorporated in the contract plans as biddable work.

There is no work involving railroad right-of-way for the completion of this project.

OR

All necessary arrangements have been made for railroad work to be completed as required for proper coordination with the construction.

This undersigned certifies the above information is accurate as of the date below:

Signature

Printed Name, Title

Date



## LPA Attachment I: Internal Review's Risk Assessment

Project Sponsor

Have there been any key personnel Changes in the direct implementation and administration of grant awards during the previous year? (Key personnel include the project administrator, accounting, budget, or controller personnel) [2 CFR 200.331(a)(6)(3)]  Yes  No

Has the organization as a whole (Re: Personnel) remained unchanged during the previous year?  Yes  No

Has the accounting/financial system remained the same as last year?  Yes  No

If No, explain:

Does your entity receive federal grant money **directly** from any federal awarding agencies (FTA, FHWA, NHTSA, etc.)? These monies do not have any WYDOT involvement for applications, payments, etc. [2 CFR 200.331(a)(6)(4)].  Yes  No

Has a federal agency monitored, inquired or been directly involved in outstanding award(s)?  Yes  No

Has a federal agency ever performed a review or audit of outstanding award(s)?  Yes  No

If Yes, did the federal agency determine that there were no financial or compliance issues?  Yes  No

If No, provide a description of the financial and/or compliance issues as detailed by the federal agency:

Does your entity have written procedures for procurement transactions? [2 CFR 200.313-318]  Yes  No

Does the Sponsor anticipate requesting reimbursement through the project for Indirect Cost?  Yes  No

*(Indirect [F&A] costs means those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. To facilitate equitable distribution of indirect expenses to the cost objectives served, it may be necessary to establish a number of pools of indirect [F&A] costs. Indirect [F&A] cost pools must be distributed to benefitted cost objectives on bases that will produce an equitable result in consideration of relative benefits derived.) [2 CFR 200.56]*

Does the Sponsor have an Approved Indirect Cost rate with WYDOT?  Yes  No  N/A

If No, does the Sponsor propose using the de minimis rate of 10%?  Yes  No  N/A



## Attachment J: Consultant Services Policy

Updated 09-20-17

### CONSULTANT SERVICES POLICY

LPA Name

Date

#### SECTION I. INTRODUCTION

This policy establishes procedures of the LPA Name for the procurement, management, and administration of consultant services required for a project using federal or non-federal funds obtained through the Wyoming Department of Transportation (WYDOT). This policy and procedures will be followed when hiring consultants to supplement the LPA Name personnel or to provide other professional services that the LPA Name determines can be best completed by qualified private-sector firms.

*Consultant*, as used in this document, means engineering firms, architectural firms, survey firms, educational institutions, and other firms or individuals engaged in providing consulting or other professional services. *Subconsultant*, as used in this document, means an individual or firm contracted by the consultant to provide related services.

*Simplified Acquisition Threshold (SAT)*, as used in this document, means the dollar amount at or below which a government entity may purchase services using small agreement/purchase methods. The SAT is currently \$150,000, but this threshold is periodically adjusted for inflation. (48 CFR 2.101)

*Architectural and Engineering (A & E) services* are defined to mean:

1. Professional services of an architectural or engineering nature, as defined by state statute, which are required to or may logically or justifiably be performed or approved by a person licensed, registered, or certified to provide related services.
2. Professional services of an architectural or engineering nature, performed by consultant agreement, and associated with research, planning, development, design, construction, alteration, or repair of real property.
3. Professional services of an architectural or engineering nature, which a firm or individual within the engineering or architectural professions would perform, such as studies, investigations, survey and mapping, tests, evaluations, consultations, comprehensive planning, program management, conceptual designs, plans and specifications, value engineering, construction phase services, soils engineering, drawing reviews, preparation of operating and maintenance manuals, and other related services.



## HRRR Attachment K: Title VI

[\[INSERT TITLE VI FORM\]](#)

Project Sponsor

SAMPLE ONLY



**HRRR Attachment L: *sam.gov* Proof of Registration**

*[INSERT [sam.gov](https://sam.gov) Proof of Current Registration]*

Project Sponsor

SAMPLE ONLY