

## NATIONALLY SIGNIFICANT FEDERAL LANDS AND TRIBAL PROJECTS PROGRAM APPLICATION CHECKLIST

The Federal Highway Administration (FHWA) provides this Application Checklist for the Fiscal Years (FY) 2024-2026 Nationally Significant Federal Lands and Tribal Projects (NSFLTP) Program to assist project sponsors who intend to apply for a NSFLTP grant. This checklist is a tool that can assist applicants to ensure their application is complete. The items in this checklist are not exhaustive. Interested applicants should read the FY 2024-2026 NSFLTP Notice of Funding Opportunity (NOFO) in its entirety and especially when noted in this application checklist to submit eligible and competitive applications.

This checklist itself is not required to be submitted with the application and should not be attached to an application.

Before applying, applicants should verify that the proposed project is eligible. As described in Section C of the NOFO, in order to be eligible to receive NSFLTP Program funding, all of the following must be true:

- The applicant is (1) a Federal Land Management Agency (FLMA) or Tribe; OR (2) the applicant is a State, county, or unit of local government and sponsored by an FLMA or Tribe;
- The project is on an eligible Federal Lands transportation facility, Federal Lands access facility, or Federal Lands Tribal facility;
- The project is a single continuous project;
- The project has an estimated total estimated eligible project cost, based on the results of preliminary engineering, of \$12.5 million or more;
- The project demonstrates the completion of activities required under the National Environmental Policy Act (NEPA);
- If located on a Federal Lands transportation facility or a Federal Lands access transportation facility, the project meets the 10 percent Federal share requirement. See Section C.2 of the NOFO for more information on this requirement; and
- The NSFLTP funds requested will be used only for construction, reconstruction, or rehabilitation of transportation facilities and will not be used for any project design activities.

To complete the application:

- Required Forms.** Applicants must submit the Standard Form 424, Standard Form 424C, Grants.gov Lobbying Form, and Disclosure of Lobbying Activities form. The forms will include key information such as the project name, lead applicant name, and congressional district(s) where the project is located.
- Cover Page.** Applicants should submit a cover page in .docx or .pdf format per Section D.2.a.(5) of the NOFO.
- Project Narrative.** Applicants should submit a Project Narrative in docx or pdf format per Section D.2.a.(7) of the NOFO. The Project Narrative should include the following sections addressing the subsequent items:

- **Basic Project Information - Description, Location, and Parties.** This section of the project narrative should describe basic details pertinent to the project, including project name, description, location, involved parties, etc. Items in this section will be used to determine grant program eligibility as detailed in Section C of the NOFO. More information on this section can be found in Section D.2.a.I. of the NOFO.
  - **Project Description:** Provide the project name and a description of the project per Section D.2.a.I.a. of the NOFO.
  - **Project Location:** Provide a concise description of the project’s location, including a detailed geographic description of the proposed project, a map of the project’s location and connections to existing transportation infrastructure, and geospatial data describing the project location. Identify if the project is in an urban or rural community. See Section D.2.a.I.b. of the NOFO for more information.
  - **Lead Applicant type:** Provide details about the lead applicant. As described above, the lead applicant must be an Indian Tribe; FLMA; or State, county, or unit of local government sponsored by an Indian Tribe or FLMA. In this section, the applicant should describe their experience with receipt and expenditure of Federal funds. See Section D.2.a.I.c. of the NOFO for more information.
  - **Other Public and Private Parties:** Describe in detail all the other public and private parties who are involved in delivering the project, including a specific description of the role of each entity in delivering the project. See Section D.2.a.I.d. of the NOFO for more information.
  
- **Budget Narrative - Grant Funds, Sources, and Uses of all Project Funding.** Provide information detailing the costs associated with the project. This information should support the information provided in the SF-424C. More information on this section can be found in Section D.2.a.II. of the NOFO.
  - **Total Project Costs by funding source, component, and phase:** Provide the total project costs broken out by funding source and categorized as non-Federal, NSFLTP requested, and other Federal funding. Separate costs by project components or phases, including contingencies, where applicable. Identify previously incurred project costs. Identify conditions or limitations to any source of funds.
  - **Non-Federal Share:** For projects on Federal Lands access transportation facilities and Federal Lands transportation facilities, ensure that the budget indicates the amount, type, and source(s) of the required 10 percent non-Federal match. See Section C.2 of the NOFO. Provide the amount, type, and source(s) of any additional matching funds that are not required. For any non-NSFLTP Federal funds, indicate any required matching funds and their source(s).
  
- **Primary Merit Criteria.** The application should provide a narrative response on how

the project responds to each of the nine Primary Merit Criteria in Section E.1.a. of the NOFO. Be sure to review the rating criteria in Section E.1.a. to understand how FHWA will rate projects against these criteria.

- **Primary Merit Criterion 1:** Describe how the project furthers the goals of DOT, including safety, state of good repair, economic competitiveness, and quality of life.
  - **Primary Merit Criterion 2:** Describe how the project improves the condition of critical transportation facilities, including multimodal facilities.
  - **Primary Merit Criterion 3:** Describe how the project needs construction, reconstruction, or rehabilitation.
  - **Primary Merit Criterion 4:** Describe how the project costs matched by funds that are not provided under the NSFLTP Program, with projects with a greater percentage of other sources of matching funds ranked ahead of lesser matches.
  - **Primary Merit Criterion 5:** Describe if the project is included or eligible for inclusion in the National Register of Historic Places.
  - **Primary Merit Criterion 6:** Describe how the project uses new technologies and innovations that enhance the efficiency of the project.
  - **Primary Merit Criterion 7:** Describe how the project is supported by funds, other than funds received under the NSFLTP Program, to construct, maintain, and operate the facility.
  - **Primary Merit Criterion 8:** Describe if the project spans two or more States.
  - **Primary Merit Criterion 9:** Describe how the project serves land owned by multiple Federal agencies or Indian Tribes.
- **Secondary Merit Criteria.** For projects on Federal Lands transportation facilities and Federal Lands access transportation facilities, the application should provide narrative response on how the project responds to each of the four Secondary Merit Criteria in Section E.1.b. of the NOFO. Be sure to review the rating criteria in Section E.1.b. to understand how FHWA will rate projects against these criteria. FHWA will not rate projects on Tribal transportation facilities against these criteria.
- **Secondary Merit Criterion 1:** Describe how the project will create positive outcomes that will reduce, mitigate, or reverse how a community is experiencing disadvantage through increasing affordable transportation options, improving health or safety, reducing pollution, connecting Americans to good-paying jobs, fighting climate change, and/or improving access to nature, resources, transportation or mobility, and quality of life; and how the applicant will implement programs and policies that ensure the benefits of investments while

mitigating the economic displacement of economically susceptible residents and businesses.

- **Secondary Merit Criterion 2:** Demonstrate how the project supports the goals of the Justice 40 Initiative.
  - **Secondary Merit Criterion 3:** Describe how the project will significantly reduce greenhouse gas (GHG) emissions in the transportation sector and incorporate evidence-based climate resilience measures or features.
  - **Secondary Merit Criterion 4:** Describe how the project will support the creation of good-paying jobs with the free and fair choice to join a union and the incorporation of strong labor standards and training and placement programs.
- **Project Readiness.** In this section of the project narrative, provide information to demonstrate that the project is reasonably expected to begin construction in a timely manner and meet applicable obligation deadlines described in Section B.6 of the NOFO. See Section D.2.a.V. of the NOFO for more information.
- **Technical Feasibility:** Demonstrate the technical feasibility of the project with engineering and design studies and activities; the development of design criteria and/or a basis of design; the basis for the cost estimate presented in the application; and any scope, schedule, and budget risk-mitigation measures.
  - **Project Schedule:** Include a detailed project schedule that identifies all major project milestones.
  - **Required Approvals**
    - **NEPA Documentation:** The NEPA review must be complete at the time of application submittal, and applications should include documentation that NEPA has been completed.
    - **Other Environmental Approvals and Permits:** Demonstrate receipt, or reasonably anticipated receipt, of all other environmental approvals and permits, besides NEPA, necessary for the project to proceed to construction on the timeline specified in the project schedule and necessary to meet the statutory obligation deadline described in Section B.6 of the NOFO.
    - **State, Tribal, and Local Approvals:** Demonstrate receipt, or the schedule for anticipated receipt, of any other State, Tribal, or local approvals on which the project depends, such as planning approvals.
    - **Project Risks and Mitigation Strategies:** Identify all material risks to the project and strategies that the applicant has taken or will take to mitigate those risks.