



TxDOT's TRANSPORTATION ALTERNATIVES SET-ASIDE (TA SET-ASIDE) PROGRAM

2017 Call for Projects for Population Areas Less Than 200,000

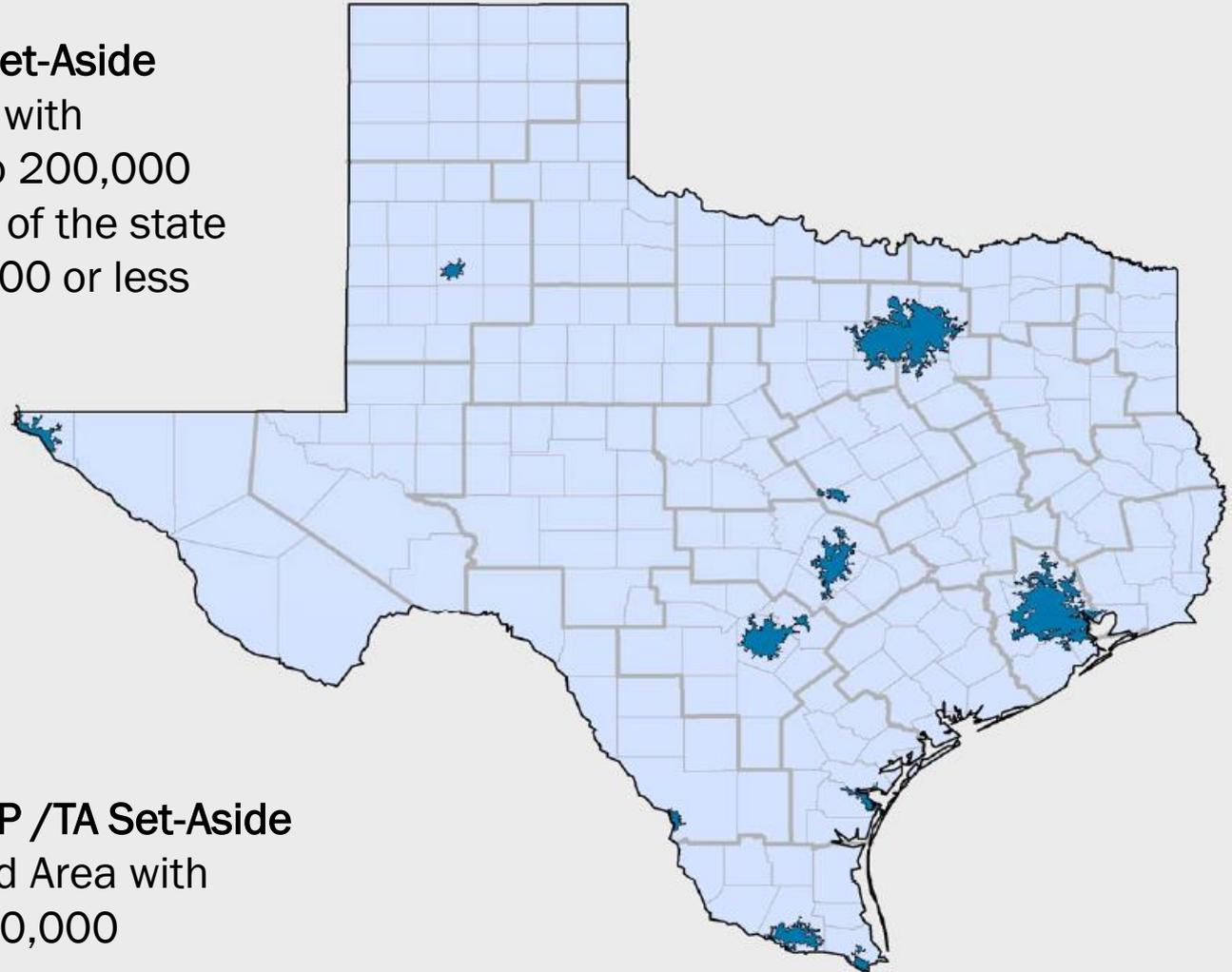
TAP Becomes TA Set-Aside

On December 4, 2015, President Obama signed into law the Fixing America's Surface Transportation ACT or "FAST Act" replacing the Transportation Alternatives Program (TAP) with a set-aside of the Surface Transportation Block Grant (STBG) Program funding for transportation alternatives (TA).

These TA Set-Aside funds include all projects and activities that were previously eligible under TAP, including a variety of smaller-scale transportation projects such as pedestrian and bicycle facilities, recreational trails, safe routes to school projects, community improvements such as historic preservation and vegetation management, and environmental mitigation related to stormwater and habitat connectivity.

TA Set-Aside & Transportation Management Areas (TMAs)/ MPO

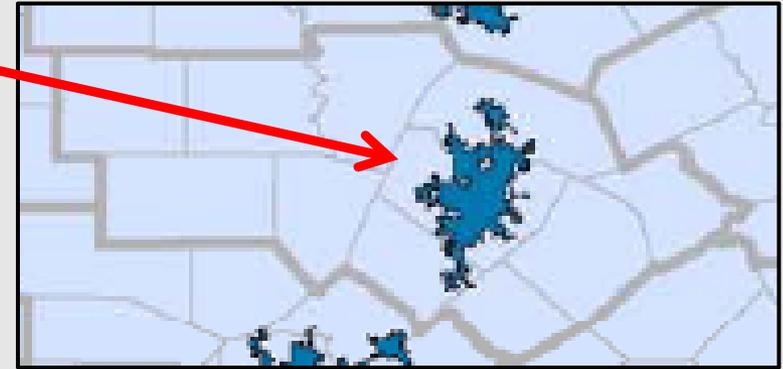
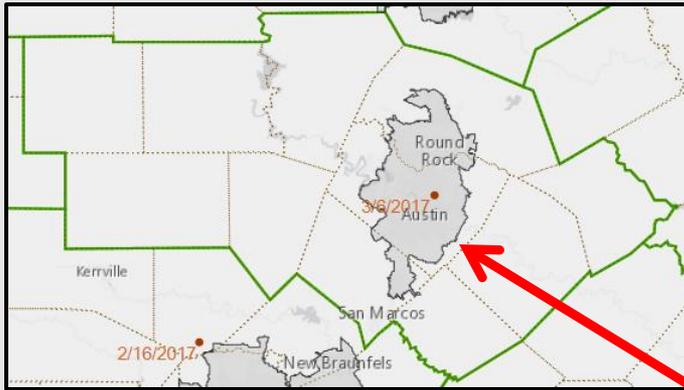
 TxDOT TAP /TA Set-Aside
Serving urban areas with
populations 5,001 to 200,000
and nonurban areas of the state
with populations 5,000 or less



 TMAs/ MPO TAP /TA Set-Aside
Serving an Urbanized Area with
Populations Over 200,000

TA Set-Aside & Transportation Management Areas (TMAs)/ MPO

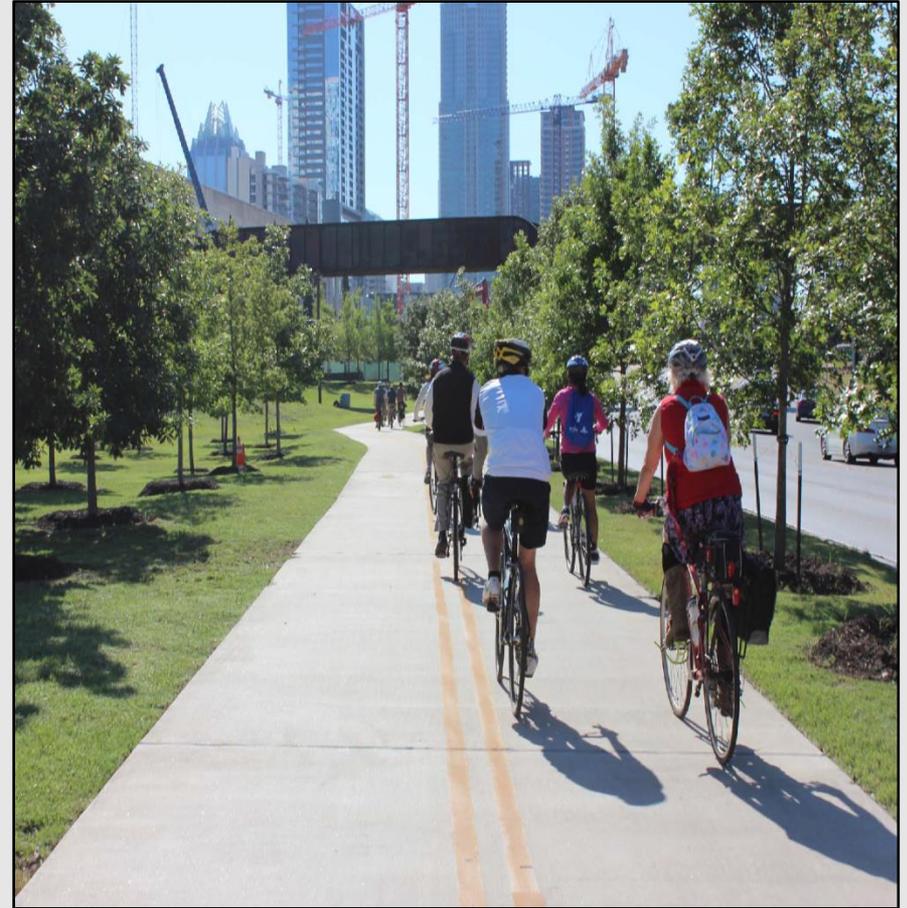
 2010 U.S. Census Urbanized Area boundary with a population of 200,000 or greater. Referred to as a **Transportation Management Area (TMA)**.



 Together the MPO and state Department of Transportation (DOT) will refine the urbanized area boundaries based on logical characteristics with concurrence from FHWA. This process is known as **smoothing the boundary**.

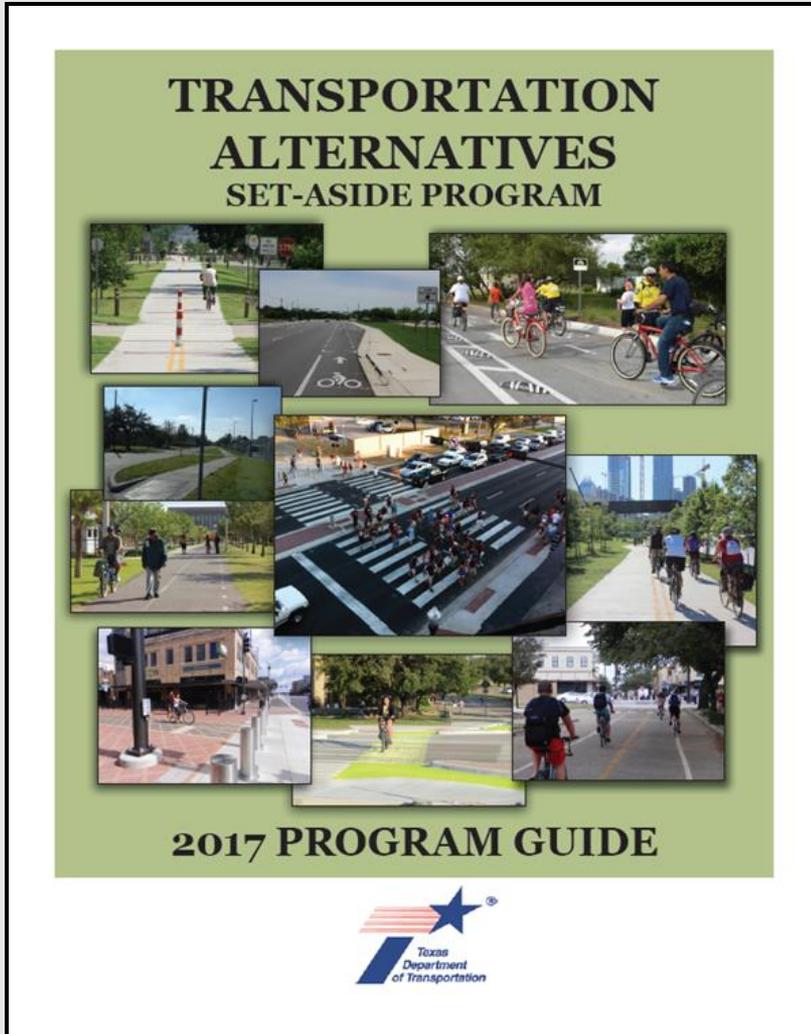
Key Factors in TxDOT's TA Set-Aside Rules

- TxDOT/State TA Set-Aside funding will be for construction only
- Eligible TA Set-Aside activities are limited to pedestrian and bicycle infrastructure – See next two slides
- Local Match flexibility
 - EDCP
 - In-kind Contributions
 - Cash
- The Commission will select projects through a competitive process administered by TxDOT



2017 TA Set-Aside Program Guide & Project Nomination Form

<http://www.txdot.gov/inside-txdot/division/public-transportation/bicycle-pedestrian.html>



Additional program information can be found in TxDOT's 2017 Transportation Set-Aside Program Guide
<http://www.txdot.gov/inside-txdot/division/public-transportation/bicycle-pedestrian.html>
 NOTE: All attachments must be submitted in letterized (8.5" x 11") format.

APPLICANT INFORMATION

1. Project Sponsor Name (Only one entity can act as project sponsor)

2. Jurisdiction Population (Based on 2010 US Census)

3. Type of Organization/Agency/Authority (Select from drop-down below)
 (select)

Enabling legislation/legislative authority for Project Sponsor (if applicable)

4. Project Sponsor Contact Information (Authorized representative)

Contact Person: Title:

Mailing Address: Physical Address:

City: City:

Zip Code: Zip Code:

Contact's Phone: Entity's Main Phone:

Email: Website:

PROJECT NAME AND LOCATION

5. Project Name

6. Eligible Project Activity (Select the activity from the dropdown list that best describes the project)
 (select)

7. Project Location Information

TxDOT District: (select) Texas County: (select)

Project location: *Describe using street name, adjacent highways, or other identifying landmarks.*
 On or adj. to: From: (ex. 1st Avenue)
 (ex. Main Street) To: (ex. 3rd Avenue)

*If project involves multiple locations, describe primary location below (latitude/longitude) and provide total project length. Create a complete list of all improvement locations using the descriptive limits and beginning and ending latitude/longitude. Label attachment as **Project Location Information - Attachment 1**. No more than 3 pages.*

Project limits: *Enter latitude/longitude in degrees-minutes-seconds.*

Latitude		Longitude		Project dimensions	
From:	<input type="text"/> N	<input type="text"/> W	Total length:	<input type="text"/> (select) <input type="button" value="v"/>	
To:	<input type="text"/> N	<input type="text"/> W	Facility width:	<input type="text"/> Foot	
<i>(example: 30 15 22.56 97 04 41.65)</i>			Material depth:	<input type="text"/> inch	

8. Legislative Representative - District #:

Representative	Name
Texas House of Representatives	<input type="text"/>
Texas State Senators	<input type="text"/>
US House of Representatives	<input type="text"/>

TxDOT Eligible TA Set-Aside Activities

- 1) On-road bicycle improvements
- 2) Off-road shared use paths
- 3) Infrastructure improvements on an abandoned railroad corridor to facilitate non-motorized transportation
- 4) Sidewalks
- 5) Infrastructure improvements to provide safer routes to school
- 6) Infrastructure-related projects to improve safety for non-motorized transportation

Eligible Project Types - TAP & TA Set-Aside

Shared Use Paths



Designated Bike Lanes



BikeStripe



Rails to Trails



ADA Compliant Sidewalks



Eligible Sponsors:

- Local governments
- Regional transportation authorities
- Transit agencies
- Natural resource or public land agencies
- School districts, local education agencies, or schools
- Tribal governments
- A nonprofit entity responsible for the administration of local transportation safety programs
- 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

Based on TxDOT's goals and objectives, the ten criteria categories have been organized into three focus areas:

Table 1: Department Goals & Project Emphasis Areas:

- Safety
- Mobility & Congestion Mitigation
- Regional Connectivity
- Accessibility
- Environmental Benefits
- Economic Development

Table 2: Project Readiness:

- Project Readiness

Table 3: Local Funding and Support :

- Local Funding
- Planning
- Public Support

Selection Criteria Tables (Pages 7 & 8 in the Program Guide)

Table 1: Department Goals & Project Emphasis Areas (Represents 50% of the Total Evaluation Score)

Criteria Categories	Criteria Description	Criteria Evaluation Factors	Topics in Nomination Form
Safety	Provides safer and/or less intimidating accommodations for pedestrians, bicyclists, and other non-motorized traffic, including Safe Routes to School infrastructure.	<ul style="list-style-type: none"> Improves safety in areas with high numbers of crashes (provide crash data and source, if available) Improves conditions for bicyclists, pedestrians, and other non-motorists at roadway crossings and/or traffic signals Implements traffic calming measures Provides protected or separate facilities for bicyclists and pedestrians 	9, 10, 23
Mobility & Congestion Mitigation	Increases transportation options for non-motorists. Improves the ability to walk and bicycle for everyday activities including travel to work, school, and shopping. Provides accommodations that help reduce congestion.	<ul style="list-style-type: none"> Improves access and/or enhances mobility for non-motorized transportation Provides an alternate non-motorized route parallel to major thoroughfares Demonstrates potential for a measurable reduction in congestion and/or a mode shift 	9, 10, 18, 19
Regional Connectivity	Improves local and/or regional connections. Provides multi-modal connections to rail and/or transit.	<ul style="list-style-type: none"> Enhances network continuity (gap closures, extension of regional facilities, links communities) Provides direct connections to transit and/or rail (shared use paths, sidewalks, and on-street bikeways) Provides access to employment centers, schools, retail, institutional facilities, and other special traffic generators 	9, 10, 18, 19
Accessibility	Improves access and/or provides safer crossings for non-motorized traffic at an existing travel barrier. Provides ADA compliant improvements.	<ul style="list-style-type: none"> Provides a grade-separated or improved crossing for non-motorized traffic either under, over, or across a barrier (such as a water body, major roadway, or railroad) Constructs new sidewalks and/or bikeways Provides new ADA compliant infrastructure 	9, 10, 17, 18, 19, 20, 23
Environmental Benefits	Provides access in underserved communities. Improves air quality or provides other environmental benefits. Protects our natural environment. Encourages healthy living.	<ul style="list-style-type: none"> Improves non-motorized transportation for persons in areas with a greater percentage of minorities and low-income households than the regional average Enhances non-motorized access to active living/health facilities (e.g. parks, senior centers, medical facilities) Demonstrates a measurable benefit in air quality Provides or enhances access to historic districts or cultural areas Provides other measurable environmental benefits 	9, 10, 18
Economic Development	Demonstrates local or regional economic benefits that exceed infrastructure investments. Supports investments in local/interregional tourism.	<ul style="list-style-type: none"> Supports community/regional development projects such as revitalization, redevelopment, and job creation Incorporates durable, low-maintenance materials Creates infrastructure in support of state, local, and/or regional tourism activities Links to, extends, or enhances regional bicycle routes, such as the proposed US bike route system (http://www.adventurecycling.org/routes-and-maps/us-bicycle-route-system/national-corridor-plan/) 	9, 10, 14, 18, 22, 23

Table 2: Project Readiness (Represents 25% of the Total Evaluation Score)

Criteria Categories	Criteria Description	Criteria Evaluation Factors	Topics in Nomination Form
Project Readiness	Demonstrates the ability to advance the project to construction immediately, if selected for funding. Provides evidence that the construction plans are under development.	<ul style="list-style-type: none"> Status of design/engineering Status of environmental documentation Status of right-of-way/property acquisitions Local government demonstrates the ability and willingness to advance this project immediately upon selection 	10, 13, 15, 16, 17, 21, 23

Table 3: Local Funding and Support (Represents 25% of the Total Evaluation Score)

Criteria Categories	Criteria Description	Criteria Evaluation Factors	Topics in Nomination Form
Local Funding	Demonstrates commitment to provide the local match.	<ul style="list-style-type: none"> Demonstrates financial soundness Commits to provide local match (e.g., resolution or ordinance) Commits to overmatch in cash (exceeds required 20% local match) 	12, 22, 23, 24, 25, 26
Planning	Provides evidence that the project is identified on a locally approved transportation plan(s)/program(s).	<ul style="list-style-type: none"> Supports and/or identified in local and regional plans, including but not limited to bikeway, pedestrian, safe routes to school, or other related transportation plan(s)/program(s) adopted by the local government or MPO. 	18, 19
Public Support	Demonstrates strong community support through collaboration, outreach, involvement and partnerships. Demonstrates efforts to engage the public in project planning and development.	<ul style="list-style-type: none"> Provides a synopsis of their public outreach plan Provides documentary evidence of public support 	9, 13, 14, 16

N. SELECTION OF TA SET-ASIDE PROJECTS BY THE TEXAS TRANSPORTATION COMMISSION

The commission, by written order, will select projects for funding under the TA Set-Aside Program based on:

1. Recommendations from the director of the division responsible for administering the TA Set-Aside Program
2. The project's potential benefit to the state
3. The project's potential to enhance the surface transportation system

Evaluation Process (Pages 5-6 in the Program Guide)

- A committee will be formed to screen each proposed project to determine whether it is eligible for funding under applicable federal and state law and determine whether the proposed project meets technical standards established by applicable law and acceptable professional practice.
- An **Eligibility Evaluation** of all projects will be the first step.
- The committee will **verify** the eligibility of the project sponsor, the proposed construction activity, and the project location.
- If the project sponsor, construction activity, or location is determined to be ineligible, then the project will not be considered for funding.
- If a project is determined to be ineligible, the department will notify the project sponsor immediately.
- Each eligible project will be scored using criteria based on the department's goals as outlined in Tables 1, 2, and 3. Criteria category scores will be weighted and applied uniformly to eligible projects.
- A nomination package that fails to include required items as part of the project nomination package will be considered incomplete and will not be considered for funding.
See “*Required attachments*” under topic **W. Project Nomination Checklist**.
- If certain project nomination information is unclear, the department may request supplemental information as needed to conduct project screening and evaluation.

Selection Process (Page 6 in the Program Guide)

- Each project nomination package must include credible documentation demonstrating how the proposed project meets the selection criteria.
- Each project is unique and **may fulfill some but not all of the selection criteria categories.**
- It is the project **sponsor's responsibility to demonstrate** how the proposed **project benefits** their community and/or the state.
 - To assist both the project sponsor and the reviewer, the three criteria tables include a column entitled *Topics in Nomination Form* to suggest how the project sponsor might address a specific criterion.
- The proposed project may produce benefits other than those discussed within the three tables.
 - It is the project sponsor's responsibility to demonstrate additional benefits based on the criteria categories and descriptions.
- **Support statements with facts.**
 - Some recommended resources include excerpts from reports, news articles, crash reports, planning documents, relevant data, research, maps, photographs, diagrams, surveys, etc.

Selection of TA Set-Aside Projects (Page 43 in the Program Guide)

The Texas Transportation Commission (commission), by written order, will select TA Set-Aside projects in this Call for Projects for funding based on:

1. **Recommendations** from the director of the division responsible for administering the TA Set-Aside Program
2. The project's potential **benefit to the state**
3. The **project's potential to enhance the surface transportation system**

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

TRANSPORTATION ALTERNATIVES SET-ASIDE PROGRAM



2017 PROGRAM GUIDE



F. PROJECT NOMINATION FORM

This program guide is intended to work in conjunction with TxDOT's 2017 TA Set-Aside Project Nomination Form, located on the department's website at:

<http://www.txdot.gov/inside-txdot/division/public-transportation/bicycle-pedestrian.html>

Each topic in the nomination form is presented below with additional guidance and examples, where appropriate. Contact your local TxDOT district TA Set-Aside Coordinator for further clarifications. Refer to topics **R** and **S** of this guide to review the **TxDOT District Map** and identify the **TA Set-Aside Coordinator** in your area. Project sponsors are strongly encouraged to visit with their local district TA Set-Aside Coordinator and discuss their proposed project(s) prior to final project submission(s) to the department. Also review topic **E. Project Evaluation and Selection Criteria** in this guide and address criteria categories where appropriate.

Applicant Information

1. **Project Sponsor Name**
Insert the project sponsor's name in the box provided below this topic in the Excel project nomination form.
2. **Jurisdiction Population** (based on the 2010 U. S. Census)
Using the information from the 2010 Decennial U. S. Census, type the population of the jurisdiction in the box provided. Once the population is entered, the second white box below will automatically populate with **Nonurban** (population areas of 5,000 or less), **Small Urban** (population areas of 5,001 to 200,000), or **Not Eligible** (population areas greater than 200,000).

2010 Decennial U. S. Census at:

https://factfinder.census.gov/faces/nav/jsf/pages/community_facts.xhtml

Note: Per TxDOT's TA Set-Aside rules, population areas greater than 200,000 are not eligible for TA Set-Aside funding administered by the department in its 2017 Call for Projects.

3. **Type of Organization/Agency/Authority**
In the box provided below this topic, click on the down arrow and select the project sponsor's "Type of organization" from the dropdown menu.

Note: To be an eligible project sponsor, the entity must be legally able to enter into a local agreement with the department for a federally funded transportation project. The project sponsor may need to provide the department a reference to review their enabling legislation/legislative authority. Where applicable, insert a reference in the box next to *Enabling legislation/legislative authority for Project Sponsor (if applicable)*. For recognized governmental entities, the project sponsor may enter N/A.

- The **Project Description & Project Details** are two of the most important components supporting a successful project nomination.
- Project Description:
 - A concise description of the project's characteristics and benefits should highlight as many of the selection criteria categories as possible.
 - Ensure that the project description and details provide a complete picture of the proposed project.
 - Focus on elements that may not already be addressed in other numbered topics in the nomination form.
 - Review tables 1, 2, and 3 under topic **E. Project Evaluation and Selection Criteria** with special attention to the column entitled *Topics in Nomination Form* and be aware that topics 9 and 10 in the nomination form are identified as primary locations to address selection criteria categories.

PROJECT INFORMATION

3. Project Description

Provide a well-developed narrative about the project for which the project sponsor is seeking funding. Describe the **Eligible Project Activity** (topic 6 on page 1). Explain the benefits the project will provide to the surface transportation system. Include details about the proposed improvements and summarize the work activities to be performed. Review the **Project Evaluation and Selection Criteria** topic in the 2017 TA Set-Aside Program Guide and address criteria categories as part of the

(Limited to 3,000 characters with spaces. Do not add spaces between lines. Use print preview to verify text fits)

TOPIC 9 - Project Description (Pages 11 - 12 in Program Guide & Page 2 in Nomination Form)

Table 1: Department Goals & Project Emphasis Areas (Represents 50% of the Total Evaluation Score)

Criteria Categories	Criteria Description	Criteria Evaluation Factors	Topics in Nomination Form
Safety	Provides safer and/or less intimidating accommodations for pedestrians, bicyclists, and other non-motorized traffic, including Safe Routes to School infrastructure.	<ul style="list-style-type: none"> Improves safety in areas with high numbers of crashes (provide crash data and source, if available) Improves conditions for bicyclists, pedestrians, and other non-motorists at roadway crossings and/or traffic signals Implements traffic calming measures Provides protected or separate facilities for bicyclists and pedestrians 	9, 10, 23
Mobility & Congestion Mitigation	Increases transportation options for non-motorists. Improves the ability to walk and bicycle for everyday activities including travel to work, school, and shopping. Provides accommodations that help reduce congestion.	<ul style="list-style-type: none"> Improves access and/or enhances mobility for non-motorized transportation Provides an alternate non-motorized route parallel to major thoroughfares Demonstrates potential for a measureable reduction in congestion and/or a mode shift 	9, 10, 18, 19
Regional Connectivity	Improves local and/or regional connections. Provides multi-modal connections to rail and/or transit.	<ul style="list-style-type: none"> Enhances network continuity (gap closures, extension of regional facilities, links communities) Provides direct connections to transit and/or rail (shared use paths, sidewalks, and on-street bikeways) Provides access to employment centers, schools, retail, institutional facilities, and other special traffic generators 	9, 10, 18, 19
Accessibility	Improves access and/or provides safer crossings for non-motorized traffic at an existing travel barrier. Provides ADA compliant improvements.	<ul style="list-style-type: none"> Provides a grade-separated or improved crossing for non-motorized traffic either under, over, or across a barrier (such as a water body, major roadway, or railroad) Constructs new sidewalks and/or bikeways Provides new ADA compliant infrastructure 	9, 10, 17, 18, 19, 20, 23
Environmental Benefits	Provides access in underserved communities. Improves air quality or provides other environmental benefits. Protects our natural environment. Encourages healthy living.	<ul style="list-style-type: none"> Improves non-motorized transportation for persons in areas with a greater percentage of minorities and low-income households than the regional average Enhances non-motorized access to active living/health facilities (e.g. parks, senior centers, medical facilities) Demonstrates a measureable benefit in air quality Provides or enhances access to historic districts or cultural areas Provides other measurable environmental benefits 	9, 10, 18
Economic Development	Demonstrates local or regional economic benefits that exceed infrastructure investments. Supports investments in local/interregional tourism.	<ul style="list-style-type: none"> Supports community/regional development projects such as revitalization, redevelopment, and job creation Incorporates durable, low-maintenance materials Creates infrastructure in support of state, local, and/or regional tourism activities Links to, extends, or enhances regional bicycle routes, such as the proposed US bike route system (http://www.adventurecycling.org/routes-and-maps/us-bicycle-route-system/national-corridor-plan/) 	9, 10, 14, 18, 22, 23

PROJECT INFORMATION

9. Project Description

Provide a well-developed narrative about the project for which the project sponsor is seeking funding. Describe the **Eligible Project Activity** (topic 6 on page 1). Explain the benefits the project will provide to the surface transportation system. Include details about the proposed improvements and summarize the work activities to be performed. Review the **Project Evaluation and Selection Criteria** topic in the 2017 TA Set-Aside Program Guide and address criteria categories as part of the

(Limited to 3,000 characters with spaces. Do not add spaces between lines. Use print preview to verify text fits.)

Topic 10 - Project Details (Page 3 in Nomination Form & Pages 12- 17 in Program Guide)

10. Project Details

Provide maps, typical sections, charts/diagrams, and photographs to describe the proposed project and improvements in detail. **A location map and a project layout map are a minimum requirement.** A typical section is requested. The project layout map must be at a scale to clearly identify street names, community landmarks and features, as well as the project's beginning and ending. If the project plans are 30% or more complete, include only example sheets as attachments & provide a weblink for plan review.

The construction plans for this project are currently: (select) % complete

Insert plan review link:

Primary facility type: (select)

Surface type/material: (select)

Does the project include lighting adjacent to a roadway within state-maintained right-of-way? (select)

Does this project include bridge improvements? (select)

Total # of proposed bridges:

Note: If more than one bridge is proposed, identify the bridge with the highest value in the nomination form and identify additional bridges in an attachment.

Structural Materials (Deck/ Beams): (select)

Bridge construction: (select)

Bridge length: ft

Bridge width: ft

Rail type: (select)

Label attachment(s) as **Project Details- Attachment B** - No more than 15 pages.

Sample Dropdown Menus:

Primary facility type: (select)

- (select)
- Bike Lane
- Protected Bike Lane
- Cycletrack
- Shoulder Improvements
- Shared Use Path
- RR Corridor Improvements
- Sidewalks
- Other Safety Improvements

The construction plans for this project are currently: (select)

Insert plan review link:

Primary facility type: (select)

- (select)
- Not Started
- Under Development
- Complete

Surface type/material: (select)

- (select)
- Concrete
- Asphalt
- Crushed Rock
- Other

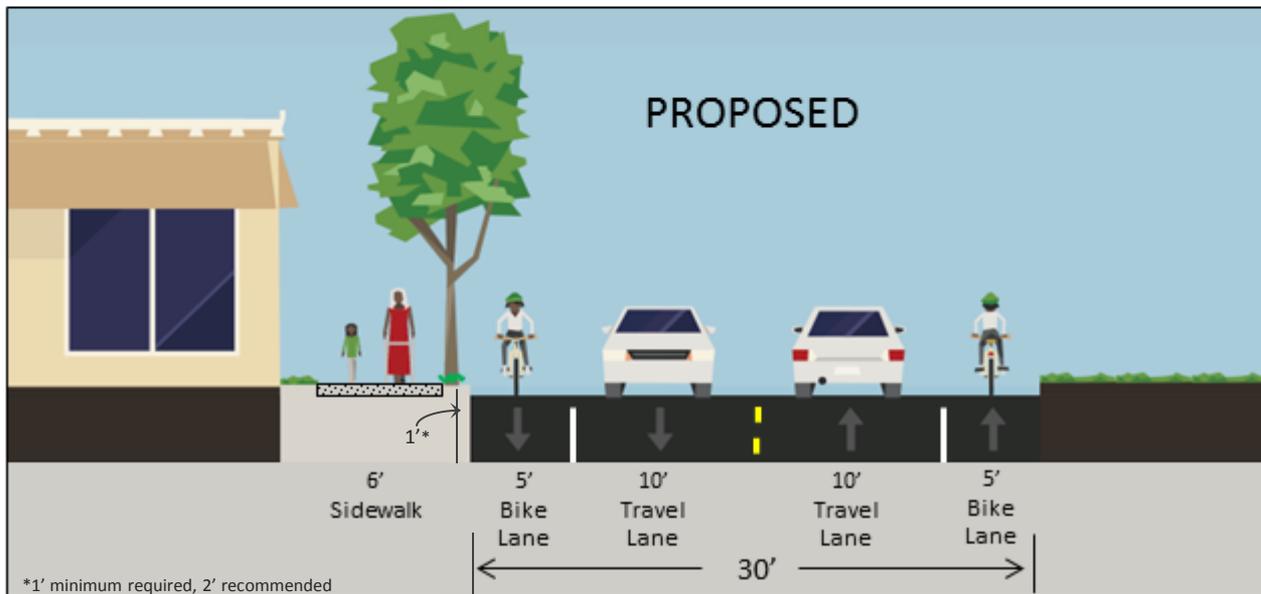
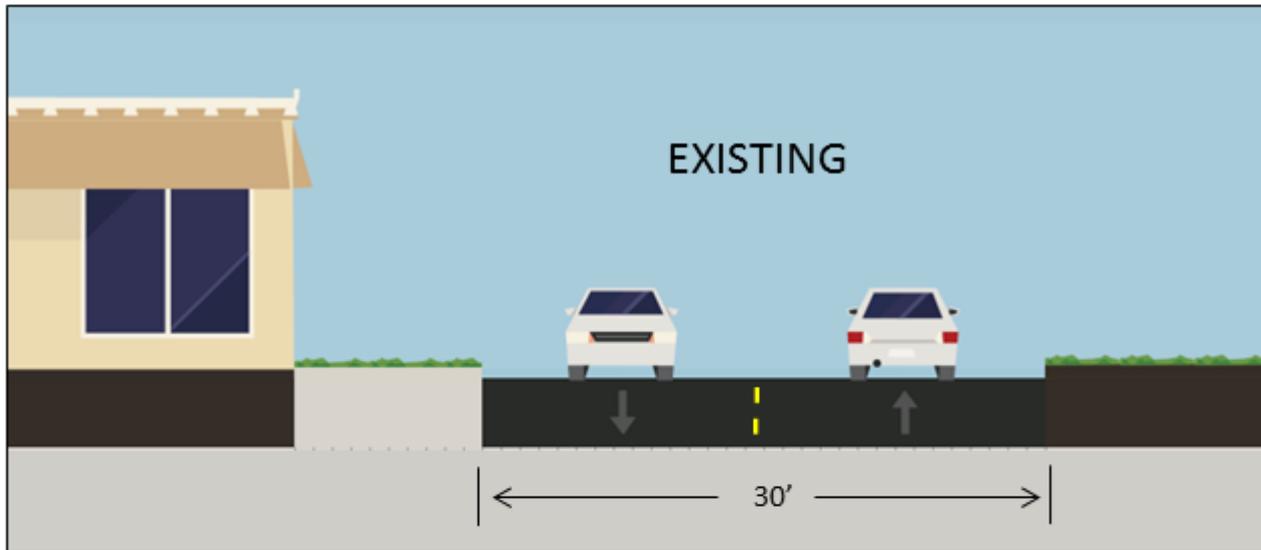
Bridge construction: (select)

- (select)
- Prefab
- On-site

Project Details:

- Provide maps, typical sections, charts/diagrams, and photographs to describe the proposed project and improvements in detail.
- **A location map and a project layout map are a minimum requirement.**
 - The project layout map must be at a scale to clearly identify street names, community landmarks and features, as well as the project's beginning and ending.
- A typical section is requested.
- If the project plans are 30% or more complete, include only the title sheet and example sheets as attachments to the nomination form and provide a web link for plan review.

Example Typical Sections (See pages 16-17 in Program Guide)



streetmix.net

Topic 10 – Project Details (Page 3 in Nomination Form & Page 12 in Program Guide)

The 2017 TA Set-Aside Program Guide provides information regarding dropdown boxes and fill-in areas within the nomination form, examples below.

Note: All dropdown boxes and fill-in areas in the nomination form MUST be completed

Provide a response to the following:

The construction plans for this project are currently:

In the box provided in the nomination form, click the down arrow and select the status of plan development from the following:

- Not Started**
- Under Development**
- Completed**

In the second box insert the percentage of completeness. If the project plans have not been started, enter zero: _____% **complete**

Project sponsors with project plans 30% or more complete MUST provide the department access to review the plans. A 30% complete plan set should include typical sections, pavement design, a detailed project layout plan, and any special details or designs developed for the project.

- **Insert plan review link:** _____
In the box provided, insert a web link, if applicable.

Topic 10 – Facility Details (Page 3 in Nomination Form & Pages 13 in Program Guide)

All design criteria for on-road and off-road bicycle facilities must comply with the [Guide for the Development of Bicycle Facilities](#) (latest edition) as published by the American Association of State Highway and Transportation Officials (AASHTO).

Provide a response to the following:

- **Primary Facility Type:**
 - Bike Lane
 - Protected Bike Lane
 - Cycle Track
 - Shoulder Improvements
 - Shared Use Path
 - RR Corridor Improvements
 - Sidewalks
 - SRTS
 - Other Safety Improvements
- **Surface Type/Material:**
 - Concrete
 - Asphalt
 - Crushed Rock
 - Other

As part of the nomination form provide a response to the following:

Does the project include lighting adjacent to a roadway within state-maintained right-of-way:

In the dropdown box provided, select Yes or No.

Note: Department policy dictates that **lighting on state-maintained right-of-way for adjacent paths must be adequate to illuminate the roadway system.** It is essential that the project sponsor consult with the department's district personnel to make sure that the project budget allows for this additional cost and that the proposed lighting meets the department's requirement.

Note: Projects that include state-maintained right-of-way or have a direct effect on an existing state-maintained roadway(s) **must have a recent letter of consent, addressed to the project sponsor, and signed by the current TxDOT District Engineer (DE);** this consent cannot be delegated down.

Include DE letter as an attachment, under Topic 16. **Property Ownership and Acquisition Information**, in the nomination form.

Bridge construction type (new or rehabilitation & Prefabrication or On-site), total number of bridges, structural materials, length, width, and rail type are a minimum requirement. (See dropdown boxes and fill-in areas within the nomination form.)

As part of the nomination form, provide a response to the following:

- **Does the project include bridge improvements?**
 - Yes, rehabilitation only
 - Yes, new bridge(s)
 - No

- **Number of proposed bridges:** _____
Insert the number of bridges proposed as part of the project.

- **Bridge Construction**
 - Prefabrication
 - On-site

10. Project Details
 Provide maps, typical sections, charts/diagrams, and photographs to describe the proposed project and improvements in detail. **A location map and a project layout map are a minimum requirement.** A typical section is requested. The project layout map must be at a scale to clearly identify street names, community landmarks and features, as well as the project's beginning and ending. If the project plans are 30% or more complete, **include only example sheets as attachments & provide a weblink for plan review.**
 The construction plans for this project are currently: % complete
 Insert plan review link:
 Primary facility type: Surface type/material:
 Does the project include lighting adjacent to a roadway within state-maintained right-of-way?
 Does this project include bridge improvements? Total \$ of proposed bridges:
Note: If more than one bridge is proposed, identify the bridge with the highest value in the nomination form. Identify additional bridges in an attachment. Structural Materials (Deck/ Beams):
 Bridge constructio: Bridge length: ft Bridge width: ft Rail type:
 Label attachment(s) as: **Project Details- Attachment B** - No more than 15 pages.

11. Project Priority Ranking by Project Sponsor (Example: 1 of 1, 2 of 4, 1 of 3) of

12. Official Project Sponsor Funding Resolution or Ordinance
 The project sponsor's resolution/ordinance MUST include the following written commitment:
"The Project Sponsor supports funding this project as described in the 2017 TA Set-Aside Nomination Form (including the construction budget, the department's 15% administrative cost, and the required local match) and is willing to commit to the project's development, implementation, construction, maintenance, management, and financing. The project sponsor is willing and able to enter into an agreement with the department by resolution or ordinance, should the project be selected for funding."
 Label attachment(s) as: **Certification of LG Funding - Attachment C** - No more than 10

13. MPO Transportation Improvement Program (TIP) Inclusion Letter (if applicable)
 Is this project located within the boundaries of an MPO?
 If yes, the nomination package must include a letter from the MPO to the project sponsor indicating their willingness to include the project in the local TIP, if funded.
 Label attachment(s) as: **MPO TIP Letter - Attachment D** - No more than 2 pages.

14. Public Involvement and Support
 a. Provide a summary of the public engagement activities and support for this project in the text box below. Include dates, event details, and outcomes. (A bulleted list in the box provided or attachment) (Limited to 600 characters with spaces; do not add spaces between lines. Keep response within box)

b. Attach letters and other documentary evidence that supports the summary above and/or demonstrates public involvement and/or local support for this project.
Note: In addition to support from the local jurisdiction, the project sponsor needs to provide documentary evidence of support for the project from the affected/adjacent property owners.
 Label attachments as: **Public Involvement/Support - Attachment E** - No more than 10

11. Project Priority Ranking by Project Sponsor (e.g., 1 of 3)

There is no limit to the number of project nominations a project sponsor may submit; however, the project sponsor must numerically prioritize the projects they submit.

(See pages 18 in the program guide)

12. Official Project Sponsor Funding Resolution or Ordinance

(See page 18 in the program guide)

13. Metropolitan Planning Organization (MPO) Transportation Improvement Program (TIP) Inclusion Letter, if applicable. (See page 18 in the program guide)

14. Public Involvement and Support

(See pages 18 - 19 in the program guide)

Public Involvement and Support (Page 3 in Nomination Form & Pages 18-19 in Program Guide)

Provide a brief summary of the public engagement activities and support for this project in the text box below this topic. Include **dates**, **event details**, and **outcomes**. A bulleted list in the box provided or a bulleted list, table, or chart as an attachment is recommended.

Chart Example:

Date	Event	Outcome
12/31/2012	Public Meeting - SRTS Plan	Presented proposed Milam ISD SRTS Plan to community; general public support
2/14/2014	Open House - Milam MS Trail	Presented trail project to neighborhood; 12 citizens attended; all in support of project
3/17/2014	Website and online survey - Milam MS Trail project	50 citizens visited website and took survey; 88% supported the project

Bullet List Example:

- 6/1/2015 Meeting with adjacent property owner - property owner agreed to relocate fence to accommodate project construction (letter attached)
- 7/15/2015 Presentation to Milam ISD PTA - MISD passed resolution supporting project (resolution attached)
- 7/17/2015 Presentation to Whispering Oaks Neighborhood Association (WONA) – WONA passed a resolution in support of project (resolution attached)
- 7/20/2016 Presentation to Milam City Council - ordinance supporting the project (ordinance attached)
- 7/27/2016 News article - described community presentations and local support (article attached)
- 2/14/2017 Letter from Congressman Johnson - expressed support for project (letter attached)
- 2/16/2017 Letter from Downtown Business Alliance - supports project (letter attached)
- 2/20/2017 Letter from Mr. Bob Jones - indicated a willingness to enter into negotiations for ROW acquisition (letter attached)

15. Environmental Documentation

An environmental document is required for all federally funded transportation projects. Is the project sponsor aware of the need to prepare an environmental document and coordinate impacts with resource agencies? For example, projects proposing work on or to historic properties of known or potential historic significance require coordination with and review by the Texas Historical Commission's State Historic Preservation Office (SHPO). Include documentary evidence of known environmental impacts or protected resources. Refer to the 2017 TA Set-Aside Program Guide for environmental documentation guidance.

Label attachment(s) as **Environmental Documentation-Attachment F** - No more

16. Property Ownership and Acquisition Information

All proposals must provide documentary evidence of the project sponsor's property rights by title of ownership, lease, or easement for all property within the project limits. Respond to a,

a. Has the property needed for the project already been acquired?

If No - How many parcels will be acquired? Describe in the text box below and/or in an attachment how the property will be acquired. Include a commitment letter from current owner(s) demonstrating a willingness to transfer the property to project sponsor in *(Limited to 200 characters with spaces)*

b. Are there any known encroachments? (utilities, fences, adjacent property improv)

If Yes, identify known encroachments. *(Limited to 200 characters with spaces)*

c. Project property acquired after 1971 must have been acquired in accordance with the Uniform Relocation Assistance and Real Property Acquisition Act

Was property acquired after 1971 in accordance with the Uniform
If No, describe briefly when and how the property was acquired in the text box below. *(Limited to 200 characters with spaces; do not add spaces between lines or paragraphs)*

Label attachments as **Property Ownership/Acquisition-Attachment G** - No more

17. Railroad Support/Right of Entry Letter

Does the project encroach or cross railroad (RR) right-of-way (ROW)?
If yes, the project sponsor must include documentary evidence from the railroad in support of the project and, where appropriate, a willingness by the railroad to enter into an agreement/contract with the local government for project implementation and provisions for right-of-entry for project construction. Where applicable, a cost for railroad work must be included in the budget.

If the project encroaches or crosses RR ROW, has cod with the RR begun?

Does this project include rail banked right-of-way?

18. Local Bicycle, Pedestrian, or other Transportation Plan

Is the proposed project included in a local transportation plan?

If yes, include as an attachment only the cover and pages of the plan referring to this project.

Projects not identified in a local transportation plan must provide documentary evidence of support for the project.

Insert transportation plan weblink:

15. Environmental Documentation

An environmental document is required for all federally funded transportation projects.

16. Property Ownership and Acquisition Information

All projects MUST provide documentary evidence of the project sponsors property rights by title of ownership, lease, or easement for all property within the project limits.

17. Railroad Support/Right of Entry Letter

Does the project encroach or cross railroad right-of-way?

18. Local Bicycle, Pedestrian, or other Transportation Plan

Include only the cover and pages referring to this project.

Environmental compliance documentation is required for all federally funded transportation projects. (Refer to web links within the program guide)

Categorical Exclusion (CE) documentation is generally what is required for TA Set-Aside project activities; however, with any action, impacts may occur whereby more substantial environmental documentation could be required [Environmental Assessment (EA) or Environmental Impact Statement (EIS)].

CEs are defined in 40 CFR 1508.4 as projects that do not individually or cumulatively have a significant environmental effect.

The project sponsor is responsible for completing the following tasks: (see page 20 in the program guide):

- Review the proposed project activities to determine if they meet the criteria outlined in 23 CFR 771.117 to be classified as a CE; preparation of an EA may be required for projects that don't meet the criteria for a CE
- Determine the required environmental compliance tasks
- Collaborate with the department representative (typically the department's local district environmental coordinator) to prepare the project scope that outlines the required environmental tasks and associated responsibilities
- Ensure that any required environmental studies, resource agency coordination, and public participation are completed
- As agreed to in the scope, prepare all required documentation that supports the environmental determination (CE, EA or EIS)
- Maintain the project file for submittal to the department
- Document and implement any environmental permits, issues, or commitments

All proposals must provide documentary evidence of the project sponsor's property rights by title of ownership, lease, or easement for all property within the project limits. In the 2017 TA Set-Aside nomination form, respond to the following questions:

- Has the property needed for the project already been acquired?

In the box provide click on the down arrow and select Yes or No.

If No, how many parcels will need to be acquired? Within the nomination form in the text box provided, list the number of parcels needed. Include a commitment letter from current owner(s) demonstrating a willingness to transfer the parcel/property to the project sponsor in accordance with state and federal laws, if funded. (See the LGP Toolkit, Form 6-4 of the Best Practices Workbook, for a sample full donation letter with the required language.)

- Are there any known encroachments (e.g., utilities, fences, adjacent property improvements)?

In the box provided, click on the down arrow and select Yes or No.

If Yes, identify known encroachments.

Note: Project **property acquired after 1971** must have been acquired in accordance with the **Uniform Relocation Assistance and Real Property Acquisition Act (Uniform Act)**.

Note: A project that will require the **acquisition of real property through the exercise of eminent domain or condemnation is not eligible for participation in the department's 2017 TA Set-Aside Call for Projects.**

19. Safe Routes to School (SRTS) Plan (if applicable)
 Is the proposed project included in a SRTS plan?
 If yes, include as an attachment only the cover and pages of the SRTS plan referring to this project.
 Projects proposed to improve the ability of students to walk and bicycle to school, that are not identified in a SRTS plan, must provide documentary evidence of coordination between the affected school(s)
 Insert SRTS plan weblink:
 Label attachment(s) as: **SRTS Plan Coordination-Attachment J** - No more than 10

20. Transition Plan for ADA Compliance
 Does the project sponsor have a Transition Plan for ADA compliance in place?
 If yes, include as an attachment only the cover and pages from the plan relevant to this project.

21. Project Timeline
 Estimate the amount of time it will take to complete this project (from planning through construction). Estimate the time required for each activity listed below. Several activities should be accomplished concurrently (such as environmental documentation, PS&E development, and property acquisition); as a result, the **Total Projected Time Estimate in Months** will be less than the total of the time estimated for each activity.
 Label attachment(s) as: **Project Timeline-Attachment L** - No more than 2 pages.

Months	Activities
<input type="text"/>	Planning Activities (minimum 6 months) (Include the project in the STIP, execute local agreement with the department, complete required local government training, assign local government and department roles and
<input type="text"/>	Project Design and Plan Preparation (minimum 6 months) (Solicit, select, negotiate, and execute contract(s) for engineering and environmental services. Develop construction Plans, Specifications, and Estimates (PS&E) to state and federal standards. Include time for review by TxDOT District and Division staff, a registered accessibility specialist, and other agencies as needed.)
<input type="text"/>	Environmental Clearance (minimum 6 months) (Complete the Project Scoping Tool, environmental documentation, and appropriate resource studies; consider environmental mitigation, permits, and review by resource agencies). All documentation and exhibits must meet state and federal standards.
<input type="text"/>	ROW Acquisition (acquisitions should occur after environmental clearance) (Include time for surveying, appraisals, title transfer, etc. Only incidental utility adjustments may
<input type="text"/>	Project Construction/Implementation (Include time for advertising, procurement of construction contractor, contract negotiations, site preparation, construction, inspection, project close-out, etc.)
<input type="text"/>	Other - Describe briefly additional milestones not addressed. <input type="text"/>
<input type="text" value="Total Projected Time Estimate in"/>	

22. Maintenance and Operation
 Estimate the annual maintenance and operation costs of the project. If applicable, determine the amount of any anticipated annual income that may be derived from the project.
 Maintenance: Operation: Income:
 Identify below the entity responsible for project maintenance and operation after construction. Provide the proposed use for any income derived from the project.

19. **Safe Routes to School Plan** (if applicable)
 Include only the cover and pages referring to this project.

20. **Transition Plan for ADA Compliance**
 Not a requirement at this time.

21. **Project Timeline** (refer to the following 2 slides)

22. **Maintenance and Operation**

A project selected by the commission shall be maintained and operated by the project sponsor for the purpose for which it was approved and funded, and for a period of time that is commensurate with the amount of federal investment in the project.

Projects not identified in a local transportation or SRTS plan **MUST** provide documentary evidence of support for the project from the community and local jurisdiction.

Topic 21 Project Timeline (Page 5 in Nomination Form & Pages 24 - 30 in Program Guide)

21. Project Timeline

Estimate the amount of time it will take to complete this project (from planning through construction). Estimate the time required for each activity listed below. Several activities should be accomplished concurrently (such as environmental documentation, PS&E development, and property acquisition); as a result, the **Total Projected Time Estimate in Months** will be less than the total of the time estimated for each activity.

Label attachment(s) as **Project Timeline-Attachment L** - No more than 2 pages.

Months Activities

Planning Activities (minimum 6 months)

(Include the project in the STIP, execute local agreement with the department, complete required local government training, assign local government and department roles and

Project Design and Plan Preparation (minimum 6 months)

(Solicit, select, negotiate, and execute contract(s) for engineering and environmental services. Develop construction Plans, Specifications, and Estimates (PS&E) to state and federal standards. Include time for review by TxDOT District and Division staff, a registered accessibility specialist, and other agencies as needed.)

Environmental Clearance (minimum 6 months)

(Complete the Project Scoping Tool, environmental documentation, and appropriate resource studies; consider environmental mitigation, permits, and review by resource agencies). All documentation and exhibits must meet state and federal standards.

ROW Acquisition (acquisitions should occur after environmental clearance)

(Include time for surveying, appraisals, title transfer, etc. Only incidental utility adjustments may

Project Construction/Implementation

(Include time for advertising, procurement of construction contractor, contract negotiations, site preparation, construction, inspection, project close-out, etc.)

Other - Describe briefly additional milestones not addressed.

Total Projected Time Estimate in

Estimate the amount of time it will take to complete this project (from the current state of project planning/design through construction). Estimate the time required for each activity listed in the nomination form. Several activities may be accomplished concurrently (such as environmental documentation, PS&E development, and property acquisition); as a result, the **Total Projected Time Estimate in Months** will be less than the total of the time estimated for each activity.

- **Planning Activities** (Minimum 6 months)
TIP, STIP, AFA, and LGP training.
- **Project Design and Plan Preparation** (Minimum 6 months)
Select, negotiate, and execute contract for engineering/environmental services. Development of plans, specifications, and estimates.
- **Environmental Clearance** (Minimum 6 months)
It is recommended that project sponsor completed TxDOT's Environmental Scoping Tool to determine environmental documentation needs (Web links provided in the program guide).
- **ROW Acquisition**
- **Project Construction**
- **Other**
- **Total Projected Time Estimate**

Topic 21 Project Timeline (Page 5 in Nomination Form & Pages 24 - 30 in Program Guide)

Chart A

TASK	2017	2018				2019				2020			
	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
<i>PLANNING</i>	█	█	█										
<i>PROJECT DESIGN AND PLAN PREPARATION</i>			█	█	█	█	█	█					
<i>ENVIRONMENTAL CLEARANCE</i>					█	█	█						
<i>ROW ACQUISITION</i>						█	█	█					
<i>PROJECT CONSTRUCTION/IMPLEMENTATION</i>								█	█	█	█	█	

In addition to completing item **21. Project Timeline** in the nomination form, project sponsors **MUST** provide a timeline chart as an attachment..

Chart A above shows the minimum level of detail that should be provided. The detail of the project timeline should be consistent with the status of project development. Development of a timeline chart demonstrates that the project sponsor understands the process and is willing to establish a proposed construction letting date.

Label attachment(s) as **Project Timeline - Attachment L**

BUDGET SUMMARY

26. Project Budget Summary (many lines automatically populate)

Total Itemized Construction Cost Estimate <small>(topic 23 total, from page 7)</small>	1.	\$853,000
Total Additional Construction-Related Costs <small>(topic 24 total, from page 8)</small>	2.	\$147,000
Total Construction Cost Estimate <small>(line 1 + line 2)</small>	3.	\$1,000,000
TxDOT Administrative Cost <small>(15% of line 3)</small>	4.	\$150,000
Total Project Cost Estimate <small>[line 3 + line 4 (Unless EDCP or In-kind)]</small>	5.	(see line 14)
Federal Funds Requested <small>(80% of line 5)</small>	6.	(see line 15)
Local Match Required <small>(20% Minimum)</small>	7.	(see line 18)

Project sponsors may increase the required Local Match by adjusting the Local Match percentage in the box above. If the Economically Disadvantaged Counties Program (EDCP) reduction is applied (amount shown in number 8 below) and/or an eligible in-kind contribution is identified (amount shown in line 10), then the federal participation and local match will be fixed at 80% federal participation and 20% local match (refer to calculations numbered 8 through 18).

Economically Disadvantaged Counties Program (EDCP) Reduction (Must be authorized by

Allowable EDCP	Hall 50%	8a.	\$100,000
Additional EDCP	(select, if applicable)	8b.	\$0
Total EDCP Adjustment	Total 50%	8c.	\$100,000

Construction Cost Eligible for In-kind Contributions

Total Construction Cost Estimate (line 3 above)	\$1,000,000
Construction Cost using EDCP for local	-\$500,000
Construction Cost Eligible for In-kind Contribution	9. \$500,000

Eligible In-kind Contributions (Must be authorized by

Total In-kind cost(s) from topic 25 on page 8 or a maximum of 25% of line 9, whichever is less.	10.	\$125,000
---	-----	-----------

Total Construction Cost Estimate (line 3)	11.	\$1,000,000
Eligible in-kind contributions (line 10)	12.	\$125,000
TxDOT Administrative Cost (line 4)	13.	\$150,000
Total Project Value Estimate (line 11 + line 12 + line 13)	14.	\$1,275,000
Total Federal Participation <small>(fixed at 80% of line 14 only when EDCP and/or In-kind)</small>	15.	\$1,020,000
Total Local Match <small>(fixed at 20% of line 14 only when EDCP and/or In-kind applied)</small>	16.	\$255,000

LG Match Adjustment

Total EDCP Reduction (line 8)	\$100,000	
Eligible In-kind contributions (line 10)	+ \$125,000	
Total LG Match Adjustment	17. \$225,000	
LG Cash Match Required (line 16 - line 17)	18.	\$30,000

• 25. Budget Summary

The project Budget Summary on page 9 will automatically fill-in total construction costs on lines 1-3, based on the itemized construction costs entered on pages 6 through 8 of the project nomination form. A 15% administrative cost for department oversight/administration will automatically fill-in on line 4 (based on the *Total Construction Cost Estimate* on line 3).

Not all TA Set-Aside project activities qualify for TxDOT's Economically Disadvantaged Counties Program (EDCP) reduction. Visit TxDOT's EDCP website: <http://www.txdot.gov/inside-txdot/division/transportation-planning/disadvantaged-county.html>

If either (1) an EDCP reduction is requested on page 9, line 8a in the nomination form or (2) an in-kind contribution is entered under topic 25. In-kind Contributions on page 8 of the nomination form, then the local match on page 9, line 7 will be fixed at 20%.

Note: It may be necessary to click on another page of the nomination form and return to page 9 for the spreadsheet to automatically update.

COST PARTICIPATION SUMMARY

Federal Participation **\$1,020,000**

Construction Costs **\$900,000**

TxDOT Administrative Costs **\$120,000**

State Participation (Only if an EDCP reduction is authorized) **\$100,000**

Local In-Kind Participation (Requires approval) **\$125,000**

Local Cash Participation (local match TxDOT adm must be in cash) **\$30,000**

Construction Costs **\$0**

TxDOT Administrative Costs **\$30,000**

Total Project Value/Estimated Cost **\$1,275,000**

27. Did the project sponsor complete the checklist in TxDOT's 2017 Yes No

Program Guide?

Note: Completing the checklist is recommended not required. The project sponsor may include the completed checklist as part of the nomination package.

Label attachment as **Nomination Checklist-Attachment N**.

PROJECT COMMITMENT

28. Project Commitment

By submitting an application, the project sponsor commits to execute the local agreement and forward to the department its local match for plan review within one year of selection. Additionally, the project sponsor agrees to produce the complete plan set as outlined in topic 21 **Project Timeline** or an alternative timeline agreed to by the project sponsor and the department. Note: TA Set-Aside funding is time sensitive; each project must advance to construction within three years from the date of selection by the commission or the project will be terminated.

Signature _____

Print Name and Title _____

Date _____

Telephone Number _____

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

TA Set-Aside Project Submittal Deadline for All Documentation is Monday, May 22, 2017, by 5:00 pm CDT

See page 42 of TxDOT's 2017 TA Set-Aside Program Guide for delivery instructions.

Cost Participation Summary

The cost participation summary for federal, state, local in-kind, local cash participation, and total project value/estimated cost will automatically populate on the top of page 10 of the nomination form.

27. Did the project sponsor complete the checklist in TxDOT's TA Set-Aside Program Guide?

Note: This step is recommended not required; however, the project sponsor may include the checklist as part of the nomination package.

28. Project Commitment

By submitting an application, the project sponsor commits to execute the local agreement and forward to the department its local match for plan review within one year of selection.

Project Nomination Checklist (Pages 57 - 60 in Program Guide)

W. PROJECT NOMINATION CHECKLIST

Project sponsors MUST utilize and complete the 2017 TA Set-Aside Project Nomination Form in Microsoft Windows Excel (.xlsm) format to submit a project nomination in the department's Call for TA Set-Aside Projects. Download the nomination form from the department's website at: <http://www.txdot.gov/inside-bdot/division/public-transportation/bicycle-pedestrian.html>

Below is a list of required attachments that MUST be included as part of the TA Set-Aside 2017 project nomination package and additional attachments that may be necessary. The need for *additional attachments* should be determined by the characteristics of the project, its location, and the status of project development. In addition to submitting the completed nomination form in Excel, the project sponsor MUST provide a single color PDF to include the completed nomination form, a signed copy of the signature page (page 10 of the nomination form), all required attachments, and any necessary optional attachments.

Required attachments:

- Project Details – **Attachment B**
- Certification of LG Funding – **Attachment C**
- Public Involvement/Support – **Attachment E**
- Property Ownership/Acquisition – **Attachment G**
Note: Projects that include state-maintained right-of-way or have a direct effect on an existing state-maintained roadway MUST have a recent letter of consent, addressed to the project sponsor, and signed by the current TxDOT District Engineer, this cannot be delegated down.
- Project Timeline – **Attachment L**

Additional attachments that may be necessary:

- Project Location Information – **Attachment A**
Note: an attachment may be required, when multiple improvement locations are proposed.
- MPO TIP Letter – **Attachment D**
- Environmental Documentation – **Attachment F**
- RR Right-of-Entry/Support Letter – **Attachment H**
- Local Plan/Support – **Attachment I**
- SRTS Plan/Coordination – **Attachment J**
- ADA Transition Plan – **Attachment K**
- In-kind Contributions – **Attachment M**
- Nomination Checklist – **Attachment N**

The department recommends completing the checklist on the following pages and including the completed checklist as part of the project nomination package. Refer to Topic F. **Project Nomination Form** in this guide for additional details on each attachment.

Label attachment as **Project Nomination Checklist - Attachment N**

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Project Nomination Checklist:

- Required:** A completed **2017 TA Set-Aside Project Nomination Form** in Microsoft Windows Excel (.xlsm) format with all text boxes filled-in and dropdown selections completed. Type N/A for not applicable, where appropriate.
- Required:** A single color PDF document that includes:
 - Completed 2017 TA Set-Aside project nomination form (required)
 - Signed copy of signature page (required)
 - Required attachments (refer to page 56)
 - Additional attachments that may be necessary (refer to page 56)
- Attachment A (optional)**
Refer to **7. Project Location Information**
Attach a complete list of all improvement locations using descriptive limits and longitude/latitude.
Label attachment as **Project Location Information - Attachment A**- No more than 2 pages.
- Attachment B (required)**
Refer to **10. Project Details**
Attach the following exhibits:
 - Location map (required)
 - Project layout map (required)
 - Typical section(s) (recommended)
 - Representative construction plan sheets (as applicable)
 - Additional bridge details (as applicable)
 - Photographs (recommended)
 - Additional maps, charts, diagrams, drawings, etc. (recommended)Label attachment(s) as **Project Details-Attachment B** - No more than 15 pages.
- Attachment C (required)**
Refer to **12. Official Project Sponsor Funding Resolution or Ordinance**
Attach the project sponsor's resolution or ordinance.
Label attachment(s) as **Certification of LG Funding - Attachment C**- No more than 10 pages.
- Attachment D (as applicable)**
Refer to **13. Metropolitan Planning Organization (MPO) Transportation Improvement Program (TIP) Inclusion Letter**. Attach a letter from the MPO if the project is located within the boundaries of an MPO.
Label attachment(s) as **MPO TIP Letter - Attachment D** - No more than 2 pages.

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Additional Program Information (Pages 37 - 39 in Program Guide)

J. ADDITIONAL PROGRAM INFORMATION

This topic includes information that may not be covered in the nomination form or is repeated here for emphasis. In addition, review the department's TAsSet-Aside program rules at: <http://www.txdot.gov/inside-bdot/division/public-transportation/bicycle-pedestrian.html>

1. The commission will select TAsSet-Aside projects through a competitive process administered by the department.
2. The local agreement must be executed by the project sponsor within one year from the date of selection by the commission or risk loss of federal funding.
3. The commission will specify a fixed amount of TAsSet-Aside funding for each project. Project costs in excess of this amount are the responsibility of the project sponsor. The project sponsor may seek additional funds through the TAsSet-Aside Program in subsequent program calls; however, 2017 funded projects MUST be let for construction within three years from date of selection by the commission or the project will be terminated.
4. **Projects, or substantially similar projects, submitted in an MPO-administered TAsSet-Aside Call for Projects, are not eligible for consideration in the department's 2017 TAsSet-Aside Call for Projects.**
5. **Proposed improvements may be located on state-maintained roadway right-of-way (on-system) or on property owned by the project sponsor (off-system).**
6. **Projects that include state-maintained right-of-way or have a direct effect on an existing state-maintained roadway MUST have a recent letter of consent, addressed to the project sponsor, and signed by the current TxDOT District Engineer; this consent cannot be delegated down.**
7. In the department's 2017 TAsSet-Aside Call for Projects, federal TAsSet-Aside funds are available for construction only. Costs not eligible for federal reimbursement include, but are not limited to, the following:
 - Planning activities
 - Preliminary engineering and design, including preparation of construction plans, specifications, and estimates (PS&E)
 - Environmental documentation
 - Environmental mitigation (unless incidental to the project and approved as part of the project scope and itemized budget)
 - Utility adjustments (unless incidental to the project and approved as part of the project scope and itemized budget)
 - Landscape improvements (unless incidental to the project and approved as part of the project scope and itemized budget)
 - Planning survey work for design and/or ROW acquisitions
 - Acquisition of right-of-way and other property purchases
8. In-kind contribution(s) must be determined eligible by the department and FHWA. In-kind contributions proposed as matching funds for construction must be clearly identified in the

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- 2017 TAsSet-Aside nomination form (page 8) at the time of project submission. The project sponsor must provide an estimate of proposed in-kind costs to be incurred. No substitutions or additional in-kind contributions will be considered after the TAsSet-Aside project nomination deadline has expired.
9. **In-kind contributions and EDCP reduction cannot be applied to the local match for the department's administrative costs.**
 10. **Donated services may not be accepted as a local funding match but may be used to reduce the overall project cost.**
 11. Private cash donations may be accepted, if authorized by law.
 12. **A project that will require the acquisition of real property through the exercise of eminent domain or condemnation is not eligible for the department's 2017 TAsSet-Aside Call for Projects.**
 13. **Whether proposed as an independent project or as an element of a larger transportation project, the project must be limited to a logical unit of work and be constructible as an independent project.**
 14. **Federal guidance states that "projects must be principally for transportation rather than purely recreational and must have logical endpoints." (For example, if a project proposes a looped trail system within a city park, this would be considered recreational and would not be eligible for consideration.)**
 15. **If any activity/element in a project nomination fails to meet federal and state requirements, the activity/element will not be considered eligible for reimbursement or as an in-kind contribution towards local match. A project construction budget must have a minimum of 75% of its cost items eligible for reimbursement in order to remain in competition. Ineligible items will not be funded. The project sponsor will need to demonstrate a willingness and ability to pay ineligible costs or demonstrate that the TAsSet-Aside project is constructible as an independent project without the ineligible items.**
 16. **The total amount necessary for incidental construction activities (such as minor utility adjustment, minor drainage modification, minor environmental mitigation, landscape placement/restoration, etc.) may not exceed 30% of the project's total itemized construction budget.**
 17. **Department policy dictates that lighting on state-maintained right-of-way for adjacent paths must be adequate to illuminate the roadway system. It is essential that the project sponsor consult with the department's district personnel to make sure that the project budget allows for this additional cost and that the proposed lighting meets the department's requirement. Refer to section R. TxDOT District Map and section S. TxDOT District TAP/TASA Coordinators for district contact information.**
 18. For projects within the boundaries of an MPO, project sponsors must obtain a letter from the MPO indicating the MPO's willingness to include the project in the local TIP. Early coordination with the MPO is strongly recommended.
 19. Additional interagency coordination may be necessary. Most agencies request a minimum of 30 days to review a project proposal and provide a letter of support. Contact agencies

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2017 TA Set-Aside Workshop Schedule (Pages 40 - 41 in Program Guide)

L 2017 TA SET-ASIDE WORKSHOP SCHEDULE

TxDOT Districts will host workshops throughout the state to provide information and guidance on its **TA Set-Aside Program Call for Projects**. Potential project sponsors, consultants, and others interested in the program are invited to attend any scheduled workshop listed below. Registration is not required; however, a courtesy call to the District TA Set-Aside Coordinator identified below will allow us to plan for attendees. If special accommodations are needed, please contact the responsible District TA Set-Aside Coordinator at least five business days in advance of the meeting. Click the TA Set-Aside Coordinator's name to send an email. The workshop location map on the following page includes a web link to an interactive map providing workshop details. The map allows the viewer to zoom in and see the project location in relation to smoothed urbanized area boundaries of TMAs and state-maintained roadways.

February 7, 2017 (1:30PM - 4:30PM)
 TxDOT San Angelo District Office, Bldg E Training Rm
 4502 Knickerbocker Rd, San Angelo, TX 76904
 Coordinator: [Kristan Hereford](#) (325) 947-9242

February 8, 2017 (9:00AM - 12:00PM)
 TxDOT Abilene District Office, Media Room
 4250 North Clack, Abilene, TX 79604
 Coordinator: [Kristi Harwell](#) (325) 676-6811

February 9, 2017 (1:30PM - 4:30PM)
 TxDOT Paris District Office, District Training Center
 1365 North Main Street, Paris, TX 75460
 Coordinator: [Sydney Newman](#) (903) 737-9285

February 10, 2017 (9:00AM-12:00 & 1:30PM-4:30)
 North Central Texas Council of Governments
 Transportation Council Meeting Room
 616 Six Flags Dr., Centerpoint Two
 Arlington, TX 76011
 Coordinator: TxDOT Fort Worth District
[Phillip Hays](#) (817) 370-6591

February 14, 2017 (9:00AM - 12:00PM)
 Nacogdoches County Exposition & Civic Center
 3805 NW Stallings Drive, Nacogdoches, TX 75964
 Coordinator: TxDOT Lufkin District
[Jennifer Adams](#) (936) 633-4383

February 15, 2017 (8:00AM - 12:00PM)
 TxDOT Beaumont District Office, Dist Assembly Rm
 8350 Eastex Freeway, Beaumont, TX 77708
 Coordinator: [Lisa Collins](#), P.E. (409) 898-5816

February 16, 2017 (9:00AM - 11:30PM)
 Jourdenton Library
 1101 Campbell Ave., Jourdenton, TX 78026
 Coordinator: TxDOT San Antonio District
[Merk Mosley](#) (210) 615-5812

February 16, 2017 (2:30PM - 5:00PM)
 Kronkosky Center
 17 Old San Antonio Rd, Boerne, TX 78006
 Coordinator: TxDOT San Antonio District
[Merk Mosley](#) (210) 615-5812

February 22, 2017 (9:00AM - 12:00PM)
 TxDOT Corpus Christi District, Bldg 2 Regional Trng Ctr
 1701 So Padre Island Dr, Corpus Christi, TX 78416
 Coordinator: [Jason Alvarez](#) (361) 808-2495

February 23, 2017 (9:00AM - 12:00PM)
 TxDOT Pharr District Office, Conference Center
 600 West Interstate 2, Pharr, TX 78577
 Coordinator: [Joseph Leal](#) (956) 702-6247

February 24, 2017 (9:00AM - 12:00PM)
 TxDOT Laredo District Office, Large Meeting Room
 1817 Bob Bullock Loop, Laredo, TX 78043
 Coordinator: [Gustavo Elizondo](#) (956) 712-7462

February 27, 2017 (9:00AM - 12:00PM)
 TxDOT Yoakum District Office, Training Room A
 403 Huck Street, Yoakum, TX 77995
 Coordinator: [Barbara Grehmann](#) (361) 293-4371

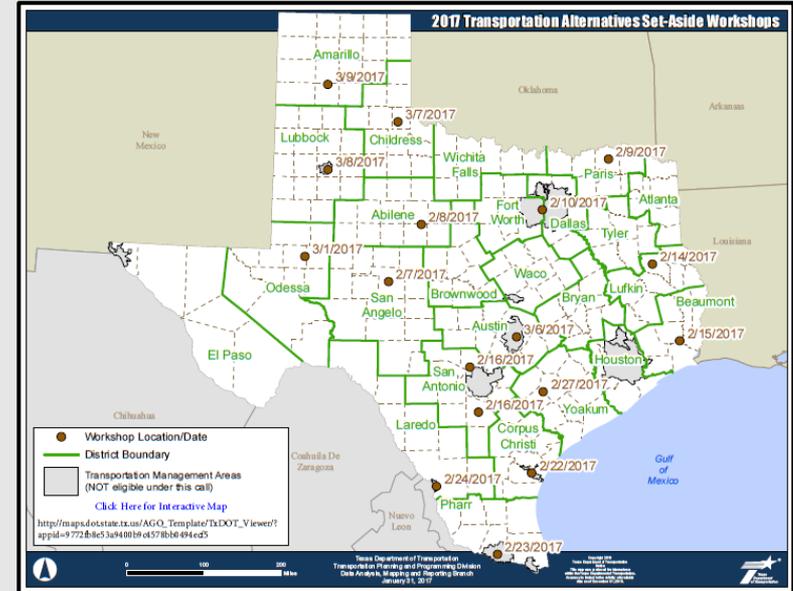
March 1, 2017 (9:00AM - 12:00PM)
 TxDOT Odessa District Office, Large Conference Room
 3901 East US Hwy 80, Odessa, TX 79761
 Coordinator: [Kelli Williams](#) (432) 498-4752

March 6, 2017 (9:00AM - 12:00PM)
 TxDOT Austin District Office, Bldg 7 Hearing Room
 7901 North IH 35, Austin, TX 78753
 Coordinator: [Angela Gil](#) (512) 832-7109

March 7, 2017 (9:00AM - 12:00PM)
 TxDOT Childress District Office, Bldg A Training Room
 7599 US 287, Childress, TX 79201
 Coordinator: [Chris Reed](#) (940) 937-7251

March 8, 2017 (9:00AM - 12:00PM)
 TxDOT Lubbock District Hdqtrs, Windmill Conf Rm
 135 Slaton Road, Lubbock, TX 79404
 Coordinator: [Kylan Francis](#) (806) 748-4490

March 9, 2017 (9:00AM - 12:00PM)
 TxDOT Amarillo District Office, Bldg H Conference Ctr
 North and South HR Conference Rooms
 5715 Canyon Drive, Amarillo, TX 79110
 Coordinator: [John Wimberly](#) (806) 356-3249



Project Submittal Guidelines (Pages 42 - 43 in Program Guide)

M. PROJECT SUBMITTAL DEADLINE/DELIVERY INSTRUCTIONS

On January 27, 2017, the department announced a Call for Projects under the TA Set-Aside Program in the *Texas Register*. Project nominations must be submitted in the form prescribed by the department in accordance with the program rules and this program guide. The complete project nomination package must be received by the department, via TxDOT's Dropbox, no later than 5:00 p.m., CDT, on Monday, May 22, 2017. A complete nomination form, with attachments, is required for each TA Set-Aside project proposed. Supporting documents must be in 8 ½" X 11" formats. Label nomination attachments in the upper right hand corner as outlined in this guide and in the nomination form. The 2017 TA Set-Aside Nomination Form is available at:

<http://www.txdot.gov/inside-txdot/division/public-transportation/bicycle-pedestrian.html>

Note: The department recommends submitting project nomination(s) to TxDOT's Dropbox early to ensure delivery before the submission deadline.

Project Nomination Package:

1. The original 2017 TA Set-Aside Nomination Form completed in Microsoft Windows Excel 2010 (.xlsm) and delivered to the department in its original 2010.xlsm format.
Deliverable: One Excel File in its original format.
2. The completed TA Set-Aside 2017 Nomination Form (pages 1-10) plus all of the nomination's supporting documents converted to an Adobe Portable Document Format (PDF) and combined into one complete file. The complete PDF file MUST include a copy of page 10 of the nomination form signed by the local government. (Note: All original documents must be provided in a color Adobe PDF format 8 ½" X 11".)
Deliverable: One complete PDF file in color (10-page 2017 TA Set-Aside project nomination form plus attachments).

Project Submission to the Department:

The complete TA Set-Aside project nomination package (Excel file plus PDF file) must be submitted to TxDOT using the department's online dropbox.

Dropbox Instructions:

Access TxDOT's online dropbox at: <https://ftp.dot.state.tx.us/dropbox/?action=mainmenu>
The above web address is provided as a hyperlink in the PDF version of this program guide. On the Dropbox landing page (rectangular tabs on the left side) click the **Drop-off** rectangle and enter the information requested.

1. **Information about the Sender**
Your Name:
Your Organization:
Your email address:

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- 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)"

2. **Information about the Recipient**

Name: TA Set-Aside Manager

Email: PTN_PlanningandTechSpt@txdot.gov

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

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

- a. Submit only one project nomination per Dropbox submission.
- b. You should only upload two files per project nomination package (one Excel file and one PDF file); refer to previous section for details.
- c. 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 Set-Aside project nomination 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 Set-Aside Program Manager. Refer to S. TxDOT District/Division TA Set-Aside Coordinators, as needed.

Project Elimination & Finding of Ineligibility (Page 44 in Program Guide)

O. PROJECT ELIMINATION

A project will be eliminated from participation in the TA Set-Aside Program if, prior to the execution of the local agreement, the governing body of a municipality or county in which project activities are proposed, by resolution, order, or other official action, notifies the department of its opposition to the project.

The executive director may eliminate a project or a portion of a project from participation in the TA Set-Aside Program if:

- The project sponsor fails to meet requirements established in the TA Set-Aside rules
- Implementation of the project would involve significant deviation from the activities proposed in the nomination package and approved by the commission
- The project sponsor withdraws from participation in the project
- A local agreement is not executed between the local entity and the department within one year after the date that the commission selected the project
- A construction contract has not been awarded or construction has not been initiated within three years after the date that the commission selected the project
- The executive director determines that federal funding may be lost because the project has not been implemented or completed

P. FINDING OF INELIGIBILITY AND REQUEST FOR RECONSIDERATION

The department will notify the project sponsor of ineligible activities proposed and the reason for the determination by certified mail, return receipt requested. A request for reconsideration may be initiated only by a letter from the project sponsor (setting forth reasons in support of a finding of eligibility) to the department's executive director. The letter requesting reconsideration MUST be received by the department no later than 15 days after the day that the project sponsor received the department's notification of ineligibility, as established by the certified mail return receipt. A request for reconsideration MUST be mailed to the executive director:

To:	TxDOT Executive Director 125 E. 11 th Street Austin, Texas 78701	Copy To:	TxDOT – PTN Director 125 E. 11 th Street Austin, Texas 78701
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The determination of the executive director in response to a project sponsor's request for reconsideration will be final.

Project Implementation (Pages 45 - 46 in Program Guide)

Q. PROJECT IMPLEMENTATION

The project sponsor shall implement or arrange for implementation of each project selected by the commission in accordance with statutory requisites and contracting procedures applicable to the type and character of the project. In accordance with 23 CFR 635.105, TxDOT ensures that a project sponsor "is adequately staffed and suitably equipped to undertake and satisfactorily complete" a project and therefore the department, in its sole discretion, may decide to perform certain phases or otherwise complete a project on behalf of a project sponsor. In rare instances, the department, in its sole discretion, may agree to implement a project on behalf of a project sponsor. All projects shall be developed to current standards and specifications established or recognized by the federal government, the department, and the TA Set-Aside rules.

Adding TA Set-Aside projects to the Statewide Transportation Improvement Program (STIP)

If a project selected by the commission is to be implemented in a metropolitan area, the department will request that the Metropolitan Planning Organization (MPO) for that area immediately begin the process required to include the selected project in its TIP; however, it is the project sponsor's responsibility to make sure the project is included in the MPO's local TIP. For projects in population areas outside the boundaries of an MPO, the department will immediately begin the process to include projects in its rural TIP and STIP. Projects must be identified in the MPO's TIP or in the department's rural TIP before the project can be added to the STIP. The STIP is updated quarterly and requires FHWA approval.

Execution of local agreement with the department

All TA Set-Aside project sponsors must enter into a local agreement with the department and comply with all federal and state procedures applicable to development of federal-aid transportation projects. The local agreement must be executed by the project sponsor within one year of the date of selection by the commission or risk loss of federal funding.

Development of the local agreement can begin immediately after project selection; however, TA Set-Aside projects must be identified in the federally approved STIP before the department can fully execute the local agreement for the project. As part of the agreement process, a determination will be made as to whether the project's construction letting (advertisement for bids and contract management) will be done by the department or by the project sponsor. At the department's discretion, TA Set-Aside projects on the state highway system may be let for construction by the department. However, a majority of the TA Set-Aside projects are expected to be off-system (not on state-maintained right-of-way). Project sponsors of off-system projects may seek department authorization for a local construction letting of their project(s).

In accordance with federal and state rules, the department will perform a Local Government Risk Assessment to determine the project sponsor's qualifications to perform one or more elements of the project development process. For additional information refer to:

<http://www.txdot.gov/government/programs/local-government-projects.html>.

This determination dictates many subsequent steps in the project development process. A project sponsor requesting a local construction letting will need to demonstrate adequate cash flow to

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accommodate the payment of 100% of construction costs pending reimbursement of up to 80% of allowable costs. The department's local district office will make the final letting determination after consultation with division staff and the project sponsor.

Regardless of whether the project is let for construction by the department or by the project sponsor, the department will have oversight responsibilities and will incur administrative costs associated with project development, plan review (generally conducted at 30, 60, 90, and 100% complete), and construction oversight. The Budget Summary, on page 9 of the TA Set-Aside nomination form, automatically adds 15% for the department's administrative costs, based on the total estimated cost for construction. The department's administrative costs are eligible for federal reimbursement up to 80%.

Example:

A project with an estimated construction cost of \$1,000,000 with 80% federal funding and a 20% local match, will have a 15% administration cost of \$150,000, which will be added to the total project cost. The local government would be responsible for 20% of the administrative cost. The 20% local match for a \$150,000 administrative cost would be \$30,000. The local match for administrative costs must be paid in cash.

Local deposit to the department for review of Plans, Specifications, and Estimates (PS&E)

As outlined in the local agreement, the project sponsor will be required to advance the local match for engineering review in cash within 30 days of signing the local agreement. The department will not begin project reviews until the cash advance is received.

Federal Project Authorization and Agreement (FPAA)

The department is responsible for securing the federal funding for each phase of work. The environmental document must be cleared and the construction plans complete before the department submits an FPAA to FHWA to obligate the federal funding for construction.

Construction letting by the project sponsor

If the project sponsor is authorized for a local construction letting, then the project sponsor will be required to pay 100% of the construction costs as the work is done and request reimbursement through the department for up to 80% of allowable costs incurred. Allowable costs will be reviewed and approved by the department.

To be eligible to administer a federally funded project, the project sponsor must have a "Qualified" person actively performing project activities and project implementation who has completed the department's *Local Government Project Procedures* (LGPP) training taught through the department. Before the project sponsor can advertise for construction bids, the project must have environmental clearance (in accordance with current department procedures) and the project sponsor MUST have a state letter of authority from the department to proceed. For state and federal guidance, refer to the department's *Local Government Project Management Guide* at: <http://ftp.dot.state.tx.us/pub/txdot/jgp/procedures/guide.pdf>.

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Project Implementation (Pages 47 - 48 in Program Guide)

Construction letting by the department

If the project is let for construction by the department, the outstanding local match and 100% of any estimated cost overages will be due to the department 60 days prior to advertising for construction.

Note: The project sponsor is not required to have LGPP training if the department will be advertising and letting the project for construction, unless the project sponsor is using PS&E development and environmental documentation as an in-kind contribution towards construction.

Contractor for construction

The construction contractor will be chosen through a competitive bidding process approved by the department. The construction contract will be awarded to the lowest responsive and responsible bidder, in accordance with 23 CFR Part 635.

Note: The department has oversight and monitoring responsibilities for transportation projects when project costs are wholly or partially paid using FHWA or state transportation funds.

Scope modifications

Projects must be developed as approved by the commission. Any change to the scope of work specified in the nomination package and approved by the commission must have the advance written approval of the executive director. Changes in items of work or project scope that occur without advance departmental approval will not be reimbursed.

Payment of costs

If the project sponsor is authorized for a local construction letting, the project sponsor will be required to pay 100% of the construction costs as the work is done and request reimbursement through the department of up to 80% of the allowable costs incurred. A project sponsor MUST use the forms and procedures specified by the department to request reimbursement of allowable costs incurred. The department will submit all requests for reimbursement of allowable costs to FHWA. For locally let projects, the entire project cost is borne by the project sponsor until reimbursement can be obtained from FHWA for eligible activities.

Costs incurred prior to the inclusion of the project in the STIP, execution of the local agreement, or prior to federal and state approval and authorization to proceed are not eligible for federal reimbursement.

Project inspection and acceptance

Upon completion of construction, the project sponsor must have a Professional Engineer registered in Texas certify that the project was constructed in substantial compliance with project specifications and requirements. The department is responsible for the inspection and final acceptance of all projects selected by the commission and for certification of project completion. If the project sponsor does not complete the project as originally approved by the commission, the department may seek reimbursement of the expended federal funds from the sponsor.

Right-of-Way (ROW)

If a project is proposed on state right-of-way, the project sponsor is responsible for securing a land-use permit (e.g. multiple use agreement) from the department prior to construction.

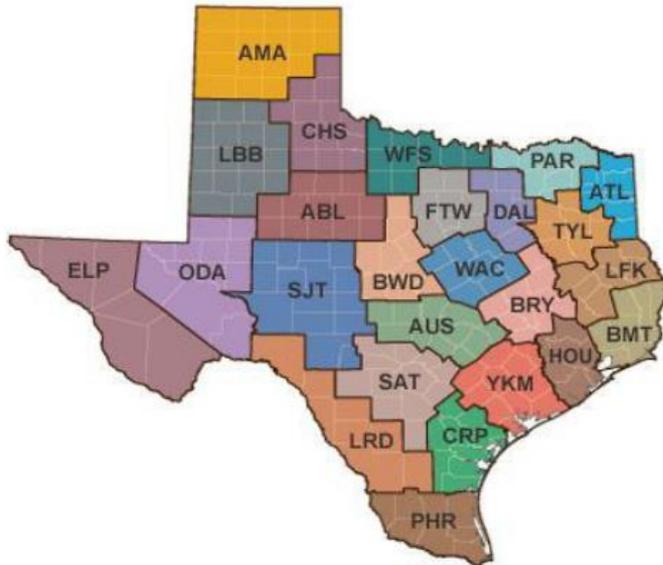
Period of Performance End Date

The period of performance end date is required to be included in the local agreement, after which time additional costs incurred are not eligible for reimbursement. Recipients are required to submit all eligible incurred costs and required performance and financial reports or project records specified in the local agreement or stewardship and oversight procedures within 90 days after the agreement end date. The project should be closed within one year after receipt and acceptance of all required final reports.

TxDOT District MAP & District Coordinators (Pages 49-50 in Program Guide)

R. TXDOT DISTRICT MAP

To locate the TxDOT District Office in your area, visit <http://www.txdot.gov/inside-txdot/district.html>. The state map at this website includes hyperlinks to TxDOT's 25 district office websites. Click on the project county and the hyperlink will redirect to the web page of the TxDOT district that includes that county. Take note of the full name of the TxDOT District Office that appears at the top of the online district landing page. On the following page in this guide, use the TxDOT district name to identify the local TA Set-Aside Coordinator for that district.



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S. TXDOT DISTRICT/DIVISION TA SET-ASIDE COORDINATORS

TxDOT's District TA Set-Aside Coordinator (may be referred to as TASA Coordinators) will be your first point-of-contact to discuss TxDOT's 2017 TA Set-Aside Call for Projects and the project nomination process. Click the TA Set-Aside Coordinator's name to send an email.

Abilene District Office
[Kristi Harwell](#)
 4250 North Clack
 Abilene, TX 79604-0150
 (325) 676-6811

Amarillo District Office
[John Wimberley](#)
 5715 Canyon Drive
 Amarillo, TX 79110-7368
 (806) 356-3249

Atlanta District Office
[Deanne Simmons](#)
 701 East Main
 Atlanta, TX 75551
 (903) 799-1308

Austin District Office
[Angela Gil](#)
 7901 North IH 35
 Austin, TX 78753
 (512) 832-7109

Beaumont District Office
[Lisa Collins, P.E.](#)
 8350 Eastex Freeway
 Beaumont, TX 77708
 (409) 898-5816

Brownwood District Office
[Andrew Chisholm](#)
 2495 Hwy. 183 North
 Brownwood, TX 76802
 (325) 643-0442

Bryan District Office
[Allison Kurwitz](#)
 2591 N. Earl Rudder Freeway
 Bryan, TX 77803-5190
 (979) 778-9788

Childress District Office
[Chris Reed](#)
 7599 US 287
 Childress, TX 79201-9705
 (940) 937-7251

Corpus Christi District Office
[Jason Alvarez](#)
 1701 South Padre Island Drive
 Corpus Christi, TX 78416 (361)
 808-2495

Dallas District Office
[Godfrey Sendawula](#)
 4777 East Highway 80
 Mesquite, TX 75150
 (214) 320-6266

El Paso District Office
[Bianca Serrano-Rivera](#)
 13301 Gateway Blvd West
 El Paso, TX 79928
 (915) 790-4328

Fort Worth District Office
[Phillip Hays](#)
 2501 SW Loop 820
 Fort Worth, TX 76133
 (817) 370-6591

Houston District Office
[Ana Ramirez Huerta](#)
 7600 Washington Avenue
 Houston, TX 77007
 (713) 802-5810

Laredo District Office
[Gustavo Elizondo](#)
 1817 Bob Bullock Loop
 Laredo, TX 78043
 (956) 712-7462

Lubbock District Office
[Kylan Francis](#)
 135 Slaton Road
 Lubbock, TX 79404-5201
 (806) 748-4490

Lufkin District Office
[Jennifer Adams](#)
 1805 North Timberland
 Lufkin, TX 75901
 (936) 633-4383

Odessa District Office
[Kelli Williams](#)
 3901 East US Hwy. 80
 Odessa, TX 79761
 (432) 498-4752

Paris District Office
[Sydney Newman](#)
 1365 North Main Street
 Paris, TX 75460-2697
 (903) 737-9285

Pharr District Office
[Joseph Leal](#)
 600 West Expressway 83
 Pharr, TX 78577-1717
 (956) 702-6247

San Angelo District Office
[Kristan Hereford](#)
 4502 Knickerbocker Road
 San Angelo, TX 76904
 (325) 947-9242

San Antonio District Office
[Mark Mosley](#)
 4615 N.W. Loop 410
 San Antonio, TX 78284-3601
 (210) 615-5812

Tyler District Office
[Mary Fletcher](#)
 2709 West Front Street
 Tyler, TX 75702
 (903) 510-9246

Waco District Office
[Kris Long](#)
 100 South Loop Drive
 Waco, TX 76704-2858
 (254) 867-2763

Wichita Falls District Office
[Darell Johnson, P.E.](#)
 1601 Southwest Parkway
 Wichita Falls, TX 76302-4906
 (940) 720-7840

Yoakum District Office
[Barbara Grahmann](#)
 403 Huck Street
 Yoakum, TX 77995-2973
 (361) 293-4371

Public Transportation Division (PTN):
[Teri Kaplan](#)
 TxDOT - PTN
 TAP/TASA Program Manager
 125 E. 11th Street
 Austin, TX 78701
 (512) 486-5973

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Bikeway Terminology & Web Links (Pages 51-53 in Program Guide)

T. BIKEWAY TERMINOLOGY

Shared Roadway – 2012 AASHTO Definition: "A roadway that is open to both bicycle and motor vehicle travel."

2011 Texas MUTCD Definition: "A roadway that is officially designated and marked as a bicycle route, but which is open to motor vehicle travel and upon which no bicycle lane is designated."

A Signed Shared Roadway shall include posted bike route signs & may include pavement markings.



Bicycle Lane - 2012 AASHTO and 2011 Texas MUTCD Definitions are the same: "A portion of a roadway that has been designated for preferential or exclusive use by bicyclists by pavement markings and, if used, signs.

However, AASHTO definition includes: "It is intended for one-way travel, usually in the same direction as the adjacent traffic lane, unless designated as a contra-flow lane."

Note: May include BikeStripe infrastructure. For guidance, refer to: <http://www.txdot.gov/inside-txdot/division/public-transportation/bicycle-pedestrian.html>



Shoulder - 2012 AASHTO Definition:

"The portion of roadway contiguous with the travel way that accommodates stopped vehicles, emergency use, and lateral support for sub base, base, and surface course. Shoulders, where paved, are often used by bicyclists."

A Signed Shoulder Bike Route shall include posted bike route signs and may include pavement markings.



Shared Use Path - 2012 AASHTO and 2011 Texas MUTCD Definitions are basically the same:

"A bikeway outside the traveled way and physically separated from motor vehicle traffic by an open space or barrier and either within the highway right-of-way or within an independent right-of-way or within an independent alignment. Shared use paths may also be used by pedestrians (including skaters, users of manual and motorized wheelchairs, and joggers) and other authorized motorized and non-motorized users. Most shared use paths are designed for two-way travel."



Cycle Track – Defined by the National Association of City Transportation Officials (NACTO) in 2011:

"A Cycle Track is an exclusive bicycle facility that has elements of a separated path and on-road bike lane. A Cycle Track, while still within the roadway, is physically separated from motor traffic and is distinct from the sidewalk."



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U. WEBLINKS

TxDOT's 2017 TA Set-Aside Call for Projects contains program information, including the [Program Rules](#), [Program Guide](#), [Nomination Form](#), [In-Kind Contribution Guidance](#), [Detailed Project Timeline Examples](#), and other program related downloads at: <http://www.txdot.gov/inside-txdot/division/public-transportation/bicycle-pedestrian.html>

2017 TA Set-Aside Workshops Interactive Map:

http://maps.dot.state.tx.us/AGO_Template/TxDOT_Viewer/?appid=9772fb8e53a9400b9c4578bb0494ecf5

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

TA Set-Aside Rules (Texas Administrative Code, Title 43, Chapter 11, Subchapter G):

[http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=5&ti=43&pt=1&ch=11&sch=G&ri=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=43&pt=1&ch=11&sch=G&ri=Y)

TxDOT's Local Government Projects Office (LGP):

<http://www.txdot.gov/government/programs/local-government-projects.html>

LGP Toolkit: <http://txdot.gov/government/processes-procedures/lgp-toolkit.html>

Project Risk Assessment: <http://ftp.dot.state.tx.us/pub/txdot/lgp/funding/guidance.pdf>

Project Management Guide: <http://ftp.dot.state.tx.us/pub/txdot/lgp/procedures/guide.pdf>

Local Government Project Procedures Training and Qualification:

<http://www.txdot.gov/government/programs/local-government-projects/training.html>

TxDOT Environmental Resources:

Environmental Handbook for Categorical Exclusions: <http://ftp.dot.state.tx.us/pub/txdot-info/env/toolkit/610-01-gui.pdf>

Environmental Handbook for Environmental Assessments: <http://ftp.dot.state.tx.us/pub/txdot-info/env/toolkit/620-05-gui.pdf>

TxDOT's Environmental Compliance Toolkits: <http://www.txdot.gov/inside-txdot/division/environmental/compliance-toolkits.html>

TxDOT's Local Government Project Management Guide, Chapter 5:

<http://ftp.dot.state.tx.us/pub/txdot/lgp/procedures/guide.pdf>

TxDOT's Scope Development Tool (for environmental documentation): <http://www.txdot.gov/inside-txdot/division/environmental/compliance-toolkits/nepsa.html>

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Definitions (Pages 54-55 in Program Guide)

V. DEFINITIONS

AFA - Advance Funding Agreement

AASHTO - American Association of State Highway and Transportation Officials

Bikeway terminology - See Section T of this guide

Commission - Texas Transportation Commission

Department - Texas Department of Transportation (TxDOT)

Executive director - The executive director of the Texas Department of Transportation or the executive director's designee

FHWA - Federal Highway Administration

FPAA - Federal Project Authorization and Agreement

Local Agreement - An agreement between the project sponsor 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.

Metropolitan Planning Organization (MPO) - The organization or policy board of an organization created and designated under 23 U.S.C. §134, and 49 U.S.C. §5303 to make transportation planning decisions for the metropolitan planning area and carry out the metropolitan planning process.

Project - An undertaking to implement or construct an eligible activity at a specific location or locations, or, if the context so implies, the particular activity so implemented or constructed.

Project sponsor - An eligible entity as described by 23 U.S.C. §113(h), that nominates a particular project for consideration, 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.

State - The State of Texas or any of its political subdivisions

Statewide Transportation Improvement Program (STIP) - A four year short-range program developed by the department as a compilation of all metropolitan transportation improvement programs, together with rural transportation improvement programs, that include recommendations from rural planning organizations and department districts for the areas of the state that are outside of the boundaries of a metropolitan planning organization, including transportation between cities.

Surface transportation system - An interconnected surface transportation network for moving people and goods using various combinations of transportation modes

TDLR - Texas Department of Licensing and Regulation

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Transportation Improvement Program (TIP) - A short-range program developed by each metropolitan planning organization in cooperation with the department and public transportation operators that covers a four-year period and contains a prioritized listing of all projects proposed for federal funding, and regionally significant projects proposed for state, federal, and local funding in a metropolitan area.

Transportation Management Area - FHWA defines TMAs as "all urbanized areas (UZAs) with populations greater than 200,000 as determined by the 2010 Census"

TxDOT - Texas Department of Transportation

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Project Emphasis Areas

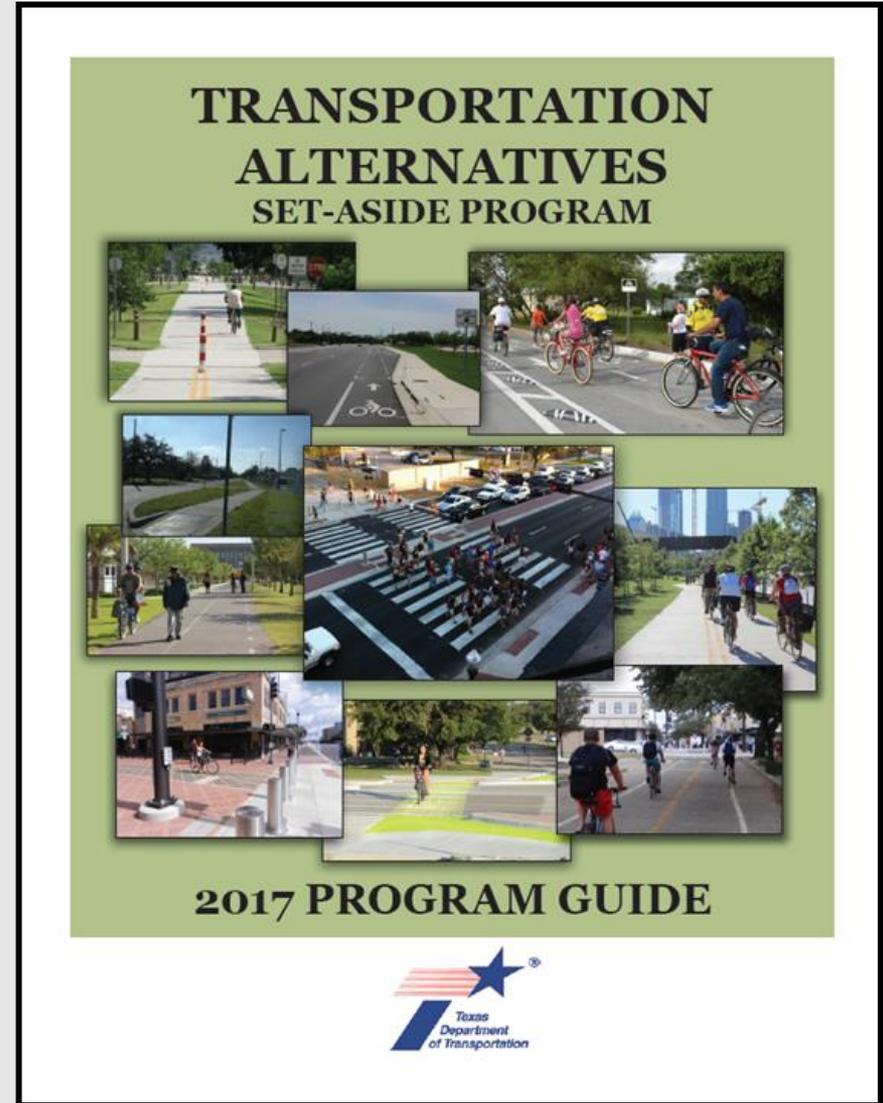
Project sponsors are strongly encouraged to submit projects that:

- Enhance bicycle and pedestrian **safety** for people of all ages and abilities
- Improve **safety, access, or mobility** for individuals with disabilities
- Construct **on-system improvements in support of TxDOT's ADA/Pedestrian initiatives**
- Provide **access** to or between existing bicycle and pedestrian facilities, public transportation, or other mobility options
- **Connect important community destinations** (such as schools, employment, downtown/commercial/historic districts, medical facilities, and recreational areas)
- **Contribute to the development of a statewide or regional bicycle route for tourism**
- **Contribute**, as an independent element, **to a larger public project/investment**
- Contribute as an individual project to a larger investment **consistent with Complete Streets Design**

Important Program Dates

**An Estimated \$52M Available for
Population Areas of 200,000 or
less (FY 2017 - 2020)**

- **January 27, 2017**
 - Call for TA Set-Aside Projects
- **May 22, 2017**
 - Application Submission Deadline
- **May - August 2017**
 - Project Evaluation
- **Fall 2017**
 - Project Selection by Commission
(dependent on # project nominations received)



Questions ?

Teri Kaplan
TxDOT
TA Set-Aside Program Manager
Public Transportation Division
125 E. 11th Street
Austin, Texas 78701
(512) 486-5973
Teri.Kaplan@txdot.gov

<http://www.txdot.gov/inside-txdot/division/public-transportation/bicycle-pedestrian.html>