

SHELTER SUPPLEMENTAL FORM INSTRUCTIONS

FOR MERIT CAPITAL GRANT APPLICATIONS

BACKGROUND

Transit agencies applying for the construction of new, or replacement bus shelters need to complete the [Shelter Project – Historic and Environmental Screening Worksheet](#) and attach it to their capital application in OLGA. **Note:** This requirement is only for shelter projects utilizing federal funds.

FORM INSTRUCTIONS

Applicants need to complete a copy of the form for each shelter project/location. This ensures that DRPT and FTA have enough information about the shelter and its location to perform historic and environmental screening. The form is divided into five sections, each with a series of questions.

1. CONTACT INFORMATION

Provide contact information for the agency and person filling out the form.

2. SITE AND LOCATION INFORMATION

Answer all questions about funds, site and location, ownership, and who will be installing the shelter.

3. HISTORIC RESOURCES

For this section, it is recommended you contact the locality where the shelter will be located, or use the [VCRIS mapping tool](#) provided by the Virginia Department of Historic Resources (VDHR). Below is a basic guide on how to use VCRIS. VDHR provides additional training and resources on the tool.

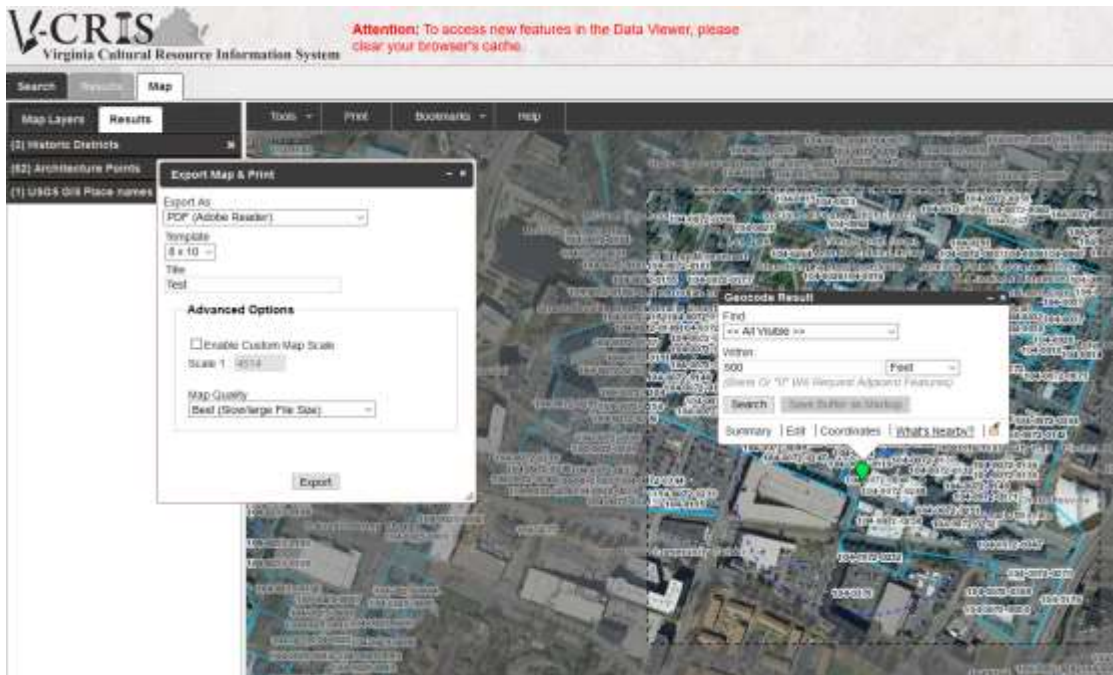
- a. Once in the tool click the map button at the top left of the website



- b. Once in the map use the Address search to locate the stop location (note you can input a street address or latitude and longitude)



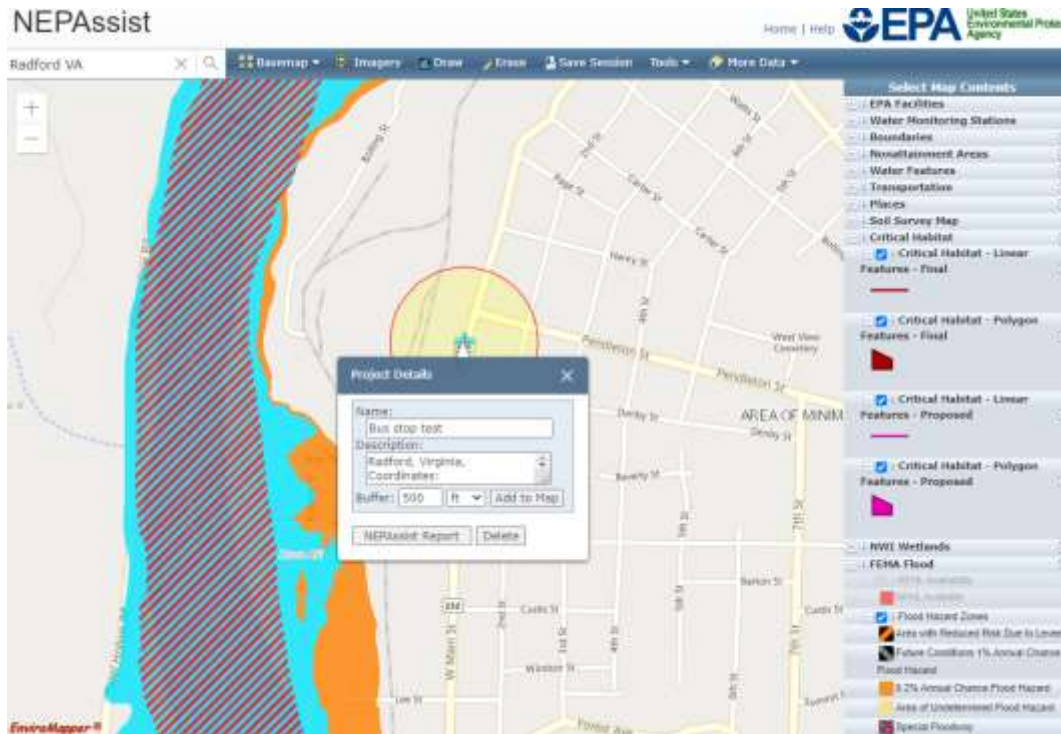
- c. Click what's nearby? On the popup and select Historic Districts from the find dropdown list. Set your distance to 500 feet. The results will be displayed on the left side of the map window. You can add the 500-foot buffer line to the map by clicking the "Save buffer as Markup" button on the popup. View the results by clicking on each of the relevant categories (Historic Districts and Architecture Points) List results in the appropriate location on the form.
- d. Download the map by clicking on the print button. This will bring up a popup window. Select PDF as the export option and give the map a name. Then hit export and wait until a message appears that says View Export. Once you click View Export your PDF will be downloaded. Attach the downloaded PDF to with your form and application in OLGA.
- e.



4. ENVIRONMENTAL CONSIDERATIONS

For this section, it is recommended you contact the locality where the shelter will be located, or use the [NEP Assist tool](#) provided by the US Environmental Protection Agency. Below is a brief guide on how to use the NEP Assist Tool.

- f. Launch the tool via the web link and input the shelter address into the search box. This will load the map. A pink cross will mark your search location. Click on this X to bring up a popup. Provide a name and set a buffer width of 500 feet then hit the “ add to map button”



- g. From the Select Map Contents on the right side view the following layers:
 - i. NWI Wetlands
 - ii. FEMA Flood
 - iii. Critical habitats
- h. Use these layers to answer the environmental questions on the form
- i. Once you have viewed these layers click back on the X and click on the “NEP Assist Report”. This will load a printable map and accompanying report. Hit the save to PDF button to download a copy of the report. Attach this report to your application in OLGA.

5. ADDITIONAL INFORMATION

Remember to attach the following documents with a copy of the shelter worksheet:

1. Project sketch showing the shelter footprint
2. Illustration of the shelter design (can be a manufacturer spec sheet)
3. Two photos of the proposed shelter location
4. A map showing the location of the shelter within the surrounding context. The map can be from Google maps, a County GIS viewers, [VDOT pathways for Planning](#), or other mapping resources freely available online.