



## 2019 Transportation Alternatives (TA) and Safe Routes to School (SRTS) Call for Projects Preliminary Application (PA) INSTRUCTIONS

TxDOT's 2019 TA/SRTS Call for Projects involves a two-step application process:

- Step 1** Preliminary Application (PA): When completed, the PA will provide high-level project information to determine eligibility and funding opportunities. A separate application is required for each project. Project Sponsors will be contacted by their local TxDOT District to schedule a meeting to discuss their proposed project. Project Sponsors will receive notification to advance to step 2 and complete the *Detailed Application* for each eligible project.
- Step 2** Detailed Application (DA): When completed, the DA will provide detailed project information, including a written scope of work, location map(s), project layout and context, photograph(s), typical section(s), a comprehensive cost estimate, project timeline, property information, overview of potential environmental concerns, and a commitment for local government project funding.

The PA (Step 1) INSTRUCTIONS below provide additional information and guidance for completing the PA.

### Project Sponsor

- 1. Contact information** (self-explanatory)
- 2. Identify population area (based on project location)**

Population size should be based on the 2010 U.S. Census population for the jurisdiction in which the proposed project is located. 2010 Decennial U.S. Census information at: [https://factfinder.census.gov/faces/nav/jsf/pages/community\\_facts.xhtml](https://factfinder.census.gov/faces/nav/jsf/pages/community_facts.xhtml)
- 3. Is the project within the boundaries of a Metropolitan Planning Organization (MPO)?**

If the project is within a MPO boundary, is the project within a Census Urbanized Area greater than 200,000, designated as a [Transportation Management Area](#)?

  - Map of TMA and MPO boundaries: <http://arcg.is/OyCnGC>
  - List of Texas MPOs: <https://www.texasmpo.org/texas-mpo/>

TA funds: Projects located within a [Transportation Management Area](#) (TMA) (Census urbanized area with population greater than 200,000) are not eligible for TxDOT's TA funds. Projects located within the urbanized area of a TMA must seek TA funding through the local MPO's competitive Call for Projects. Projects located outside the TMA, but within MPO boundaries may be eligible for TA funding through a competitive call administered by either TxDOT or the MPO. Projects, or substantially similar projects, submitted during a TA program call administered by the MPO are not eligible for consideration under a TA program call administered by the department.

SRTS funds: No population restrictions.

### Project Information

- 4. Project name** (concise and logical)
- 5. Eligible project type**

A project may include multiple project types; select all that apply. It is understood that sidewalks, shared use paths, and bikeways will include appropriate intersection treatments. Eligible project types include:

  - Bikeway improvements (infrastructure serving bicyclists only)
  - Shared use paths (infrastructure serving bicyclists and pedestrians)
  - Sidewalk improvements (infrastructure primarily serving pedestrians)
  - Improvements for non-motorized transportation safety (examples include traffic calming measures, pedestrian or bicycle signals, pedestrian refuge islands, curb extensions, bicycle

parking, etc. **Select this option only when the project does not include a bikeway, sidewalk, or shared use path.**

Additional descriptions of each eligible project type are found in 43 TAC 11.404 and 43 TAC 25.502

**6. Project location** (Check all that apply)

**7. Provide a Google map link**

Applicants must create a Google digital map and provide a map link in the PA. Several Google tutorial web links are provided below for assistance. Minimum requirements include:

1. Map Name must include project sponsor’s name and project name.
2. Map must be made publicly accessible on the web.
3. Map must at least feature a starting and ending point for the proposed project.

**Google Map Tutorials:**

Create a new map	<a href="https://support.google.com/mymaps/answer/3024454?hl=en&amp;ref_topic=3188329">https://support.google.com/mymaps/answer/3024454?hl=en&amp;ref_topic=3188329</a>
Add places to your map	<a href="https://support.google.com/mymaps/answer/3024925?hl=en">https://support.google.com/mymaps/answer/3024925?hl=en</a>
Draw lines and shapes	<a href="https://support.google.com/mymaps/answer/3433053?hl=en&amp;ref_topic=3024924">https://support.google.com/mymaps/answer/3433053?hl=en&amp;ref_topic=3024924</a>
Add/save directions	<a href="https://support.google.com/mymaps/answer/3502610?hl=en&amp;ref_topic=3024924">https://support.google.com/mymaps/answer/3502610?hl=en&amp;ref_topic=3024924</a>
Share, download, or print map	<a href="https://support.google.com/mymaps/answer/3109452?hl=en&amp;co=GENIE.Platform=Desktop">https://support.google.com/mymaps/answer/3109452?hl=en&amp;co=GENIE.Platform=Desktop</a>

**1** Map Name should include project sponsor and project name (e.g. *SanAngelo\_GreenSt\_SUP*)

**2** Click “Share” to:  
 1) Make map “public on the web”: go to *Who has access* and click *Change*; and  
 2) Copy Google map link for pasting into PA form.

**3** A minimum of two places/points are required from each applicant: starting point and ending point. More complicated projects may necessitate drawing lines and/or shapes.

**8. Preliminary Scope of work**

Provide a brief description of the proposed project, which includes the project location, limits, facility type, and width. Special construction items, such as bicycle/pedestrian bridges, or elements that would affect automobile traffic patterns (new signals, new medians, road diets, traffic calming, etc.) should be included. An example Scope of Work:

*Proposed project will construct a 10-foot-wide shared use path (SUP) along the north side of US 171 from Main St to 4<sup>th</sup> Street in Booker, TX. The proposed SUP will include a pedestrian island, crosswalks, a Pedestrian Hybrid Beacon, and signage to traverse a 5-lane highway intersection. Additional signage and crosswalks will be added to cross two other local streets.*

**9. Funding Opportunities by Program**

See the 2019 TA/SRTS Program Guide for a description of the funding opportunities available in TxDOT’s 2019 TA/SRTS Call for Projects (see Table 1 summary below).

**Table 1: 2019 TA/SRTS Call for Projects Funding Opportunities**

Program	Location	Population Size	Local Match	Eligible Activities	Funding
SRTS Infrastructure	<2 miles from schools (K-8)	Any	0%	Project Development & Construction	~\$8.7M
Transportation Alternatives (TA) Program	Nonurban*	<5,000	20%	Construction	~\$10.6M
	Small Urban*	5,000 – 200,000			Conditional Project List**
					Conditional Project List**

\* TxDOT’s TA funds must be administered outside Transportation Management Areas

\*\* Conditional Project Lists will be created to assist TxDOT in prioritizing Nonurban and Small Urban projects for future anticipated federal TA appropriations for FY 2021 - 2022.

**10. If seeking Safe Routes to School funding, identify schools within a 2-mile radius of the proposed improvements** Provide the full name of each Kindergarten through 8<sup>th</sup> Grade public, private, or charter school within 2 miles of the proposed project. High schools and higher educational institutions are not eligible.

**11. Project costs**

Provide a planning-level cost estimate for the total estimated cost for preparation of plans, environmental documentation, and construction. Include a copy of the planning cost estimate with the PA email submittal. Label the cost estimate **Attachment A in the upper right-hand corner**.

**12. Local match (TA only)**

The local match will vary depending on the funding program requirements, ability to use in-kind contributions (cost for preparation of the construction plans and environmental documentation applied toward the local match for construction), and/or eligibility for TxDOT’s Economically Disadvantaged Counties Program. For additional details, see TxDOT’s 2019 TA/SRTS Program Guide.

**13. Project Complexity**

These questions allow TxDOT to better understand potential project issues that may lead to project delays. Better understanding of potential issues before the project is scoped and a detailed cost estimate is developed will help the project sponsor prepare a more competitive Detailed Application. Responses will not impact project eligibility or scoring.

**Preliminary Application Submission Deadline/Delivery Requirements**

Preliminary Applications must be submitted in the form prescribed by the department in accordance with the program rules and the program guide. The complete project nomination package must be received by the department no later than **5:00 p.m., CDT, on Friday, April 12, 2019**. A separate and complete Preliminary Application, with attachments, is required for each TA/SRTS project proposed. Supporting documents must be in 8 ½” X 11” format. Label attachments in the upper right-hand corner as identified above. TxDOT’s 2019 TA/SRTS Preliminary Application Form is available at: <http://www.txdot.gov/inside-txdot/division/public-transportation/bicycle-pedestrian.html>

### **Preliminary Application Package:**

1. The original 2019 TA/SRTS Preliminary Application completed in PDF and delivered to the department in its original PDF format.
2. A PDF copy of the preliminary project cost estimate (if available).

### **Project Submission to the Department:**

The completed 2019 TA/SRTS Preliminary Application package must be submitted to TxDOT using the department's online Dropbox. Preliminary Applications will be submitted to the TxDOT division responsible for administration of the TA and SRTS infrastructure funding programs; division staff will forward applications to the district engineer responsible for the area in which the project is proposed to be constructed.

Access TxDOT's online Dropbox at: <https://ftp.dot.state.tx.us/dropbox/?action=mainmenu>

On the Dropbox landing page (four rectangular buttons on the left side) click the **Drop-off** button and enter the information requested.

#### **Information about the Sender**

Your Name:

Your Organization:

Your email address:

- a. **Within Box 1 at the bottom, be sure a check mark appears in front of the line reading:**  
*"Send an email to me when the recipient picks up the file(s)"*

#### **Information about the Recipient**

Name: TA/SRTS Program Manager

Email: [BikePed@txdot.gov](mailto:BikePed@txdot.gov)

#### **Choose the File(s) you would like to upload**

Use the Browse button to locate the files on your computer to open and upload.

- b. Submit only one application per Dropbox submission.
- c. You should only upload two files per submission (one PDF Preliminary Application form and one PDF cost estimate).
- d. Once the two files are attached, click the **Drop-off the File(s)** button located at the bottom in Box 3.

Once you have clicked the **Drop-off the File(s)** button, you will be directed to a completion page with confirmation information, including the date and time of your drop-off. The confirmation may take a few minutes to process. **Save a copy of the confirmation page for your records.** The confirmation page may be requested by the department in the event there are questions concerning project submission(s). Again, submit only one complete TA/SRTS Preliminary Application package per Dropbox submission.

The drop-off confirmation does not constitute receipt of the files. You will receive an automatic follow-up email when the files are retrieved from Dropbox by the department's representative. **The follow-up email will be your confirmation that the files were officially received by the department.** If you do not receive a follow-up confirmation email within a few days, verify the package was submitted to the correct email address and contact the department's TA/SRTS Program Manager. Refer to **TxDOT District TA/SRTS Coordinators** (<http://ftp.dot.state.tx.us/pub/txdot-info/ptn/programs/tasa-2017/coordinators.pdf>).

The department reserves the right to deem a TA/SRTS Preliminary Application package ineligible for funding if not received by the department on or before **5:00 p.m. CDT on April 12, 2019.**