Statewide Transportation Enhancement Program Guide

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Guide Notices

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SECTION A
PROGRAM GUIDE BASICS

Definitions and Abbreviations

AASHTO — American Association of State Highway and Transportation Officials

ADA — Americans with Disabilities Act

ALLOWABLE COSTS — necessary project expenditures incurred after federal and state authorization to proceed and otherwise eligible for reimbursement under applicable statutes and regulations. In appropriate projects, allowable costs may include costs of plans, specifications and estimates, environmental mitigation, acquisition of land or other real property, construction, construction management, administrative expenses, and interpretation or other activities to enhance the appreciation of scenic, historic, natural, or cultural resources. Expenditures for routine operation and maintenance are not allowable costs.

APPROPRIATE LOCAL OFFICIALS - principal elected officials of general purpose local governments.

CANDIDATE PROJECT - a project submitted to TxDOT by a nominating entity that is requesting the Commission to consider it for funding under the STEP.

CFR — Code of Federal Regulations

COE – Corp of (Army) Engineers

COUNCIL OF GOVERNMENTS (COG) — an association of local governments established under Chapter 391, Local Government Code, to make studies and plans to guide far-reaching development of a region, to eliminate duplication and to promote the economy of an area.

DEPARTMENT - Texas Department of Transportation

DISTRICT OFFICE - a headquarters office for one of the department’s twenty-five geographical districts into which the state is divided.

EPA — Environmental Protection Agency

EXECUTIVE DIRECTOR — the executive director of the Texas Department of Transportation or his or her designee not below the level of assistant executive director.

FEDERAL FUNDS — financial assistance provided by the Federal Highway Administration for project development.
FUNCTION — the candidate project serves a purpose relating to the existing transportation system.

IMPACT - substantiates the relation to the surface transportation system in that the candidate project creates a beneficial effect on the existing transportation system.

IN-KIND CONTRIBUTIONS - that portion of allowable costs of a project contributed by other governmental entities or private parties consisting of donations of real property, materials, or contribution of services (for PS&E only), up to 20% of the project’s cost.

JURISDICTION - for a city, the area within the incorporated city limits, including a city’s extraterritorial jurisdiction. For a county, any area within the boundaries of the county, excluding incorporated areas. For a state agency, any area within the prescribed authority of the state agency.

LOCAL AGREEMENT - an agreement between the nominating entity and the department which includes a commitment for the required local funding, describes the total scope and course of project activities, and outlines the responsibilities and duties of the participants. Also known as, the advanced funding agreement or AFA.

LOCAL FUNDING MATCH - monies or authorized in-kind contributions provided by the nominating entity to participate in costs associated with project development.

LOCAL TRANSIT OPERATOR - a public entity providing public transportation within a given region.

MAINTENANCE – general upkeep of a facility to keep it in use and stable, such as repair or replacement of worn-out, obsolete or broken parts, painting, resurfacing trails, cleanup, mowing, watering, grounds keeping, etc.

METROPOLITAN AREA - that area included within the boundaries determined pursuant to Title 23, United States Code, §134(c), and/or §8(c) of the Federal Transit Act (49 USC App. §1608(c)).

METROPOLITAN TRANSPORTATION PLAN - the plan required by Title 23, United States Code, §134(g), and/or §8(g) of the Federal Transit Act (49 USC App. §1608(g)).

METROPOLITAN PLANNING ORGANIZATION (MPO) - that entity designated by the governor in accordance with 1 TAC §§5.51-5.57 concerning Metropolitan Planning Organizations as responsible, together with the state, for carrying out the provisions of Title 23, United States Code, §134, and/or §8 of the Federal Transit Act (49 USC App. §1608). MPOs are generally composed of local elected officials, the administrators of the Statewide Transportation Enhancement Program
area’s major transportation systems, state officials, transit officials, and other interested parties.

**NOMINATING ENTITY** — Nominating entity or nominator — The state agency, agency of the state, MPO, councils of governments, city, county, or local transit operator which nominates a particular candidate project for consideration by the department, exercises jurisdiction over the geographic area in which that project is located, and commits to the project’s development, implementation, construction, maintenance, management, and financing.

**NRHS — NATIONAL REGISTER OF HISTORIC SITES** — this register lists properties that have historic significance and is maintained by the Secretary of the Interior. Current listings are made available through the Texas Historical Commission.

**NEPA** — National Environmental Policy Act

**OPERATIONAL INCOME** - net income received by the owner of a facility constructed or enhanced using funds received through the Program after deducting the costs incident to the generation of that income. The term includes, but is not limited to income from fees for services performed, use or rental of real or personal property, or sale of commodities. Taxes, license fees, fines, royalties, and other such revenues received by the facility owner or paid within the facility are not considered income.

**OPERATIONS** – providing for the operational use of a historic transportation facility for which the building was designed; such as a railroad depot.

**PE** — Preliminary Engineering — activities required to begin the development of a project from design, surveys, testing, evaluations, planning, specifications, estimates, drawings, and plans.

**PS&E** – plans, specifications, and estimates

**PUBLIC AUTHORITY** – a state agency, city, or county.

**REIMBURSABLE COSTS** — allowable costs that have been incurred by the department or the nominating entity which are eligible for federal participation and which have been approved by the Commission.

**SAFETEA-LU** — federal legislation providing the Safe, Accountable, Flexible and Efficient Transportation Equity Act – a Legacy for Users (2005)

**SHPO** — State Historic Preservation Office, is administered under the Texas Historical Commission that is responsible for issuing certifications determining whether historic properties are listed in or eligible for listing in the National Register.

**SPONSOR** — One or more individuals, partnerships, associations, private corporations, or public authorities recommending a particular project and committed to its development, and implementation.
STATE — the State of Texas or any of its political subdivisions.

STATE HIGHWAY SYSTEM - as defined in the Texas Transportation Code §221.001, that system of highways in the state included in a comprehensive plan prepared by the department’s executive director under the direction and with the approval of the TTC.

STB – Surface Transportation Board

STEP – Statewide Transportation Enhancement Program

STIP — Statewide Transportation Improvement Program is the formal program document required by Title 23, United States Code, §135(f), which is necessary to receive federal reimbursement for projects.

STP — Surface Transportation Program, a federal transportation program authorized under 23 United States Code, Section 133 for moving people and goods using various combinations of transportation modes.

SURFACE TRANSPORTATION SYSTEM - an interconnected transportation network, exclusive of airways.

TAS – Texas Accessibility Standards

TCEQ – Texas Commission on Environmental Quality

TE — Transportation Enhancement

TEPEC — Transportation Enhancement Project Evaluation Committee comprised of the executive directors or designees of these six state agencies, the Texas Department of Transportation, Texas Historical Commission, Texas Parks and Wildlife Department, Governor’s Office - Economic Development and Tourism Division, Texas Commission of Environmental Quality, and the General Land Office.

THC — Texas Historical Commission

TIP — Transportation Improvement Program is the transportation program required by Title 23, United States Code, §134 (h), and/or §8 (h) of the Federal Transit Act (49 USC App. §1608 (h)), cooperatively developed with metropolitan planning organizations which include improvement projects proposed for federal funding in accordance with the criteria set forth in federal law and federal regulations.

TRANSPORTATION ENHANCEMENT ACTIVITIES - Those activities so defined in §101(a) of Title 23, United States Code.

TTC — Texas Transportation Commission - Commission

TxDOT — Texas Department of Transportation

USDOT — the United States Department of Transportation
SECTION B
PROGRAM CALL

Introduction

The Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991, acknowledged the relationship between transportation decisions and preserving and enhancing significant natural and cultural resources. The Transportation Equity Act for the 21st Century (TEA-21) of 1998 expanded the ideas established under ISTEA to include new activities to improve our ecology and enrich our lives. Transportation enhancement provisions provided by the Safe, Accountable, Flexible and Efficient –Transportation Equity Act: A Legacy for Users (SAFETEA – LU) of 2005 includes options that can contribute to the livelihood of communities, the quality of our environment and the aesthetics of our roadways.

The Statewide Transportation Enhancement Program operates under the rules adopted and revised by the Texas Transportation Commission (TTC) on February 25, 1999, and may be found in 43 Texas Administrative Code (TAC) §11.200 – §11.205.

Transportation enhancements are funded through the Surface Transportation Program (STP), administered by the Texas Department of Transportation (TxDOT) for the Federal Highway Administration (FHWA) of the U.S. Department of Transportation (USDOT). Ten percent of STP funds are set aside for enhancement activities. New funds were authorized under SAFETEA - LU of 2005 to provide funding for an additional five year period. The TTC is issuing a call for nominations under the new funding authorization.

The funds provided by this program are on a cost reimbursement basis. The transportation enhancement program is not a grant. Projects undertaken with enhancement funds are eligible for reimbursement of up to 80 percent of allowable costs, which may include plans, specifications, estimates, environmental documentation, acquisition of real property, construction, construction management, administrative expenses, or other activities associated with the development of the project that are determined eligible. The nominating entity is responsible for the remaining cost share. One hundred percent of all cost overruns must be paid for by the nominating entity. Costs incurred before TxDOT’s authorization to proceed are not reimbursable. Other ineligible expenses include the cost of preparing a project nomination, routine operations, and maintenance of a project.

Projects entered into the Statewide Transportation Enhancement Program should integrate transportation facilities into the surrounding environment in a sensitive and creative manner that goes beyond standard or routine operations. Transportation enhancement funding dedicates revenue for non-traditional transportation-related activities. TxDOT encourages all Texans to actively participate in developing the state’s transportation goals.
Call for Project Nominations

TxDOT, in cooperation with FHWA, is pleased to announce a call for project nominations to the Statewide Transportation Enhancement Program from November 1, 2005 – April 28, 2006. This guide summarizes the program and outlines the project nomination process. TxDOT strongly encourages project nominators to be familiar with all materials in the nomination package and to contact the local TxDOT district office for assistance in completing a nomination form.

Up to 80 percent of eligible project costs can be reimbursed with federal funds by FHWA through TxDOT. At least 20 percent of the project’s allowable costs must be provided by a public authority, as the local funding match. By submitting a project for the program, the nominator agrees to enter into an agreement with TxDOT and be financially responsible for the non-federal participating funding and for implementation of a project.

The transportation enhancement program is a statewide competitive process. Nominators must provide complete nominations forms with all documentation in order for nominations to be accepted. All projects must demonstrate a relationship to the surface transportation system as detailed in the nomination guide to be considered. All complete nominations that meet the program requirements will undergo eligibility reviews by TxDOT and FHWA. Eligible projects will be evaluated by TxDOT staff and the Transportation Enhancement Project Evaluation Committee (TEPEC). TxDOT staff evaluations and TEPEC’s evaluations and recommendations are provided to the Commission. The Commission selects projects from all eligible nominations. All selections are made at the sole discretion of the Commission. Project selection is anticipated in the winter of 2006.

Project nominations must be submitted to the TxDOT District office responsible for the area where the project is located. TxDOT will not accept nomination packages after the final due date.

Final nomination packages must be submitted to the local TxDOT District office by:

**FINAL DUE DATE**
Friday
5:00 p.m., April 28, 2006:

Nomination package must include:
- Original signed nomination form (with all attachment documents)
- 12 copies of the entire nomination package
- CD containing completed form only (in an electronic Excel format)
Program Eligibility

The transportation enhancement program is unique. What differentiates it from other transportation programs is its orientation toward non-traditional transportation projects. Determining eligibility refers to the requirements that a project must meet in order to be considered for funding. Project nomination packages that are submitted to the program must also be complete. Eligibility criteria are separate from selection criteria.

In order to be eligible for the transportation enhancement program, projects must demonstrate a relationship to the surface transportation system; fit one of the 12 enhancement categories; and go above and beyond standard transportation activities. In addition to these, a project must have a nominator that complies with the program guidelines; meet standards established under the Americans with Disabilities Act (ADA) and National Environmental Policy Act (NEPA); complies with all other applicable state and federal regulations; and provides all required information.

TxDOT in consultation with FHWA will determine the eligibility of all nominated projects. Project nominations should include only eligible activities and costs. Consequently, in reviewing nominations FHWA and TxDOT may determine some candidate projects are only partially eligible and that ineligible activities or costs cannot be funded. A minimum of 50 percent of the project activities and a minimum of 50 percent of the estimated project costs must be eligible under the program rules for the project to continue in the selection process. Only eligible items will be considered for funding or for credit as an in-kind donation. Project nominators will be given the opportunity to continue in the process by appeal, if the majority of their project is eligible and a revised budget is submitted without the ineligible items.

In accordance with federal guidance, projects that solely include aviation activities are not considered surface transportation related and therefore are not eligible for funding participation. To be considered eligible for funding, projects that include aviation activities must incorporate various other surface transportation modes, such as automobiles, trains, and/or ships into the project.

Transportation Relationship

Transportation enhancement projects must establish a relationship to the surface transportation system by either function or impact. Once a relationship to the surface transportation system is established, transportation enhancement activities can be implemented in a variety of ways. They can be developed as parts of larger transportation projects, as parts of larger joint development projects or as stand-alone projects. A project must demonstrate one of the following relationships to the surface transportation system:
Function
A candidate project can establish a relationship by function if it serves a purpose relating to the existing surface transportation system. Facilities originally designed as part of the system, including historic bridges and railroad depots, or facilities that compliment the system, such as facilities for bicyclists and pedestrians, serve the surface transportation system through function. Operation of visitors centers or transportation-related museums are other examples of projects that relate to the surface transportation system by function.

Impact
A candidate project can establish a relationship by impact if it creates a beneficial effect on the existing surface transportation system. Activities such as aesthetically improving a roadway median through a landscaping activity or creating wetlands by filtering pollution from highway water runoff will serve the surface transportation system through impact.

Go Above and Beyond
Projects must go above and beyond standard roadway activities regularly performed by TxDOT. Standard activities that comprise a minor or incidental part of a project’s budget may be considered for funding, if that activity is required to accomplish the overall scope of work. Example: putting in a new curb and gutter with the addition of a sidewalk improvement project. It is advisable to consult with the TxDOT district office in your area for assistance in making this determination.

Adding left hand turn lanes, medians in roadways, curbs and gutters, roadway lighting, as well as resurfacing roadways, utility readjustments or lane widening are examples of standard roadway improvements. Activities required to meet ADA compliance must be included when providing TE improvements. However, TE projects should not be used to singularly meet federal compliance of mandated activities.

It is recommended that incidental cost be kept to a minimum. For example: in order to implement a TE bicycle and pedestrian project, it may be necessary to relocate a water line, replace a street light and resurface a crosswalk during construction - as incidental activities. All incidental activities should equal no more than 30 percent of the project’s construction cost.

Qualifying Categories
Projects must qualify under one of the 12 allowable categories:

1. Provision of facilities for pedestrians and bicycles — Activities in this category should relate to the existing surface transportation system by enhancing or providing bicycle and pedestrian modes of travel. Projects must be principally for transportation rather than purely recreational purposes and have logical endpoints. Trails (including shared use paths) and walkways should provide alternate pathways for pedestrians and nonmotorized vehicle uses. Constructing or reconstructing walking and biking trails that join communities, shops, schools, businesses, activities and recreation sites enhance the
system. Other activities in this category may enhance the surface transportation system through more aesthetic routing, or design. Consider improving other existing facilities to make them safer and more user-friendly for pedestrians and bicyclist, such as adding bicycle parking or lockers at a rail station. Amenities that make these facilities more popular or attractive, such as landscaping or street furnishings for pedestrians, including pedestrian lighting, are also eligible activities.

Bicycle and pedestrian projects must be independent of new roadway construction and rehabilitation. Construction or reconstruction of a bike lane or pedestrian bridge may be eligible. Bicycle lanes that consist of a portion of an existing roadway that is designated by striping, signing and pavement markings for the preferential or exclusive use of bicyclists are also eligible.

When creating crosswalks, it is recommended that concrete pavers be used instead of bricks to delineate and enhance the designated walking area. Placing bricks on the US/STATE highway system is not allowed.

Stand alone parking lot projects for future bicycle/pedestrian facilities or general parking for an area is not eligible.

Activities that are conducted as an incidental and routine part of new transportation projects to accommodate routine use by pedestrians and bicyclists are not eligible. Facilities incorporated in current transportation projects may not qualify for TE project funding. Paved shoulders, wide curb lanes, sidewalks, and curb cuts are not eligible if incidental and routine to road construction or reconstruction.

Facilities for bicycles and pedestrians may allow equestrian use, but facilities exclusively for equestrian activities are not eligible for enhancement funding. Federally funded facilities under the TE program, also do not allow for the use of trams, ATV's, motorcycles or other motorized vehicles. Exceptions include the use of motorized wheelchairs and electric motor-assisted bicycles (under 100 lbs with a top speed of less than 20 MPH and that comply with local ordinances).

All bicycle facility projects must be designed and constructed to meet the criteria outlined in The Guide for Development of Bicycle Facilities, published by the American Association of State Highway and Transportation Officials (AASHTO). All pedestrian facility projects must comply with AASHTO's guide, A Policy on Geometric Design of Highways and Streets, and The Secretary of the Interior's Standards for Historic Preservation, where applicable. All TE projects must be ADA compliant.

When proposing reconstruction or rehabilitation of sidewalks and streetscape type work; consider that the project’s activities may be affected by their proximity to historic properties and the type of work to be performed within the proposed area. If the sidewalks themselves or adjacent buildings in the project area are more than 50 years of age, please consult with THC as to types of activities that would be recommended to enhance the project area.
Do:
► Construct new sidewalks, separate walking trails/paths, and bike paths.
► Construct or improve marked bike lanes on existing roadways.
► Add or improve road shoulders to accommodate a marked bike lane for cyclist.
► Construct pathways to connect downtown or residential neighborhoods to a park and ride lot, schools, business centers, parks, transit centers and shopping.
► Include landscaping, trash receptacles, lighting and other street furnishing as well as crosswalks for pedestrians.

Don’t:
► Install streetlights intended to light the roadway and consider them pedestrian lighting.
► Create a velodrome, running/jogging track or loop, mountain bike or similar recreational trail.
► Perform sidewalk repair/maintenance or ramps for ADA compliance, unless incidental to construction of new sidewalks.

2. Provision of safety and education activities for pedestrians and bicyclists — Activities in this category include all types of training programs to educate the public on safety features and information available for cyclists and pedestrians. Eligible activities for this category may include, but are not limited to, producing brochures and other promotional material; and training and development. Instruction in schools, institutions and groups to promote bicycle and pedestrian safety is also eligible. Programs must be consistent with local ordinances on bicycle and pedestrian travel.

Do:
► Print brochures and other promotional material for visitations to schools and other institutions and groups to promote or teach bicycle and pedestrian safety.
► Create a training program for children to learn rules of the road for cyclist and pedestrians.
► Conduct workshops for adults to learn commuter routes and educate them on safety features available for cyclist.

Don’t:
► Duplicate a safety and education program that is currently available in your area.
► Create promotional material to give away, without any accompanying educational activity.

3. Acquisition of scenic easements and scenic or historic sites — Activities in this category may be used to purchase or donate real property that possesses significant aesthetic, historic, natural, visual or open space value. Acquisition of the real property should enhance the transportation user’s experience of the surface transportation system and contribute to the system. Planning, transaction fees for surveys, appraisals, and relocation costs, legal costs or purchase costs are also reimbursable. Funds can cover the acquisition of real property listed in or eligible for listing in the National Register of Historic Places. A current certification by the State Historic Preservation Office of the Texas Historical Commission must accompany the nomination in order for historic properties to be considered for the transportation enhancement program.
Scenic properties must have a determination by a governmental body that acknowledges that the property being nominated to the program possesses qualities that are either aesthetically appealing or have visual or open space value and are beneficial to the surface transportation system.

Real property that is purchased for its scenic or historic characteristics must be maintained accordingly. A maintenance plan to ensure preservation of those qualities for which the real property is acquired must be provided in the nomination form.

The acquisition of real property for purely recreational use is not allowable.

**Do:**

► Verify that the land is available for purchase or donation and supply supporting documentation for the project nomination; include a property description and its fair market value.

**Don’t:**

► Acquire land already planned or permitted for development.

4. **Scenic or historic highway programs (including providing tourist and welcome center facilities)** — Activities in this category include projects that protect and enhance the scenic, historic, cultural, natural and archaeological aspects of scenic or historic highways. Projects do not have to be included in a federal scenic or historic highway program, but must relate to recognized or established scenic or historic sites. Facilities may consist of new construction or rehabilitation in adaptive reuse. Projects that incorporate tourist and welcome centers should be operational during the periods that visitors would normally utilize those facilities. The hours of operation must be included on the nomination form.

**Do:**

► Construct tourist and welcome centers related to scenic or historical sites.
► Have tourist and welcome centers open during the hours most people travel and that provide 24-hour access, to an ADA restroom, water, and shelter.
► Convert a historic building into a tourist and welcome center.
► Develop and distribute information relating to recognized scenic or historic highway programs.

**Don’t:**

► Create a highway rest area or welcome center that does not relate to any historic or scenic sites.

5. **Landscaping and other scenic beautification** — Activities in this category should aesthetically or environmentally enhance, improve or protect the natural attractiveness of areas "within the view shed" of a highway or other surface transportation facility. Eligible activities include landscape planning, design, and construction activities that enhance aesthetic or ecological resources along highways, other transportation corridors and points of access. Landscaping activities may also be included as a part of other projects.
Landscape design may include elements for specialized paving surfaces and walls or retaining walls for erosion control. Landscaping may also include street furnishings such as benches, tables, trash receptacles and pedestrian lighting. When landscaping activities are performed they should respect the natural heritage and regional character of an area with appropriate design and plant selection. Activities such as planting vegetation and vegetation management (including the removal of invasive plants and revegetation with native plants) are encouraged. The development of decorative and functional green spaces can include irrigation systems, site grading and planting design.

Undertakings such as statues, murals, gateway signs, flags, and monuments will not be considered for funding participation due to their transitory and interpretive nature. However, when artistic undertakings such as these are desired, TxDOT will consider funding the foundations for such elements, if the nomination provides detail of the items description and cost when submitted for review and provided for in the project’s budget.

**Do:**
- Landscape a city entrance way with native species of grasses and plants.
- Construct a streetscape project that will have an aesthetic impact on the community and highway system, by including vegetative landscaping and attractive hardscape.
- Plan an irrigation system to water the native plants.
- Consult with THC before nominating any project within or adjacent to any structures that are 50 years of age or older (see Section D of the guide).

**Don't:**
- Construct noise barriers or drainage improvements
- Include post-construction finish work such as replanting or reseeding.
- Plan on reimbursement for routine, incidental, or maintenance activities such as cutting grass, tree pruning or removal, or erosion mitigation.

6. **Historic preservation** — Activities in this category include all aspects of historic preservation, such as identification, evaluation, documentation, acquisition, protection, management, rehabilitation, restoration, and stabilization of historic properties. Historic properties are sites, structures, objects, landscapes, or districts included in or eligible for inclusion in, the *National Register of Historic Places*. All work to be performed on historic properties must be done in compliance with the *Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings* or the *Secretary of the Interior’s Standards for Historic Preservation Projects*, and state historic building codes. Only those work items that conform to these standards will be considered eligible work items for transportation enhancement funding. Because historic rehabilitation can involve specialized and labor-intensive work, applicants are strongly encouraged to consult with preservation architects or contractors experienced in this type of work before developing their project's scope of work and budget. However, any costs associated with these activities prior to selection and approval by the Commission, are not eligible for reimbursement. All work must be performed and managed by personnel who are qualified professionals educated and experienced in historic-preservation activities.
In order to be eligible for transportation enhancement funding, historic properties must be listed in or determined eligible for listing in the National Register of Historic Places and have a relationship to the surface transportation system. A current certification by the State Historical Preservation Officer of the Texas Historical Commission must accompany the nomination in order to be considered for the program.

Acquisition of historic artifact collections and exhibits are not eligible under the transportation enhancement program. Activities required to eliminate or mitigate the effect of a transportation project on any historic real property are not eligible. This transportation enhancement program category does not include reconstruction, i.e., building replicas of historic structures or buildings.

A preservation project arising from the deferment of maintenance that should have been performed as a condition of a previous preservation agreement will not be eligible.

Tenant improvements are not eligible.

In order for the total cost of exterior restoration to be considered eligible, the entire interior must have a current or historic relationship to the surface transportation system. Projects proposing restoration of historic buildings must include current and proposed floor plans showing the function of each room on each floor. The function of the rooms must serve in a manner that relates to the surface transportation system to be eligible. Funding of exterior restoration will be based on the percentage of the interior space being utilized for transportation related activities. For example, if 55 percent of the interior of a building will be used as a transportation museum, then funding for the exterior restoration will be limited to 55 percent.

Historic preservation projects must enable a transportation-related use of the historic property and be open to the general public.

Do:
► Restore a historic building to be used as a multi-modal center, transit office, or visitors center.
► Restore a historic building to be used as a bicycle and pedestrian facility.

Don’t:
► Place a tourist brochure rack or kiosk and call it a visitors center.
► Plan on preservation of any historic structure that has no relationship to the surface transportation system through either function or impact.

7. Rehabilitation and operation of historic transportation buildings, structures, or facilities, including historic railroad facilities and canals — Activities in this category include historic transportation buildings and other structures and facilities related to the operation, use, construction or maintenance of any mode of surface transportation (exclusive of solely aviation).

Rehabilitation means the process of returning the real property to a state that makes possible a contemporary use while preserving the significant historic features of that real
property. Subsequent conversion costs for non-transportation related activities or tenant improvements are not eligible.

Eligible activities may include interior and exterior restoration to the original state and adaptive reuse for transportation purposes. Interior restorations of historic transportation structures serve a function of interpreting transportation history. Adaptive reuse is allowable provided the real property will benefit the general user of the surface transportation system and not simply individuals having a specific business in the facility.

The types of historic structures and facilities eligible under this category include, but are not restricted to, tunnels, bridges, trestles, canals, viaducts, stations, rails, non-operational vehicles, and other transportation features related to the operation, passenger and freight use, construction, preservation or maintenance of any mode of surface transportation (exclusive of aviation).

All work to be performed on historic properties must be done in compliance with the Secretary of the Interior's Standards for Historic Preservation Projects or the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, and state historic building codes. Only those work items that conform to these standards will be considered eligible work items for enhancement funding. Because historic rehabilitation can involve specialized and labor-intensive work, applicants are strongly encouraged to consult with preservation architects or contractors experienced in this type of work before developing their project's scope of work and budget. Any cost associated with these activities prior to selection and approval by the Commission are not eligible for reimbursement. All work must be performed and managed by qualified professionals, educated and experienced in historic-preservation activities.

In order to be eligible for enhancement funding, historic properties must be listed in or determined eligible for listing in the National Register of Historic Places. A current certification by the State Historic Preservation Office of the Texas Historical Commission must accompany the nomination in order to be considered for the program.

Projects seeking to restore historic brick streets must first have an engineering study done prior to replacement to determine if the bricks possess an acceptable glazing/skid factor. The engineering study must be performed by TxDOT and will be eligible for cost reimbursement as long as it is performed after the project receives federal authorization to proceed and the cost was included in the original budget. The majority of bricks in a project must already be in place and cannot be reinstalled or have asphalt removed, if they have been surfaced over. Bricks may not be replaced on the US/State Highway system.

Projects nominated in this category must enable transportation-related use of the historic property consistent with the historic character of the property and be open to the general public.

Do:
► Restore railway depots as multi-modal centers.
► Restore a historic bridge to be used as an alternate-crossing route for bicycle and pedestrians.
Don’t
► Relocate a historic structure without contacting the Texas Historical Commission to determine if it will still qualify for listing in the National Register of Historic Places.
► Restore a historic structure to be used as a retail store, leased office space or for other commercial operations that is not transportation related.

8. **Preservation of abandoned railway corridors, including conversion and use for pedestrian and bicycle trails** — Activities in this category include the acquisition, rehabilitation and development of corridors for bicycle or pedestrian use. Trails must be designed and constructed in accordance with AASHTO’s *Guide for the Development of Bicycle Facilities, a Policy Guide for Geometric Design of Highways and Streets* and ADA requirements. Eligible railway corridors include only those that have been authorized for abandonment; have abandonment proceedings pending before the Surface Transportation Board (STB); or are purchased or donated from the legal owner of the property. Preservation of an abandoned rail corridor must lead to the development of a pedestrian and/or bicycle facility and/or greenbelt and is not intended to solely preserve the rail corridor for future use.

It is advisable to have an environmental analysis of the property done prior to considering a project of this nature for nomination. Any cost associated with the environmental analysis performed prior to selection and approval is not eligible for reimbursement. Rail corridor environmental mitigation costs can be significant and are not allowable reimbursement costs under the program.

Describe in the nomination how the corridor to be used in the project was or will be acquired.

Note: Property that has been determined approved for or has applied for rail-banking status will not be considered for funding through this program.

Do:
► Create bicycle and pedestrian facilities connecting neighborhoods, schools, and shopping centers.
► Acquire rail property that has been abandoned or sold to act as a greenbelt buffer.

Don’t:
► Purchase a corridor solely to preserve it for future use.
► Use a rail-banked corridor for proposing a trail project.

9. **Control and removal of outdoor advertising** — Activities in this category include the control and removal of abandoned or nonconforming signs, billboards, displays and devices. This is in addition to exercising effective control of outdoor advertising through the removal of illegal signs. This category may include compilation of an inventory of nonconforming outdoor advertising displays. Removal of billboards that conform to local, state, and federal requirements and controls are not eligible.
Non-conforming signs may be acquired for removal with federal funds. Effective controls must be in place to prohibit new signs from being erected where those removed with federal-aid were located.

Do:
► Provide documentation that the billboards are nonconforming.
► Provide documentation that the owner has been advised to remove them.

Don't:
► Propose taking down legal conforming billboards or buying out billboard owners.
► Propose removal of billboards along locally classified roads.
► Propose to remove nonconforming billboards in TxDOT's right of way. (TxDOT can accomplish this without Enhancement Program funding.)

10. Archaeological planning and research — Activities in this category include archaeological planning and research on sites related to transportation. It also includes experimental projects for archaeological site preservation and interpretation, and improvement of methods of identification, evaluation and treatment of archaeological sites. Eligible activities include problem-oriented analysis and synthesis using data derived from (though not limited to) transportation-related archaeological projects, and the development of national and regional research designs to guide future surveys, data recovery and synthetic research. Nominations must have the approval of the State Historic Preservation Officer. All work must be done in compliance with the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation, or Secretary of the Interior’s Standards for Historic Preservation Projects, or the National Register Bulletin Number 36: Guidelines for Evaluating and Registering Historical Archeological Sites and must be managed under the direction of qualified professionals who are educated and experienced in archaeology. Project sites must be associated with transportation facilities. The project must produce a useable product (such as a report, data base or site identification system).

Do:
► Stand-alone archaeological planning and research projects related to transportation.
► Archaeological site research relating to transportation, including interpretation and display of the information discovered.

Don't:
► Create area wide archeological inventories or studies unrelated to the surface transportation system.
► Conduct field inventory or reconnaissance where archaeological resources are known or likely to occur.
► Propose archeological planning, research and data recovery associated with a planned Local, State or Federal highway improvement project.

11. Environmental mitigation —

a) Environmental mitigation to address water pollution due to highway runoff — Activities in this category include programs designed to minimize pollution associated with storm-water runoff from transportation facilities. Eligible mitigation projects include those that incorporate aesthetic and ecological considerations and promote recharge. Normal
storm sewer construction and maintenance is not eligible unless it is integral to a larger, eligible enhancement project.

Activities that have been identified as requirements of storm water permits are not eligible for enhancement funding.

Acquisition of real property is not considered an eligible mitigation of water pollution unless the acquisition fulfills the mitigation objective.

Activities must go beyond what is normally required for mitigation of transportation projects, and beyond routine or required maintenance of existing transportation facilities.

**Do:**
- Create traps, basins, sedimentation ponds and other structures to capture highway runoff.
- Plant native species or aquatic vegetation to create a filtration system, beautify the highway, prevent soil erosion, and water pollution due to highway water runoff.

**Don't:**
- Plan activities, which have been identified as requirements of storm water permits.
- Include a mitigation project as part of a new highway expansion.
- Create a water mitigation project to filter water runoff from a private parking area.

**b) Environmental mitigation to reduce vehicle-caused wildlife mortality while maintaining habitat connectivity** — Activities in this category should help preserve wildlife by using methods that have either been established or are being researched to establish protection of wildlife relating to vehicle incidents on roadways, without disconnecting habitat of the wildlife. Mitigation can consist of, but is not limited to, constructing fences, purchase or lease of real property, constructing wildlife tunnels or bridges, and planting native vegetation as sight buffers or grazing deterrents.

It is strongly recommended that the nominating entity contact the local TxDOT District Environmental Coordinator to discuss the development of the project's scope within this category.

**Do:**
- Build wildlife bridges and fences, constructing them in a known wildlife crossing area to encourage wildlife crossings over or under the highway system.
- Install or modify culverts to accommodate wildlife passage beneath highways.
- Replace existing roadside vegetation with appropriate low-growing species to improve visibility to and from roadside areas, or with appropriate species less attractive to wildlife.
- Monitor and collect data on habitat fragmentation and vehicle-related wildlife mortality

**Don't:**
- Submit a project that will use property as a nature preserve.
- Propose creating stock tanks and feeding programs to help support hunting programs.
12. Establishment of transportation museums — Activities in this category may include new construction or rehabilitation and reuse of historic or non-historic structures, to house transportation exhibits such as trains, ships or automobiles that were instrumental in the development of the surface transportation system. Museums may incorporate an aviation element provided that other surface transportation modes are included. Acquisition of historic artifact collections and exhibits are not eligible under the transportation enhancement program.

Projects must produce a useable facility that is open to the public, meet ADA accessibility requirements, and return all profits derived from the facility back into the operation and maintenance of the facility. Items allowable for reimbursement are those that provide for the building/structure itself and not the furnishings. All reimbursable items must be determined to be fixed assets of the building.

Do:
► Restore a historic structure to be used as a transportation museum.
► Construct a new building to be used as a transportation museum.
► Showcase different transportation modes and technology relative to surface transportation.

Don't:
► Include the cost to acquire artifact collections or exhibits.
► Establish a museum for aviation activities only.
► Include office furniture, computers, movie projectors and other removable equipment as part of the facilities reimbursable costs.

Complete Nomination Packages

TxDOT Districts will perform initial technical reviews of the nominations and help to determine that all information has been provided. Nominators are strongly encouraged to submit their nomination early, prior to the deadline. In working with the Districts on the review of the nomination package it may be necessary for the nominator to provide additional or replacement information. Districts must perform a technical review and confirm that the package is complete. The earlier the submission the smoother the process will be, to assure that all required information is provided. Incomplete or insufficient nominations will not be accepted.
Other Eligibility Considerations Regarding…

Federal and State laws and regulations
Transportation enhancement projects must comply with all applicable state and federal laws and regulations, including environmental requirements.

All projects must comply with the ADA mandate of accessibility. Projects to retrofit existing facilities solely for conformance to accessibility standards do not qualify for enhancement funding. Standards for ADA may be found in the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities.

Various environmental actions required by NEPA and storm sewer maintenance are not eligible unless they are an integral part of a larger qualifying project. TxDOT must determine that these activities are vital to the success of the project as a whole before they can be determined eligible.

Some mitigation costs may be eligible for reimbursement for certain activities as long as those activities are necessary to complete an eligible project. Removal, containment, and disposal of materials that at one time met acceptable building standards, such as the use of lead paint and asbestos may be allowable mitigation costs, if they are included in the requested itemized budget. However, mitigation cost to cover the removal of underground storage tanks, hazardous material spills or other environmental pollution is not eligible under the program.

Project costs incurred prior to project selection by the Commission and TxDOT approval to proceed are not eligible for reimbursement.

Property
Improvements to real property owned by private, non-profit organizations may be considered eligible. A statement from the current property owner, stating their willingness to dedicate the use of the project property to the public, for a period of not less than 10 years, must be included in the nomination. If selected for funding, an agreement between the owners of the real property and the nominator is required. The local agreement between the nominator and property owner must be executed prior to the execution of the project agreement between the nominator and TxDOT. The agreement must establish that the project will be dedicated for public use as approved by the TTC, for a period not less than 10 years and define the responsibilities of the parties as to the use, operation, and maintenance of the project. The 10 year period is a minimum recommendation. (Please refer to the Real Property Acquisition of Section C in this guide for comparative cost and time limits.) Ultimately, the nominator will be responsible for the operation and maintenance of the project in the agreement between TxDOT and the nominator.

Public land may be used as the local funding match, as long as the land is donated from one public entity to another. An agency may not donate land to itself. The land must be or have been acquired in accordance with all state and federal regulations, including the Uniform Relocation Act. Acquired land must be located within the project's area.
Activities
Master plans, feasibility studies, general planning not leading directly to a specific, tangible transportation enhancement project, and salaries for the staff to perform such planning, are not eligible items for funding. Planning may be appropriate in some categories if the activity leads directly to a specified enhancement activity whether or not actual construction is involved. Planning for some archaeological activities may also be eligible.

Upon completion, a facility must be open to the public for a period of not less than 10-years. A nominal fee to cover operation and maintenance expenses of the facility may be charged. The nominating entity is the party responsible for the operation and maintenance of the facility and will be the contracting party with TxDOT. The facility may not be used for commercial or for-profit activities during the time specified in the agreement with TxDOT for the use period of the facility.

When proposing projects that are adjacent to or include areas that contain buildings or other structures that are 50 years of age or older, even streetscape or landscape type projects may be affected by their proximity to the activities that may be performed. Please consult early with THC when historic properties are present, to help determine the appropriate improvements. Be aware that project activities may be affected by their proximity to historic properties and the type of work to be performed within the proposed project area.
Local Funding Share

Cost Considerations

The funding provided by this program is on a cost reimbursement basis. Projects undertaken with enhancement funds are eligible for reimbursement of up to 80 percent of allowable costs. The funds approved by the Commission and programmed into the State Transportation Improvement Program (STIP) are a fixed amount. All non-federal participating costs, including cost overruns, must be furnished through the nominating entity. Costs incurred before TxDOT authorization to proceed are not reimbursable. Other ineligible expenses include the costs of preparing a project nomination, and for routine operations and maintenance of a project. Should the nominating entity not be in compliance with federal and state regulations or not complete the project, TxDOT will seek reimbursement of expended federal funds.

A minimum match of 20 percent local funding to a maximum 80 percent federal funding is required in each project phase when federal reimbursement is requested. Nominating entities may exceed the minimum match requirement. Non-eligible activities should not be included in the enhancement project nomination form. TxDOT authorizes expenditures in project phases (preliminary engineering, real property acquisition, and construction).

To be eligible for reimbursement, all project costs must be included in the itemized budget section of the nomination form and approved by the Commission. Costs may be shifted between eligible work categories upon receiving TxDOT approval. Reimbursable environmental evaluation and mitigation costs, which may arise in the course of the project, must be included in the itemized budget section of the nomination form in order to be eligible for reimbursement.

Obtaining realistic cost estimates for the services to be performed are extremely important to insure that adequate funding is secured. Only those approved items of work and cost estimates established in the nomination form will be eligible for federal funding participation. Administrative costs which are incurred by TxDOT and the nominating entity are allowable costs. It is recommended that the services of a professional engineer, architect, landscape architect or contractor be obtained to assist in development of the required project services and cost estimates. Costs for professional services associated with preparation of the nomination form are not eligible for reimbursement.

In-kind Contributions

Donations of real property, materials and services required for the development of the project may be eligible to count towards the local funding share of a project as in-kind contributions. Donations may be made by other governmental or non-governmental organizations. Nominators may not donate items to themselves to count as in-kind contributions. The value of the items being donated to the nominating entity for the project will be based on the fair market value of the materials at the time of donation. In-kind
service contributions are limited to the preparation of the plans, specifications and estimates. TxDOT will allow in-kind service contributions of up to 20 percent of the project’s estimated cost. Local match (up to 20 percent) may be made up of cash and/or contributions of donated real property, services, and/or materials. Any local match offered over the required 20 percent, must be in cash. In-kind donation credit will not be given for lease or easements of property. The nominator may also provide other services to reduce the overall cost of a project, but it will not be considered as an eligible in-kind contribution.

Donations of real property must be for project purposes only. The value of the donated real property will be based on the appraised fair market value at the time of the donation. Real property that has been acquired by the nominator for the project prior to selection does not qualify for donation credit.

All donations must be documented. The nominator must supply a letter from the donor, stating their intent to donate, who will be receiving the donation, the item(s) to be donated, and the fair market value of the item(s). The letter(s) must be included as an attachment to the nomination form. All donations must be made in the name of the nominating entity in order for them to count toward the project’s match.
Nomination Process

Transportation enhancement projects result from the ideas and inspirations of individuals interested in creating improvements to the surface transportation system. Projects must be submitted by a public authority that will act as the nominating entity. The nominating entity must exercise jurisdiction over the geographic area in which the project is located and be willing to commit to the recommendation, implementation, development, construction, maintenance and financing of the project. Individuals, associations, public or private corporations, non-profit groups or other public authorities not shown in the Designated Nominating Entity's Chart (in this section) that have ideas for projects are encouraged to find an eligible nominator to represent them in a project nomination. All projects must have an eligible nominator.

Projects that are within a single metropolitan area must be submitted to the Metropolitan Planning Organization (MPO) for approval prior to the submission to TxDOT. Please provide a letter of support from the MPO/COG in the nomination package. If the MPO/COG chooses to rank the projects within their area, include their assigned ranking of the project along with their letter of support. Early coordination with the MPO for additional guidance and assistance may help with the preparation of the nomination. The MPO/COG must provide official documentation that the project, if approved for funding, will be included in the local Transportation Improvement Plan (TIP).

Additional time may be required to acquire the approvals and paperwork from other agencies and organizations. Many have a minimum review period of 30-days prior to submission. Leave sufficient time for the nomination to be reviewed by all that are applicable:

- an MPO or COG
- TCEQ
- THC
- TxDOT
- Railroads

Guidebooks, nomination forms, and instructions are available at this web site: http://www.dot.state.tx.us/te

Contact the TxDOT District Office in the area where the project is to be located as soon as it is determined that the nominating entity intends to submit a project. The determination that the nomination package is ready for submission is made by the District that will sign the nomination form. Originals and copies of the final nomination and the CD should be made by the nominator and provided to the District. The nominator is encouraged to turn in the nomination package early. **No nomination will be accepted after the final submission due date.**

An early technical review, prior to the deadline, can be performed by the TxDOT District in which the candidate project is located. An early review is beneficial to the nominator so that they have an opportunity to discuss the project concept and technical feasibility.
with TxDOT staff prior to final submission of the nomination package. With an early review, the nominator is able to make adjustments for items that might be overlooked or underestimated or do not meet current standards and requirements. Basic design standards as well as ADA compliance must be considered in the development of the nomination as these important details can affect the overall budget of the project. Budgets approved by the commission are a fixed funding amount. If the budget is underestimated, the nominator will be responsible for all additional cost. Early review with the District does not guarantee eligibility or selection, but it does give the nominator a better chance at having a well thought out and complete nomination package.

It is important that the District review the supplemental information, attachments, and certifications in the nomination package. If any required information is missing or insufficient, early submission gives the nominator an opportunity to complete the information that is needed. Nominations must be submitted to the District in which the candidate project is located. Incomplete packages will be considered ineligible.

A nominating entity may prioritize enhancement projects nominated from within its jurisdiction.

**Letters or other evidence of support of the project must be included with the project nomination only. Limit attachments to no more than 10 pieces for each item requesting supplemental information.**

A discussion of the opportunity for public participation must be included in the nomination form. TxDOT strongly encourages nominating entities to obtain early community support. Support should be established prior to submitting the project nomination. It is through community support and involvement that projects are successful.

Evidence of support for the candidate project must be in the form of a resolution or other official document from all governing bodies in the project area and submitted with the nomination form. Nominating entities that are proposing candidate projects calling for work in multiple metropolitan areas, cities or counties must provide copies of the nomination package to the presiding officials of the governmental bodies within the project area.

All candidate nomination packages become the property of TxDOT and are subject to the Open Records Act.

TxDOT strongly encourages the nominating entity to contact the local TxDOT District Enhancement Coordinator early for assistance in completing the nomination form. A list of TxDOT districts and coordinators is provided in Section D of this guide.
TxDOT will receive and consider for funding project nominations from specific nominating entities, depending on the location of the project, as outlined below.

**DESIGNATED NOMINATING ENTITY CHART**

<table>
<thead>
<tr>
<th>Nomination Process</th>
<th>Then the Eligible Nominating Entity is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Located within a single city or within a single metropolitan area,</td>
<td>The governing body of the city or MPO.</td>
</tr>
<tr>
<td>Located in a rural area in a single county and not within a metropolitan area,</td>
<td>The governing body of the county.</td>
</tr>
<tr>
<td>Located on public lands managed by a state agency and located in a rural area in</td>
<td>The state agency managing those public lands.</td>
</tr>
<tr>
<td>a single county and not within a metropolitan area,</td>
<td></td>
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<tr>
<td>Located in multiple jurisdictions consisting of any combination of metropolitan</td>
<td>Either:</td>
</tr>
<tr>
<td>areas, cities not within a metropolitan area, or rural areas in one or more counties,</td>
<td>· A state agency,</td>
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<td></td>
<td>· An agency of the state,</td>
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<td></td>
<td>· A local transit operator,</td>
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<td></td>
<td>· Any one MPO, the governing body of any one city or county, or any</td>
</tr>
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<td></td>
<td>one council of governments.</td>
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</tbody>
</table>
Evaluation and Selection

Technical Review

As nominations are processed at the TxDOT Division level, additional technical reviews will be performed. TxDOT will consult with appropriate TxDOT Divisions, and state and federal agencies to assess the project’s conformity with technical standards established by applicable laws, regulations, and accepted professional practice. The reviews will also consider the preliminary feasibility and appropriateness of the scope of work, including review of the project’s itemized cost estimate.

Screening for Eligibility

TxDOT staff will review each nomination for completeness and eligibility with FHWA. If the nomination fails to meet the criteria for eligibility or supply sufficient supporting documentation, a notice will be sent to the nominating entity explaining why the nomination is ineligible. For a nomination to continue to be considered, a minimum of 50 percent of a project’s activities and a minimum of 50 percent of the estimated project’s cost must be deemed eligible under the program rules.

The nominating entity may request reconsideration of the determination of ineligibility in a written appeal addressed to TxDOT’s Executive Director within 15 days after receipt of notice. The appeal must cite the elements of the project the nominator believes are eligible under the program rules. If any items are still determined ineligible, the nominating entity will be given the opportunity to remove the ineligible items from the project description and budget and resubmit the eligible items to allow the project to remain in competition. The determination by the Executive Director, in response to the appeal is final.

Evaluation and Recommendations

TxDOT Districts and Divisions review and evaluate projects. Additionally, TxDOT staff reviews projects with TEPEC, an advisory committee, to consider and discuss the eligible candidate project’s relationship and potential benefit to the surface transportation system. TxDOT staff and the committee will evaluate the function and impact of each project based on the quality of the project, the geographic scope of the project’s benefits and the project’s transportation enhancement value. TxDOT will prepare staff and TEPEC recommendations as to which projects are suitable for funding and provide these recommendations to the Commission.
Selection

The Commission will select projects for funding from the list of all eligible candidate projects, considering TxDOT staff and TEPEC evaluations and recommendations. In evaluating the projects the Commission will consider, but is not bound by TEPEC’s recommendations and evaluations. Consideration will also be given to other relevant information and comments including:

- the amount of funding match provided;
- evidence of support or opposition;
- the nominator’s and/or MPO/COG’s priority ranking (if provided);
- the project's potential benefit to the state;
- the department’s policy matters;
- evidence that sufficient consideration was given to meet acceptable established standards, practices, and requirements;
- that the project contributes to the safe, effective and efficient movement of people and goods; and
- other project specific information as appropriate

The funds awarded by the Commission are a fixed amount. Any budget overrun will be one hundred percent the responsibility of the nominating entity. Eligible candidate projects that are not selected may also be resubmitted during subsequent program calls (if applicable) as long as current supporting documentation is provided. Ineligible candidate projects may not be resubmitted for subsequent program calls without revisions. Projects previously selected by the Commission may compete for additional funds to complete or expand their project. The decision of the Commission is final and not subject to appeal.
SECTION C
PROJECT IMPLEMENTATION

Project Administration

Projects may be administered by TxDOT or the nominator. The nominator may act as lead in administering the project provided that the:

- local TxDOT District policy allows for local administration and letting;
- nominator’s procedures are in accordance with State and Federal rules and regulations, and
- nominator receives special approval from the TxDOT Administration

If the nominator requests to locally administer the design and/or construction of the project, the nominator must supply additional information to TxDOT after selection, providing evidence that their procedures are in accordance with requirements. Even though all or portions of a project may be administered locally, there will be cost incurred by TxDOT for administration fees to cover district and division review of plans, programming, environmental clearance, coordination with other agencies, real property acquisition, and oversight costs. Accordingly, additional cost may also be incurred for items such as engineering, architectural, and environmental studies on particular projects. Entities receiving federal funds for transportation enhancement activities must comply with all federal and state procedures and requirements applicable to development of federal-aid transportation projects. Funds from other federal programs may be used only when specifically authorized by federal regulation or statute and cited by the nominator.

The nominator must receive approval and authorization from TxDOT, prior to incurring any cost for which they will request reimbursement. The nominating entity will submit all requests to TxDOT for reimbursement of allowable cost using the specified forms and procedures. For locally administered projects, the nominating entity must pay the consultants and contractors, then seek federal reimbursement from TxDOT. For TxDOT administered projects, the nominating entity must provide the non-federal funding match and TxDOT will then seek reimbursement from FHWA for the federal participating share.

All selected projects must be developed to current standards and specifications established and recognized by FHWA and TxDOT. TxDOT will implement or arrange for implementation of each selected project in accordance with statutory requisites and contracting procedures applicable to the type and character of the project. Any changes to the project’s scope of work or changes in the design plans, as submitted to and approved by the Commission, must have advance approval from TxDOT. TxDOT is responsible for inspection and final acceptance of all selected projects, and for certification of project completion.
Project Development

TxDOT strongly encourages the nominating entity to aggressively pursue project implementation and development upon receiving notification of project selection from TxDOT. Development of a transportation enhancement project is a phased process. Approval must be obtained from TxDOT before any work in any phase can begin. Enhancement projects may incorporate the following phases:

1) project agreement,
2) preliminary engineering,
3) real property acquisition, and
4) construction

A nominating entity may proceed to incur reimbursable costs for a given phase only after they receive written notification from TxDOT. Notification occurs after:

1) approval of the project in the STIP (performed by TxDOT)
2) execution of the project agreement, and
3) receipt of a Federal Project Authorization and Agreement (FPAA) approving costs for a specific phase of development.

Phase I — STIP Inclusion

After the Commission selects projects for funding, the project is included in the STIP. Projects in single metropolitan areas must be coordinated with the Metropolitan Planning Organizations (MPO) for inclusion in the TIP and STIP. TxDOT adds projects from non-urban areas that are not located in a single metropolitan area, to the STIP. The inclusion of the project in the STIP requires the approval of the Commission, FHWA and the Federal Transit Authority (FTA).

Phase II — Project Agreement

Prior to any reimbursement of costs, a project agreement must be executed by TxDOT and the nominating entity. The agreement incorporates all contractual aspects of the project including but not limited to: responsibilities of the parties, funding requirements, and applicable state and federal regulations.

Staff from TxDOT’s district office and the nominating entity will meet to discuss the provisions in the project agreement. The project agreement is prepared by TxDOT and forwarded to the nominating entity for review and execution. TxDOT performs final execution of the project agreement.

TxDOT expects nominating entities to execute the project agreement and begin preliminary engineering during the fiscal year they are programmed into the STIP. TxDOT may withdraw a project's funding in the event the project agreement is not executed within one year after the project is selected by the Commission.
Phase III — Preliminary Engineering

After execution of the project agreement, TxDOT requests approval from FHWA for obligation of federal funds for costs of preliminary engineering, including associated cost such as plans, specifications and estimates (P.S. & E.). Preliminary work for property acquisition and the development of environmental documentation may also be reimbursed from the preliminary engineering phase funding.

The nominating entity, with TxDOT's approval, may use its own workforce to do preliminary engineering work. TxDOT may also perform all or portions of the preliminary engineering. When seeking federal cost reimbursement, the nominating entity may also obtain consultant services after satisfying state and federal requirements for selecting consultants. Agreements between the nominating entity and consultants must be approved in advance by TxDOT.

Consultant selection must conform to federal and state requirements, including participation by disadvantaged business enterprises (DBEs). Consultant contracts for design-related services must result from negotiations that utilize qualifications-based selection procedures. Qualification-based procedures do not allow for price to be used as a factor in the selection process. In accordance with applicable federal regulations, consultant fees shall not be based on a percentage of construction costs. Consultant selection may occur only after receipt of approval for preliminary engineering and after TxDOT has approved the consultant selection process and the consultant agreement.

Nominating entities may desire to secure the services of design consultants, without seeking federal reimbursement for their services. This process can reduce cost and time required in meeting state and federal requirements for procurement of consultant services.

Proposed projects must obtain federal environmental clearance under NEPA and other federal and state regulations. This process can be costly and take extended periods of time. If the proposed project includes railroad activities, historic properties, archaeological sites, parklands, endangered species, wetlands, or if a public controversy is involved, additional time could be involved in the process. Coordination with TxDOT is extremely important to ensure environmental clearance.

All projects are subject to Section 106 of the National Historic Preservation Act of 1966, which requires environmental clearance of federal-aid projects and may take one of three forms:

- Categorical Exclusion,
- Environmental Assessment, or
- Environmental Impact Statement.

Environmental clearance is required on all projects.
Environmental documentation is part of the preliminary engineering process and must be completed prior to construction. To the fullest extent possible, all environmental investigations, reviews, and consultations will be coordinated as a single process. Compliance with all applicable environmental requirements will be reflected in the environmental document along with the conditions of the document approval.

All projects involving construction activities require established design standards. For example, the construction of bicycle facilities must be designed in accordance with AASHTO’s *Guide for the Development of Bicycle Facilities*. Pedestrian facility projects must comply with AASHTO’S - *A Policy on Geometric Design of Highways and Streets*, and the *Secretary of the Interior’s Standards for Historic Preservation*, where applicable. When projects involve historic properties the *Secretary of the Interior’s Standards for the Rehabilitation and Guidelines for Rehabilitating Historic Buildings* must be met; and the nominating entity will need to coordinate project plans with the Texas Historical Commission to ensure that all work conforms to appropriate standards and guidelines. Additionally, contract documents must be in conformance with TxDOT’s *Standard Specifications for the Construction of Highways, Streets and Bridges*.

All plans associated with historical preservation or archaeological activities must have the State Historic Preservation Office of the Texas Historical Commission's approval prior to TxDOT's authorization to proceed with construction.

All projects must conform to applicable design specifications consistent with the ADA. While safety is of paramount concern, design solutions that respect the integrity and value of historic preservation, communities, rivers, streams, lakes, coastal areas, wetlands, and other environmental, scenic and aesthetic resources are encouraged.

### Phase IV — Real Property Acquisition

Acquisition of real property for project purposes may be eligible for funding participation, if prior authorization is obtained. Property may be acquired through purchase or donation. Transfers of Title shall be in the name of the public authority that is nominating the project. Cost of property as well as cost associated with the acquisition of property may be eligible. All acquisition activities must be performed in accordance with the Federal Uniform Relocation Assistance and Real Property Acquisition Act (Uniform Act), as amended and in conformance with TxDOT’s acquisition procedures for federal-aid projects. Relocation assistance costs can be eligible for reimbursement. Applicable environmental reviews and clearances must be completed and approved by TxDOT prior to property acquisition. All exceptions to title and encroachments including, but not limited to, liens and encumbrances, utility facilities requiring relocation, railroad crossing agreements, access issues, and hazardous materials, must be resolved in a manner that does not impact the project.

**The use of eminent domain to acquire real property for project purposes is not allowed under this program.** However, if an entity already owns property that was acquired through eminent domain prior to 1991 and in accordance with applicable state and federal laws, it is possible that it may be used for a project.
Environmental analysis and public involvement requirements must be completed before starting most real property acquisition activities. Acquisition projects often require special environmental studies, even when no development will occur on the site. Examples include archaeological or historic resources, endangered species studies, and hydraulic analysis.

An appraisal is required to acquire property for reimbursement or credit. For the purchase of property in which reimbursement is sought, an appraisal must be made determining the fair market value of the property by a state certified appraiser listed with TxDOT. For property that is acquired through in-kind donation, an appraisal will also be required to establish the fair market value of the property for credit. However, the value of donated property may be determined by an appraiser who is currently certified and licensed in the state of Texas as a real estate appraiser, acceptable by the nominator’s acquisition practices, and is in adherence with state and federal laws. Reimbursement of real property acquisition will be based on the current appraised fair market value of the real property. Cost above the current appraised fair market value or replacement value is not eligible for federal funding or credit.

Obtaining an appraisal at an early stage, for the purpose of estimating the capital cost of a project, will not bar FHWA participation in project costs. Such an appraisal generally serves the same function as the project estimate TxDOT prepares, providing cost projections used in planning, applying for funding, etc. However, FHWA will not participate in the cost of an appraisal prepared prior to environmental clearance, project approval and federal authorization.

An offer to acquire real property must be in writing and may be made only after appraisals are approved by TxDOT and funding is authorized. Commencement of negotiations with real property owners prior to federal approval may jeopardize reimbursement eligibility.

In preparation of a project nomination, obtaining an option to purchase real property is not considered to be an offer to purchase. Therefore, the requirement that no offer be made until after receiving environmental clearance and project approval, will not be violated by obtaining an option.

Agreements between public authorities and acquisition consultants, private negotiators, and private relocation assistance service firms must be approved by TxDOT. Federal funds may be used only for costs incurred after TxDOT approves the agreement(s) and gives the authorization to proceed.

Projects may require the securing of leases or easements as opposed to purchasing the real property in fee. In such cases, a long-term lease or easement to secure the property rights is required between the property owner and the nominator. A copy of the lease or easement agreement must be provided to TxDOT prior to execution of the contract between the nominator and TxDOT for project development. Property leases or easements will not be eligible for in-kind donation credit or reimbursement.
In order to justify the use of public funds for the purchase or improvement of properties, the amount of public funds expended should reflect the length of time the property is dedicated to public use for the activities being proposed. Recommended limits are as follows.

**COST/TIME Dedication:**

- Projects valued up to $200,000 should include = a minimum of 10 years dedication of property use
- Projects valued from $200,000 to $1 million dollars should include = a minimum of 20 years dedication of property use
- Project valued from $1 – 3 million dollars should include = a minimum of 30 years or more dedication of property use
- Projects valued $3 million dollars or more should include = a dedication in perpetuity of property use

Once a project is selected for funding, the nominating entity must enter into an agreement with TxDOT; stating that the facility will continue to be used for the purpose for which it was approved by the Commission, for the specified time proposed, and agrees to its maintenance and operations by the nominator during that time.

**Phase V — Construction**

Prior to construction, TxDOT requests approval from FHWA for obligation of federal funds for construction cost including associated costs such as project advertising, bid opening, awarding the contract, labor compliance, contract change order and project management. **In order to ensure federal funding eligibility, projects must be authorized by TxDOT prior to advertising for construction.** Approval for construction will be issued after environmental clearance is obtained, TxDOT approves construction plans, and all issues related to real property acquisition are resolved. Additionally, TxDOT must issue a State Letter of Authority (LOA) in order for a project to be authorized and let to construction.

Projects may be constructed and administered by TxDOT. If requested and approved by TxDOT, the nominating entity may assume responsibility for construction and administration activities; however, TxDOT will retain oversight responsibility. Compliance with applicable federal and state laws and regulations is required. Additionally, if more than $50,000 of the project’s work activities are pedestrian related or includes buildings, the Texas Department of Licensing and Registration must review the plans of the project to verify that they comply with the ADA. TxDOT assumes final approval and oversight of construction.

The construction contractor will be chosen through a competitive bidding process approved by TxDOT. The selected bid must be approved by TxDOT’s authorized representative prior to the award of the construction contract. When bids are accepted by the Commission, the award of the contract must go to the lowest responsive bidder. In the event competitive bidding is determined not to be a cost-effective method, the nominating entity may request
using its own work forces (if qualified). Before force account work may commence, a review and approval of the request by TxDOT’s Administration and FHWA are required, along with the submission of a ‘public interest’ statement from the nominator.

If the cost of the project exceeds the amount approved by the Commission, the nominating entity has at least one of the following options:

- Fund the additional cost with available local resources;
- Modify the scope of the project to fit within the funding programmed (subject to approval by TxDOT);
- Re-advertise the project for new contractor bids;
- Withdraw the project from the program as no longer cost effective and refund all expended federal dollars to TxDOT.

TxDOT recommends preliminary engineering be completed and construction begin within two years from the time the project is selected by the Commission.

Any federal funds remaining after a project’s completion will be returned to the program funds for either future project selection or department programming.
Elimination of a Project

Projects may be eliminated from the program by one of the following actions:

- The nominating entity fails to satisfy any requirements provided for in the program rules.
- The implementation of the project would involve significant deviation from the activities as proposed in the nomination form.
- The nominating entity withdraws from participation in the project.
- The project is not implemented within a reasonable time, as determined by the department in consultation with the nominating entity. (In absence of information suggesting that a shorter or longer period is appropriate, three years or less from the date of inclusion in the STIP will be presumed to be a reasonable time.)
- A local agreement is not executed within one year after the project is selected for funding by the Commission.
- Upon a determination that federal funding may be lost due to the project not being implemented and completed.
- If at anytime prior to the execution of the local project agreement, any municipality or county in which project activities are proposed notifies TxDOT of its opposition to the project. Notification of opposition must be in the form of a resolution or other official document from the authorized governing body of the entity opposing the project.
SECTION D
ADDITIONAL PROGRAM INFORMATION

Historic Properties

Instructions for Requesting Certification from the Texas Historical Commission for Projects Involving Historic Properties, (Depots, Buildings, Bridges, etc.)

Projects proposing the preservation, restoration, rehabilitation or adaptive reuse of historic buildings or historic transportation structures (potentially under categories 3, 4, 6, 7, or 12) must obtain certification from Texas Historical Commission (THC). The THC is the state agency that serves in Texas as the State Historic Preservation Office (SHPO), and is the authority recognized by state and federal transportation officials for judging the historic importance of a property. The project applicants should request certification in the form of a determination of eligibility (or confirmation of listing in the National Register) from the History Programs Division of the THC, prior to submitting a candidate project of this nature to the Statewide Transportation Enhancement Program.

The SHPO must review any properties at least 50 years of age that are proposed as part of a project applying for Enhancement Program funding, within the dates of the current application call (please be advised documents from previous calls are not acceptable).

- The THC is the state agency that serves in Texas as the State Historic Preservation Office (SHPO), and is the authority recognized by state and federal transportation officials for judging the historic importance of a property.

- The application package submitted to TxDOT for the Statewide Transportation Enhancement Program must include this written certification of eligibility/listing from THC dated for the current application call.

The THC has indicated that project applicants should request the above certification as soon as they have decided to propose a project involving any known or suspected historic property. The THC will respond within 30 days of receipt of such requests. THC can accept no requests within 30 days of the Enhancement Program application deadline.

Project nominators should contact the THC as soon as possible for several reasons:

- While a property may not be eligible for the National Register in its current condition, a project could restore a property's historic appearance and change its National Register eligibility. The THC can assist nominators in incorporating these measures into the project proposal.
• The work proposed may be inappropriate for the subject property. In such cases, THC can suggest ways to modify the proposal so that the proposed work is in keeping with the property's historic character.

• The THC may request additional information in order to make a determination of the property's National Register eligibility.

• For eligible properties not yet listed in the National Register, applicants should incorporate appropriate expenses into their proposal for research and completion of forms for nomination to the National Register.

When requesting certification of National Register eligibility from THC, please provide the following information by mail or office delivery to THC at least 30 days in advance of the Enhancement project application deadline:

1. Common or historic name(s) of any building or structure in the proposed project.
2. City map (or county map for rural properties) showing the exact location of the proposed project, including address.
3. Clear photographs of all sides of each building in the proposed project and of the overall project area with adjacent surroundings.
4. Brief history of the property, including date of construction, architect, or builder and date and description of any alterations or relocations, with particular emphasis on any transportation history related to the property.
5. Brief description of the scope of the proposed project and its effects on the property.

This information should be sent in hard copy to THC. Do not fax or Email this information to THC. Original and clear photographs are essential for the required SHPO evaluation.

Your official certification from THC will be a letter describing a "determination of eligibility" for listing in the National Register of Historic Places. The THC may, upon your request, fax this letter to you with completion of the SHPO evaluation. You must include this letter from THC in your application package, if you are applying for STEP funds under categories 3, 4, 6, 7 or 12, and more-than-50-year-old properties are present.

If you know that your building(s) or structure(s) is already listed in the National Register of Historic Places, THC still must review current photos of the property. The presence of any Official State Historical Marker does not mean that the property is listed or eligible for the National Register of Historic Places. Other historical designations - Recorded Texas Historic Landmark (RTHL), State Archaeological Landmark, local landmark status, etc., are not a substitute for National Register listing or eligibility.

Once projects have been submitted to the STEP, TxDOT and the THC will review all project proposals for appropriateness and technical sufficiency. Those projects that are in keeping with accepted preservation guidelines, including the Secretary of the Interior's Standards for the Treatment of Historic Properties, will have the best chance for selection.
Send certification requests and required evaluation materials to:
Mr. F. Lawerence Oaks,
c/o History Programs Division,
Texas Historical Commission,
P. O. Box 12276
Austin, TX 78711-2276
(512) 463-6100
Please feel free to call THC for any additional information.
Example Certification Form
For More Information

For more information about the Statewide Transportation Enhancement Program or to obtain a copy of this program guide, project nomination form and instructions, please visit our STEP program web site at the below web address or contact a local TxDOT district office near you. See the following pages for a list of TxDOT District Offices and Contacts from across the state. A map showing TxDOT districts is found in this section.

Web address of the Statewide Transportation Enhancement Program Guide, form, form instructions, and other program information is available at: http://www.dot.state.tx.us/te

Associated Agencies and Publications

For a copy of the Statewide Transportation Enhancement Program Rules as published by the Office of the Texas Secretary of State in 43 Texas Administrative Code (TAC), Part 1, Chapter 11, Subchapter E, Section 11.200 - 11.205, you may go online at:
http://www.sos.state.tx.us/tac/index.shtml

For general information on the federal transportation enhancement program, please contact:

Federal Highway Administration
826 Federal Office Building
300 E. 8th Street
Austin, Texas 78701
512/916-5913
http://www.fhwa.dot.gov/environment/te/guidance.htm

For a copy of the guide for the Development of Bicycle Facilities or A Policy on Geometric Design of Highways and Streets, according to the American Association of State Highway and Transportation Officials, you may contact AASHTO at:

AASHTO
444 North Capitol Street, NW, Suite 225
Washington, D.C. 20001
800/231-3475 or 202/624-5800
http://www.transportation.org./aashto/home.nsf/FrontPage

For a copy of the Secretary of the interior’s Standards for Historic Preservation Projects, and for guidance concerning rehabilitation, streetscape and archeology projects, please contact the Texas Historical Commission (State Historic Preservation Office) at:

Texas Historical Commission
P.O. Box 12276
Austin, Texas 78711-2276
512/463-6100
www.thc.state.tx.us
For a copy of the Texas Department of Licensing and Regulations Guidelines, please contact:

Texas Department of Licensing and Regulations
Architecture Barriers Program Department
920 Colorado Street, 4th floor
Austin, Texas 78701
Mailing address:
P.O. 12157
Austin, Texas 78711
512/463-3211
www.license.state.tx.us

For a copy of the Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, or the Secretary of the Interior’s Standards for Historic Preservation Projects, please write to:

U.S. Department of Commerce
National Technical Information Service
5285 Port Royal Road
Springfield, Virginia 22161
703/487-4600 - 8 a.m. to 8 p.m. EST
Fax: 703/321-8547

For a copy of the Americans with Disabilities Act (ADA) Accessibility Guidelines for Buildings and Facilities, please contact:

U.S. Architectural & Transportation Barriers Compliance Board
1331 F Street, N.W., Suite 1000
Washington, D.C. 20004-1111
202/272-5434 (Voice)
202/272-5449 (TTY)
Fax: 202/272-5447

District Workshop Schedules

TxDOT Districts may conduct a Transportation Enhancement Workshop for the public within their district to discuss program information and give assistance in completing the project nomination form.

Please contact the TxDOT District Enhancement Coordinator nearest you to inquire about workshops to be held in your area. STEP enhancement workshop dates will be published on the TxDOT web site, once dates have been confirmed with the Districts.

We encourage anyone interested in submitting a project nomination to attend a workshop. Obtain a copy of the current guide and nomination form prior to attending the workshop, if possible so that you can be familiar with the program material. Bring your ideas and questions to the workshop, that we may assist you in developing your ideas for projects and submitting a nomination to the program.
## TxDOT District Enhancement Coordinator/Contacts

<table>
<thead>
<tr>
<th>District Office</th>
<th>Coordinator/Contact</th>
<th>Address</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abilene District Office</td>
<td>William W. Leach</td>
<td>4250 North Clack, Abilene, TX 79604-0150</td>
<td>(325) 676-6822, Fax (325)676-6902</td>
</tr>
<tr>
<td>Amarillo District Office</td>
<td>Cheryl Luther</td>
<td>5715 Canyon Drive, Amarillo, TX 79110-7368</td>
<td>(806)356-3249, Fax (806)356-3263</td>
</tr>
<tr>
<td>Atlanta District Office</td>
<td>Lori Huet</td>
<td>701 East Main, Atlanta, TX 75551</td>
<td>(903)799-1301, Fax (903)799-1313</td>
</tr>
<tr>
<td>Austin District Office</td>
<td>Joe Holland</td>
<td>7901 North IH 35, Austin, TX 78761-5426</td>
<td>(512)832-7309, Fax (512)832-7080</td>
</tr>
<tr>
<td>Beaumont District Office</td>
<td>Anthony Cochran</td>
<td>8350 Eastex Freeway, Beaumont, TX 77708</td>
<td>(409)896-0270, Fax (409)896-0265</td>
</tr>
<tr>
<td>Brownwood District Office</td>
<td>Andrew Chisholm</td>
<td>2495 US 183 North, Brownwood, TX 76802</td>
<td>(325)643-0442, Fax (325)643-0306</td>
</tr>
<tr>
<td>Bryan District Office</td>
<td>Darla Walton</td>
<td>1300 North Texas Avenue, Bryan, TX 77803-2760</td>
<td>(979)778-9668, Fax (979)778-9702</td>
</tr>
<tr>
<td>Childress District Office</td>
<td>Dwayne Culpepper</td>
<td>7599 US 287, Childress, TX 79201-9705</td>
<td>(940)937-7157, Fax (940)937-7154</td>
</tr>
<tr>
<td>Corpus Christi District Office</td>
<td>Sonya Lopez-Sosa</td>
<td>1701 South Padre Island Drive, Corpus Christi, TX 78416</td>
<td>(361)808-2276, Fax (361)808-2407</td>
</tr>
<tr>
<td>Dallas District Office</td>
<td>Richard Mason</td>
<td>4777 East Highway 80, Mesquite, TX 75150</td>
<td>214-320-6686, Fax (214)320-4470</td>
</tr>
<tr>
<td>El Paso District Office</td>
<td>Mary Brown</td>
<td>13301 Gateway Boulevard West, El Paso, TX 79928</td>
<td>(915) 790-4221, Fax (915)774-4371</td>
</tr>
<tr>
<td>Fort Worth District Office</td>
<td>Joel Mallard</td>
<td>2501 SW Loop 820, Fort Worth, TX 76133</td>
<td>(817)370-6591, Fax (817)370-6759</td>
</tr>
<tr>
<td>Houston District Office</td>
<td>Teri Kaplan</td>
<td>7721 Washington Avenue, Houston, TX 77251-1386</td>
<td>(713)802-5810, Fax (713)802-5894</td>
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<tr>
<td>Laredo District Office</td>
<td>Melissa Montemayor</td>
<td>1817 Bob Bullock Loop, Laredo, TX 78043</td>
<td>(956)712-7456, Fax (956)712-7402</td>
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<tr>
<td>Lubbock District Office</td>
<td>Steve Warren</td>
<td>135 Slaton Road, Lubbock, TX 79404-5201</td>
<td>(806)748-4490, Fax (806)748-4380</td>
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<tr>
<td>Lufkin District Office</td>
<td>Mike Offield</td>
<td>1805 North Timberland, Lufkin, TX 75901</td>
<td>(936)633-4303, Fax (936)633-4378</td>
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<tr>
<td>Odessa District Office</td>
<td>Richard (Rick) Hopkins</td>
<td>3901 East US Hwy. 80, Odessa, TX 79761</td>
<td>(915)498-4759, Fax (915)498-4760</td>
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<tr>
<td>Paris District Office</td>
<td>Rick Mackey</td>
<td>1365 North Main Street, Paris, TX 75460-2697</td>
<td>(903)737-9375, Fax (903)737-9289</td>
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<tr>
<td>Pharr District Office</td>
<td>Melba R. Ramos</td>
<td>600 West Expressway 83, Pharr, TX 78577-1717</td>
<td>(956)702-6143, Fax (956)702-6172</td>
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<tr>
<td>San Angelo District Office</td>
<td>Tommy Robinson</td>
<td>4502 Knickerbocker Road, San Angelo, TX 79604</td>
<td>(325)947-9264, Fax (325)947-9244</td>
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<tr>
<td>San Antonio District Office</td>
<td>Kenneth Zigrang</td>
<td>4615 N.W. Loop 410, San Antonio, TX 78229-0928</td>
<td>(210)615-5923, Fax (210)615-6295</td>
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<tr>
<td>Tyler District Office</td>
<td>Dale Spitz</td>
<td>2709 West Front Street, Tyler, TX 75702</td>
<td>(903)510-9119, Fax (903)510-9138</td>
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<tr>
<td>Waco District Office</td>
<td>Jim Reed</td>
<td>100 South Loop Drive, Waco, TX 76704-2858</td>
<td>(254)867-2733, Fax (254)867-2738</td>
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<td>Wichita Falls District Office</td>
<td>Carolyn Askins</td>
<td>1601 Southwest Parkway, Wichita Falls, TX 76302-4906</td>
<td>(940)720-7712, Fax (940)720-7876</td>
</tr>
<tr>
<td>Yoakum District Office</td>
<td>Billy Goodrich</td>
<td>403 Huck Street, Yoakum, TX 77995-2973</td>
<td>(361)293-4381, Fax (361)293-4372</td>
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