

ATTACHMENT A: WILDLIFE CROSSINGS PILOT PROGRAM APPLICATION CHECKLIST

The Federal Highway Administration (FHWA) provides this Application Checklist for the Fiscal Years (FY) 2024-2026 Wildlife Crossings Pilot Program (WCPP) to assist project sponsors who intend to apply for a WCPP 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 WCPP Notice of Funding Opportunity (NOFO) in its entirety and especially where 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.

- Required Forms.** Applicants should determine if the project is a construction project or a non-construction project per Section B.4 of the NOFO. Based on that designation, applicants must submit the applicable list of Required Forms per Section D.2.a of the NOFO. The forms will include key information such as the project name, lead applicant name, and congressional district(s) where the project is located.
- Project Abstract.** Applicants should submit a separate one-page Abstract in docx or pdf format per Section D.2.b of the NOFO.
- Project Narrative.** Applicants should submit a Project Narrative in docx or pdf format per Section D.2.c of the NOFO. The Project Narrative should include the following sections addressing the subsequent items:
 - Basic Project Information - Description, Location, and Parties.** Provide a narrative for the below items on 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.c.i of the NOFO:
 - Project Description:** Provide the project name and a description of the project per Section D.2.c.i of the NOFO.
 - Project History:** Provide a description of the proposed project's history, including a description of any previously incurred costs.
 - Project Location:** Provide project location (State and county, name of the city, town, or jurisdiction of the project area) a detailed geographical description of the proposed project (such as the latitude and longitude of the project), a map of the project's location and connections to existing transportation infrastructure, and geospatial data describing the project location.
 - Tribal Land:** If the project is located on a federally recognized Indian Tribe Land, provide the name of the Tribal land.
 - Rural or Urban designation:** Identify if the project is located in an urban or rural area per Section B.3 of the NOFO.
 - Community Development Zone:** Identify if the project is located in one of the following federally designated community development zones per Section D.2.c.i of the

- NOFO: Opportunity Zone, Empowerment Zone, Promise Zone, or Choice Neighborhood.
- **Lead Applicant type:** Identify the lead applicant type from the following eligible entity categories:
 - A State department of transportation (State DOT)
 - A metropolitan planning organization (MPO)
 - Unit of local government
 - A regional transportation authority
 - A special purpose district or public authority with a transportation function
 - Indian Tribe
 - A Federal Land Management Agency (FLMA)
 - **Lead Applicant Details:** Provide further details about the lead applicant including:
 - The lead applicant’s experience, qualifications, facilities, equipment, and administrative resources
 - The lead applicant’s ability to manage funds, maintain financial and administrative records, and fulfill reporting requirements.
 - The lead applicant’s demonstrated experience with receipt and expenditure of Federal highway program funds under Title 23, United States Code, or other Federal funding sources.
 - **Other Parties:** Identify the other parties such as co-applicants, expected Eligible Partners, and expected sub-recipients who are expected to be involved in delivering the project, including a specific description of the role of each.
 - **Documentation of consultation with the State DOT, if applicable:** Include documentation that the State DOT in which you are located was consulted during the development of your application, unless the applicant is a State DOT or FLMA, or the applicant is a Tribe, and the project is located on Tribal land.
 - **Budget Narrative.** Provide information detailing the costs associated with the project. These costs will be used to determine eligible award amount and will be used by FHWA to undergo an analysis of the application’s Financial Completeness. This information should align with and support the information provided in SF-424A or SF-424C, as applicable based on whether the project is a non-construction or construction project. More information on this section can be found in Section D.2.c.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, WCPP Requested, and other Federal funding. Separate costs by project components or phases/activities including contingencies, where applicable. Identify previously incurred project costs, including any expenses expected to be incurred between the applicant being selected for award and obligation of WCPP funds. Identify conditions or limitations to any source of funds.

- **Non-Federal Share:** Indicate the amount, type, and source(s) of the standard 20 percent non-Federal match under 23 U.S.C. 120(b). If applicant believes a different matching share applies, cite the percentage, and justification. See Section C.2 of the NOFO.
- **Other Federal Funds:** For non-WCPP Federal funds, identify all Federal grants that have been awarded to the project or for which the project has or intends to apply in the future. For each category of Federal funds, indicate the amount, nature, and source of any required non-Federal match.
- **Project Merit Criteria.** The application should provide narrative response on how the project responds to the primary and secondary selection criteria in Section E.1 of the NOFO. In responding to Project Merit Criteria, refer to Section E.1.a and E.1.b of the NOFO. More information on this section can also be found in Section D.2.c.iii of the NOFO:
 - **Project Merit Criterion 1.1:** Describe how the project contributes to the Wildlife Vehicle Collisions criterion per Section E.1.a of the NOFO.
 - **Project Merit Criterion 1.2:** Describe how the project contributes to the Terrestrial and Aquatic Habitat Connectivity criterion per Section E.1.a of the NOFO.
 - **Project Merit Criterion 2.1:** Describe how the project contributes to the Leveraging Investments criterion per Section E.1.b of the NOFO.
 - **Project Merit Criterion 2.2:** Describe how the project contributes to the Economic Development and Visitation Opportunities per Section E.1.b of the NOFO.
 - **Project Merit Criterion 2.3:** Describe how the project contributes to the Innovation criterion per Section E.1.b of the NOFO.
 - **Project Merit Criterion 2.4:** Describe how the project contributes to the Education and Outreach criterion per Section E.1.b of the NOFO.
 - **Project Merit Criterion 2.5:** Describe how the project contributes to the Monitoring and Research criterion per Section E.1.b of the NOFO.
 - **Project Merit Criterion 2.6:** Describe how the project contributes to the Survival of Species criterion per Section E.1.b of the NOFO.
- **Project Readiness: Technical Assessment, Environmental Review and Permitting Risk.** Provide information to demonstrate the project readiness and likelihood of a successful project. Organize the information for an evaluation of Technical Assessment, and Environmental Review and Permitting Risk per Section D.2.c.iii of the NOFO:
 - **Technical feasibility of the project:** Describe the technical feasibility of the project, including the basis for the design and the basis for cost estimates in the application, including contingencies. Describe any scope, schedule, and budget risk-mitigation measures.
 - **Project schedule:** Provide a project schedule including all major project milestones. Include details to demonstrate that milestones will occur in a timely manner to meet obligation deadlines per Section B.6 of the NOFO.
 - **State and Local Approvals, and Federal Transportation Requirements Affecting State and Local Planning:** Demonstrate receipt or anticipated receipt of required State

and local approvals and compliance with applicable planning requirements and documents. If the project is not included in a relevant planning document at the time the application is submitted, the applicant should submit a statement from the appropriate planning agency that actions are underway to include the project in the relevant planning document.

- **State DOT Administration Agreement, if applicable:** MPOs, units of local government, regional transportation authorities, special purpose districts, and public authorities with a transportation function should demonstrate that the State DOT for that State in which the project is to be carried out has agreed to administer the grant per 23 U.S.C. 171 (f)(2)(A)(ii). The existence and documentation of such an agreement at the time of application is not required in order to be eligible to receive an award; however, FHWA will take this information into consideration when evaluating project readiness.
- **Assessment of Project Risks and Mitigation Strategies:** Identify material risks to the project and risk mitigation strategies.
- **Environmental Permits and Reviews:** Provide information on environmental reviews, approvals, and permits required by any Federal, State, or local agency. Identify the status and timeline of those reviews or approvals. Describe public engagement about the project that has or will occur:
 - **National Environmental Policy Act (NEPA) Status and Action, if applicable:** Identify if the NEPA process is applicable, or complete. If applicable and not complete, identify the timeline for the NEPA process, if a re-evaluation is required, and if the NEPA determination is or will likely be the result of a categorical exclusion, environmental assessment, or environmental impact statement.
- **Selection Considerations.** Include the requested information for FHWA to evaluate alignment with and advancement of selection considerations, as described in Section E.1.d of the NOFO. More information can be found in Section D.2.c.v of the NOFO.
 - **Safety:** Describe how the project contributes to Safety per Section E.1.D.i of the NOFO.
 - **Climate Change and Sustainability:** Describe how the project contributes to Climate Change and Sustainability per Section E.1.D.ii of the NOFO.
 - **Equity:** Describe how the project contributes to Equity per Section E.1.D.iii of the NOFO.
 - **Workforce Development, Job Quality, and Wealth Creation:** Describe how the project contributes to Workforce Development, Job Quality, and Wealth Creation per Section E.1.D.iv of the NOFO