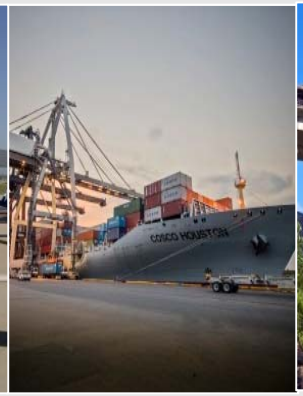
TEXAS DEPARTMENT OF TRANSPORTATION



TxDOT TRANSPORTATION ALTERNATIVES PROGRAM (TAP)

2015 Call for Projects for Population Areas Less Than 200,000

TAP Consolidates FHWA Programs

MAP-21 established the Transportation Alternatives Program (TAP) to provide for a variety of alternative transportation projects, including many eligible activities that were previously funded under separate programs, Including:

- Transportation Enhancements Program
- Safe Routes to School Program
- Recreational Trails Program (RTP)

...and wrapping them into a single funding source, the TAP.

Note: In Texas, RTP funding is managed through the Texas Parks and Wildlife Department

TxDOT's 2015 TAP Call for Projects Funding & Timeline

An Estimated $52 Million Available (FY 2013-2016)

- **January 16, 2015**
  Call for TAP Projects Announced
- **May 4, 2015**
  TAP Application Deadline
- **May - July 2015**
  Project Evaluation
- **July - September 2015**
  Project Selection and Award

TRANSPORTATION ALTERNATIVES PROGRAM GUIDE
2015

TAP Submission Deadline is 5:00 p.m. on Monday, May 4, 2015

A. TAP PROJECT SUBMITTAL DEADLINE AND DELIVERY REQUIREMENTS

On January 16, 2015, the Texas Department of Transportation (the department) announced a Call for Projects under the Transportation Alternatives Program (TAP). The TAP, as administered by the department, provides funding for a variety of alternative transportation projects, including on- and off-road pedestrian and bicycle facilities, infrastructure for non-driver access to public transportation, projects that enhance mobility, and Safe Routes to School infrastructure projects. A project sponsor must submit its project nomination in the form prescribed by the department. The complete nomination package must be received by the department no later than **5:00 p.m., CDT, on Monday, May 4, 2015,** as published in the Texas Register. Project sponsors must complete the TAP 2015 Nomination Form in Microsoft Windows Excel 2010 format (.xlsm) available on the department's Public Transportation Division website:

www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html

A TAP Project Nomination Packet must include the following:

1. The original TAP 2015 Nomination Form completed in Microsoft Windows Excel 2010 (.xlsm) delivered to the department in its original Microsoft Windows Excel 2010 (.xlsm) format.
2. A second copy of the completed TAP 2015 Nomination Form provided in an Adobe Portable Document Format (PDF) plus all attachments in PDF format. (**Note:** The signature page of the TAP 2015 Nomination Form must be printed and signed by a representative from the project sponsoring entity with signature authority, converted to a PDF and included as part of the complete PDF nomination package.)

   Note: All original color documents should be converted into a color Adobe PDF format. Attachments must be labeled in the upper right hand corner and be numbered chronologically, where applicable (Example: "Project Information - Attachment B, Page 3 of 10"). A complete nomination form, with attachments, is required for each TAP project proposal.

TAP Project Submissions to the Department

A completed TAP nomination packet must be submitted as outlined above. The department's Drop Box is available at *https://ftp.dot.state.tx.us/dropbox/?action=mainmenu*. (Click the Drop-off tab, enter the information as requested below and follow instructions.) Drop Box submissions must be received by **5:00 p.m., CDT, on Monday, May 4, 2015**. *(Updated 1/23/2015 to reflect the correct due date.)*

1. Information about the Sender;
2. Information about the Recipient (Name: TAP Manager, Email: ***PTN_PlanningandTechSppt@txdot.gov***);
3. Choose the file(s) you would like to Upload;
4. Click the box at the bottom labeled "Drop-off the File(s)";
5. Once you have clicked the "Drop-off the File(s)" box, you will immediately be directed to a completion page with confirmation including the date and time of your drop-off. The confirmation may take a few minutes to process. ***Keep a copy of the confirmation page for your records.*** This page may be requested in the event there are questions concerning project submission. One project per drop box submission.

3

A TAP project nomination packet may be submitted on CD/DVD (one TAP project nomination per CD/DVD) via in person delivery, delivery via courier service, or delivery via the United States Postal Service (USPS). All deliveries, regardless of the method of submission, must be received by **5:00 p.m., CDT, on Monday May 4, 2015**. Therefore, project sponsors must allow sufficient time for delivery. Use the following department addresses:

USPS Mailing Address
Texas Department of Transportation
Public Transportation Division
Attn: TAP Program Manager
125 E. 11th Street
Austin, Texas 78701-2483

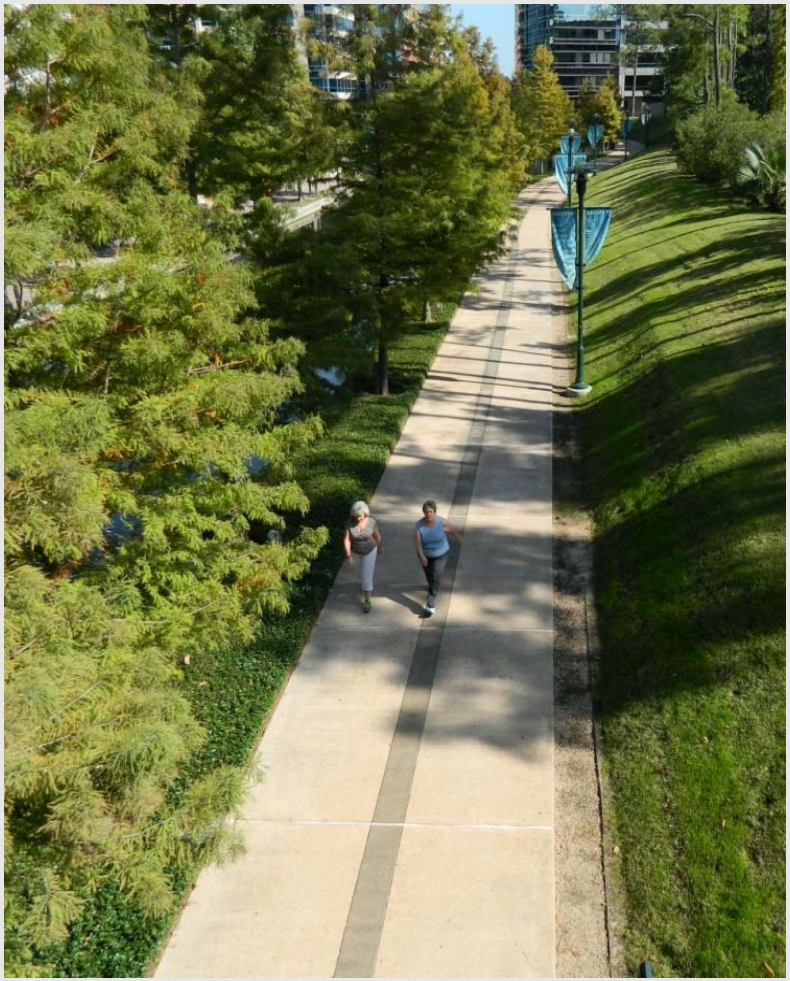
Courier Service or In-Person Delivery Address
Texas Department of Transportation
Attn: PTN-TAP Program Manager
Camp Hubbard, Building 6 – PTN 5th Floor
3712 Jackson Avenue
Austin, Texas 78731

The department reserves the right to deem a TAP nomination package ineligible for funding if not received by the department on or before 5:00 p.m., CDT, on May 4, 2015.

- 2015 TAP project nominations must be submitted to TxDOT electronically
  - TxDOT's Drop Box
  - CD/DVD Mailed USPS
  - CD/DVD Delivery to TxDOT's Public Transportation Division Office in Austin
- <u>Nominations must be received by TxDOT on or before May 4, 2015</u>
- No extensions will be permitted

Key TAC Rules – TxDOT Call for Projects

- TAP funding will be for construction only
- Eligible TAP activities limited to pedestrian and bicycle infrastructure only
- Local match flexibility
- The Commission will select projects through a competitive process administered by TxDOT



Economically Disadvantaged County Program (EDCP)

www.txdot.gov/inside-txdot/division/transportation-planning/disadvantaged-county.html

EXHIBIT A

Economically Disadvantaged Counties
FY 2015

Eligible Counties	Adjustment %	Eligible Counties	Adjustment %
Anderson County	69	Jefferson County	35
Angelina County	57	Johnson County	46
Atascosa County	60	Jones County	75
Bailey County	78	Kaufman County	59
Bastrop County	74	Kinney County	69
Bee County	73	Lamar County	51
Bexar County	43	Lamb County	71
Bosque County	45	Leon County	34
Bowie County	45	Liberty County	59
Brooks County	77	Llano County	15
Caldwell County	82	Lynn County	68
Calhoun County	32	Madison County	63
Cameron County	78	Marion County	53
Camp County	46	Matagorda County	30
Cass County	59	Maverick County	85
Cherokee County	68	McLennan County	54
Concho County	82	Medina County	52
Coryell County	52	Milam County	57
Dawson County	50	Mitchell County	42
Delta County	74	Morris County	32
Dickens County	44	Nacogdoches County	66
Duval County	76	Navarro County	33
Edwards County	36	Newton County	61
El Paso County	62	Orange County	44
Ellis County	48	Polk County	55
Falls County	88	Presidio County	76
Fannin County	68	Rains County	61
Floyd County	54	Real County	51
Franklin County	41	Red River County	74
Grayson County	57	Reeves County	48
Grimes County	49	Sabine County	49
Hale County	62	San Augustine County	46
Hall County	75	San Jacinto County	66
Henderson County	52	San Patricio County	50
Hidalgo County	93	San Saba County	75
Hill County	58	Shelby County	58
Houston County	58	Starr County	95
Hunt County	59	Terry County	40
Jasper County	65	Titus County	61

Economically Disadvantaged Counties FY 2015 cont.

Eligible Counties	Adjustment %	Eligible Counties	Adjustment %
Trinity County	72	Webb County	68
Tyler County	66	Wharton County	45
Uvalde County	66	Wichita County	47
Val Verde County	64	Willacy County	82
Van Zandt County	57	Wood County	52
Walker County	79	Zapata County	76
Waller County	68	Zavala County	94

EXHIBIT B

Additional Adjustments for Cities Within an
Economically Disadvantaged County FY 2015

Every eligible county receives an adjustment to its local match requirement ranging from 15 (minimum) to 95 (maximum) percent. A city within an economically disadvantaged county receives an adjustment equal to the adjustment for the county in which it is located, with the possibility of up to 10 additional percentage points based on its population and the existence of an economic development sales tax.

The two following tables depict the additional percentage points that cities may be granted.

Economic Development Sales Tax:

	ADDITIONAL PERCENTAGE
YES	*5%*
NO	*0%*

Population:

	ADDITIONAL PERCENTAGE
x < 1,000	5%
1,000 < x < 2,000	4%
2,000 < x < 3,000	3%
3,000 < x < 4,000	2%
4,000 < x < 5,000	1%
x > 5,000	0%

Economically Disadvantaged County Program (EDCP)

- The Texas Transportation Commission annually certifies a list of Economically Disadvantaged Counties (ECD).
- A local match adjustment may be considered based on EDC %.
- If selected, the project sponsor would need to complete and submit a separate application to TxDOT's EDCP and receive EDCP approval prior to execution of the project agreement.
- A list of the counties with their potential EDC adjustment % or a (N/A for EDC) designation is available for all counties on page 9 of the TAP Nomination Form, as shown in the image to the right.

24. Project Budget Summary

Itemized Construction Cost totals on pages 6 & 7 will automatically populate lines 1 & 2 below.

Itemized Construction Cost Estimate (pages 5-6):			1.	$900,000
Other Construction-Related Costs (page 7):			2.	$100,000
Total Construction Costs (Line 1 + Line 2):			3.	$1,000,000
TxDOT Administrative Expenses (15% of Line 3):			4.	$150,000
Total Project Cost (Line 3 + Line 4):			5.	**$1,150,000**
Federal Funds Requested (80% max.):	80%	of Line 5	6.	**$920,000**
Local Match (20% min.):	20%	of Line 5	7.	**$230,000**

Project Sponsors may increase the local match by adjusting the percentage amount above. The minimum amount of local match required is 20%, subject to any allowable adjustment for economiccally disadvantaged counties, as outlined below.

NOTE: Reductions for economically disadvantaged counties and In-kind contributions below may only be applied to 20% match for authorized construction and construction-related costs.

Economically Disadvantaged Counties Program (EDCP) - Based on Total Construction Cost (line 3)

EDCP Adjustment	Terry 40%	=	$80,000
Additional EDCP	5%	=	$10,000
Total EDCP Adjustment		=	$90,000

Adjusted Cash Match Required (Line 7 - Total EDC Adjustment):		8.	$140,000

Approved In-kind contributions may reduce the amount of cash needed to meet the local match requirement. If applicable, itemized In-kind costs identified on page 8 will automatically populate boxes below. **Eligibility of in-kind costs will be verified as part of project evaluation.**

Property Acquisition Costs	$100,000
Preliminary Engineering Costs	$100,000
Material Costs	$100,000
Total In-Kind Contribution:	$300,000

State Participation for ECDP Adjustment (Eligibility Review)	9.	$90,000
Total Federal Funds Requested (Line 24 + Line 27 on Page 10)	10.	$1,030,000
Total Local Cash Match Required (Line 30 + Line 31 on Page 10)	11.	$30,000

25. Have you completed the checklist in TxDOT's 2015 Program Guide? ○ Yes ○ No

26. Project Commitment

By submitting an application, the project sponsor commits that if this project is selected for funding, the project will be brought to a successful bid award within three years from selection by the Texas Transportation Commision.

The construction plans for this project are currently: ☐ Complete ☐ Not Started ☐ % Complete

Signature

Print Name

Date *Telephone Number*

This nomination form must be signed by a representative of the local entity that has signature authority.

TAP Project Submittal Deadline for All Documentation is Monday, May 4, 2015 by 5:00 p.m. CDT

(See page 3 of TxDOT's 2015 Program Guide for delivery instructions)

9 of 10

Local Match & Eligible In-Kind Contributions

- The local match is a cash match or an approved in-kind contribution provide through the project sponsor.
- All in-kind contributions must be clearly documented on page 8 of the 2015 TAP Nomination Form with supporting documentation attached.
- No substitutions or additional in-kind contributions will be accepted after the TAP project nomination deadline has expired.
- An in-kind contribution may only include actual and documented pre-construction or construction related cost previously incurred by the project sponsor that are otherwise eligible for reimbursement under applicable statutes and regulations.
- Cost associated with preliminary engineering and plan development may be considered eligible as in-kind contributions, contingent upon the project sponsor's ability to provide TxDOT evidence that all required state and federal statutes and regulations have been followed in hiring the consultant, environmental specialist, or other professional service(s).
- In-kind contributions cannot be used to match TxDOT's administrative costs.

Eligible TAP Funding Activities – TxDOT Call for Projects

TxDOT Eligible TAP Activities:

- Construction of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation.
- Construction of infrastructure-related projects and systems that will provide safe routes for non-drivers.
- Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users.
- Construction of infrastructure-related projects to improve the ability of students to walk and bicycle to school.

Example TAP Eligible Project Types

Austin's Manor Expressway/290 East - Shared Use Path

A center stripe is not always necessary on a shared use path. Provide a minimum five-foot separation between the face of curb and the edge of the path. Use durable materials for safety and to reduce long-term maintenance costs, and consider making paths a minimum of 12 feet wide in urbanized areas.

Photograph courtesy of Ed Collins

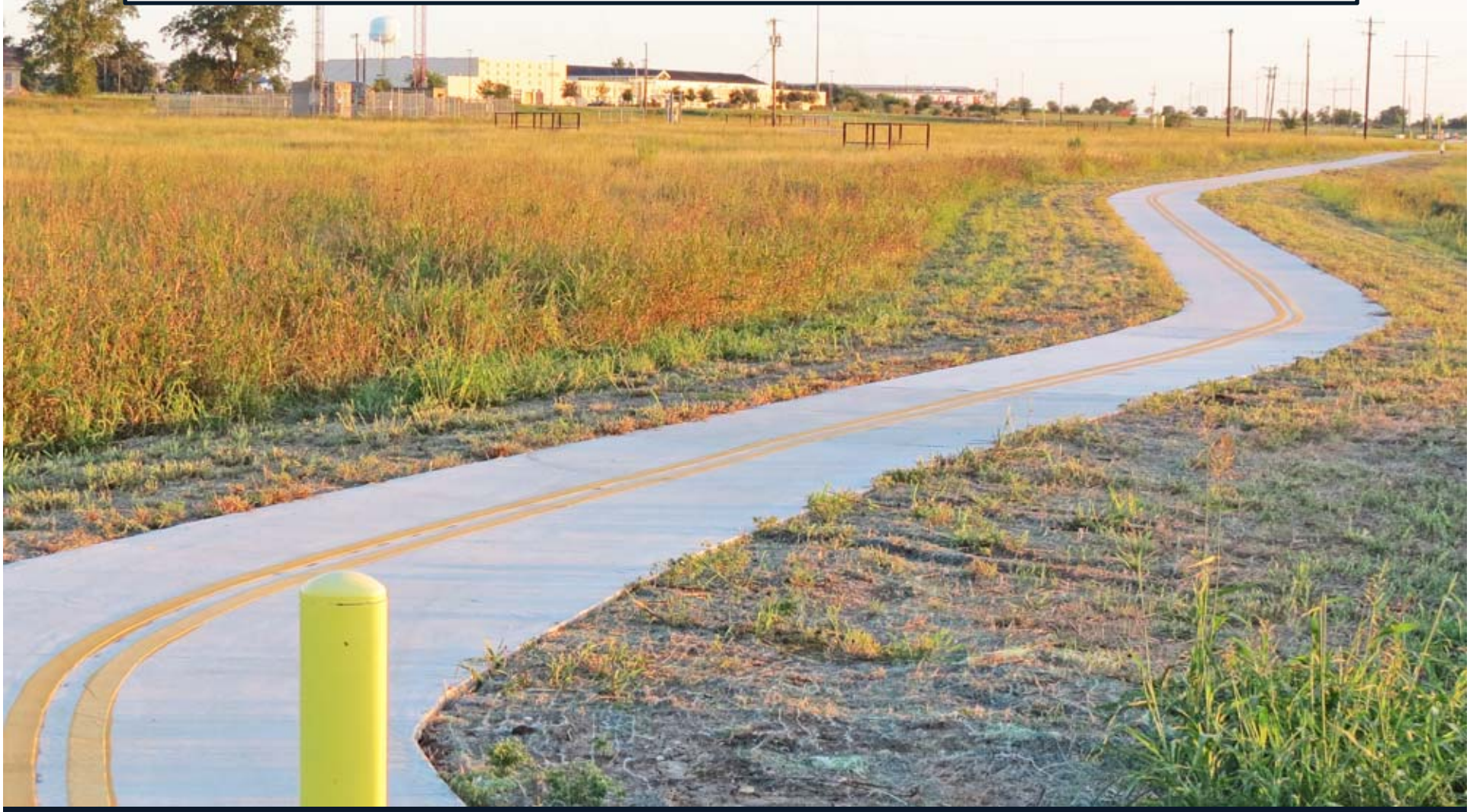
“Trail de Paris” - Shared Use Path in Paris, Texas

A center stripe may be recommended in school zones where bicycle traffic can be heavy during certain times of the day or evening. Use durable materials for safety and to reduce long-term maintenance costs. Consider making paths a minimum of 12 feet wide on routes leading to schools.

“Trail de Paris” - Shared Use Path in Paris, Texas

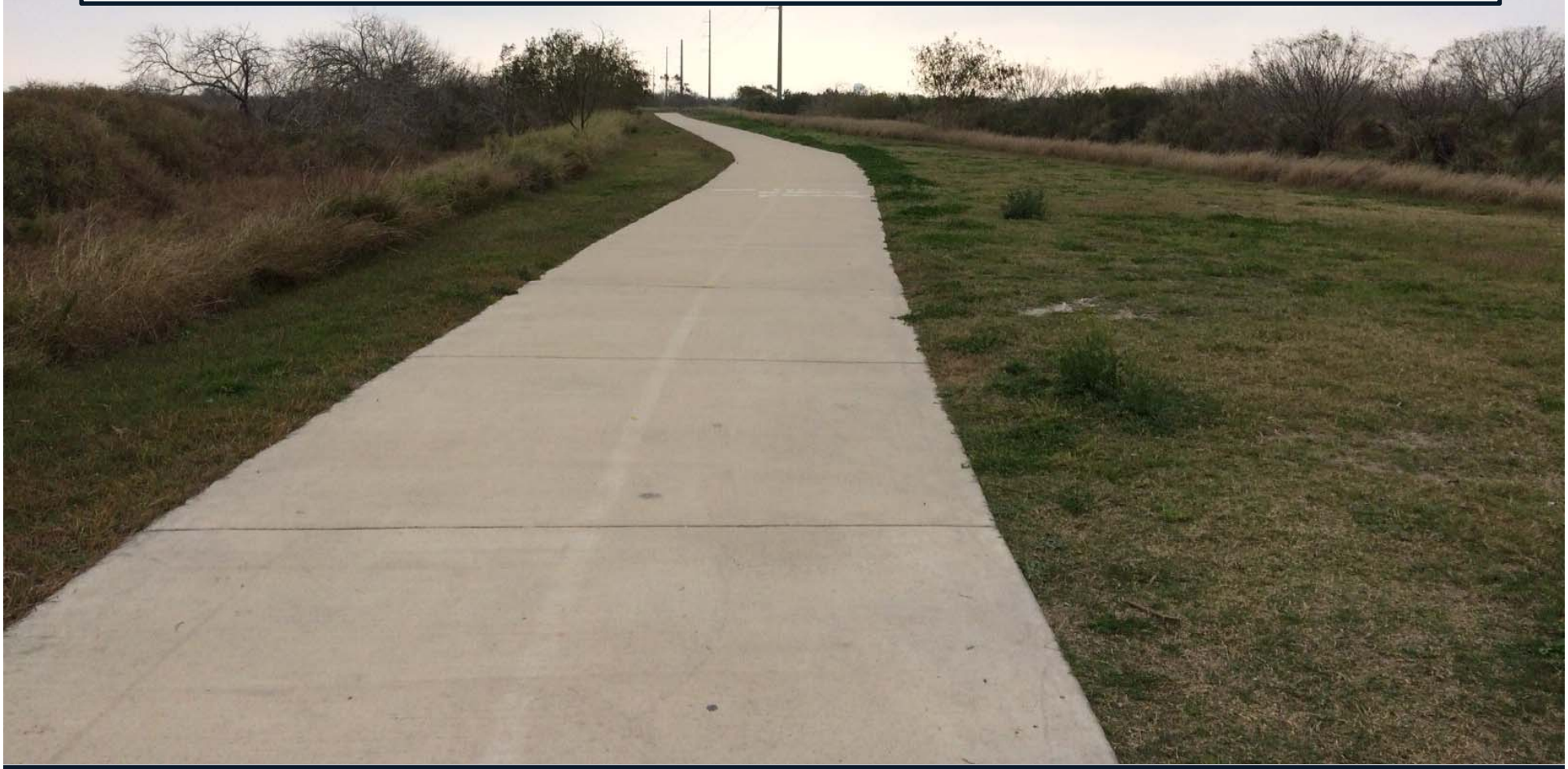
Georgetown - Shared Use Path

Include bollards to deter or eliminate vehicular traffic access to the shared use path. Consider using a single center stripe to maximize the usefulness of the pavement.



Bay Trail Shared Use Path in Corpus Christi

Consider weather and soil conditions within the project limits. A slight increase in material costs (all other costs being equal) generally has long-term benefits in reducing the maintenance costs and increasing the service life of the shared use path. Additionally, having a reduction in maintenance needs improves the overall safety for all transportation users.



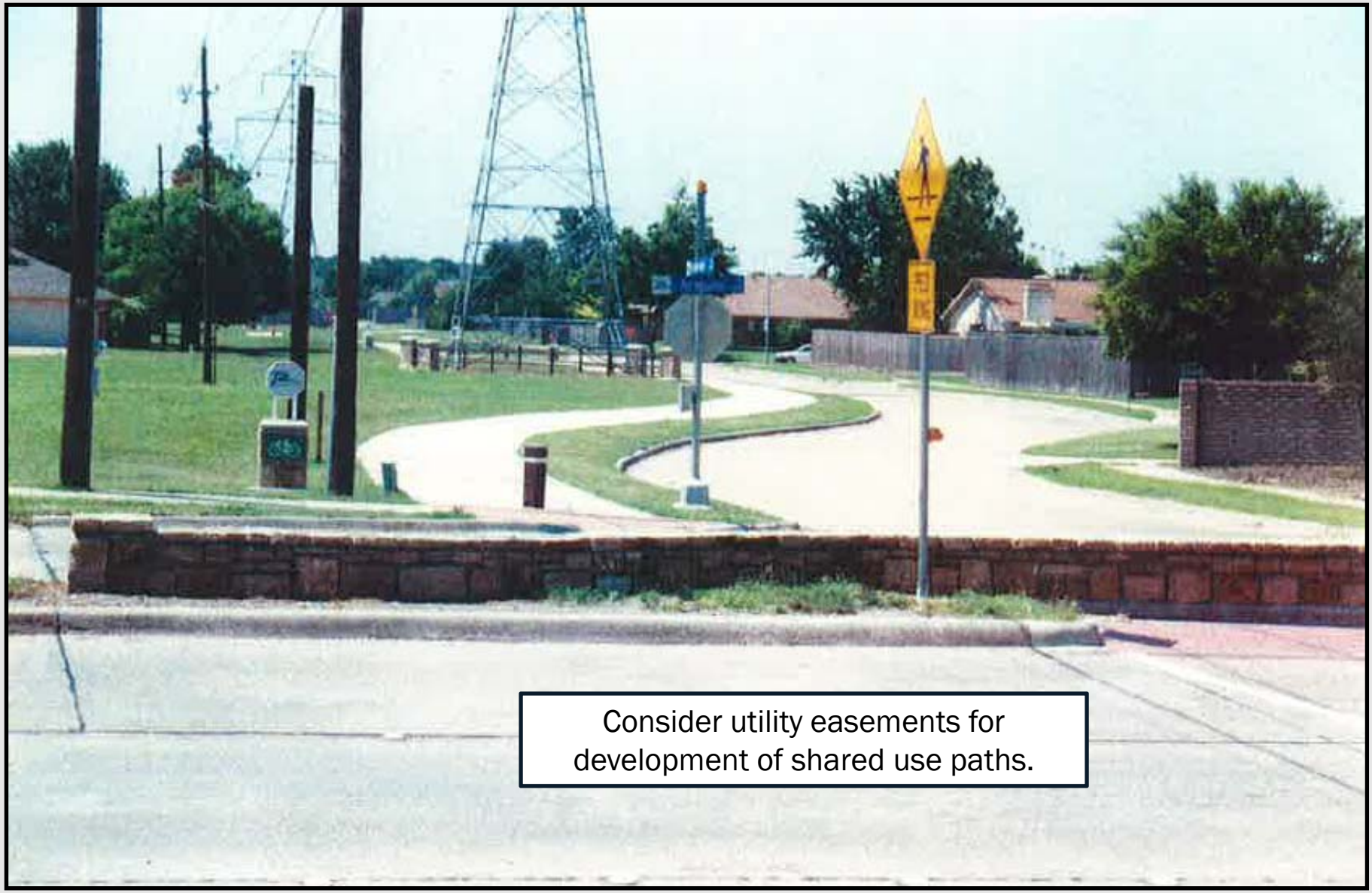
Shared Use Path Adjacent to Ocean Drive in Corpus Christi

Provide a minimum five-foot separation between the face of curb and the edge of the path. Consider the long-term use of the proposed shared use path; use durable materials for safety and to reduce maintenance costs, and consider making paths a minimum of 12 feet wide in urbanized areas.

Abilene Christian University - Lunsford Trail "Shared Use Path"

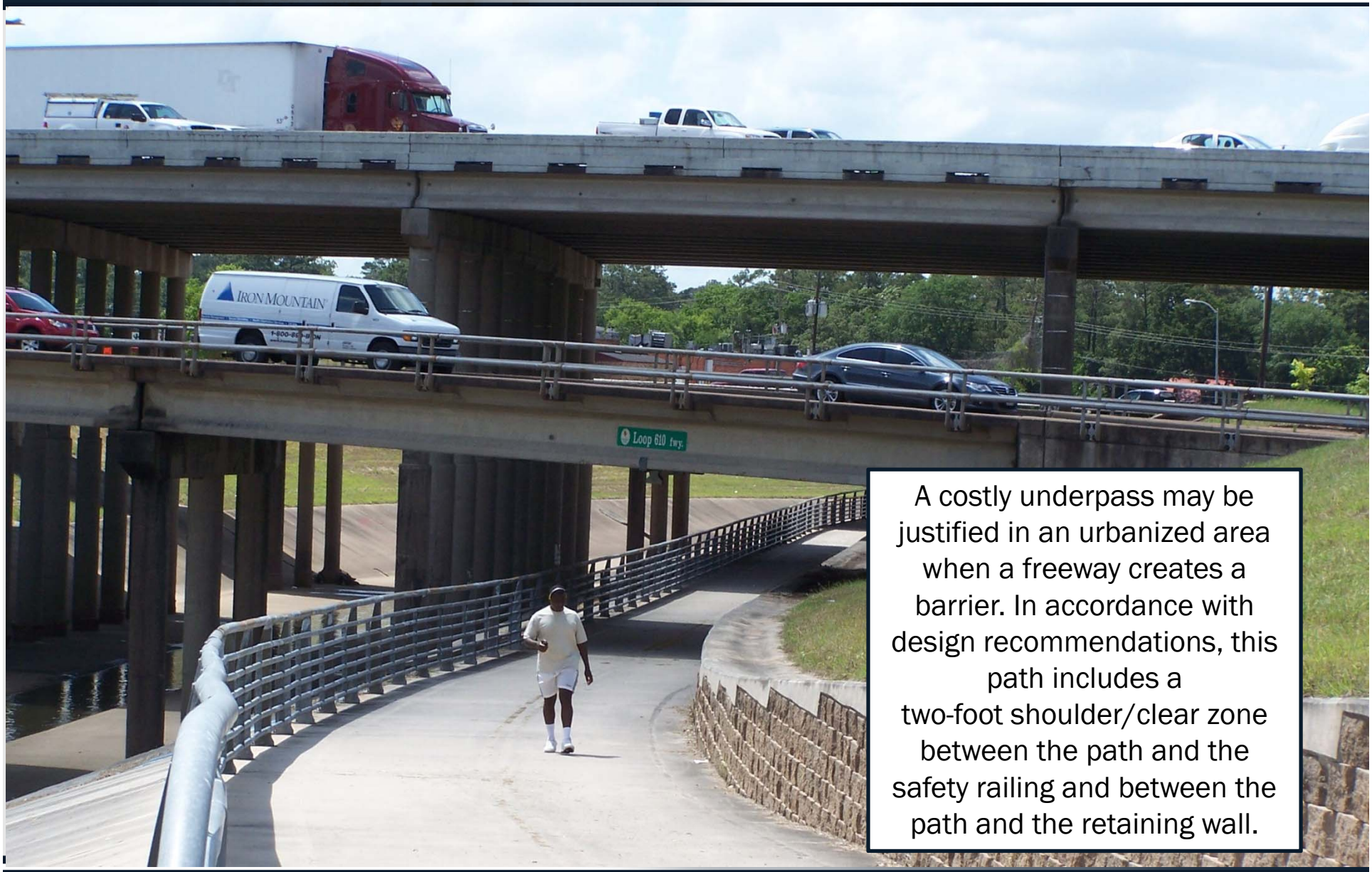
Pedestrian and bicycle paths are critical on university campuses (and large business campuses) to improve access and connectivity and to reduce unnecessary vehicular traffic. Additionally, shared use paths promote active transportation, increases social interaction, and improves community health. Provide a clear distance from all vertical obstructions.

Plano - Shared Use Path



Consider utility easements for development of shared use paths.

Houston's White Oak Bayou - Shared Use Path

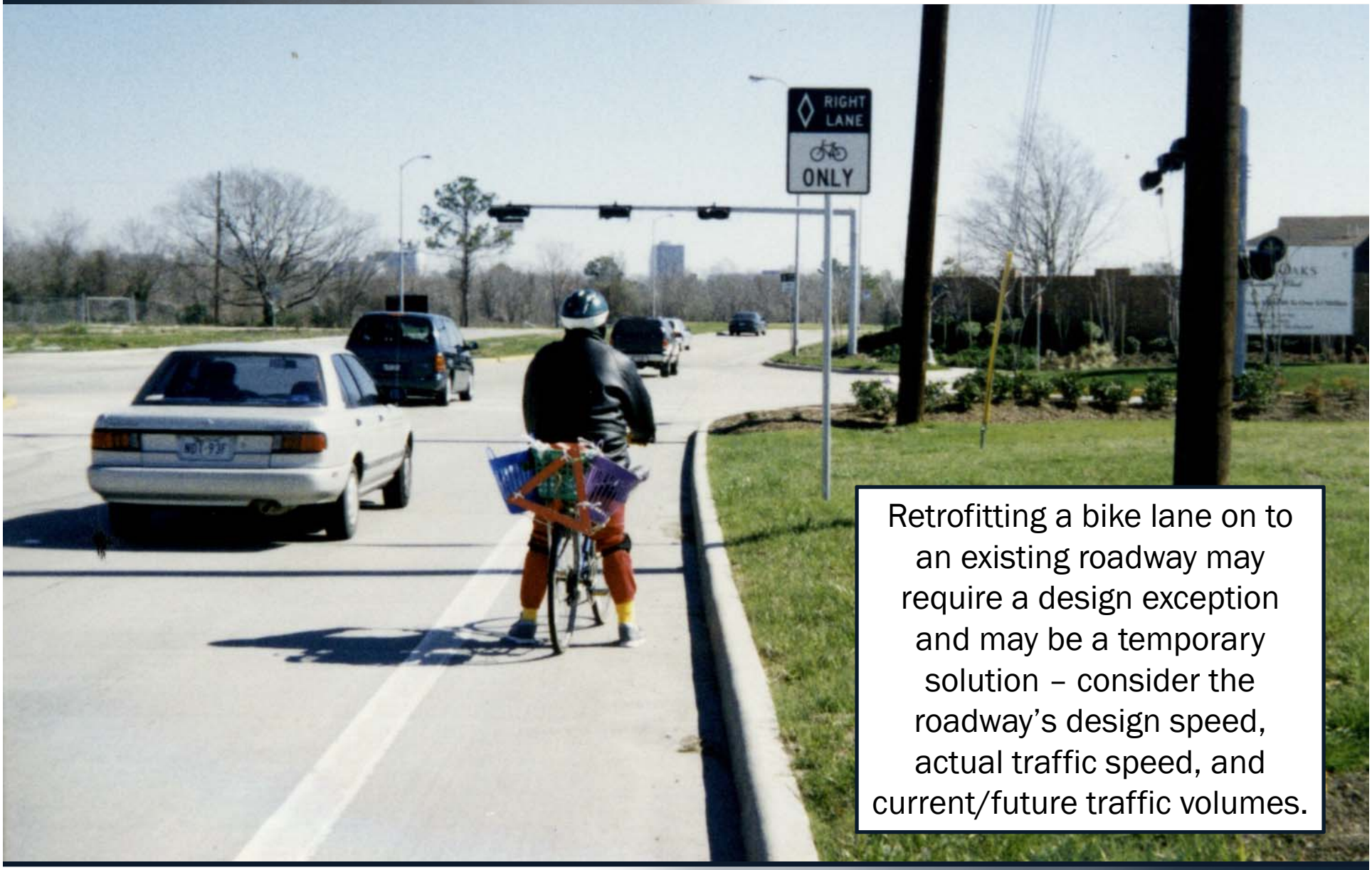


A costly underpass may be justified in an urbanized area when a freeway creates a barrier. In accordance with design recommendations, this path includes a two-foot shoulder/clear zone between the path and the safety railing and between the path and the retaining wall.

Laredo's Loop 220 - Shared Use Path

Provide a minimum one-foot clear area between the path and vertical walls and fencing (two feet is recommended).

On-Street Designated Bike Lane – A Retrofit



Retrofitting a bike lane on to an existing roadway may require a design exception and may be a temporary solution – consider the roadway's design speed, actual traffic speed, and current/future traffic volumes.

On-Street Designated Bike Lane on Ocean Drive – Corpus Christi

Increase the designated bike lane width to include a minimum one-foot buffer between the designated bike lane and a vertical wall.

Cycle Track - Austin

Photograph courtesy of TTI

Bicycle Infrastructure - Parking

One vehicular parking space can be used to accommodate 12 or more bicycles.

Photograph courtesy of TTI

Georgetown Shared Use Path – Ped/Bike Bridge

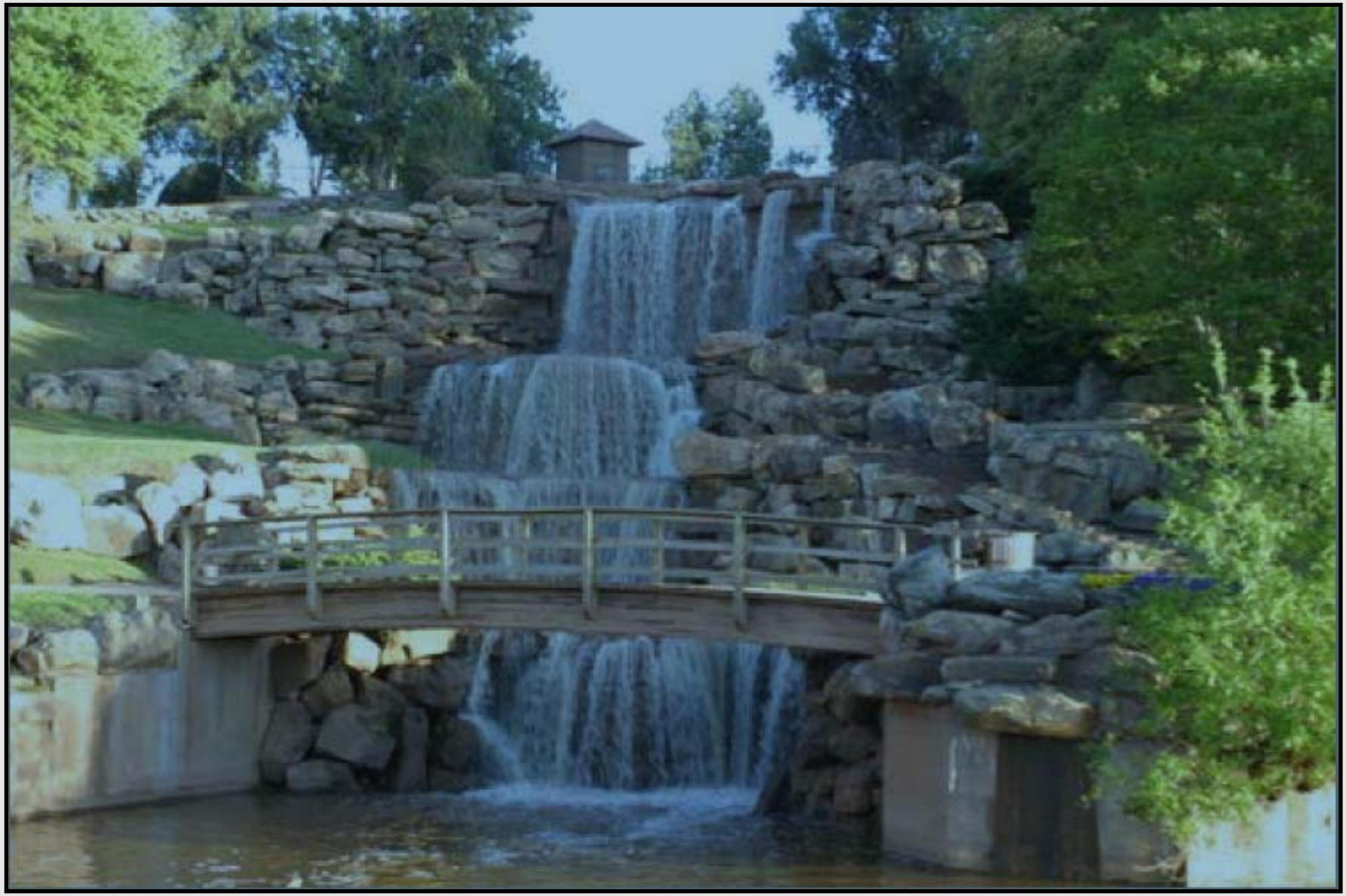
Use bollards to block unauthorized motor vehicle access to shared use paths and pedestrian bridges.

Scenic Drive Pedestrian Bridge

Bike/Ped Access to Midwestern State University in Wichita Falls

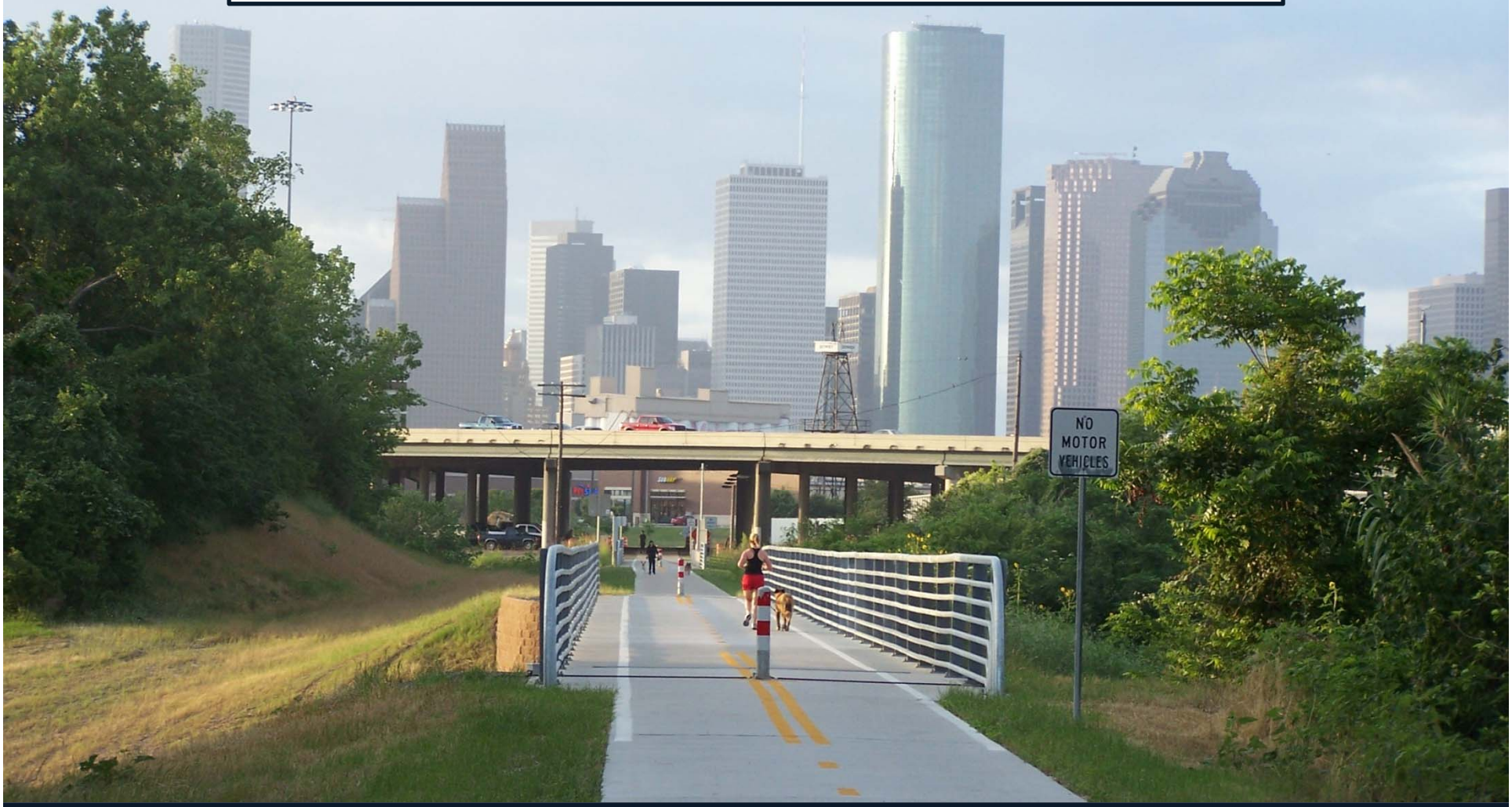
Bike/Ped Access in Paris, Texas

Wichita Falls River Crossing at I 44



Houston's MKT-SP Rails to Trails Bridge

This shared use path includes a two-foot shoulder/clear area between the edge of the path and the vertical bridge railing on each side. Use bollards to block unauthorized motor vehicle access.



Shared Use Path with Separated Pedestrian Accommodations

Preserve historic elements – the elevated sidewalks from the original Union Pacific railroad bridge were incorporated into the overall design.

ADA Compliant SRTS Sidewalks for Corpus Christi, Texas

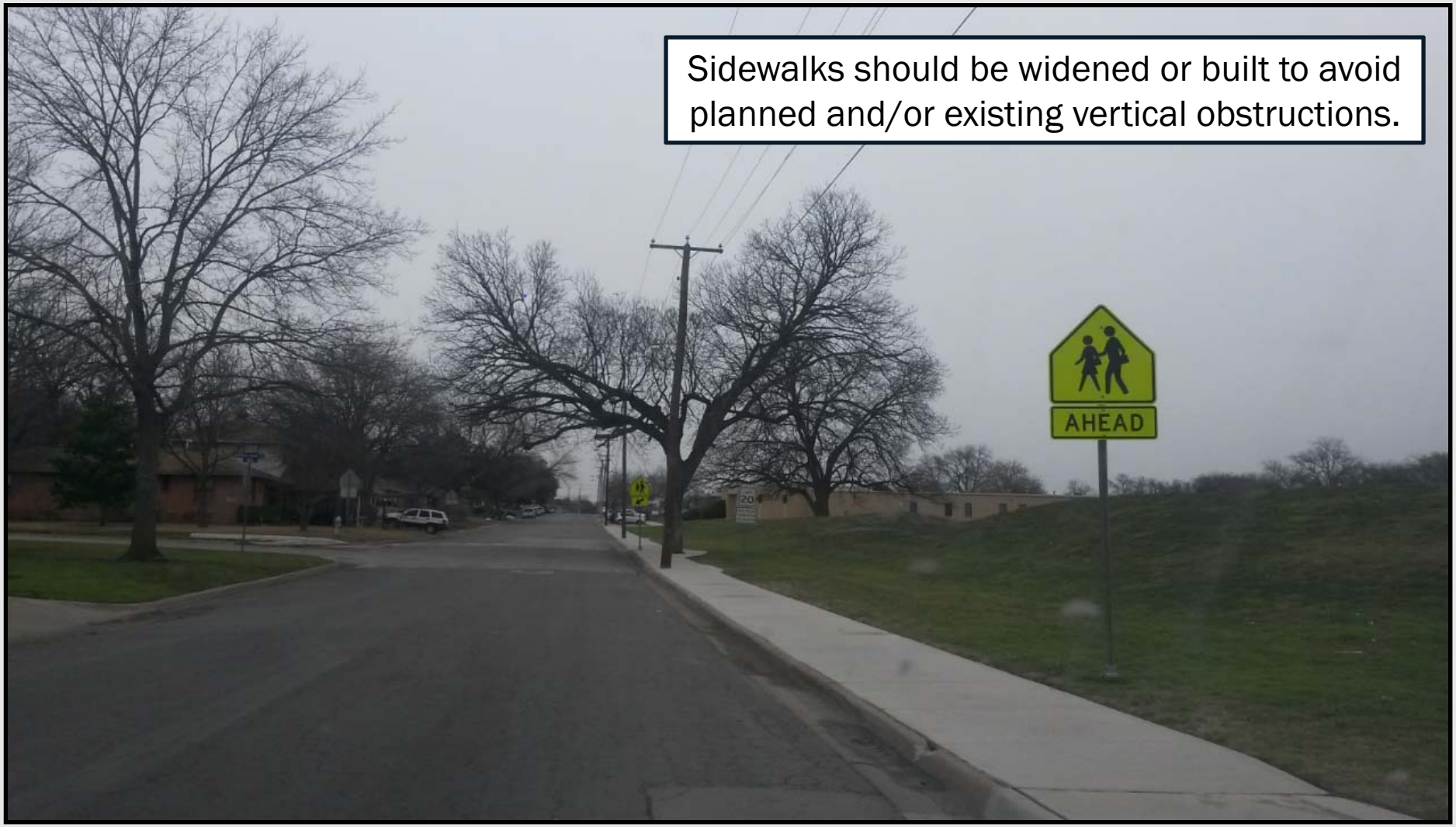
In accordance TxDOT design recommendations, provide a minimum four-to-six-foot separation between the face-of-curb and the sidewalk's edge.

ADA Compliant SRTS Sidewalks for Angleton, Texas

Providing a wider separation from vehicular traffic in school zones is strongly recommended. Provide a minimum one-foot separation between the edge of the sidewalk and any vertical obstructions (two feet is recommended).

ADA Compliant SRTS Sidewalks for Haltom City, Texas

SRTS Sidewalks for Haltom City, Texas



Sidewalks should be widened or built to avoid planned and/or existing vertical obstructions.

ADA Compliant SRTS Hurst Bellaire, Texas

ADA Compliant Sidewalks in Downtown Paris, Texas

Provide wider sidewalks in urbanized areas.

Crosswalk in Abilene, Texas

Sidewalks in Abilene, Texas

Building ADA compliant sidewalks using durable materials will reduce long-term maintenance costs. Consider the visual appearance and consider context sensitive designs.

Project Emphasis Areas

The Department is particularly interested in projects that:

- Enhance bicycle and pedestrian safety.
- Propose a direct connection to important community destinations (such as schools, employment, shopping and recreational areas).
- Provide access to or between existing community investments in bicycle and pedestrian facilities, public transportation, or other mobility options.
- Reflect a high degree of collaboration and community consensus while directly contributing to the department's safety and connectivity goals.
- Contribute as an individual project to a larger investment consistent with Complete Streets Design.

Project Selection Criteria and Evaluation

The Department and the Texas Transportation Commission seek to prioritize TAP investments in projects that represent the best use of available TAP funds. All project sponsors shall address the eight criteria categories outlined in the program guide on pages 13-15.

- Department Goals and Project Emphasis Areas (50%)
- Project Readiness (25%)
- Local Project Funding (25%)

...include in the written portions of the TAP Nomination Form

...provide documentation to support

Note: Scoring may differ among eligible TAP activities.

Project Selection Criteria and Evaluation

www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html

1) **Department Goals and Project Emphasis Areas** — Represents 50% of the Total Evaluation Score

(Review the Department's Goals and Section E. PROJECT EMPHASIS AREAS, discussed previously)

CRITERIA	DESCRIPTION	FACTORS
Improving Safety	Provides safer and less intimidating accommodations for pedestrians, bicyclists, and other non-motorized traffic. Constructs Safe Routes to School infrastructure.	· Improves safety in areas with high numbers of crashes (provide crash data and source) · Improves roadway crossings and/or traffic signals for pedestrians and bicyclists · Implements traffic calming measures · Considers persons with special needs · Provides separate facilities for various transportation modes
Implementing Active Transportation and Mobility Plans	Improves ability to walk and bicycle for everyday activities including travel to work, school, and shopping. Increases transportation options for non-motorists.	· Consistent with local and regional plans, including but not limited to On-street Bikeway Plan(s), Pedestrian Facility Plan(s), Safe Routes to School Plan(s), or other related community Master Transportation Plans that have been adopted a city or governing body. · Improves access and/or enhances mobility
Making local and/or Regional Linkages and Connections to Employment, Households, and Activity Centers	Improves Local and/or Regional connections and/or access between residential neighborhoods, cities, counties, and major destinations. Provides multi-modal connections.	· Network continuity (gap closures, extension of regional facilities, linkages between multiple jurisdictions) · Provides direct connections to transit and/or rail (shared use paths, sidewalks, and on-street bikeways) · Proximity to employment districts, schools, households, and other special generators · Links existing transportation modes
Reducing Barriers	Improves access and/or provides safer crossings for non-motorized traffic at an existing travel barrier.	· Provides a grade-separated crossing under or over a barrier (such as a water body, major roadway, or railroad) · Provides needed infrastructure · Improvements for pedestrians and bicyclists at roadway crossings and/or intersections
Providing Environmental Benefits and/or Reducing Congestion	Provides access in underserved communities. Demonstrates public outreach and involvement. Improves air quality or other environmental benefits. Encourages healthy living. Helps reduce congestion.	· Improves non-motorized access for persons in areas with a greater percentages of minorities and low income households compared to the regional average · Demonstrates a measureable benefit in air quality · Other measurable environmental benefits · Identifies the potential for a measureable reduction in congestion · Provides a synopsis of their public outreach plan
Creating Economic Development Opportunities	Results in benefits exceeding project costs. Supports state tourism and interstate bicycling.	· Supports investments that provides an increased benefit to the community and the region through revitalization, redevelopment, and job creation. · Creates transportation facilities that support the state's tourism. · Project is consistent with proposed US bike route system. *www.adventurecycling.org/routes-and-maps/us-bicycle-route-system/national-corridor-plan/*

14

2) **Project Readiness** — Represents 25% of the Total Evaluation Score

(Status of Plan Development, Environmental Documentation, and Real Property Acquisitions for the Project)

CRITERIA	DESCRIPTION	FACTORS
Identifying Project Readiness	Ability to initiate construction if selected for funding. Demonstrates strong community support through collaboration, outreach, involvement and partnerships with others. The project is identified on locally approved transportation plans.	· Status of design/engineering · Status of environmental documentation · Status of right-of-way/property acquisitions

3) **Local Project Funding** — Represents 25% of the Total Evaluation Score

(Adequate financial resources including the local match)

CRITERIA	DESCRIPTION	FACTORS
Local Project Funding	Project sponsor demonstrates the ability to pay 100% of the construction cost as work is done and request reimbursement of up to 80% of the allowable costs incurred. Match type: Cash match, In-kind match, Cash with In-Kind, and Over match.	· Project sponsor financial soundness · Local Match · Additional Local Match (exceeds required 20%)

J. SELECTION OF TAP PROJECTS BY THE COMMISSION

The commission, by written order, will select projects for funding under the TAP based on:

1. Recommendations from the director of the division responsible for administering the TAP
2. The potential benefit to the state of the project
3. Whether the project enhances the surface transportation system

The commission is not bound by project recommendations provided by the department. The commission will specify a fixed amount of TAP funds for each project selected. Project costs in excess of this are the responsibility of the project sponsor. The department will notify the project sponsors of the projects selected by the commission.

15

Eligible TAP Project Sponsors

Eligible Sponsors:

- Local governments.
- Regional transportation authorities.
- Transit agencies.
- Natural resource or public land agencies.
- School districts, local education agencies, or schools.
- Tribal governments.
- Any other local or regional governmental entity with responsibility for oversight of transportation or recreational trails (other than a metropolitan planning organization or a state agency) that the state determines eligible.

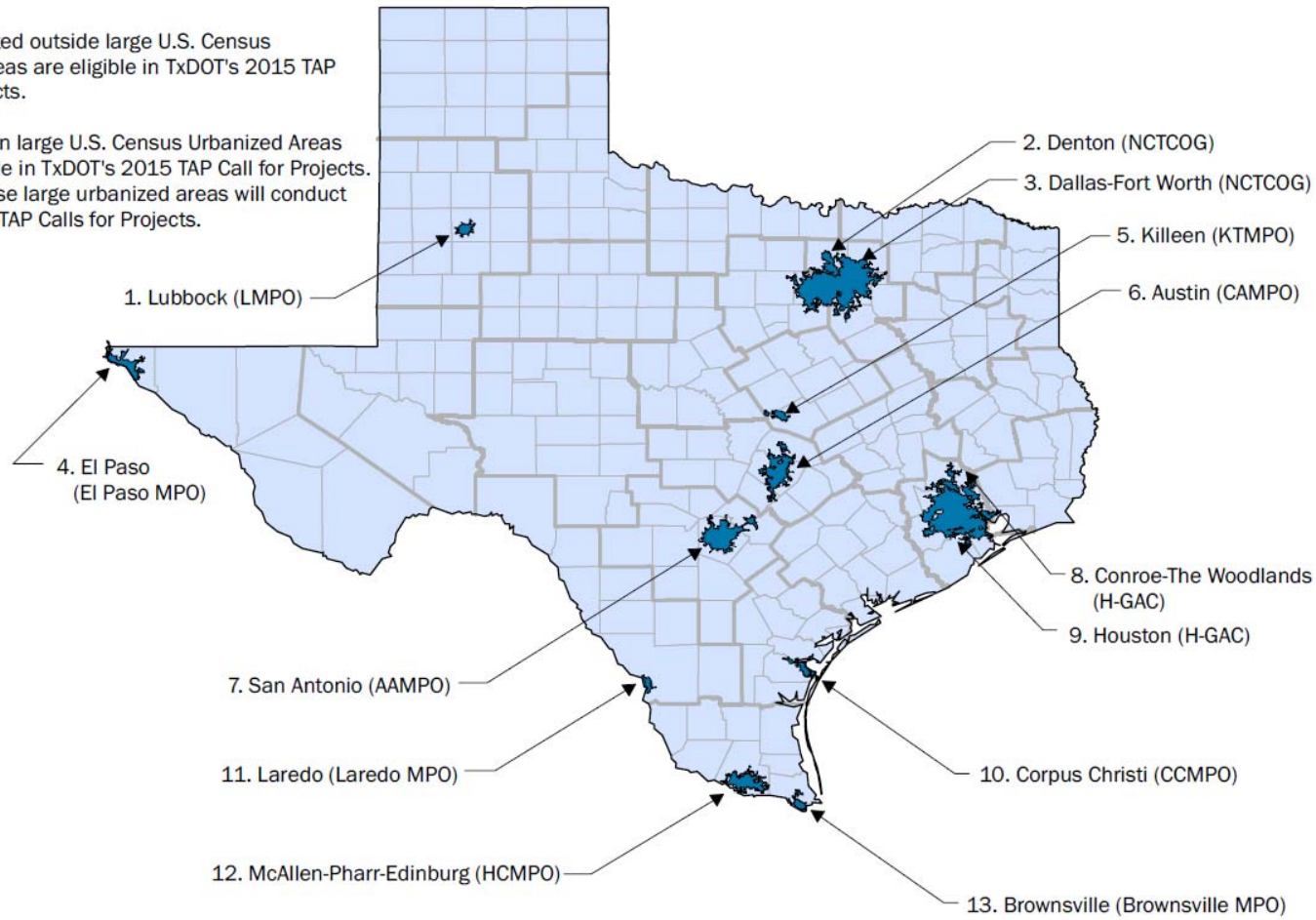
TxDOT TAP - Transportation Management Areas (TMAs)/ MPO

Large Urbanized Areas Map

(Source: 2010 U.S. Census)

Note:
Projects located outside large U.S. Census Urbanized Areas are eligible in TxDOT's 2015 TAP Call for Projects.

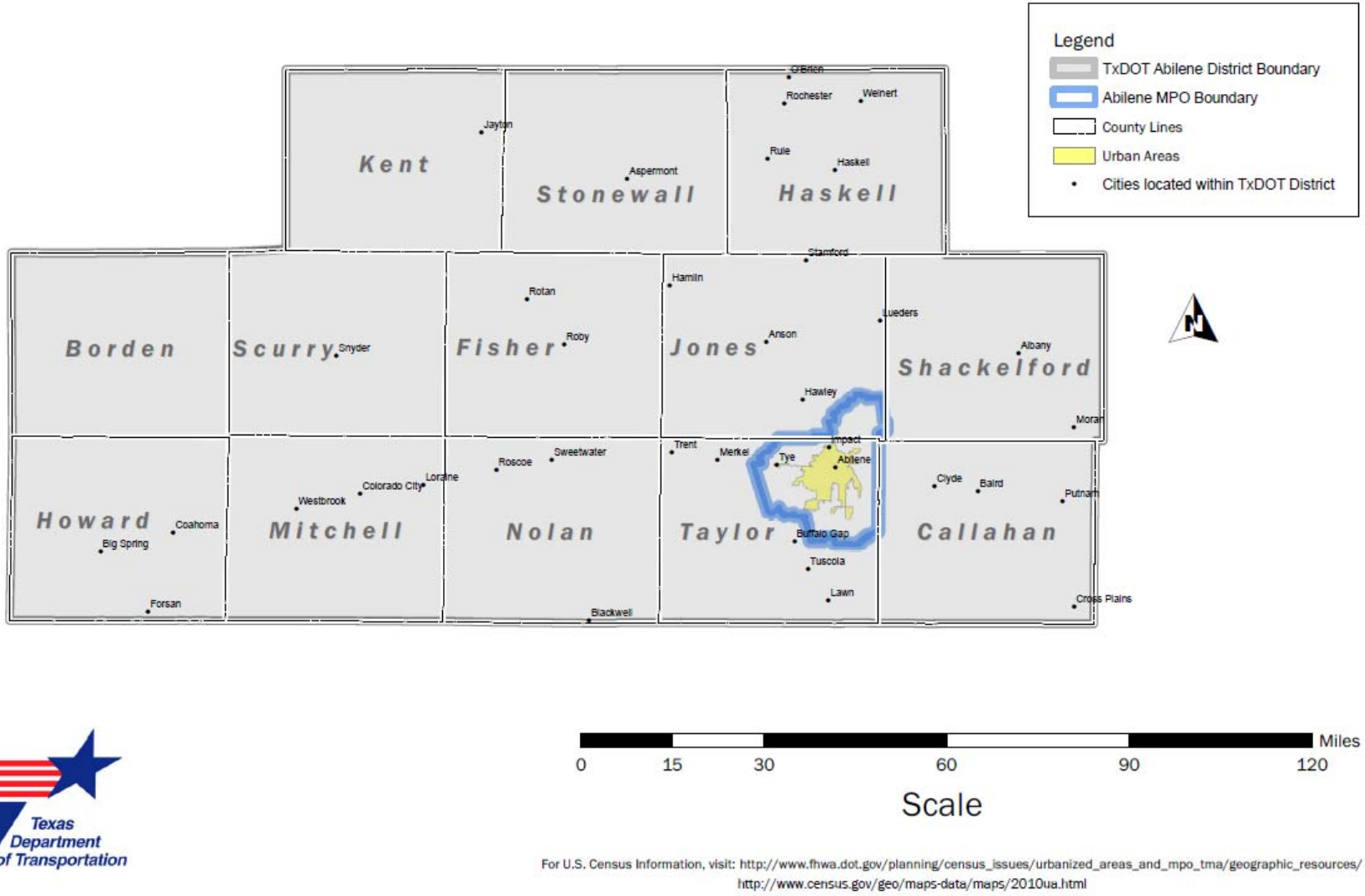
Projects within large U.S. Census Urbanized Areas are not eligible in TxDOT's 2015 TAP Call for Projects. MPOs for these large urbanized areas will conduct independent TAP Calls for Projects.



For U.S. Census Information, visit: http://www.fhwa.dot.gov/planning/census_issues/urbanized_areas_and_mpo_tma/geographic_resources/

Example District Map

TxDOT Abilene District Urbanized Areas and Cities

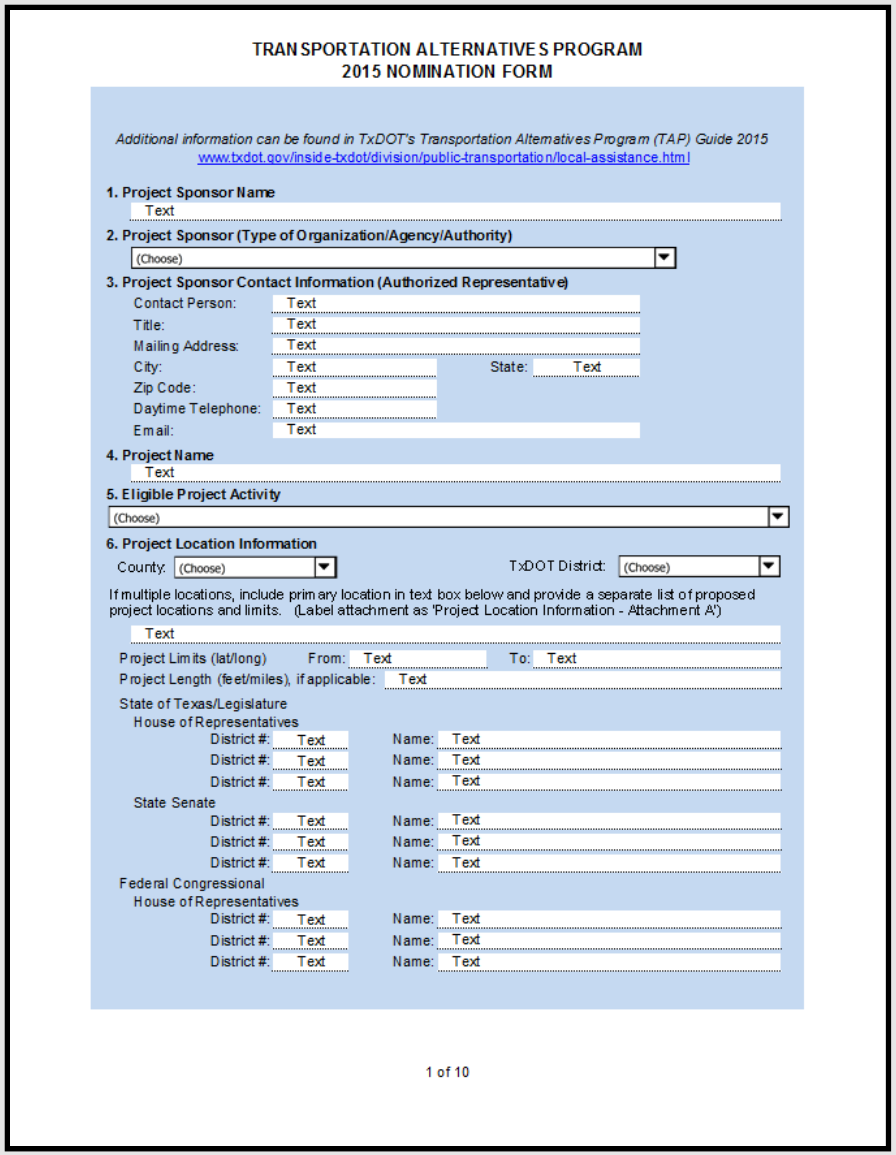


Texas Department of Transportation

For U.S. Census Information, visit: http://www.fhwa.dot.gov/planning/census_issues/urbanized_areas_and_mpo_tma/geographic_resources/
http://www.census.gov/geo/maps-data/maps/2010ua.html

TAP Nomination Form Page 1

- Project Sponsor – name and contact information
- Project Name – should reflect the project location and eligible activity (Example: White Oak Bayou Shared Use Path)
- **"Choose"** indicates that a drop down list is available
- Eligible Activity
- Project Location Information - including county and TxDOT district
- Elected Officials – boundaries of the proposed project



TRANSPORTATION ALTERNATIVES PROGRAM
2015 NOMINATION FORM

Additional information can be found in TxDOT's Transportation Alternatives Program (TAP) Guide 2015
www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html

1. Project Sponsor Name
Text

2. Project Sponsor (Type of Organization/Agency/Authority)
(Choose)

3. Project Sponsor Contact Information (Authorized Representative)
Contact Person: Text
Title: Text
Mailing Address: Text
City: Text State: Text
Zip Code: Text
Daytime Telephone: Text
Email: Text

4. Project Name
Text

5. Eligible Project Activity
(Choose)

6. Project Location Information
County: (Choose) TxDOT District: (Choose)

If multiple locations, include primary location in text box below and provide a separate list of proposed project locations and limits. (Label attachment as 'Project Location Information - Attachment A')
Text

Project Limits (lat/long) From: Text To: Text
Project Length (feet/miles), if applicable: Text

State of Texas/Legislature
House of Representatives
District #: Text Name: Text
District #: Text Name: Text
District #: Text Name: Text
State Senate
District #: Text Name: Text
District #: Text Name: Text
District #: Text Name: Text
Federal Congressional
House of Representatives
District #: Text Name: Text
District #: Text Name: Text
District #: Text Name: Text

1 of 10

TAP Nomination Form Page 2

- Provide a well-developed narrative of the project – include eligible activity, benefits to the surface transportation system and the work activities to be performed.
- A location map showing project limits will be required for all projects.
- Additional project details are optional – plans, photos, etc.
- Funding resolution – a commitment to the project's development, implementation, construction, maintenance, management and financing.
- MPO letter of support – MPO's commitment to include the project in the TIP, if selected for funding.

7. Project Description

Provide a well-developed narrative of the project, describe the eligible activity as defined in TxDOT's TAP Program Rules and 2015 TAP Program Guide and illustrate the benefits the project will provide to the surface transportation system. Summarize the work activities to be performed.

(Limited to 3500 Characters with spaces)

Text

8. Project Details (A location map showing project limits is a minimum requirement)
Provide project plans, location map(s), images, diagrams, & photographs to describe the proposed project in more detail (Label attachment as 'Project Details - Attachment B')
(No more than 10 pieces)

9. Official Project Sponsor Funding Resolution
(Label attachment as 'Certification of Funding and Support - Attachment C')
(No more than 10 pieces)

10. MPO/COG Transportation Improvement Program (TIP) Letter (if applicable)
(Label attachment as 'MPO/COG Letter - Attachment D')
(No more than 10 pieces)

2 of 10

TAP Nomination Form Page 3

- Evidence of public involvement – Provide a summary of the public's interest and involvement.
- Documentation – city council meeting minutes, newspaper articles, public petition, advocacy meetings, etc., letters of support.
- Project ranking – (1 of 1, 1 of 3) – prioritize projects when submitting more than one project – otherwise identify as 1 of 1.
- Documentation of property rights by title of ownership, lease, or easement for all property within the project location.
- SHPO and/or THC coordination, if applicable.

11. Evidence of Public Involvement and Support

a. Provide a summary of the public's involvement and support in the text box below. Include dates and information about public meetings and events held to discuss this project.

b. Attach letters and other documentary evidence of the Public's involvement and support. (Label attachments as 'Evidence of Public Involvement and Support - Attachment E') (No more than 10 pieces)

(Limited to 1,640 Characters with spaces)

Text

12. Project Priority Ranking by Project Sponsor (*Examples: 1 of 1, 2 of 4, 1 of 3*)

1 of 6

13. Property Ownership and Acquisition Information

All proposals must provide documentation of the project sponsor's property rights by title of ownership, lease, or easement for all property within the project limits. Answer the following questions:

a. Is the property needed for the project already acquired?

If No - How will property be acquired? Describe in the text box below. Include a commitment letter by current owner stating that the property's interest will be transferred to the project sponsor.)

If Yes - When was the property acquired and how? Describe in the text box below.

b. Was the property acquired in accordance with the Uniform Relocation Assistance and Real Property Acquisition Act?

(Label attachments as 'Property Ownership and Acquisition Information - Attachment F') (No more than 10 pieces)

Text

14. SHPO Certificate of Eligibility - National Register of Historic Places (*if applicable*) (Choose)

Projects proposing work on historic properties must include the required documentation from the State Historic Preservation Officer (SHPO) of the Texas Historical Commission.

(Label attachment as 'SHPO Certificate of Eligibility - Attachment G')

3 of 10

TAP Nomination Form Page 4

- Historic site
- Environmental mitigation
- Railroad coordination
- Local – regional bike plan
- SRTS plan
- Estimated time to project completion
- Maintenance commitment

15. Scenic Easement/Historic Site Designation *(if applicable)* (Choose)
Projects proposing acquisition of scenic easements and scenic or historic sites must provide documentary evidence from the appropriate city, county, state or national entity indicating official designation. (Label attachment as 'Scenic Easement/Historic Site Designation - Attachment H')

16. Evaluation of Work Involving Environmental Mitigation *(if applicable)* (Choose)
Projects proposing environmental mitigation must provide documentary evidence from the Texas Commision on Environmental Quality or the Texas Parks and Wildlife Department indicating their technical evaluation of the project.
(Label attachment as 'Evaluation of Work Involving Environmental Mitigation - Attachment I')

17. Railroad Right of Entry Letter/Agreement *(if applicable)* (Choose)
Projects proposing to encroach or cross railroad right of way must include documentary evidence from the railroad granting a right of entry or an executed encroachment agreement.
(Label attachment as 'Railroad Right of Entry Letter/Agreement - Attachment J')

18. Local Bicycle Plan *(if applicable)* (Choose)
Projects proposing to build facilities for bicycles must include documentary evidence stating that the project has been included in the entity's bicycle plan or comprehensive plan, if applicable, or provide evidence of support for the project from the local jurisdiction if the project limits include property not owned by the project sponsor. (Label attachment as 'Local Bicycle Plan - Attachment K')

19. Safe Routes to School (SRTS) Plan *(If applicable)* (Choose)
Construction of infrastructure-related projects to improve the ability of students to walk and bicycle to school must include documentary evidence of coordination with schools.
(Label attachment as 'SRTS Plan - Attachment L')

20. Projected Time Estimate
Estimate the amount of time it will take to complete the project from start to finish. Approximate the time required for each activity. The activities can run concurrently causing the total time to be less than the total number of months designated for project activities. Consider time as outlined:

Months
12 **Planning Activities**
(Executing AFA with TxDOT, hiring consultant, planning, schematic and design, utility relocation, etc.)
12 **Environmental Clearance**
(Assessments, possible mitigation for hazardous materials, permits, review by THC, COE, etc.)
12 **ROW Acquisition**
(Surveying, appraisals, title transfer, clearance, etc.)
12 **Project Design and Plan Preparation of PS&E Package**
(Including PS&E Review by TxDOT District, Austin Divisions, TDLR, and other agencies as needed.)
12 **Project Construction/Implementation**
(Advertising/hiring of construction contractor, possible demolition, construction, inspection, etc.)
12 **Other** Text

Projected Time in Months 30

21. Maintenance and Operations
Estimate maintenance and operations costs of the project. If applicable, determine the amount of any anticipated annual income that may be derived from the project.
Additional documentation may be included (Label attachment as 'Maintenance Plan - Attachment M')

Maintenance $ $10,000 Operations $ $5,000 Income $ $0

Identify all parties that will be responsible for project maintenance and operations after construction:

Text

4 of 10

TAP Nomination Form Pages 5 & 6

- Provide a detailed cost estimate of all construction costs.
- Consider the construction year - inflate costs accordingly.
- Review construction costs with professionals.
- Review TxDOT's Average Low Bid Unit Prices at:
  http://www.txdot.gov/business/letting-bids/average-low-bid-unit-prices.html

22. Itemized Budget Section

Provide a detailed cost estimate of all costructions costs in the format provided below.

Itemized Construction Cost Estimate:

Work Activities	Quantity	Unit	Unit Price	Amount
Text	1	EA	$811,000	$811,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000

Itemized Budget Section (continued)

Provide a detailed cost estimate of all costructions costs in the format provided below.

Itemized Construction Cost Estimate (continued):

Work Activities	Quantity	Unit	Unit Price	Amount
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
			Total:	$900,000

6 of 10

TAP Nomination Form Page 7

Additional Construction-Related Costs

- Survey work
- Soil testing
- Project management
- Construction engineering
- Cost associated with field changes approved by TxDOT
- Other items

Itemized Budget Section (*continued*)

Provide a detailed cost estimate of all additional **construction-related costs** in the format provided below.

Additional Construction-Related Costs:

Work Activities	Quantity	Unit	Unit Price	Amount
Text	1	EA	$56,000	$56,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
			Total:	$100,000

TAP Nomination Form Page 8

- All in-kind contributions must be clearly documented on page 8 of the 2015 TAP Nomination Form with supporting documentation.
- No substitutions or additional in-kind contributions will be accepted after the TAP project nomination deadline has expired – no exceptions.
- In-kind cost cannot be used to match TxDOT's administrative costs.

23. In-Kind Contributions (proposed as a portion of the local match)

In-kind contribution(s) may only include actual and documented preconstruction or construction-related costs previously incurred by the project sponsor that are otherwise eligible for reimbursement under applicable statutes and regulations. In-kind contributions cannot be used to match the department's administrative costs. Provide documentation of In-Kind costs.
(Label attachments 'In-Kind Contributions - Attachment N')

Property Acquisition Costs:

Associated Property Costs:	Quantity	Unit	Unit Price	Value
Text	1	EA	$88,000	$88,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
			Total:	$100,000

Preliminary Engineering Costs:

Material:	Quantity	Unit	Unit Price	Value
Text	1	EA	$88,000	$88,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
			Total:	$100,000

Material Costs:

Material:	Quantity	Unit	Unit Price	Value
Text	1	EA	$87,000	$87,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
Text	1	EA	$1,000	$1,000
			Total:	$100,000

8 of 10

TAP Nomination Form Page 9

Costs will be automatically populated from pages 5-8.

- Total construction costs
- 15% TxDOT administrative cost – cash
- Economically Disadvantaged counties reduction – must be eligible -optional
- Identified in-kind contribution cost – will require TxDOT's approval for a reduction in the local match (page 8).

- It is recommended that project sponsors complete the checklist on pages 23-25 of the TAP Program Guide 2015 and include with submission .
- Nomination Form must be signed by an authorized representative of the LG.

24. Project Budget Summary

Itemized Construction Cost totals on pages 6 & 7 will automatically populate lines 1 & 2 below.

Itemized Construction Cost Estimate (pages 5-6):		1.	$900,000
Other Construction-Related Costs (page 7):		2.	$100,000
Total Construction Costs (Line 1 + Line 2):		3.	$1,000,000
TxDOT Administrative Expenses (15% of Line 3):		4.	$150,000
Total Project Cost (Line 3 + Line 4):		5.	**$1,150,000**
Federal Funds Requested (80% max.):	80% of Line 5	6.	**$920,000**
Local Match (20% min.):	20% of Line 5	7.	**$230,000**

Project Sponsors may increase the local match by adjusting the percentage amount above. The minimum amount of local match required is 20%, subject to any allowable adjustment for economically disadvantaged counties, as outlined below.

NOTE: Reductions for economically disadvantaged counties and In-kind contributions below may only be applied to 20% match for authorized construction and construction-related costs.

Economically Disadvantaged Counties Program (EDCP) - Based on Total Construction Cost (line 3)

EDCP Adjustment	Terry 40%	=	$80,000
Additional EDCP	5%	=	$10,000
Total EDCP Adjustment		=	$90,000

Adjusted Cash Match Required (Line 7 - Total EDC Adjustment):		8.	$140,000

Approved In-kind contributions may reduce the amount of cash needed to meet the local match requirement. If applicable, itemized In-kind costs identified on page 8 will automatically populate boxes below. **Eligibility of in-kind costs will be verified as part of project evaluation.**

Property Acquisition Costs	$100,000
Preliminary Engineering Costs	$100,000
Material Costs	$100,000
Total In-Kind Contribution:	$300,000

State Participation for ECDP Adjustment (Eligibility Review)	9.	$90,000
Total Federal Funds Requested (Line 24 + Line 27 on Page 10)	10.	$1,030,000
Total Local Cash Match Required (Line 30 + Line 31 on Page 10)	11.	$30,000

25. Have you completed the checklist in TxDOT's 2015 Program Guide? ○ Yes ○ No

26. Project Commitment

By submitting an application, the project sponsor commits that if this project is selected for funding, the project will be brought to a successful bid award within three years from selection by the Texas Transportation Commision.

The construction plans for this project are currently: ☐ Complete ☐ Not Started ____ % Complete

Signature

Print Name

Date Telephone Number

This nomination form must be signed by a representative of the local entity that has signature authority.

TAP Project Submittal Deadline for All Documentation is Monday, May 4, 2015 by 5:00 p.m. CDT

(See page 3 of TxDOT's 2015 Program Guide for delivery instructions)

9 of 10

Completing Page 9 - Will Automatically Populate Page 10

24. Project Budget Summary

Itemized Construction Cost totals on pages 6 & 7 will automatically populate lines 1 & 2 below.

Itemized Construction Cost Estimate (pages 5-6):			1.	$900,000
Other Construction-Related Costs (page 7):			2.	$100,000
Total Construction Costs (Line 1 + Line 2):			3.	$1,000,000
TxDOT Administrative Expenses (15% of Line 3):			4.	$150,000
Total Project Cost (Line 3 + Line 4):			5.	**$1,150,000**
Federal Funds Requested (80% max.):	80%	of Line 5	6.	**$920,000**
Local Match (20% min.):	20%	of Line 5	7.	**$230,000**

Project Sponsors may increase the local match by adjusting the percentage amount above. The minimum amount of local match required is 20%, subject to any allowable adjustment for economiccally disadvantaged counties, as outlined below.

NOTE: Reductions for economically disadvantaged counties and In-kind contributions below may only be applied to 20% match for authorized construction and construction-related costs.

Economically Disadvantaged Counties Program (EDCP) - Based on Total Construction Cost (line 3)

EDCP Adjustment	Terry 40%	=	$80,000
Additional EDCP	5%	=	$10,000
Total EDCP Adjustment		=	$90,000

Adjusted Cash Match Required (Line 7 - Total EDC Adjustment):	8.	$140,000

Approved In-kind contributions may reduce the amount of cash needed to meet the local match requirement. If applicable, itemized In-kind costs identified on page 8 will automatically populate boxes below. **Eligibility of in-kind costs will be verified as part of project evaluation.**

Property Acquisition Costs	$100,000
Preliminary Engineering Costs	$100,000
Material Costs	$100,000
Total In-Kind Contribution:	$300,000

State Participation for ECDP Adjustment (Eligibility Review)	9.	$90,000
Total Federal Funds Requested (Line 24 + Line 27 on Page 10)	10.	$1,030,000
Total Local Cash Match Required (Line 30 + Line 31 on Page 10)	11.	$30,000

25. Have you completed the checklist in TxDOT's 2015 Program Guide? ○ Yes ○ No

26. Project Commitment

By submitting an application, the project sponsor commits that if this project is selected for funding, the project will be brought to a successful bid award within three years from selection by the Texas Transportation Commision.

The construction plans for this project are currently: ☐ Complete ☐ Not Started ☐ % Complete

Signature

Print Name

Date *Telephone Number*

This nomination form must be signed by a representative of the local entity that has signature authority.

TAP Project Submittal Deadline for All Documentation is Monday, May 4, 2015 by 5:00 p.m. CDT

(See page 3 of TxDOT's 2015 Program Guide for delivery instructions)

9 of 10

Breakdown of Local Match for Projects with EDCP Reduction and/or In-Kind Contributions (Based on Costs Identified on Page 9)

All project costs identified for Economically Disadvantaged Counties Program (EDCP) reduction and/or identified as In-kind contribution(s) must be reviewed for eligibility by TxDOT and/or FHWA.

Construction Cost Available for In-kind Consideration

Total Project Cost (Line 5 on page 9)	12.	**$1,150,000**
TxDOT Administrative Cost (15% of line 4 on Page 9)	13.	$150,000
Federal Construction Amount With EDCP Reduction (EDCP % identified on Page 9)	14.	$450,000
Eligible Construction Amount for In-kind Consideration (Line 12 - Line 13 - Line 14)	15.	$550,000

Approved In-kind contributions may reduce the amount of cash needed to meet the local match requirement. If applicable, itemized In-kind costs identified on page 8 will automatically populate In-kind boxes on page 9 and the "Total In-kind" amount identified on page 9 will be shown on Lines 17 and 21 below.
Eligibility of In-kind costs will be verified as part of project evaluation.

Project Value Eligible for In-kind Match Contribution (EDCP match portion not included)

Eligible Construction Amount for In-kind consideration (Line 15)	16.	$550,000
Eligible In-kind Contribution (In-kind Total from page 9 or a maximum 25% of line 15, whichever is less)	17.	$137,500
Total Value for Federal Consideration (line 16 + line 17)	18.	$687,500

Eligible Federal Match

Federal Construction Match (80% maximum of line 14 + Line 18)	19.	$910,000

Local Match Required

Local Match for Construction (20% minimum of line 18)	20.	$137,500
Eligible In-kind Contribution (Total In-kind Contribution on page 9 or a maximum 25% of line 15 whichever is less)	21.	$137,500
Local Cash Match Required (Line 20 - Line 21)	22.	$0

Cost Participation for EDCP and In-kind Contribution(s) Must be Approved by TxDOT and/or FHWA

Construction Cost Participation

State Participation for Eligible EDCP Match (Total EDCP Adjustment on Page 9)	23.	$90,000
Federal Participation (Line 19)	24.	$910,000
Local Cash Match for Construction (Line 22)	25.	$0
TOTAL CONSTRUCTION COST	**26.**	**$1,000,000**

TxDOT Administrative Cost Participation

Federal Participation for TxDOT Admin. Cost (80% max. of Line 4 on Page 9)	27.	$120,000
Local Cash Match for TxDOT Admin. Cost (20% min. of Line 4 on Page 9)	28.	$30,000
TOTAL TxDOT ADMINISTRATIVE COST	**29.**	**$150,000**

Local Cash Match Required

Local Cash Match for Construction (Line 22)	30.	$0
Local Cash Match for TxDOT Administrative Costs (20% min.of Line 4 on page 9)	31.	$30,000
TOTAL LOCAL CASH MATCH	**32.**	**$30,000**

10 of 10

2015 TAP Program Guide – Nomination Checklist

TRANSPORTATION
ALTERNATIVES
PROGRAM GUIDE
2015

R. PROJECT NOMINATION CHECKLIST

All nominations must utilize the TAP 2015 Nomination Form available in Microsoft Windows Excel 2010 (.xlsm). Download the Nomination Format from the department's website at: *www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html*.

The department strongly recommends completing the following checklist and including the completed checklist as part of the project submission.

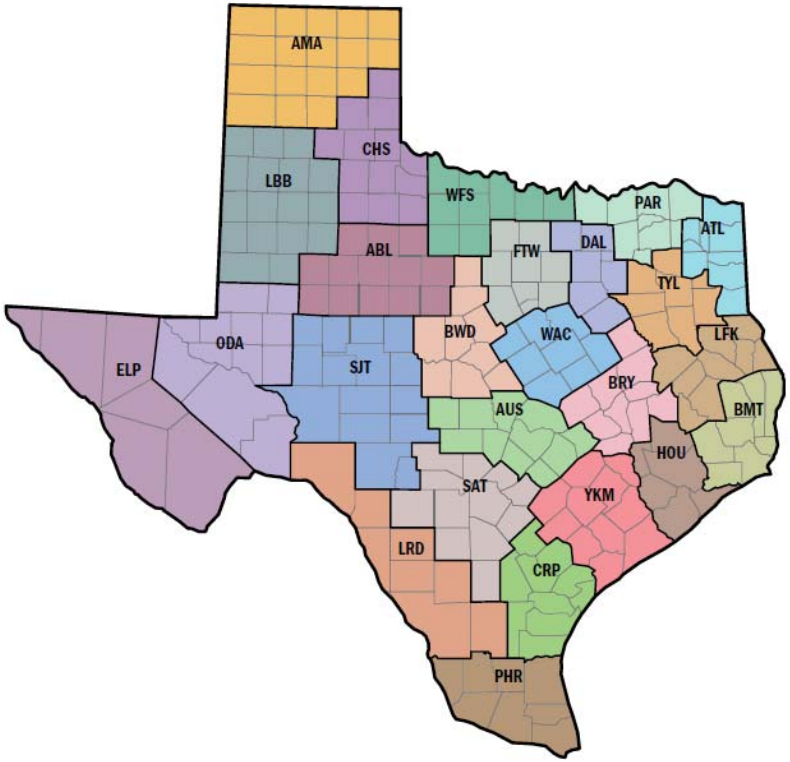
- ☐ 1. **Project Sponsor Name:**
- ☐ 2. **Project Sponsor** (Type of Organization/Agency/Authority)
  Choose from the drop-down list of eligible project sponsors (refer to Title 23, U.S.C. §213) provided in the TAP project nomination form. A project sponsor must be eligible to receive and manage federal transportation funds. (Note: Metropolitan Planning Organizations and State Agencies are ***not*** *eligible TAP project sponsors.)*
- ☐ 3. **Project Sponsor Contact Information**
  The contact person must have the authority to speak on behalf of the project sponsor. This person should have working knowledge of the project and be available to answer questions. Provide the contact person's name, title, mailing address, city, zip code, daytime telephone number, and email address.
- ☐ 4. **Project Name:**
  It is recommended that you create a project name that reflects the project location as well as the type of project (Examples: Bull Creek Shared Use Path, FM 1342 Bike Lanes, SRTS for Shady Elementary).
- ☐ 5. **Eligible Project Activity**
  Choose the appropriate project activity from the drop-down list in the nomination form.
- ☐ 6. **Project Location Information** (If applicable - Attachment A)
  Identify the Texas County (drop-down selection) and TxDOT District (drop-down selection) and major project location (text box) within the project nomination form. If multiple locations are proposed include a separate list of the proposed project locations and limits.
- ☐ 7. **Project Description**
  This information should be supported by a well-developed narrative of the project, including information describing the eligible activity as defined in the TAP rules and the benefits that the project will provide to the surface transportation system. Detail the work activities to be performed.
- ☐ 8. **Project Details** (Attachment B)
  - **Maps**
    Maps must be legible, clearly labeled, and convey adequate information that identifies not only the location of the project, but also its relationship to the area it will serve.
  - **Existing Project Site Photos**
    Photographs must be legible, clearly labeled, and convey adequate detail to clearly identify the project area in its current state. It is recommended that the location and date of the photographs be included.
  - **Project Site Plans**
    Site plans must be legible, clearly labeled, and drawn to scale, including dimensions that convey adequate detail about all major items of work.
- ☐ 9. **Official Project Sponsor Funding Resolution** (Attachment C)
  This document MUST include the following verbiage: The Project Sponsor supports funding this project as described in the TAP 2015 Nomination Form (including the construction budget, the department's 15% administrative costs, and the required local match) and is willing to commit to the project's development, implementation, construction,

23

2015 District TAP Coordinators

P. TxDOT DISTRICT MAP

To locate your TxDOT District Office visit *www.txdot.gov/inside-txdot/district.html*. The state map at this website includes hyperlinks to TxDOT's 25 District Office websites. Click on your county and the hyperlink will take you to the TxDOT District website that includes that county. Take note of the full name of the TxDOT District Office that appears at the top of the webpage. Use the TxDOT District TAP Coordinators list on the following page to identify the local TAP Coordinator for that District Office. The map below also includes hyperlinks.



Q. TxDOT DISTRICT TAP COORDINATORS

TxDOT's District TAP Coordinator will be your first point-of-contact to discuss TxDOT's 2015 TAP Call for Projects and the project nomination process

Abilene District Office
Kristi Barron | 325.676.6811
4250 North Clack
Abilene, TX 79604-0150

Amarillo District Office
John Soto | 806.356.3267
5715 Canyon Drive
Amarillo, TX 79110-7368

Atlanta District Office
Deanne Simmons | 903.799.1308
701 East Main
Atlanta, TX 75551

Austin District Office
Bonnie Lister | 512.832.7280
7901 North IH 35
Austin, TX 78761-5426

Beaumont District Office
Scott Ayres, P.E. | 409.898.5743
8350 Eastex Freeway
Beaumont, TX 77708

Brownwood District Office
Andrew Chisholm | 325.643.0442
2495 Hwy. 183 North
Brownwood, TX 76802

Bryan District Office
Allison Kurwitz | 979.778.9788
2591 N. Earl Rudder Freeway
Bryan, TX 77803-5190

Childress District Office
Gene Garcia | 940.937.7157
7599 US 287
Childress, TX 79201-9705

Corpus Christi District Office
Jason Alvarez | 361.808.2495
1701 South Padre Island Drive
Corpus Christi, TX 78416

Dallas District Office
Godfrey Sendawula | 214.789.6266
4777 East Highway 80
Mesquite, TX 75150

El Paso District Office
Blanca Serrano-Rivera | 915.790.4328
13301 Gateway Blvd West
El Paso, TX 79928

Fort Worth District Office
Phillip Hays | 817.370.6591
2501 SW Loop 820
Fort Worth, TX 76133

Houston District Office
Ana Ramirez-Huerta | 713.802.5810
7600 Washington Avenue
Houston, TX 77007

Laredo District Office
Gustavo Elizondo | 956.712.7429
1817 Bob Bullock Loop
Laredo, TX 78043

Lubbock District Office
Jerry Cash | 806.748.4431
135 Slaton Road
Lubbock, TX 79404-5201

Lufkin District Office
Sam Skrehot, P.E. | 936.633.4397
1805 North Timberland
Lufkin, TX 75901

Odessa District Office
Kelli Williams | 432.498.4752
3901 East US Hwy. 80
Odessa, TX 79761

Paris District Office
Sydney Newman | 903.737.9285
1365 North Main Street
Paris, TX 75460-2697

Pharr District Office
Stephen Walker | 956.702.6142
600 West Expressway 83
Pharr, TX 78577-1717

San Angelo District Office
Kristan Hereford | 325.947.9242
4502 Knickerbocker Road
San Angelo, TX 76904

San Antonio District Office
Mark Mosley | 210.615.5812
4615 N.W. Loop 410
San Antonio, TX 78284-3601

Tyler District Office
Mary Fletcher | 903.510.9246
2709 West Front Street
Tyler, TX 75702

Waco District Office
Jim Reed | 254.867.2733
100 South Loop Drive
Waco, TX 76704-2858

Wichita Falls District Office
Darell Johnson, P.E. | 940.720.7840
1601 Southwest Parkway
Wichita Falls, TX 76302-4906

Yoakum District Office
Barbara Grahmann | 361.293.4371
403 Huck Street
Yoakum, TX 77995-2973

TxDOT DIVISION COORDINATION
Public Transportation Division Office (PTN)
Teri Kaplan, *TAP Program Manager*
3712 Jackson Avenue
Building #6, 5th Floor
Austin, TX 78731
512-374-5230
Teri.Kaplan@txdot.gov

Important Web Links Reference

Potential TAP Project Sponsors must be familiar with TAP federal guidance and TxDOT's TAP rules prior to considering development of a 2015 TAP Project Nomination Package

- TxDOT 's 2015 TAP Program Guide & Nomination Form:
  http://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html
- TxDOT TAP Rules (TAC, Title 43, Chapter 11, Subchapter F):
  http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=43&pt=1&ch=11
- TxDOT's Economically Disadvantaged Counties Program:
  www.txdot.gov/inside-txdot/division/transportation-planning/disadvantaged-county.html
- TxDOT's Average Low Bid Unit Prices:
  http://www.txdot.gov/business/letting-bids/average-low-bid-unit-prices.html
- FHWA TAP Guidance:
  http://www.fhwa.dot.gov/map21/guidance/guidetap.cfm
- U.S. Census Bureau Information:
  https://www.census.gov/geo/maps-data/maps/2010ua.html
  www.fhwa.dot.gov/planning/census_issues/urbanized_areas_and_mpo_tma/geographic_resources/
- Texas Accessibility Information-Texas Dept. .of Licensing and Regulation:
  www.tdlr.state.tx.us
- ADA Standards for Accessible Design:
  http://www.ada.gov

Questions ?

Teri Kaplan
TxDOT TAP Program Manager
Public Transportation Division
TxDOT's Camp Hubbard Campus
3712 Jackson Avenue, Building #6
Austin, Texas 78731
(512) 374-5235
Teri.Kaplan@txdot.gov