Important Deadlines and Milestones:

❖ **Tuesday, April 19, 2022**- Letter of Intent (LOI) must be received by NHDOT if you would like NHDOT to submit it to FHWA (this is optional, not required). NHDOT will then submit it to FHWA.

❖ **Friday, April 22, 2022**- Date that all entities that intend to submit an application to NHDOT, *must* submit their Letter of Intent (LOI) to NHDOT. If you do not submit a LOI to NHDOT by this date you are not eligible to submit a formal application to NHDOT.

❖ **Monday, April 25, 2022**- Date which NHDOT must submit LOI to FHWA (if NHDOT received it by April 19th (see 1st bullet).

❖ **Friday, May 6, 2022**- All completed applications materials must be submitted to NHDOT. Note- NHDOT is the applicant to FHWA.

❖ **Monday, June 20, 2022**- NHDOT deadline to enter selected applications into grants.gov.

The following provides details of the application process, a general checklist and the selection criteria established by NHDOT for this Scenic Byways funding opportunity. NHDOT is sharing this process of how NHDOT will review and rank the project applications that we are asked to submit. To facilitate the timely review and submission of the applications by NHDOT into grants.gov NHDOT has established the following protocols for the grant application round. It is important that NHDOT submit the most competitive projects to this highly competitive nationwide grant funding opportunity. It is likely that not every State will receive funding, thusly it is critical that only viable projects be submitted.

FHWA has identified one of the policy considerations for funding projects is that the total cost of the project is $500,000 or larger. To remain competitive NHDOT recommends that all potential applications should strive to be $500,000 or larger. NHDOT will only consider project applications with total project cost of $200,000 or larger. The federal match requirement is 80/20 which equates to a potential of $160,000 in federal funds and $40,000 in local match requirements. Only partnering entities that meet this minimum total project cost should apply to NHDOT for consideration. Only applications that meet this requirement will be reviewed by NHDOT.

**General Expectations and Important Items:** Please review the following if you intend to apply.

❖ NHDOT is the applicant to FHWA for the project(s) NHDOT has determined to be eligible for the funding and per the ranking established by the NHDOT scoring committee. NHDOT will be submitting up to the top five (5) applications into the grants.gov for consideration. If there is a tie in the scoring process, NHDOT will determine which projects will be submitted into grant.gov by NHDOT per the application requirements.
❖ There is only a short period of time for NHDOT to review and submit the selected
applications in grants.gov. Late applications will not be considered and will not be reviewed
by NHDOT. Refer to the important dates listed in this notice, and refer to the NHDOT
website and grant.gov website should other announcements be posted.
❖ Any partnering entity that intends to apply to NHDOT shall review the FHWA guideline,
webinar materials and other informational links included on the FHWA website. Grants -
National Scenic Byways Program - Planning, Environment, & Real Estate - FHWA
(dot.gov)-2022 National Scenic Byways Grants and Technical Assistance 693JJ322NF0008.
Refer also to the detailed information included on the grants.gov website, see tips on
navigating this site at the end of this document. https://www.grants.gov/web/grants/search-
grants.html
❖ Based on the time schedule it is very likely there will not be an opportunity for resubmission
of missed or incomplete application materials. NHDOT’s focus will be on reviewing the
applications deemed complete first. NHDOT is here to help as much as is reasonably
possible, but we are stressing the importance of the need to submit a complete application
packet.
❖ A generalized checklist has been prepared for your review to meet the federal requirements.
It is your responsibility to review all the guidance provided by FHWA and submit the
required materials of a completed application.

**FHWA Application Content and Format Requirements for Grants.gov:**

- As a single PDF document for Project Narrative. See page 10 of 24 of the NOFO.
- One PDF for Budget Narrative. See page 11 of 24 of the NOFO.
- No more than a total of 8 pages between Project and Budget Narrative (including a table of
  contents; project characteristics; project abstract, project narrative, and cost breakdown).
- Narratives must use standard formatting (a double-spaced document, using standard 12-point
  Times New Roman font, with 1-inch margins). See page 10 of 24 of the NOFO.
- The applicant may submit up to an additional four pages of attachments (maps, graphics,
  etc.). Material that exceeds the page limit will not be evaluated. See page 10 of 24 of the
  NOFO.
- Forms should be submitted as individual PDF documents in addition to the application; forms
  are not included in the page limit. See page 10 of 24 of the NOFO.

**Project Narrative**

The project narrative should thoroughly address each of the statutory eligibility criteria and
project selection criteria with as much detail as possible without exceeding the overall page limit.
NHDOT recommends that the project narrative follow the basic outline below to address the
program requirements and assist evaluators in locating relevant information.

**Project Narrative**

1. **Applicant** - The State DOT applying for funding.
2. **Applicant Contact** - State DOT Name and contact information for the application point
   of contact.
3. **Partner Agency** - Project Partner that is asking the State DOT to apply for funding and WILL be involved in funding and implementation of the project.

4. **Partner Contact** - Project Partner Name and contact information to be the local point of contact.

5. **UEI # for Partner Agency** – See page 12 of 24 of the NOFO.

6. **Byway Name** - Name of the byway impacted by the proposed project.

7. **Byway Type** - Designation type of the byway impacted by the proposed project (National Scenic Byways, All-American Road, State scenic byway, or Indian Tribe scenic byway)

8. **Project Name** - Name/title of proposed project.

9. **Project Abstract** - Summarize in a maximum of five sentences the project work that would be completed under the project. The project abstract must succinctly describe how the specific request for NSBP funds would be used to complete the project. See page 11 of 24 of NOFO.

10. **Project Goal(s)** - The goal under which the proposed project is aligned ((1) Safety; (2) Equity and Accessibility; (3) Economic Strength; and (4) Climate and Sustainability). See page 2 of 24 of the NOFO.

11. **Primary Project Type** - The primary project type under which the proposed project aligns. See Page 9 of 24 of NOFO.

12. **Additional Project Type** - If applicable, the additional project types identified. See Page 9 of 24 of NOFO.

13. **Project Description** - Include detailed information about the project, current challenges and how the project would be implemented and how it addresses the statutory requirements of the NOFO, specifically sections C.1, C.3(a) and C.3(b). See page 11 of 24 of the NOFO.

14. **Project Selection Criteria** - Include a description of how the proposal meets the project selection criteria in section E.2 See pages 15-19 of 24 of the NOFO.

**Budget Narrative**

Grant Funds and Sources/Uses of Project Funds: Include information about the amount of grant funding requested for the project, availability and commitment of funds sources and uses of all project funds, total project costs, percentage of project costs that would be paid for with NSBP funds, and the identity and percentage shares of all parties providing funds for the project (including Federal funds provided under other programs).

1. **Total Project Cost** – Includes all sources of funds to be used to fund this project – federal, local match and other non-participating funding sources

2. **Match Source of Funding** - Who is providing the match and it is available at time of application being submitted. (Match MUST be cash – in kind match will not be allowed)

3. **Scenic Byways Grant Funding Requested** – amount of federal funds being requested in this application

The cost figures provided in the Budget narrative MUST reconcile with the cost information provided on Standard Form 424A or Standard Form 424C, whichever is appropriate

**Additional Required Forms**
The following forms are to be submitted as individual PDF documents:
1. Standard Form 424 (Application for Federal Assistance) (mandatory)
2. Grants.gov Lobbying Form (mandatory)
3. Disclosure of Lobbying Activities form (SF-LLL) (mandatory)
4. Key Contacts (optional)

And either:
1. Standard Form 424A (Budget Information for Non-Construction Programs) (mandatory) and Standard Form 424B (Assurances for Non-Construction Programs) (mandatory)
or
2. Standard Form 424C (Budget Information for Construction Programs) (mandatory) and Standard Form 424D (Assurances for Construction Programs) (mandatory)

**NHDOT Supporting Documentation Requirements:**

- NHDOT is also requiring additional documentation that NHDOT needs to prioritize all applications including a map, pages from the Corridor Management Plan (CMP), Status of the Byway Council, match amount status, letters or minutes acknowledging support, and a summary of why your project should be selected. Details of these requirements are included below.
- NHDOT requires that a map must be included for all projects. The map must clearly define the limits of the project area, boundaries of the project activity, roads to be impacted and other relevant details including a notation to convey the distance and relationship of the proposed project to the actual byway route. The map may be part of your application, or you may submit it as a separate attachment in the email which you submit to NHDOT with your application packet.
- NHDOT requires that you must include the specific pages of the currently approved Corridor Management Plan (CMP) which identifies specific reference to the proposed project or recommendations which support the need for the proposed project. The attached pages should be named: CMP Pages. These pages must be submitted in the email along with the other application materials. This information is for NHDOT’s purposes and does not count for the page limit requirement of the specific grant program.
- NHDOT requires information regarding the current status of the Byway Council or other formal entity of the Byway. NHDOT requires the submission of a list of the current membership as of April 1, 2022 (names, towns represented and terms of appointment) and minutes from the last three (3) meetings held by the byway in the last five (5) years. The attached pages should be named: Status of Byway Council. These pages must be submitted in the email along with the other application materials. This information is for NHDOT’s purposes and does not count for the page limit requirement of the specific grant program.
- NHDOT requires information regarding the availability of the local match funds. Does the partnering entity have the funds in cash or on hand or will the funds be available after vote of Town meeting or some other municipal action or other process? If funds are not on-hand, when do you anticipate the local match to be available? The attached page should be named: Match Amount Status. This page must be submitted in the email along with the other application materials. This information is for NHDOT’s purposes and does not count for the page limit requirement of the specific grant program.
❖ NHDOT requires acknowledgement of support. The attached pages should be named: Local Support. These pages must be submitted in the email along with the other application materials. This may include letters of support or minutes from relevant local meetings or other information to support interest in the project. This information is for NHDOT’s purposes and does not count for the page limit requirement of the specific grant program.

❖ NHDOT requires a summary of 200 words or less explaining why your project should be ranked #1. The attached page should be named: Why # 1. This page must be submitted in the email along with the other application materials. This information is for NHDOT’s purposes and does not count for the page limit requirement of the specific grant program.

❖ The selection criteria are outlined below. These criteria are identified to help all the partnering entities understand how the proposed projects will be scored. The scoring committee will include staff from NHDOT with various levels of expertise in project programming and development activities.

**NHDOT Selection Criteria:** The NHDOT will use the following criteria when ranking the projects. Project scores are based on scale of 1-5, (5 highest point value). Total potential points- 100.

1. **Corridor Management Plan –Total Potential Points 40**
   a) Does the Byway currently have an active Byway Council or formal body? Potential Points 15.
   b) Does the CMP plan specifically identify the project or include specific recommendations to support the project identified in the application? Potential Total Points 25.

2. **Readiness –** Match amount is available or will be available in a reasonable timeframe acceptable for NHDOT to implement the project. Potential points 10

3. **Implementation strategy-** Can project be implemented successfully if the full amount is not awarded? Potential points 10

4. **Public Involvement process–** Does the project have community support from the sponsor community and other communities which are part of the byways, including Letters of Support, documentation from minutes of local meetings or other public processes (during the period 2018-2022). Potential points 10

5. **Goals–** Project achieves more than one of the NSBP goals (safety, equity and accessibility, economic strength, and climate and sustainability). Identifies specific populations that will be impacted (positively and or negatively) by the project? The project will improve safety for all byway users and enhance mobility for non-motorized users along the byway. Potential points 10

6. **Challenges and Mitigation strategies-** Identify the current challenge(s) or issue(s) and how the project will address and mitigate these concerns. Potential points 10

7. **Eligibility-** The project addresses more the one of the eligible projects categories and the project will protect the scenic, historical, recreational, cultural, natural, and archaeological integrity of a highway and adjacent area. Potential points 5

8. **Why should this project be ranked # 1?** Response limited to 200 words. Potential points 5
**TIPS on how to navigate Grants.gov**

There is a host of information on this website, including the announcement about the Scenic Byways grant, refer to the tabs located at the top of the page - Home, Learn Grants, Search Grants and etc.

![Grants.gov Search Grants](image)

Under “Search Grants”- type in keywords- scenic byways.

![Grants.gov Search Grant](image)

Click on the yellow highlighted (see above), it takes you to more information.

![Grants.gov Grant Opportunity](image)

Click on each of the tabs - Synopsis, Version History, Related Document, Package. Each contain information about the grant- including guidance, forms and etc.