Transportation Enhancement Funds Provide Dollars for Special Projects

What are Enhancement Project Funds? According to Fred Skaar, Chief, of the Environmental Programs Branch, Federal Highway Administration (FHWA), “Congress wanted to fund special projects in the Surface Transportation Program that go beyond the traditional highway program. They accomplished this in the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 with a special set aside amount assigned to each state on a performance contract basis to be spent on enhancement projects that fall within certain categories.” Under ISTEA, the term transportation enhancement activities means with respect to any project or the area to be served by the project:

• provision of facilities for pedestrians and bicycles;
• acquisition of scenic easements and scenic or historic sites;
• scenic or historic highway programs;
• landscaping and other scenic beautification;
• historic preservation;
• rehabilitation and operation of historic transportation buildings, structures, or facilities (including historic railroad facilities and canals);
• preservation of abandoned railway corridors (including the conversion and use thereof for pedestrian or bicycle trails);
• control and removal of outdoor advertising;
• archaeological planning and research;
• and mitigation of water pollution due to highway runoff.

The FHWA has directed that this list is all inclusive. That is, the 10% set-aside can only be spent on these kinds of projects. FHWA Environmental Policy Statement issued in 1990 states, “environmental enhancement means going beyond mere mitigation to use all practicable measures to harmoniously fit any proposed project into the adjacent communities and natural environment it traverses.” The FHWA has emphasized that enhancement is not mitigation. Environmental measures conducted as routine or customary elements of transportation projects or those provided to mitigate project impacts in compliance with the requirements of environmental, historic preservation, or other laws are not eligible for enhancement funding. The FHWA statement continues, “while enhancement could be an extension of mitigation on a specific project, enhancement opportunities could also become an integral part of a project planning and development process to address national, state, and local environmental protection goals.”

Enhancement projects, therefore, could include planning and research not associated with a particular project. While the FHWA provides funding and guidelines, each state develops its own procedure for application and selection of projects. For example, there are four broad categories within the definition of transportation enhancement activities in the the Michigan Department of Transportation (MDOT) call for Transportation Enhancement Activity projects. These are:

Nonmotorized Facilities include bicycle and pedestrian facilities and preservation of abandoned railway corridors.

Historic Preservation includes acquisition of historic sites, historic highway programs, historic preservation, rehabilitation of historic structures, and archaeological planning and research.

Transportation Aesthetics includes acquisition of scenic easements and scenic sites, scenic highway programs, landscaping and beautification, and control and removal of outdoor advertising.

Mitigation of water pollution due to highway runoff projects are limited to facilities and programs that are in addition to current requirements and procedures for mitigation.

Transportation Enhancement Activities will be incorporated in Michigan as part of the Statewide Planning Process being developed by MDOT. Funding will be

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identified in the State Long Range Plan and specific projects identified in the State Transportation Improvement Program.

In Michigan the annual project proposal due date is April 15. Michigan funded approximately one-half of the proposed projects last year which, according to Fred Skaer, is a good response.

Other states may have different requirements and procedures. A listing of Enhancement Program contacts for different states is included in this issue. You should contact your state office for specific requirements and due dates. If your state is not listed, please call the TTAP office for the name of your state Enhancement Project contact.

Few examples of tribal participation in enhancement programs exist at this time. This situation should change as tribes become aware of what is available, how to apply for funds and the fact that IRR funds can be used as the matching dollars (the percentage of the match varies from state to state but is usually around 20%). The Navajo Long Walk in New Mexico is an example of tribal involvement in Enhancement Projects. According to Tom Inman of the New Mexico DOT, “Although the Museum of New Mexico made the initial inquiry regarding the project, it was decided that the Tribe should be the lead agency responsible for doing the study. The Navajo Nation had a source of funds (a 25% match is required in New Mexico) and personnel that were not available anywhere else.”

The proposed cost of the Long Walk project is $341,800.

These funds will be used to develop a travel advisory radio network to follow the route of the historic trail from Fort Wingate to Fort Sumner in a collaborative effort by the Navajo Nation, the Museum of New Mexico State Monuments, and the New Mexico State Highway and Transportation Department. Motorists along highways which follow the Navajo Long Walk will be able to tune their radios to a special station which will broadcast the story along the route. Trail signs will be placed at key locations and the Historic Preservation Division of the Navajo Nation will provide the research for the broadcast programs.

Some other examples of enhancement projects that involve tribal governments include a project in Charles Mix County, South Dakota involving the Yankton Sioux construction of a pedestrian/bike path between Wagner and the North Housing Development. This project, scheduled for 1995 construction, will cost about $157,000 and is intended to provide bicyclists and pedestrians a safe and short route between town and a housing development. Another South Dakota project, is located in Bennet County where the Oglala Sioux will construct a pedestrian/bike path from a central location in the town of Martin to the Sunrise House Area of LaCreek District. This project is 1.7 miles long and costs are estimated at $107,000.

If you have a project idea that does not fit into regular funding sources, check out federal enhancement funding through your state. It just might be the right match.

State Contacts listed on page 3
State Transportation Enhancement Funding Contacts

ALABAMA
N.S. Cauthen, Chief Engineer
Alabama DOT
1409 Coliseum Blvd
Montgomery, AL 36130
PHONE: (205) 242-6318
FAX: (205) 262-8041

CONNECTICUT
Charles J. Gudaitis
Director of Intermodal Planning
Connecticut DOT
24 Wolcott Hill Road
Wethersfield, CT 06109
PHONE: (203) 566-7946
FAX: (203) 566-8943

FLORIDA
Bob Romig (Interim) Director
Office of Policy Planning
Florida DOT
605 Suwannee Street MS 28
Tallahassee, FL 32399-0450
PHONE: (904) 488-8006
FAX: (904) 488-3567

IOWA
C.I. MacGillivray, Director
Planning & Research Division
Iowa DOT
800 Lincoln Way
Ames, IA 50010
PHONE: (515) 239-1661
FAX: (515) 239-1639

LOUISIANA
Charles M. Higgins
Director, Research & Planning
Louisiana DOT
PO Box 94245 Capitol Station
Baton Rouge LA 70808
PHONE: (504) 379-1248
FAX: (504) 379-1851

MAINE
Albert Belz, Jr.
Program Management Engineer
Maine DOT
Transportation Building
State House Station 16
Augusta, ME 04333-0016
PHONE: (207) 287-3131
FAX: (207) 287-2896

MICHIGAN
Paul McAllister
Enhancements Chairperson
Michigan DOT
State Transportation Building
425 W Ottawa Street
PO Box 30050
Lansing, MI 48909
PHONE: (517) 335-2622
FAX: (517) 373-9175

MINNESOTA
Merritt Linzie, Director
Office of Highway Programs
Minnesota DOT
Transportation Building
395 John Ireland Boulevard
Saint Paul MN 55155
PHONE: (612) 296-1638
FAX: (612) 297-3160

MISSISSIPPI
Lowell T. Livingston, Director
Office Intermodal Tran. Plan. & Dev.
Mississippi DOT
412 E Woodrow Wilson
PO Box 1850
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PHONE: (601) 944-9142
FAX: (601) 944-9150

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NYSDOT Bldg 4 Rm 111
Albany, NY 12232
PHONE: (518) 457-3275
FAX: (518) 457-4944

NORTH CAROLINA
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North Carolina DOT
PO Box 25201
Raleigh, NC 27609
PHONE: (919) 733-2031
FAX: (919) 733-9428

RHODE ISLAND
Robert A. Shawver
Assistant Director for Planning
Rhode Island DOT
RIDOT Planning Division
Two Capitol Hill Room 372
Providence, RI 02903
PHONE: (401) 277-2694
FAX: (401) 277-6038

SOUTH CAROLINA
Robert A. Addy, Chief
Statewide Planning
Department of Highways and Public Transportation
P.O. Box 191
Columbia, SC 29202
PHONE: (803) 737-1444
FAX: (803) 737-6385

WISCONSIN
Michael A. Cass, PE
Director, Division of Highways
Wisconsin DOT
Office of State Highway Programs
4802 Sheboygan Ave Room 951
Madison, WI 53707
PHONE: (608) 267-9584
FAX: (608) 266-7818
Free Publications Plus

The periodicals listed here are free to agencies or qualified individuals in the highway industry. If you do not currently subscribe, request a subscription by sending a letter with your name, title, address, and a summary of your job responsibilities.

**American City and County** Monthly. Articles on urban development and street maintenance.
*American City and County*
6255 Barfield Road
Atlanta, GA 30328

**ATSSA Signal** Quarterly. Covers permanent signing, delineation, and/or traffic control in construction areas.
*American Traffic Safety Services Assoc., Inc.*
Jefferson Davis Hwy
Fredericksburg, VA 20041

**Better Roads** Monthly. Rural Road Construction, maintenance and innovation.
*Better Roads*
PO Box 558
Park Ridge, IL 60068

**Construction Equipment** Monthly. Covers the information needs of buying influences among users of trucks, construction equipment and related products.
*Cahners Publishing*
1350 E Touhy Ave
Box 5080
Des Plaines, IL 60018

**Equipment Management** Monthly. Information for buyers and managers of construction equipment.
*Equipment Management*
Circulation Manager
7300 N Cicero Ave
Lincolnwood, IL 60646-1696

**Highways and Heavy Construction** Nationally distributed publication.
*Highways and Heavy Construction*
875 34th Ave
New York, NY 10022

**Public Works** Monthly. Primarily county, state and urban public works.
*Public Works*
Public Works Journal Corp.
Box 688
Ridgewood, NJ 07451
phone: (201) 455-5800

**Roads** and **Roads and Bridges** Monthly and bi-monthly respectively both featuring road and bridge construction and maintenance issues nationwide.
*Scranton Gillette Comm. Inc.*
380 Northwest Hwy
Des Plaines, IL 60016

The following two sources provide low-cost transportation software. McTrans will send a free catalog and newsletter and PC-TRANS a free magazine.

**McTrans**
University of Florida
512 Weil Hall
Gainesville, FL 32611-2083
phone: (800) 266-1013

**PC-TRANS**
University of Kansas
Transportation Center
2011 Learned Hall
Lawrence, KS 66045
phone: (913) 864-5655

In addition to the Tribal Technical Assistance Program which publishes this newsletter and provides publications, training videos and workshops related to tribal transportation issues, there are also Local Technical Assistance Programs, one per state, focusing on the needs of local governments. Some issues overlap. You may be placed on your state's mailing list for free newsletters, publications, video loans and workshop notices by contacting the office in your state listed below (if you do not see your state listed call our office).

**Local Technical Assistance Programs**

<table>
<thead>
<tr>
<th>State</th>
<th>Phone</th>
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<th>Phone</th>
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<tbody>
<tr>
<td>Alabama</td>
<td>(205) 844-4370</td>
<td>Minnesota</td>
<td>(612) 625-5829</td>
</tr>
<tr>
<td>Connecticut</td>
<td>(203) 486-5400</td>
<td>Mississippi</td>
<td>(601) 968-2339</td>
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<td>Florida</td>
<td>(904) 392-0378</td>
<td>New York</td>
<td>(607) 255-8033</td>
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<td>Iowa</td>
<td>(515) 294-8103</td>
<td>North Carolina</td>
<td>(919) 878-8080</td>
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<tr>
<td>Louisiana</td>
<td>(504) 767-9117</td>
<td>Rhode Island</td>
<td>(401) 277-1235</td>
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<tr>
<td>Maine</td>
<td>(207) 287-2151</td>
<td>South Carolina</td>
<td>(803) 656-3000</td>
</tr>
<tr>
<td>Michigan</td>
<td>(906) 487-2102</td>
<td>Wisconsin</td>
<td>(800) 442-4615</td>
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Financing Federal-aid Highways
Reimbursable, Deduction and Apportionment Procedures
by Wellington Williams, Indian Affairs Coordinator, Federal Highway Administration

The financing of Federal-aid highways described in the last Pathways issue established procedures about basic substantive legislation that empowers an agency to implement a particular program and also established the upper limit on the amount of funds that are appropriated for the program.

The Federal-aid highway financing program is a "reimbursable" program. The state's incurred costs for a project are submitted to the Federal Highway Administration (FHWA) for reimbursement. The federal government only reimburses states for costs actually incurred. The authorized amounts distributed to states through apportionment or allocation represent lines of credit upon which states may draw as they advance federally assisted projects. The states draw on the line of credit by obligating or committing some portion of it for a project. This is called "obligation." No cash is disbursed at this point. States generally start a project and receive cash for the federal share of the project's cost as work is completed.

The federal-aid highway financing "deductions" come before the authorizations are distributed. There are two deductions. The first is a statutory allowance, not to exceed 3.75% for administering provisions of Title 23 and conducting certain research. This deduction is made from most of the authorized program's sums that are apportioned among states: interstate construction (IC); interstate maintenance (IM); interstate substitutes (IS); congestion mitigation and air quality improvement program (CM/QA); bridge replacement and rehabilitation program (BRR); federal lands program (FL); special authorization for donor state bonus and reimbursement for interstate highway projects. This administration deduction is used to pay for supplies, office space, and for FHWA-sponsored research, development, and technology transfer related to highway construction, plannings and design.

The second Federal-aid highway financing deduction is used to finance the metropolitan transportation planning activities mandated by 23 U.S.C. 134. This deduction is equivalent to 1% of the authorization remaining after the administrative deduction is made from the authorized program. The Federal-aid highway financing "apportionment" comes after the deductions are made. The FHWA apportions the remaining sums authorized for various programs among states. These apportionments are based upon formulas and procedures prescribed by law.

The Federal-aid highway financing interstate construction (IC) apportionments are based upon cost to complete the highway system in each state. The interstate maintenance (IM) apportionments are based upon interstate highway system lane miles and vehicle miles traveled on these lanes. When these funds are distributed by apportionment, each state is assured of receiving some portion of the amount distributed. If a state is in a penalty situation at the time of apportionment, a part may be withheld until the state comes into compliance with the law.

To insure Federal-aid highway financing equity for states, there are several special provisions included in the Intermodal Surface Transportation Efficiency Act (ISTEA) because Congress wants to (1) ensure some level of "funding equity" among states; (2) address the concerns of states that contribute more in highway user taxes than they receive in Federal-aid highway financing funds; and (3) provide each state with the same relative share of overall funding that it received in the past.

It should be noted that at this time that most, but not all, funds are distributed to the states through apportions, but some funding categories do not contain a legislatively mandated apportioned formula. The distribution of funds when there are no formulas in law is called "allocations." If a receiving state does not use an apportionment within a specified period of time, the apportionment can be withdrawn and reallocated to other states.

ITA October Meeting Notes...

The Intercultural Transportation Association (ITA) held a national meeting in Rapid City, October 26th. In conjunction with this meeting, workshops were presented by the four national tribal technical assistance programs on Pavement Management, GIS Systems, Tourism Planning, and Transportation Planning.

The ITA business meeting included a report on funding for the organization. Financing is being arranged through federal support, tribal dues and associate memberships.

A national office is being selected and proposed job descriptions for staff are being written. The positions to be filled include an Executive Director, Administrative Assistant, and Coordinator/Policy Analyst. For copies of job descriptions, please contact Paulette Hansen, at (202) 434-4768.

Other business items included an explanation of the Proposed Revision to the House Amendment HR4385-National Highway System Legislation. This included language on 2% planning funds and the 10 pilot projects. The 1995 ITA meeting will be held with the American Indian Transportation & Land Use Summit, Albuquerque Convention Center, April 23-27. This national summit is being held by ITA and the Transportation Research Board. ITA members will receive further information as it becomes available. For more information on ITA or the conferences, please contact Paulette Hansen at (202) 434-4768.
Preventive Maintenance: Alternative to Vehicle Replacement

In recent years, preventive maintenance has become an important strategy in combating vehicle breakdowns among transportation providers. One of the main reasons for this trend can be attributed to shrinking budgets. Due to these budget cuts, many agencies choose to keep their vehicles longer rather than trading them for newer, more expensive models. This results in increased maintenance costs for the older vehicles. However, a reduction in total maintenance costs and improved vehicle safety can be achieved by implementing a preventive maintenance program.

The concept of preventive maintenance involves regularly scheduled inspections of vehicles to determine possible repairs before breakdowns occur. These inspections can be performed by either the driver or the mechanic. Cooperation between the driver and the mechanic is usually the most effective method for preventive maintenance. It is usually the driver's responsibility to check all fluid levels, tires, belts, hoses, turn signals and safety lights before the beginning of each service period. The driver also should report any unusual noises or other mechanical problems to the mechanic for inspection.

More intensive maintenance procedures should be performed at the same time as the vehicle's lubrication. This process also creates a method of keeping track of preventive maintenance services. While the vehicle is in for scheduled lubrication, the mechanic can perform a complete preventive maintenance inspection. Checklists for preventive maintenance can often be found in the vehicle's owner's manual.

There are three common categories of preventive maintenance service levels used by maintenance personnel. The categories are referred to as levels "A", "B", and "C." Level A is the first stage of preventive maintenance and involves basic inspections and service. Level B is the second stage and includes adjustments to the vehicle along with all of the procedures performed in Level A. Level C is the most comprehensive service level for preventive maintenance and includes

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Protecting Against Hypothermia

When your body temperature drops even a few degrees below its normal 38°C (98.6°F) you can begin to shiver uncontrollably, become weak, drowsy, disoriented, unconscious, even fatally ill. This loss of body heat is known as cold stress or hypothermia. People who work outdoors or who enjoy outdoor activities should learn how to protect against the loss of body heat. The following guidelines can help you keep your body warm and avoid the dangerous consequences of hypothermia.

Dress In Layers

Outdoors or indoors, in mild weather or in cold, it pays to dress in layers. Layering clothes allows you to adjust what you're wearing to suit temperature conditions. In cold weather, wear cotton, polypropylene, or lightweight wool next to your skin and wool layers over your undergarments. In warm weather, stick to loose-fitting cotton clothing. For outdoor activities, choose outer garments made of waterproof, wind-resistant fabrics such as nylon. And, since a great deal of body heat is lost through the head, always wear a hat for added protection. If you are working from a vehicle or heavy equipment it is a good idea to keep a blanket in the vehicle. In an emergency situation a dry blanket could save your life.

Keep Dry

Water chills your body far more rapidly than air or wind. Even in the heat of summer, falling into a 4°C (40°F) lake can be fatal in a matter of minutes. Always take along a dry set of clothes when you are working outdoors. Wear waterproof boots in damp or snowy weather and always pack rain gear even if the forecast calls for sunny skies.

Take a Companion

The effects of hypothermia can be gradual and often go unnoticed until it's too late. If you know you'll be outdoors for an extended period of time, take along a companion. At the very least, let someone know where you will be and at what time you expect to return. Ask your companion to check you frequently for overexposure to the cold and do the same for your companion. Check for shivering, slurred speech, mental confusion, drowsiness, and weakness. If either of you shows any of these signs, get indoors as soon as possible and warm up.

Adapted from Interchange, Nebraska T2, Fall 1991 and Illinois Interchange, Fall 1993, Volume 1, Number 4.
all of the procedures in levels A and B and also involves the replacement and overhaul of major components. The Preventative Maintenance Checklist included here is reprinted from the American Public Works Association.

Adapted from Managing Public Equipment, American Public Works Association and Kansas Trans Reporter, November 1992

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**Preventive Maintenance Checklist**

### "A" Level
- Radiator fill, pressure test
- Belts condition, tension
- Fuel system leaks, pump seals
- Battery electrolyte, voltage, mounting
- Exhaust system leaks, condition
- Air cleaner service, condition
- Brakes check, adjust
- Suspension axles, springs, equalizers, U-bolts
- All lights and signals operation
- Window, glass, mirrors condition
- Filters change or clean, oil, fuel, water
- Check operator checklist
- Differential leaks, lubricant levels
- Drive shaft, universal joints, yokes, splines
- Tires condition, inflation, rims, lugs
- Body damage, paint, markings, flaps, and bumpers
- Crankcase drain, refill
- Heater defroster, operation
- Transmission leaks, mounting, lubricant level
- Lubrication complete lubrication
- Clutch free pedal, operation

### "B" Level
- Complete "A" level service
- Ignition points, plugs, timing
- Thermostat, shutterstat test, adjust
- Spring, torque U-bolts, alignment clips
- Governor check and adjust
- Carburetor clean, adjust
- Air compressor clean air filter
- Body inspection

### "C" Level
- Complete "A" level service
- Engine, torque cylinder heads, rocker arm shaft, manifold
- Fuel pump mounting, pressure
- Wheel bearings check, repack
- Brakes check drums, linings, cylinders
- Complete "B" level service
- Compression check each cylinder with guage
- Wheel alignment check, adjust
- Injectors, valves check, adjust
PL93-638 Contracting Workshops
Spring workshops planned

Feedback from our last round of workshops indicates that the P.L.93-638 contracting process is a topic of interest. In response we are planning a multi-site workshop on the 638 contracting process. We are pleased to have the cooperation of the Great Lakes Agency (Minneapolis Area) in bringing you an expert in contracting, Mr. Frank Larson. Mr. Larson is the Contract Officer for the Great Lakes Agency. The workshop outline is listed to the right. This will be an in-depth view of contracting BIA services with step by step instructions. Mr. Larson will use examples from transportation although this process is used to contract all BIA services and therefore the workshop will be of interest to many different tribal professionals and all are welcome. As always there will be opportunity to have specific questions answered.

If you are interested in having your tribe host this workshop please contact Helene Hiner at (906) 487-3164. The only requirements for hosting a workshop is help in locating a suitable presentation area and food services (our program pays the costs), plus a commitment to participate in the workshop as attendee(s). The timeframe for this workshop will be April and May of 1995. I look forward to hearing from you!

I. Introduction to Subject
   What is a Contract
   Authority to Contract
   History of Contracting with Indian Tribes

II. Define Terms - Acronyms

III. P.L.93-638
   The Act
   Amendments
   P.L. 100-472
   Title II of P.L. 101-644
   Self-Governance (Brief)

IV. Contracting Under P.L.93-638 (Construction)
   Proposal Preparation
      Pre-Application Process
      Application Process
      Technical Assistance
   Proposal Review
   Contract Award
   Contract Administration
      Monitoring
      Modification
      Payment
      Reporting
   Contract Closeout/Single Audit/Audit Resolution

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