

MUNICIPAL SUPPORT PROVIDED BY NEBRASKA DEPARTMENT OF ROADS (NDOR)
NDOR Local Projects Division
July, 2011

Notes:

- *Pertains to municipalities in general and to First Class Cities, Second Class Cities & Villages in particular. Does NOT address program requirements and funding amounts peculiar to Omaha (Metropolitan Class) and Lincoln (Primary Class) –*
- *Federal Aid programs are Federal Highway Administration (FHWA) programs unless otherwise indicated –*
- *Municipalities are required to adhere to FHWA or Federal Transit Administration (FTA) guidelines for all Federal-Aid transportation projects –*
- *NDOR oversees, and provides start-to-finish administrative and technical assistance on, local Federal Aid projects, generally including oversight of, and assistance with eligibility, purpose and need, environmental compliance, design and construction –*
- *“On-System” and “Off-System” refer to the Federal-Aid System. On-System includes municipal streets functionally classified as Collector or higher (National Functional Classification System). In the context of this presentation, On-System does NOT mean “on the State Highway System” –*
- *NDOR administering Divisions/Districts & contact persons are shown in italics –*
- *Many of the referenced items, as well as additional information, are available through NDOR’s website: www.transportation.nebraska.gov . To locate an item, type the key words into the search box on the NDOR main page.*

State Aid, Federal Aid, and Program Funding Support to Municipalities

- Distribution of State Highway Allocation funds. This State-funded, formula-based, entitlement program provided \$93 million to all municipalities collectively in FY-11. It is supported by State motor fuel taxes, State sales taxes applied to sales of motor vehicles, and State motor vehicle registration fees, through the State Highway Trust Fund. Municipalities receive a monthly allocation, which may be used for construction and maintenance of streets and appurtenances, and for street program administration. A 25% annual local match must be provided, and all funds (including match) must be spent on the street program. *Liaison Services Section (LeMoyne Schulz – program features & requirements), Controller Division (Teresa Kuper – formula factors & allocation amounts).*

- Distribution of Motor Vehicle Fee proceeds. These replace the former Personal Property Tax on motor vehicles. Distribution is made quarterly through the Highway Allocation formula. Motor Vehicle Fee receipts must be used for the road or street program. They count toward the local match of Highway Allocation funds. (MV Fees constitute approximately one-third of local match of Highway Allocation funds overall). *Liaison Services Section (LeMoyne Schulz) & Controller Division (Teresa Kuper).*

- Federal Surface Transportation Program (STP) funds to cities and villages. NDOR, county and municipal projects on the Federal-Aid System (“On-System”) are eligible for these federal funds. A 20% local match is typically required. NDOR reserves a portion of Nebraska’s urban STP funds for cities > 5,000 and makes those funds available to each city based on population. Annual STP funds distributed to First Class cities under the SAFETEA-LU Act: \$10.8 million, allocated on basis of population. NDOR also reserves a portion of Nebraska’s rural STP funds for counties and for municipalities < 5,000 population through their county, and makes those funds available to each county through a formula that takes into account the county’s population, registered vehicles and road miles. Municipalities < 5,000 population must access these funds through the county (the county becomes the applicant and the project is treated as a county project). Total STP funds available annually to Nebraska counties and to municipalities < 5,000 under the SAFETEA-LU Act: approximately \$7 million. *Local Projects Division (Cities > 5,000 – Anthony Dirks; Counties and Municipalities < 5,000 – Larry Legg).*

- Municipal participation on State Highway Projects. Municipalities < 5,000 population are not required to participate in the cost of improvements to State Highway Projects within their municipal limits. *Program Management Division (Khalil Jaber)*.
- Federal Bridge Program funds to municipalities. Funds are available for bridge projects (On-System & Off-System) entailing replacement, rehabilitation or systematic preventive maintenance. A 20% local match is required for cities > 5,000. Bridge projects for *municipalities < 5,000* must be accessed through the county (the county becomes the applicant and the project is treated as a county project). A 15%* local match is required for bridge projects managed by counties (*NDOR, in effect, reduces the Federally-required 20% match to 15% for counties by supplying 5% from State Aid Bridge funds). Total Federal bridge funds available annually to Nebraska counties and to municipalities < 5,000 under the SAFETEA-LU Act: \$10-\$12 million. *Local Projects Division (Anthony Dirks & Larry Legg)*.
- State Aid Bridge Program funds. Nebraska provides \$768,000 annually through the State Highway Trust Fund to county bridges (and, by extension, bridges in municipalities < 5,000), as prioritized and approved by the Board of Public Roads Classifications and Standards. This State program predates the Federal Bridge Program; Nebraska now uses it to leverage Federal bridge funds available to counties, thereby reducing the local match for such projects by 5%. *Local Projects Division (Larry Legg), Liaison Services Section (LeMoyne Schulz)*.
- Federal Highway Safety Improvement Program (HSIP) funds. For qualifying projects (On-System & Off-System) as prioritized by the NDOR Safety Committee. *Traffic Engineering Division (Dan Waddle)*.
- Federal & State Grade Crossing Safety / Grade Separation Program funds. State funding comes from the Train-Mile Tax on railroads and from \$30,000 per month of sales taxes on motor vehicles, passing through the State Highway Trust Fund to the Grade Crossing Protection Fund. Projects are prioritized by NDOR under Federal and State criteria. *Rail & Public Transportation Division (Ellis Tompkins)*.
- State Incentive Funds. A municipality qualifies if it designates a licensed person as its City Street Superintendent (regardless of the actual job title) and if that person is involved in the full street program. The Incentive is doubled if the Superintendent holds a Class A License. This program provided \$707,796 to all municipalities collectively for CY 10 (Feb 2011 distribution), from the municipal share of the State Highway Trust Fund. *Liaison Services Section (LeMoyne Schulz)*.
- Federal Emergency Relief (ER) Program funds. For municipal streets and structures (On-System only) under a disaster declaration. NOTE: This pertains to FHWA ER funds, not FEMA funds. (FEMA funds go directly to municipalities and are not administered through NDOR.) *Local Projects Division (Mitch Doht)*.
- Equipment purchase. Municipalities can purchase equipment on the State purchase contract. *Operations Division (Kay Benson)*.
- Federal Enhancement Program funds. For trails and other pedestrian and bicycle facilities, scenic easements and sites, welcome centers and other transportation-related facilities and activities. Projects are prioritized annually by an interagency committee chaired by NDOR. *Local Projects Division (Michael Kleffner)*.
- (Non-profit) Lied Main Street Program funds. For upgrades and aesthetic improvements to the Main Street in small rural municipalities. *Communication Division (Mary Jo Oie)*.
- National Scenic Byway funds for marketing and infrastructure along Nebraska's nine Byways. *Communication Division (Mary Jo Oie)*.
- Federal Safe Routes to School Program (SRTS – Safe Routes Nebraska) funds. For engineering solutions and safety awareness to make walking and pedaling to school safer. *Safe Routes Nebraska (Angela Barry, Sinclair Hille Architects) & Local Projects Division (Michael Kleffner)*.
- Federal & State Public Transportation Program funds. For rural transit operations and equipment (including buses). State funds are appropriated by the Legislature from the NDOR Highway Cash Fund. Annual federal funds available are in excess of \$6.5 million per year, from Federal Transit Administration (FTA) programs. *Rail & Public Transportation Division (Jerry Wray)*.
- Comprehensive planning. NDOR allocates up to \$200,000 annually (FHWA SPR funds) to First Class cities to assist in developing comprehensive plans. *Planning & Project Development Division (Brad Zumwalt)*.

Training / Technical Support to Municipalities

- Funding for the Nebraska Local Technical Assistance Program (NE LTAP). Located at the University of Nebraska-Lincoln, Department of Cooperative Extension Services, NE LTAP provides transportation workforce training and the transfer of transportation technology to municipal street and highway safety departments. NDOR provides the 50% State match (and additional funding as available) for this Federal program. *NE LTAP (Dan Cady)*.
- Technical assistance on State standards, relaxations of standards (design exceptions), Federal Aid requirements, and project management techniques & procedures. *Local Projects Division (Larry Legg & Anthony Dirks), Liaison Services Section (LeMoyne Schulz)*.
- Technical assistance on filing municipal reports. Filing of One- and Six-Year Plan (“Six-Year Plan” = Plan for five years beyond, plus the One-Year Plan) and Municipal Annual Road Program Report, to the Board of Public Roads Classifications and Standards (NDOR staffs and provides administrative support to the Board). *Liaison Services Section (LeMoyne Schulz)*.
- Technical assistance on filing municipal reports. Filing of Annual Lane-Mile Report to NDOR. *Materials & Research Division (Phillip Webb)*.
- City Street Superintendent training & licensing. Nebraska’s unique licensing program is governed by the Board of Examiners for County Highway and City Street Superintendents (NDOR staffs the board & provides its administrative office). Twice a year, NDOR provides a 3-day Examination Preparation Workshop covering the basic duties of a City Street Superintendent, assisted by NE LTAP. *Liaison Services Section (LeMoyne Schulz)*.
- Right of Way acquisition assistance. NDOR’s Right of Way Acquisition Guide for Local Public Agencies outlines the process for right of way on municipal projects, including securing a Right of Way Certificate. The Local Public Agency ROW Coordinator is available to assist and advise cities and villages. *Right of Way Division (Roxanne Sullivan)*.
- Engineering services procurement assistance. NDOR coordinates Preliminary Engineering (PE) and Construction Engineering (CE) procurement requirements for Federal and State-funded projects. *Local Projects Division (for PE – Anthony Dirks & Larry Legg)*.
- Contract letting. NDOR is currently letting all local Federal-aid projects on behalf of local agencies to ensure that all federal requirements are met throughout the letting, bid opening and awarding processes. *Construction Division – Contracts Section (Kendall Stege)*.
- Construction administration. NDOR provides quality assurance services during construction of all local Federal-aid projects to help local agencies meet all federal requirements from start of construction through final payment. *Construction Division (Steve Bartos)*.
- Trns•port (SiteManager). NDOR provides technical support to cities (and municipalities < 5,000 population through their county) and their consultants for NDOR’s contract administration software (Site-Manager). *Construction Division (Mike Ondrak)*.
- Bridge Inspector training & certification. NDOR administers this Federally mandated program in cooperation with the FHWA Nebraska Division and the Nebraska LTAP. Courses include: Bridge Inspector (offered every other year), Bridge Inspector Refresher, and Fracture Critical Inspection. *Bridge Division (Chad Packard), NE LTAP (Dan Cady)*.
- Bridge inventory and ratings. NDOR maintains the software, inventory and database for the National Bridge Inspection Standards (NBIS) in Nebraska. Through contracts with consultants, NDOR is coordinating the inspection of all local system fracture critical bridges. *Bridge Division (Steve Andersen)*.
- Classification of municipal streets. NDOR determines, and maintains a database of, the functional classification (State and National functional classification systems) of all local roads and streets. *Materials & Research Division (Dave Brokaw)*.
- Inventory of municipal streets. NDOR maintains a database of municipal street lane-miles. *Materials & Research Division (Phillip Webb)*.
- Maps of municipal streets. A full range of county & municipal systems maps is maintained electronically. Individual maps can be transferred electronically and some also are available on paper. *Business Technology Support Division (Michael Niedermeyer – for electronic maps); Communication Division (Craig Harrington – for printed maps)*.
- CoNECTAR / Geographic Information Systems (GIS) technical assistance. CoNECTAR, a version of NDOR’s web-based GIS tool, NECTAR (Nebraska Enterprise Centerline Transportation Attribute Resource), is under development for use by local jurisdictions. It provides user-friendly access to current local agency transportation related information. *Business Technology Support Division (Michael Niedermeyer and Rose Braun); NE LTAP (Dan Cady)*.
- Research on topics of interest to local road and street programs. Throughout the year, NDOR solicits and receives ideas for new research projects. Localities are encouraged to submit requests in areas ranging from materials/pavement/

maintenance/construction, structural/geotechnical, roadway/hydraulics/environmental, to traffic/safety/planning/transit/ITS. Counties and municipalities are represented on the Nebraska Transportation Research Council, which evaluates the requests and prioritizes the most worthy ones for next year's research projects. FHWA research funds support the research projects, which are conducted by the University of Nebraska. *Materials and Research Division (Amy Starr)*.

- Central point of contact for local permit programs for Oversize / Over-dimensional Vehicles & Loads. NDOR refers inquiries and applicants to the appropriate county and municipal permit offices. *Rail & Public Transportation Division (Ron Kontos)*.

- Administration of Nebraska's Rural Transit Assistance Program (RTAP) funds. This Federal Transit Administration (FTA) program provides training and technical assistance to rural transit programs and provides support to the Nebraska Association of Transportation Providers (NATP). *Rail & Public Transportation Division (Jerry Wray)*.

- Emergency Preparedness training. NDOR provides Level One Terrorism Awareness training to municipalities through the National Highway Watch Program. *NE LTAP (Dan Cady), Operations Division (Tom Sands)*.

- Local Public Agency (LPA) Guidelines Manual for Federal-aid Projects. This manual is a comprehensive guide and provides policy for local agencies to follow when developing and constructing a Federal-aid project.

- Responsible Charge (RC) Training Course for Federal-aid Projects. This training was developed and is delivered to local agency public employees by NDOR and NE-LTAP. The course informs and instructs RCs about Federal laws, rules and requirements, communicates roles and responsibilities for developing and constructing a Federal-aid project, and generally prepares RCs for their roles.

Coordination with and Outreach to Municipalities

- Annual distribution of Nebraska Surface Transportation Program Book. Distributed (hard-copy, also available on NDOR website) to every municipality, this presents NDOR's One-Year and Five-Year Programs and constitutes NDOR's statutory One- and Six-Year Plan. *Communication Division (Mary Jo Oie)*.

- Annual District Surface Transportation Program Meetings. NDOR publicizes these widely and seeks broad input from local officials and the public. *Communication Division*.

- Coordination of Strategic Highway Safety Plan. Municipalities are partners in the State's SHSP, a component of the Federal Highway Safety Improvement Program. *Traffic Engineering Division (Dan Waddle)*.

- Coordination with municipalities by NDOR District Offices. For major NDOR construction & maintenance projects and other issues of mutual interest. *Districts*.

- Coordination with FHWA on municipal issues & projects, and coordination with municipalities on FHWA issues. *Local Projects Division (Anthony Dirks)*.

- On-going coordination with statewide local associations. Primarily the League of Nebraska Municipalities and the Nebraska Chapter of the American Public Works Association. Includes periodic attendance & presentations at annual meetings of the associations. *Local Projects Division (Anthony Dirks); Government Affairs Office (Larry Shafer), NE LTAP (Dan Cady)*.

- Local road and street program workshops. Includes County & Municipal Road and Street Program Management & Reporting Requirements Workshops (regional briefings) every other year, in conjunction with NE LTAP. *Liaison Services Section (LeMoyne Schulz)*.

- Board of Public Roads Classifications & Standards' Annual Outstate meeting. This outreach activity of the Board also showcases the host community, county and region's road & street programs. *Liaison Services Section (LeMoyne Schulz)*.

- Internal technical assistance. NDOR Local Projects Division updates NDOR management and staff to characteristics, circumstances and issues of municipal street programs. NDOR strives for open and on-going communication with municipal street officials. *Local Projects Division (Jim Wilkinson & Anthony Dirks) Liaison Services Section (LeMoyne Schulz)*.

NDOR CONTACTS for Municipalities

WEBSITE: www.transportation.nebraska.gov

NDOR DIVISIONS (Area code 402, 479-XXXX; NDOR Central Headquarters 1500 Hwy. 2, P.O. Box 94759, Lincoln, NE 68509; unless otherwise indicated):

- Bridge Division
 - Steve Andersen, 4705 (steve.andersen@nebraska.gov)
 - Babrak Niaza, 3646 (babrak.niazi@nebraska.gov)
- Business Technology Support Division
 - Rose Braun, 3696 (rose.braun@nebraska.gov)
 - Michael Niedermeyer, 3872 (michael.niedermeyer@nebraska.gov)
- Communication Division
 - Mary Jo Oie, 4512 (maryjo.oie@nebraska.gov)
 - Craig Harrington, 4503 (craig.harrington@nebraska.gov)
- Construction Division
 - Steve Bartos, 4455 (steve.bartos@nebraska.gov)
 - Mike Ondrak, 4453 (mike.ondrak@nebraska.gov)
 - Kendall Stege, 4551 (kendall.stege@nebraska.gov)
- Controller Division
 - Teresa Kuper, 3939 (terri.oglesby@nebraska.gov)
- Government Affairs Office
 - Larry Shafer, 4615 (larry.shafer@nebraska.gov)
- Liaison Services Section
 - LeMoyne Schulz, 4436 (lemoyne.schulz@nebraska.gov)
- Local Projects Division
 - Jim Wilkinson, 4607 (jim.wilkinson@nebraska.gov)
 - Mitch Dohrt, 4432 (mitch.dohrt@nebraska.gov)
 - Anthony Dirks, 4442 (anthony.dirks@nebraska.gov)
 - Larry Legg, 3943 (larry.legg@nebraska.gov)
 - Michael Kleffner, 3881 (michael.kleffner@nebraska.gov)
- Materials & Research Division
 - Dave Brokaw, 4896 (dave.brokaw@nebraska.gov)
 - Amy Starr, 3687 (amy.starr@nebraska.gov)
 - Phillip Webb, 4516 (phillip.webb@nebraska.gov)
- Operations Division (5001 So. 14th St., P.O. Box 94759, Lincoln, NE 68509)
 - Kay Benson, 4340 (kay.benson@nebraska.gov)
 - Tom Sands, 4542 (tom.sands@nebraska.gov)
- Planning & Project Development Division
 - Dawn Knott, 4778 (dawn.knott@nebraska.gov)
 - Alan Swanson, 4414 (alan.swanson@nebraska.gov)
 - Brad Zumwalt, 4623 (brad.zumwalt@nebraska.gov)
- Program Management Division
 - Khalil Jaber, 4708 (khalil.jaber@nebraska.gov)
- Rail & Public Transportation Division
 - Ron Kontos, 4536 (ron.kontos@nebraska.gov)
 - Ellis Tompkins, 3797 (ellis.tompkin@nebraska.gov)
 - Jerry Wray, 4694 (jerry.wray@nebraska.gov)
- Right of Way Division
 - Roxanne Sullivan, 4490 (roxanne.sullivan@nebraska.gov)
- Traffic Engineering Division
 - Dan Waddle, 4594 (dan.waddle@nebraska.gov)

DISTRICTS (see Website or separate flyer for listings of the 8 district headquarters)

- Each NDOR District
 - District Engineer
 - District Operations & Maintenance Manager
 - District Construction Engineer

BOARD OF PUBLIC ROADS CLASSIFICATIONS &

- PO Box 94759, Lincoln, NE 68509
 - LeMoyne Schulz, 402-479-4607 (lemoyne.schulz@nebraska.gov)

BOARD OF EXAMINERS FOR COUNTY HIGHWAY & CITY STREET SUPERINTENDENTS

- PO Box 94759, Lincoln, NE 68509
 - LeMoyne Schulz, 402-479-4607 (lemoyne.schulz@nebraska.gov)

NEBRASKA LOCAL TECHNICAL ASSISTANCE PROGRAM (NE-LTAP)

- PO Box 880560, Lincoln, NE 68588-0560; Training Facility: 3921 W. Crow St., Lincoln, NE 68524
 - Dan Cady, 402-472-1226 (dcady1@unl.edu)

SAFE ROUTES NEBRASKA (Safe Routes to School Program)

- 700 Q St., Lincoln, NE 68508
- Angela Barry, 402-476-7331 (abarry@sinclairhille.com)