

Instructions for Completing Enhancement Application

- This booklet and the application checklist should help make completing the application easier. If, after reading through these materials, you have any questions, contact:

Enhancement Program Outreach Office, Room 310

SCDOT

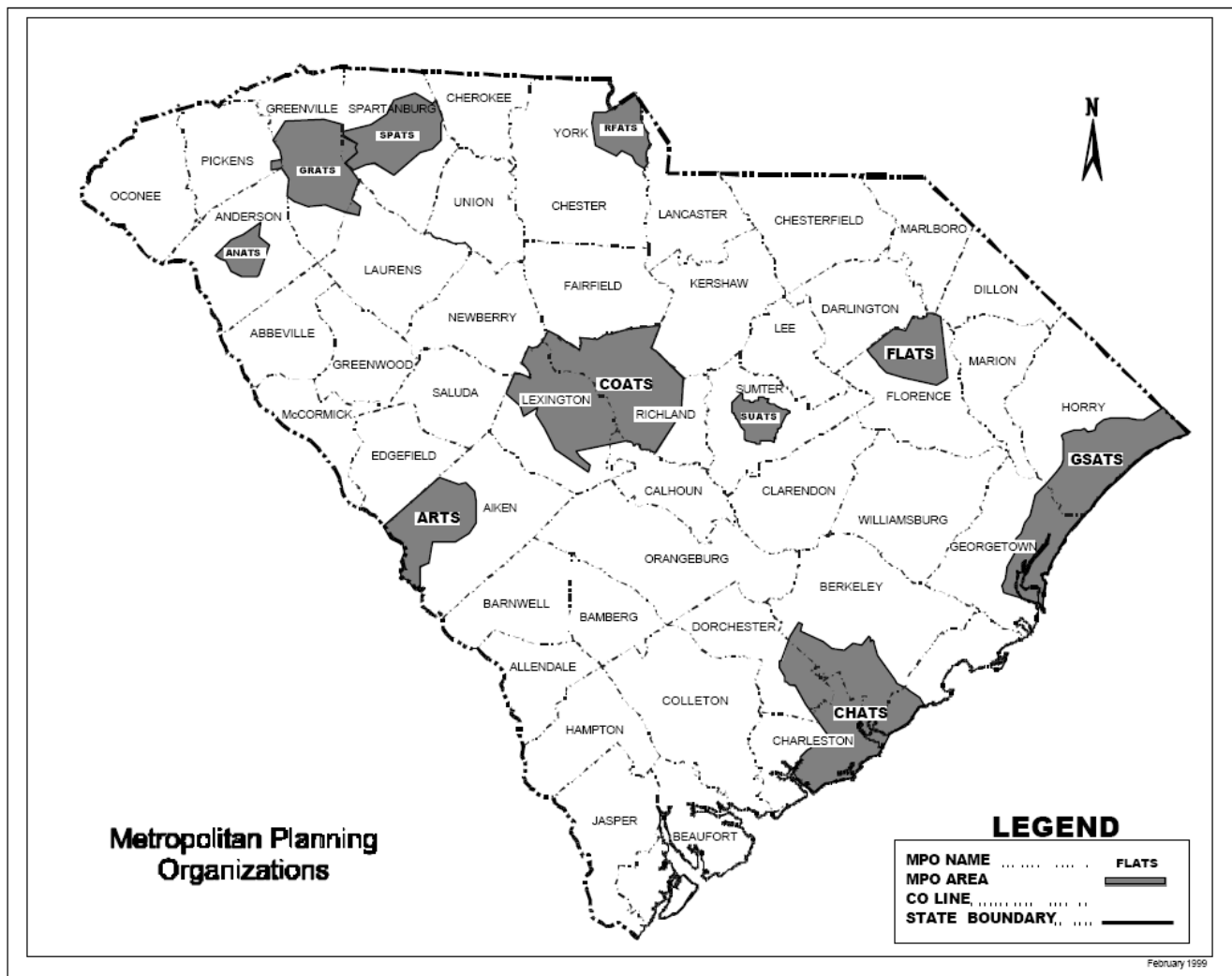
955 Park Street

Columbia, SC 29201

803-737-1953

- The first step is to use the Transportation Enhancement Information Guide starting on page iv. This guide describes the kinds of projects that are eligible and helps you determine whether your project is eligible and how it should be classified.
- You should determine if you are in a Metropolitan Area (MPO) by referring to the map following this section. If you are in a Metropolitan Area, please submit your application through your MPO.
- In preparing the application, remember that these applications will be copied and distributed to others who must use the information to make their decisions. With this in mind, here are some tips for preparing the applications.
- You must use the most recent application form.
- Wherever possible, use only the space available in the application form to provide the requested information.
- Provide enough detail in your project description that staff, and commission can clearly understand the project.
- If you attach information, provide it in a format, which can be easily copied. Also, send applications in an unbound format so they can be easily copied.
- Supplemental information that gives a clearer picture of the impact of the project may be included, but please limit additional information to phases of the project that are relevant to the spending of the Transportation Enhancement Funds sought.
- Some additional points that are important enough to be emphasized:
 - Private entities such as non-profit agencies must apply as a co-applicant with a unit of local government, and the application must include a certification signature of someone with authority to commit that public agency to a contract.
 - Sources of matching funds must be indicated

- Funds spent prior to execution of the contract are not eligible for reimbursement and cannot be counted toward matching funds.
- Project cost estimates must contain enough detail that the various cost elements of the project are clear. Detailed estimates on page 5 must be consistent with the cost shown on page 9.
- If work is proposed on or adjacent to a facility currently open to use by the public, an estimate of the amount needed to provide Traffic Control (signs, barriers, cones, temporary markings, etc.) during construction (or planting) should be provided.



Application Check List

Not every item in the list that follows will apply to all applicants. It can be helpful as guide, however, in seeing to it that all parts of the application process have been completed.

- Review eligibility requirements for the type of applicant.
- Review the following Transportation Enhancement Information Guide to ensure eligibility of the project and its category.
- Verify that historic projects are listed on or eligible for the National Register.
- Verify project's conformance to disability regulations.
- Provide location maps, project boundary maps, site plan, and photographs of existing site or facility.
- Prepare itemized list of all project elements and their costs, including quantity, unit prices, and so on.
- Identify ownership of all property and, if property is to be acquired, the value of the property.
- For projects on SCDOT Rights-of-Way obtain an encroachment permit or letter from appropriate SCDOT officials.
- Obtain documentation showing local support (letters, etc.).
- For non- metropolitan area projects, provide documentation of opportunities for public participation in the project's development.
- Provide description of plans for maintenance and management of the project including sources of funding.
- Provide any previously prepared assessments of the impact of the project. (If none have been prepared, but are required, these impact assessments, such as environmental, archaeological, and so on, must be completed before the project is implemented.)
- Provide list of sources for matching funds and amounts.
- Provide certification with a signature of an individual authorized to commit the applying body to a contract.
- Prepare six copies of the original application and accompanying supplements.
- Send original and six copies to the SCDOT Enhancement Program Outreach Office at the address on page 9 of the application.

TRANSPORTATION ENHANCEMENT INFORMATION GUIDE

The following is provided for information only to show evidence of eligibility for the project. Each category need not be answered “yes” or “no”. Rather, the applicant’s proposal should provide documentation, which informs the Department and SCDOT Commission as to the information appropriate to each category applied for.

1. Provisions of Facilities for Pedestrians and Bicycles

For the Transportation Enhancement Program, a pedestrian is not only defined as a person traveling by foot but also “any mobility impaired person using a wheel chair.” The definition of a bicycle transportation facility is “a new or improved lane, path, or shoulder for use by bicyclists and a traffic control device, shelter, or parking facility for bicycles”. Bicycle and pedestrian projects must be “principally for transportation, rather than recreation purposes.”

- A. Will the project provide for non- motorized transportation between any of the following: urban/suburban neighborhoods, public transportation, workplaces, and/or schools?
- B. Will the project design meet AASHTO bicycle standards and FHWA pedestrian standards?
- C. Is the project design and location pursuant to the transportation plans required by the State or any Metropolitan Planning Organization (MPO)?

2. Provisions of Safety and Educational Activities for Pedestrians and Bicycles

Safety considerations may include educational material such as maps, brochures and public service announcements.

3. Acquisition of Scenic Easements and Scenic Historic Sites

**See Note 1 on page vii.*

- A. Are historic sites on or eligible for the National Register of Historic Places (if yes provide documentation); have natural areas been recognized by some official list such as National Natural Landmark or Heritage Trust sites?
- B. Is the site or scenic area under threat from demolition, neglect, vandalism, looting, development, or planning policy changes?
- C. Would the project serve as a catalyst for additional preservation, conservation, or recreation projects?

4. Scenic or Historical Highway Programs (Including the Provisions of Tourists and Welcome Center Facilities) *See Note 1 on page vii.

- A. Does the project promote greater awareness and appreciation of the state’s scenic attributes or history and/or enhance the tourism potential of the area?
- B. Are there significant historic, cultural, and/or natural resources along the route which meet the criteria for listing in the National Register, National Natural Landmarks, Heritage Trust sites?

- C. Is the design and site plan compatible with the natural/historic/cultural qualities of the route?
- D. Have any zoning or outdoor advertising controls been enacted to protect the scenic attributes?
- E. Is the Welcome Center on one of the officially designated Scenic Highways?

5. Landscaping and Scenic Beautification * See Note 2 on page vii.

- A. Is the design and site plan compatible with the natural/historic/cultural qualities of the area?
- B. Will the project screen visual intrusions or clutter along community entries and/or public places?
- C. Does the project provide community/public gathering places?
- D. Does the project improve the environment of a public park or natural area?
- E. Will the project contribute to soil conservation on the area?

6. Historic Preservation * See Note 1 on page vii.

- A. Is the structure or site listed in or eligible for the National Register of Historic Places?
- B. Is the structure or site under threat from demolition, neglect, redevelopment, planning policy changes, or insensitive rehabilitation?
- C. Does the work follow a logical sequence of preservation activities? (i.e. survey/documentation, planning, stabilization, rehabilitation)?
- D. Will the project address or contribute to solutions for important community issues such as economic development, tourism, downtown revitalization, neighborhood preservation, housing rehabilitation, recreational area development?
- E. Does the work meet accepted preservation standards and involve qualified professionals?

7. Rehabilitation and Operation of Historic Transportation Buildings, Structures and Facilities (Including Historic Railroad Facilities and Canals)

** See Note 1 on page vii.*

- A. Is the structure or site listed in or eligible for the National Register of Historic Places?
- B. Will the project have a significant impact upon the property by providing for continued and long-term use?
- C. Does the work follow a logical sequence of preservation activities? (i.e. survey/documentation, planning, stabilization, rehabilitation).
- D. Does the work meet accepted preservation standards and involve qualified professionals?

8. Preservation of Abandoned Railway Corridors (Including the Conversion and Use Thereof for Multi-use Non-Motorized Trails) * See Note 1 on page vii.

- A. What is the current status of ownership?
- B. Is there a plan for re-use of the corridor and if so which modes will be accommodated?
- C. Does the project design meet accepted standards for the modes to use it?

9. Control and Removal of Outdoor Advertising

NOTE:

Only in unusual circumstances should expenditures for removal or nonconforming billboards be considered eligible, since such removal is a function of maintaining “effective control” and is otherwise funded under Section 104 of Title 23. The Department policy is to support nonconforming billboard removal only if all parties are in agreement, not to force such removal.

- A.** Is the billboard removal essential to the project; does the billboard advertiser agree to the removal; does the billboard owner agree to the removal; does the landowner on which the billboard is located agree to the removal?
- B.** Does the local tourism agency have a problem with the billboard’s removal?

10. Archaeological Planning and Research **See Note 1 on page vii.*

- A.** Is the site listed on or eligible for the National Register of Historic Places?
- B.** Would the project provide opportunities to increase public awareness and understanding of archaeology?
- C.** Would the project involve innovative methods/activities?
- D.** Would the project be directed by a professional who meets the federal professional standards for Historians and Archaeologists?

11. Environmental Mitigation to Address Water Pollution Due to Highway Run-Off or Reduce Vehicle – Caused Wildlife Mortality while Maintaining Habitat Connectivity

Examples of eligible projects that provide water quality benefits are listed below:

- Retrofitting existing roads to reduce non-point source pollution, for example by creating a wetland to filter runoff.
- Restoration of a stream corridor (riparian forest buffer and in-stream restoration) in the vicinity of a road crossing as environmental mitigation to address water pollution from highway runoff.
- Restoration and/or protection of a forested riparian corridor for use as a greenway that serves as a transportation corridor for pedestrians or bikes, while also providing water quality benefits.

- A.** Does project address a documented water pollution problem?
- B.** Is the water pollution caused by highway run-off?
- C.** Is this a model project, the information from which could be useful for other projects?
- D.** Would the project visually enhance the area?
- E.** Will there be interpretation of the site for the public?
- F.** Does the work follow a logical sequence of activities: (i.e. survey/documentation, planning, implementation, monitoring).
- G.** Are there existing drainage problems that will impact or be impacted by the project? Do the outfall channels from the area have any flooding problems and are they adequate to handle any increase in flow due to the proposed project?
- H.** Will the project disturb more than five acres of soil area?

I. Are there suitable areas in the vicinity of the project for detention/retention storage facilities?

12. Establishment of Transportation Museums **See Note 1 on page vii.*

A transportation museum is a site or building that is open to the public. It must be operated by a non-profit organization and provide educational opportunities and/or display items related to the history or future of transportation.

- A. Who will set-up and operate the museum?
- B. What type(s) of items will be displayed? Are these items related to transportation?
- C. What educational opportunities are provided?
- D. What is the schedule (days/hours) for the museum to be open to the general public?

NOTES:

Note 1: For all projects dealing with Historic Properties, call the South Carolina State Historic Preservation Office at 803-896-6168 prior to submitting your application to determine if your property is eligible. If property is not already listed in the National Register, you may need to submit a Preliminary Information form to the State Historic Preservation Office at the time you send your application to SCDOT.

Note 2: Extensive landscaping projects must include the installation of an irrigation system, and details for long-term maintenance must be provided. For more information on this requirement contact the SCDOT Landscape Architect at (803) 737-1949.