

TRANSPORTATION ALTERNATIVES SET-ASIDE PROGRAM



2017 PROGRAM GUIDE



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A. SUMMARY OF PROJECT OPPORTUNITY

On January 27, 2017, the Texas Department of Transportation (department or TxDOT) announced a statewide Call for Projects under the **Transportation Alternatives Set-Aside (TA Set-Aside)** Program for population areas of 200,000 or less. This program guide outlines the nomination, evaluation, and selection processes, including step-by-step instructions for completing the project nomination form and providing appropriate attachments. Important dates to remember include:

- **January 27, 2017** – Call for Projects opens
- **February - March 2017** – Workshops (refer to **L. 2017 TA Set-Aside Workshop Schedule**)
- **May 22, 2017** – Project nominations due to the department
- **May - August 2017** – Project screening and evaluation
- **Fall 2017** – Project selection by the Texas Transportation Commission

The TA Set-Aside Program, as administered by the department, provides funding to construct a variety of alternative transportation projects that improve mobility for non-motorized users and mitigate congestion by providing transportation options. Eligible project activities include construction of on- and off-road pedestrian and bicycle accommodations (including conversions of abandoned railroads), infrastructure for non-drivers, access to public transportation, and Safe Routes to School infrastructure.

The department is particularly interested in those projects that reflect a high degree of collaboration and community consensus while directly contributing to the department's safety, mobility, and connectivity goals. 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

Proposed projects may be located on state-maintained roadway right-of-way (on-system) or on property owned by the project sponsor (off-system).

The department intends to make available TA Set-Aside Program funds associated with anticipated FY 2017 – FY 2020 appropriations. Assuming current FAST Act authorization levels, approximately \$52 million is estimated for population areas under 200,000. All, or some portion of this amount, may be awarded as a result of this Call, depending on the actual amount of funding available and the eligible number of TA Set-Aside project nominations received by the department.

B. PROGRAM OVERVIEW

The Fixing America's Surface Transportation (FAST) Act establishes the TA Set-Aside Program as part of the Surface Transportation Block Grant and replaces the Transportation Alternatives Program (TAP) which was established as an independent funding category under the Moving Ahead for Progress in the 21st Century Act (MAP-21). Like TAP, the TA Set-Aside Program provides funding for a variety of alternative transportation projects. The program is contained in 23 U. S. C. §133(h).

The federally funded TA Set-Aside Program provides opportunities to expand transportation choices and enhance transportation infrastructure. Each state department of transportation reviews the guidance provided by the Federal Highway Administration (FHWA) and develops rules to administer their TA Set-Aside Program according to that state's priorities. In Texas, the department's statewide TA Set-Aside Program for population areas of 200,000 or less operates under rules adopted by the Texas Transportation Commission (commission), which may be found in 43 Texas Administrative Code (TAC) §§11.400 - 11.418 and §§16.153 - 16.154. TA Set-Aside projects submitted to the department must relate to the surface transportation system and be eligible under one or more of the six activities outlined in topic **C. Eligible Project Activities** of this guide.

Federal TA Set-Aside funds administered by the department are for construction activities only. The department's 2017 TA Set-Aside Call for Projects is limited to eligible project sponsors and projects from nonurban areas with populations of 5,000 or less and small urban areas with populations of 5,001 to 200,000 that are outside the smoothed 2010 U. S. Census Urbanized Area boundary of a Transportation Management Area.

Metropolitan Planning Organizations (MPOs) with population areas greater than 200,000 are designated as Transportation Management Areas (TMAs). Potential project sponsors within the TMA must seek TA Set-Aside funding through their local MPO.

Note: In Texas, TA Set-Aside funds for the Recreational Trails Program are administered through the Texas Parks and Wildlife Department.

This is the first TA Set-Aside Call for Projects by the department. For information on the department's new TA Set-Aside rules, the new TA Set-Aside 2017 Nomination Form, and other program details, visit:

<http://www.txdot.gov/inside-txdot/division/public-transportation/bicycle-pedestrian.html>. The TA Set-Aside project nomination package must present persuasive evidence of support from the communities in which the project would be implemented. The project sponsor must commit to provide a local funding match of at least 20% of the allowable construction and department oversight costs, subject to any allowable adjustment for authorized in-kind contributions and/or an adjustment for an eligible project located in an economically disadvantaged county. Any costs incurred prior to selection and authorization from the department to proceed will not be eligible for consideration as an in-kind contribution or otherwise part of a local funding match. The local funding match must be a cash match or combination of cash and in-kind contribution provided by or through the project sponsor. The commission will specify a fixed amount of TA Set-Aside funds

for each project. Project costs in excess of this amount are the responsibility of the project sponsor. The project sponsor may seek additional funds in a subsequent program call.

Projects funded under 23 U.S.C. 133, including TA Set-Aside projects, shall be treated as projects on a federal-aid highway (23 U.S.C. 133(i)). This subjects all TA Set-Aside projects to various federal-aid requirements (e.g., Davis-Bacon prevailing wage requirements, Buy America, planning, environmental review, procurement and letting, etc.). Specific guidance regarding program/project requirements is found in the **TxDOT Local Government Projects Toolkit (LGP Toolkit)** found at <http://txdot.gov/government/processes-procedures/lgp-toolkit.html>. The LGP Toolkit provides specific information regarding the applicable laws (see Policy Manual), procedures (see Project Management Guide), and best practices (see Best Practices Workbook) that must be adhered to for some or all phases of a TA Set-Aside project. Relevant portions of the LGP Toolkit are referenced in this Guide.

C. ELIGIBLE PROJECT ACTIVITIES

The eligible TA Set-Aside activities identified in TxDOT's rules (refer to 43 TAC §11.404(a)) are taken verbatim from the Federal Highway Administration's TA Set-Aside Guidance. For TxDOT's 2017 TA Set-Aside Call for Projects for population areas of 200,000 or less, the eligible construction activities have been abbreviated for clarity as follows:

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

Note: Review topic I. **Economically Disadvantaged Counties Program** for potential local match relief for eligible projects.

D. ELIGIBLE TA SET-ASIDE PROJECT SPONSORS

Under 23 U.S.C. 133(h)(4)(B), the entities eligible to receive TA Set-Aside funds are:

1. **Local government**: Any unit of local government below a State government agency, except for an MPO. Examples include city, town, township, village, or county agencies.
2. **A regional transportation authority**: Regional transportation authorities are considered the same as the Regional Transportation Planning Organizations defined in the statewide planning section (23 U.S.C. 135(m)).

3. **A transit agency:** Any agency responsible for public transportation that is eligible for funds as determined by the Federal Transit Administration.
4. **A natural resource or public land agency:** Any Federal, Tribal, State, or local agency responsible for natural resources or public land administration. Examples include:
 - State or local park or forest agencies
 - State or local fish and game or wildlife agencies
 - Department of the Interior Land Management Agencies
 - U.S. Forest Service
5. **A school district, a local education agency, or school:** Includes any public or nonprofit private school. Projects should benefit the general public and not only a private entity.
6. **Tribal Government**
7. **A nonprofit entity responsible for the administration of local transportation safety programs** - Examples include a nonprofit entity responsible for:
 - a local program implementing construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs
 - a safe routes to school program
8. **Any other local or regional governmental entity with responsibility for, or oversight of, transportation or recreational trails** (other than an MPO or a state agency) that the department determines to be eligible, consistent with the goals of the TA Set-Aside Program.

Per 23 U.S.C. 133(h)(4)(B) state departments of transportation (DOTs) and metropolitan planning organizations (MPOs) are not eligible project sponsors for TA Set-Aside funds. However, state DOTs and MPOs may partner with an eligible entity to carry out a project.

Nonprofit organizations are not eligible as direct grant subrecipients for TA Set-Aside funds unless they qualify through one of the eligible entity categories (e.g., where a nonprofit organization is a designated transit agency, school, or entity responsible for the administration of local transportation safety programs). Nonprofit entities are eligible to partner with any eligible entity on an eligible project; however, the eligible entity would serve as the project sponsor and be 100% responsible for the local match and project development. Only one entity is permitted to serve as a project sponsor. The project sponsor may need to provide the department a reference to review their enabling legislation.

Typically the local government serves as the project sponsor because the majority of improvements are located within property maintained by the local government. When a second party such as a school district or nonprofit entity agrees to provide a portion of the local funding match, it would be the local government/project sponsor's responsibility to execute an agreement with the second

party for any funding commitments and secure any right-of-entry for project construction while remaining the sole project sponsor.

E. PROJECT EVALUATION AND SELECTION CRITERIA

Through collaboration and leadership, TxDOT's mission is to deliver a safe, reliable, and integrated transportation system that enables the movement of people and goods. Selection criteria for TxDOT's TA Set-Aside program are influenced by the department's vision to be a forward-thinking leader delivering mobility, enabling economic opportunity, and enhancing quality of life for all Texans. The department seeks to prioritize TA Set-Aside investments in projects that best meet the department's vision and mission and represent the best use of available TA Set-Aside funds. Tables 1, 2, and 3 on the following pages outline the criteria categories that will be used to evaluate all eligible projects. The tables include a brief description, evaluation factors, and identification within the nomination form where each criterion should/could be addressed. All project sponsors should address the ten criteria categories in response to the information requested in the project nomination form. The criteria categories are as follows:

- Safety
- Mobility & Congestion Mitigation
- Regional Connectivity
- Accessibility
- Environmental Benefits
- Economic Development
- Project Readiness
- Local Funding
- Planning
- Public Support

Evaluation Process

Department staff will review, evaluate, and recommend projects submitted during the department's 2017 TA Set-Aside Program Call for Projects. 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. The committee will also evaluate the potential benefit to the state of the project for all eligible projects, based on the specific evaluation criteria.

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.

Although there is not a minimum or maximum amount of funding available for a single project, the total program funds are limited. As a result, the department may find it necessary to contact a project sponsor to split a larger project into smaller segments to be constructed in phases.

A nomination package that fails to include items required 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. A list of the required attachments is included with the nomination checklist; Refer to topic **W. Project Nomination Checklist** to complete the checklist.

Note: Completing the **Project Nomination Checklist** is recommended not required; however, the project sponsor may include the checklist as part of the project nomination package.

Label as: **Nomination Checklist-Attachment N** - No more than 10 pages.

The evaluation committee will provide project selection recommendations and supporting documentation to the director of the division responsible for administering the TA Set-Aside Program. The director of the responsible division will review the recommendations and supporting documentation and provide a final list of recommended projects to the commission for consideration.

Selection Criteria

The ten criteria categories have been organized into three focus areas expressed in Table 1: **Department Goals and Project Emphasis Areas**, Table 2: **Project Readiness**, and Table 3: **Local Funding and Support**. 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 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.

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

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

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.

4. Project Sponsor Contact Information (Authorized Representative)

Insert the project sponsor primary contact person's name, title, mailing address, city, zip code, telephone number, and email address in the boxes provided. In the boxes provided to the right, insert the project sponsor's physical address, main telephone number, and website (if available).

The project sponsor's contact person must have the authority to speak on behalf of the project sponsor. This person should have working knowledge of the project and be able to answer questions.

Project Name and Location

5. Project Name

In the box provided below this topic, give your project a name that is logical and concise.

Note: In topic 6 you will identify the eligible project activity. Use the project activity to help create a logical project name.

Examples:

- Llano ISD SRTS
- Marfa's FM 1112 On-road Bikeway
- Cass County Sidewalks, Phase 2
- Haslet's Shared Use Path, Section 3
- Lamar County NETT RR, SUP Phase 2
- Presidio Downtown Intersection Improvements

6. Eligible Project Activity

In the box provided below this topic, click the down arrow and select the activity that best describes the project. If multiple activities are proposed, select the activity where the highest financial investment is proposed.

7. Project Location Information

In the box next to **TxDOT District**: click on the down arrow and select the district where the project is located. Refer to topic **R** of this guide to identify the **TxDOT District**. Refer to topic **S** to identify the **TA Set-Aside Coordinator** in your area. In the box next to **Texas County**: click the down arrow and select the county where the project is located.

Note: If a project involves more than one county, select the county where a majority of the work will be done.

Note: Proposed improvements may be located on state-maintained roadway right-of-way (on-system) or on property owned by the project sponsor (off-system).

Note: Project proposals 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.

Identify the project location using street name, adjacent waterway, or other identifying landmarks or features. Include the project limits in descriptive form (from and to) and using longitude/latitude in degrees, minutes, and seconds. Also under **Project dimensions** provide the project’s total length, facility width, and material depth, where appropriate.

If the project involves multiple locations, describe the primary location and provide the total length of all improvements in the Excel nomination form. As an attachment to the nomination, provide a complete list of all improvement locations (including the primary location) using descriptive limits and longitude/latitude in degrees, minutes, and seconds.

Example chart for projects with multiple locations:

No.	Project Location	From/ To	Descriptive Limits	Latitude			Longitude			Length (Mile)
				D	M	S	D	M	S	
1	W Brown St	From To	N Peach St N 14th St	30	21	20.22	103	40	50.79	0.56
				30	21	34.91	103	40	21.49	
2	SH 118 (N 5th St)	From To	E Ft Davis Ave E Avenue A	30	22	8.74	103	40	1.87	0.57
				30	21	42.47	103	39	47.38	
3	SH 223 (E Hendryx Dr)	From To	SH 118 Antelope Dr	30	22	19.55	103	40	2.87	0.40
				30	22	26.71	103	39	41.17	

Label attachment as **Project Location Information - Attachment A** - No more than 2 pages.

8. Legislative Representatives

In the boxes provided below this topic, identify the legislative districts and representatives with jurisdictional responsibilities within the project limits.

Project Information

The **Project Description** and **Project Details** are two of the most important components supporting a successful project nomination. A concise description of the project’s characteristics and benefits should highlight as many of the selection criteria categories as possible, facilitating evaluation of the nomination package. To make the best use of the space provided, first ensure that the project description and details provide a complete picture of the proposed project, and then highlight how the project would meet individual criteria evaluation factors. Focus on elements that may not already be addressed in other numbered topics in the nomination form.

Note: 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.

9. Project Description

Provide a well-developed narrative about the project for which the project sponsor is seeking funding. Describe the **Eligible Project Activity** selected from the dropdown under topic 6 on page 1. Explain the benefits the project will provide to the surface transportation system. Include details about proposed improvements and summarize the work activities to be performed. Review topic **E. Project Evaluation and Selection Criteria** in the 2017 TA Set-Aside Program Guide and address **Criteria Categories** where appropriate.

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 the title sheet and example sheets as attachments to the nomination form and provide a web link for plan review. For clarification on bikeway types, see topic **T. Bikeway Terminology**.

Within the nomination form, provide a response to the following:

- **The construction plans for this project are currently:**

In the box provided, 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.

All supporting exhibits submitted must be legible, clearly labeled, and convey useful information. These exhibits may include maps, photographs, diagrams, and drawings. Hand-drawn or computer-generated sketches may be used. Photographs should be linked to a map to identify the location, the direction the photograph was taken, and approximate date of the photograph. A map providing area information, including community destinations such as commercial centers, schools, recreation facilities, medical facilities, institutional buildings, etc. is also useful to evaluate project benefits.

The department strongly recommends providing typical sections. These exhibits do not need to be professionally prepared. Typical sections help convey the location and design of proposed improvements by showing the type, width, and depth of materials proposed and the project's relationship to surrounding elements. This information is needed to evaluate bridges, bike lanes, shared use paths, and sidewalks.

Sidewalks should be wide enough to accommodate the volume and type of pedestrian traffic expected in the area. Sidewalks **MUST** have a minimum clear width of 4 feet. A 5-foot-wide sidewalk is preferred, and where the sidewalk is placed immediately adjacent to the roadway curb, a sidewalk width of 6 feet is recommended (particularly when adjacent to a state-maintained roadway). For *Safe Routes to School* projects, a minimum width of 6 feet is recommended. Sidewalks must conform to the *Public Right of Way Accessibility Guidelines* (latest edition) as published by the US Access Board or the 2010 ADA Standards and Texas Accessibility Standards, as applicable.

Shared use paths should be wide enough to accommodate the expected traffic. The minimum paved width for a two-directional shared use path is 10 feet; however, 12-foot-wide or wider may be recommended/necessary, particularly in urbanized areas.

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).

- **Primary Facility Type:**

In the dropdown box select from the following:

- Bike Lane
- Protected Bike Lane
- Cycle Track
- Shoulder Improvements
- Shared Use Path
- RR Corridor Improvements
- Sidewalk
- SRTS
- Other Safety Improvements

- **Surface Type/Material:**

- Concrete
- Asphalt
- Crushed Rock
- Other

- **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 **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.

Within the nomination form under topic **10. Project Details**, identify whether the project includes a bridge or bridges (include the number of proposed bridges). If more than one bridge is proposed, identify the bridge with the highest value and provide design details for that bridge in the nomination form using the fill-in and dropdown boxes (to include bridge length, width, rail type, and structural materials). Identify additional bridges and bridge details in an attachment (also include the bridge identified in the nomination form in the attachment). Provide any available hydraulic evaluation as an attachment.

Bridge construction type (new or rehabilitation), total number of bridges, materials, length, width, and rail type are a minimum requirement. Bridges **MUST** be designed in conformity with the approaching path. Also, the bridge length should be adequate to accommodate the existing stream hydraulics, where applicable.

The project sponsor should consider economic feasibility and aesthetic appeal when selecting bridge construction materials. If a decommissioned highway truss is being repurposed for the project, the Certificate of Eligibility from the State Historic Preservation Office (SHPO) should be included in the nomination package or demonstrate appropriate coordination.

Within the nomination form answer the following questions:

- **Does the project include bridge improvements?**
In the dropdown box select from the following:
 - Yes, rehabilitation only
 - Yes, new bridge(s)
 - No
- **Number of proposed bridges: _____**
Insert the actual number of bridges proposed as part of the project.
- **Bridge construction**
In the dropdown box select from the following:
 - Prefabrication
 - On-site

- **Bridge length:** _____
Insert the proposed bridge length.
- **Bridge Width:** _____
Insert the proposed bridge width.
- **Structural Materials (Deck/Beams):**
In the dropdown box select from the following:
 - Concrete/Steel
 - Wood/Wood
 - Concrete/Concrete
 - Concrete/Truss
 - Wood/Truss
- **Rail Type:**
In the dropdown box select from the following:
 - Pedestrian
 - Traffic

All design criteria for bicycle and pedestrian bridges must comply with TxDOT’s Bridge Design Manual and AASHTO’s Load and Resistance Factor Design (LRFD) Guide Specifications for the Design of Pedestrian Bridges (latest edition).

The following chart is included as an example of how to represent additional bridges in an attachment. Identify bridge locations on a map and include as an attachment.

Map ID	Type/Name	Feature Crossed	Bridge Work	Construction Type	Structural Material	Length	Width*	Rail Type
1	Pedestrian Bridge	Doe Creek	new	On-site	Wood/Wood	40'	10'	Pedestrian
2	Shared Use Path	Caney Creek	new	On-site	Concrete/Concrete	65'	16'	Traffic
3	7th Street Bridge	Ave. A	rehab	On-site	Concrete/Steel	80'	40'	Traffic
4	Shared Use Path	Brays Bayou	new	Prefabrication	Concrete/Steel	120'	28'	Traffic

* Clear distance inside rail to inside rail

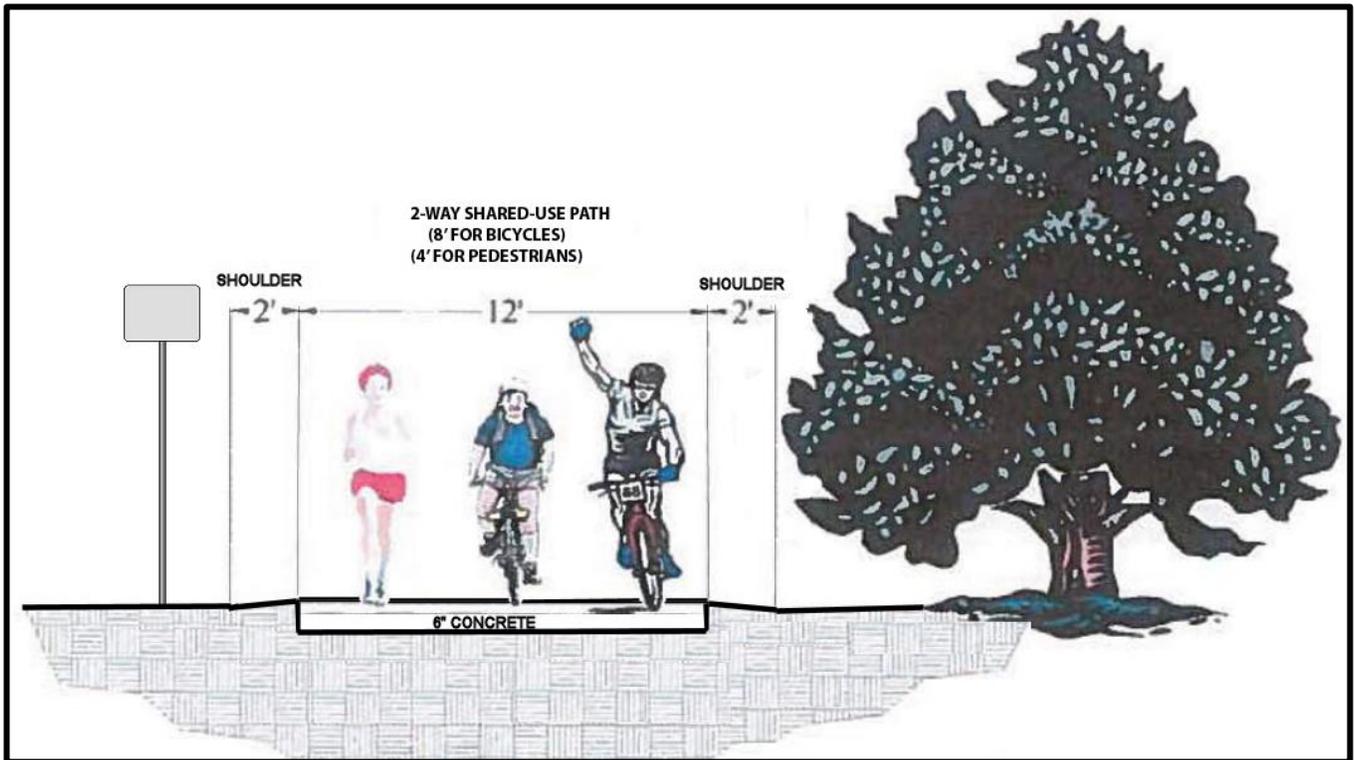
Traffic calming measures may also be included as part of a project nomination. The purpose of traffic calming is to reduce motor vehicle speeds without restricting access. Traffic calming is largely accomplished using physical measures in the roadway such as speed humps and traffic circles.

Traffic control devices such as signs, signals, and markings are designed to regulate, warn, guide, and inform. All pavement markings, signals, and signage must comply with the 2011 Texas Manual on Uniform Traffic Control Devices.

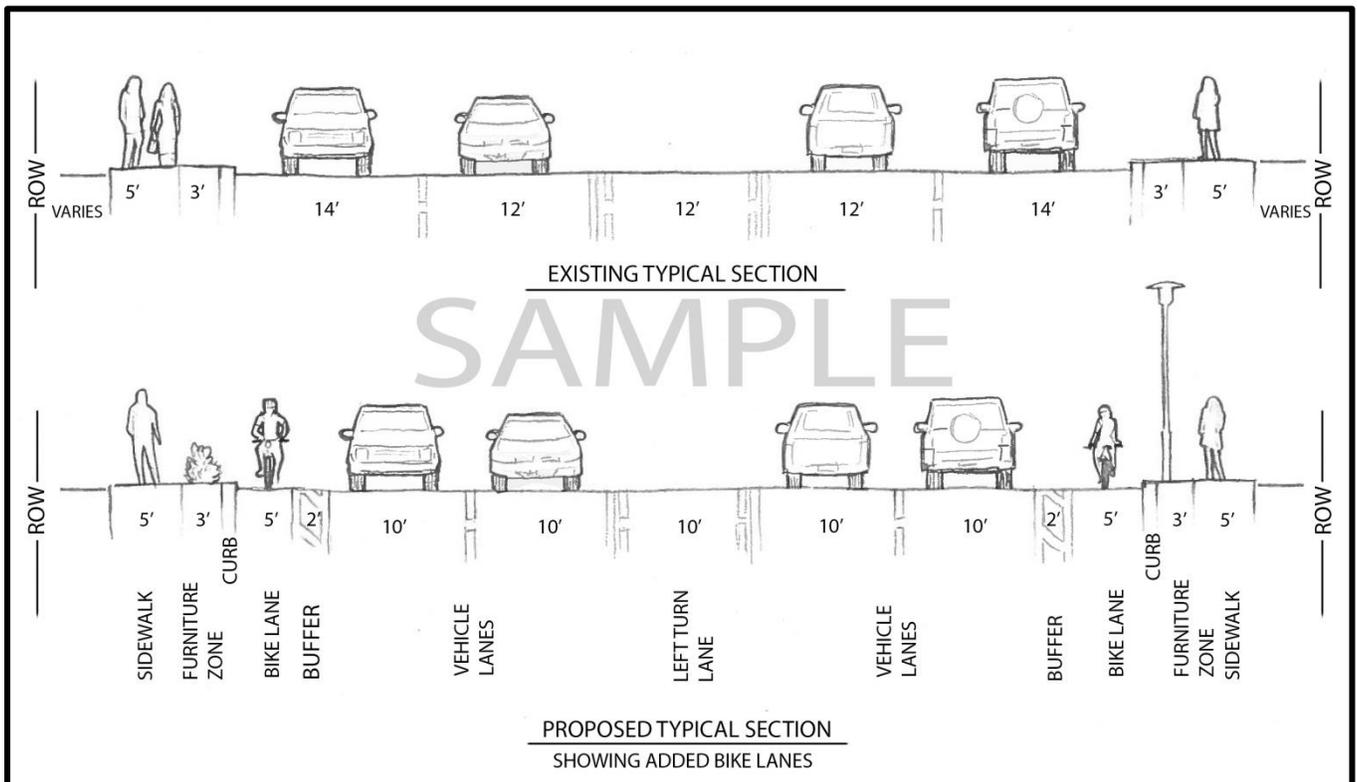
Label attachment(s) as **Project Details - Attachment B** - No more than 15 pages.

See example typical sections on the following pages.

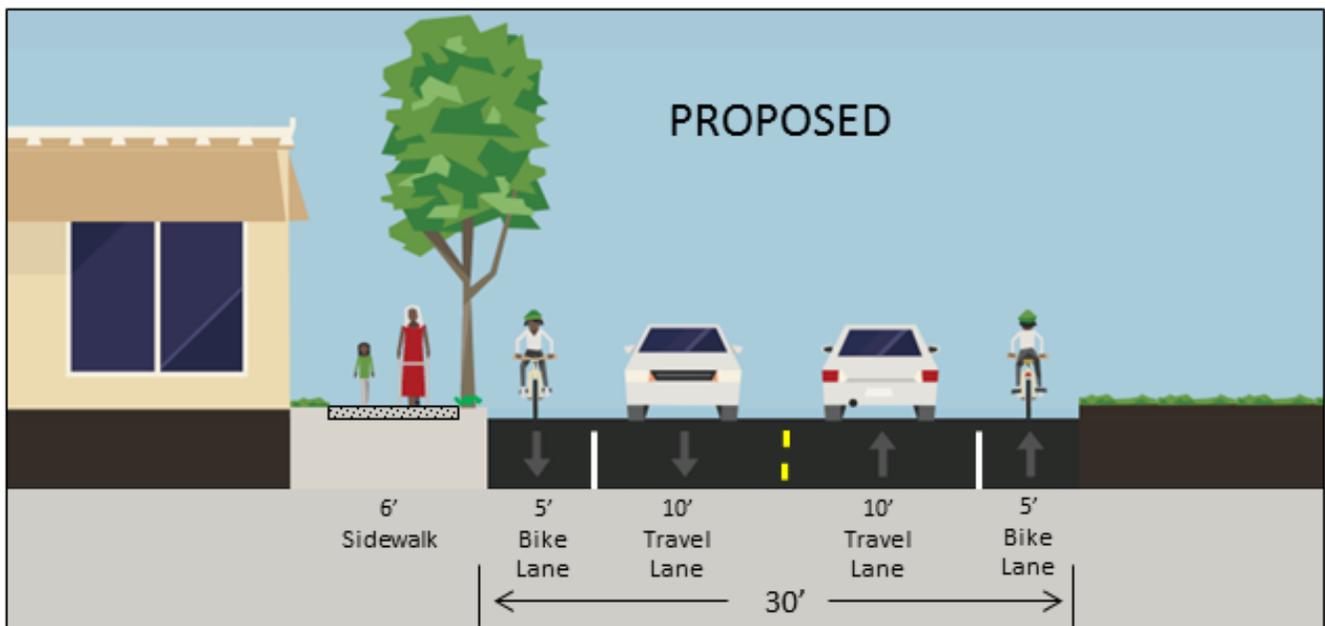
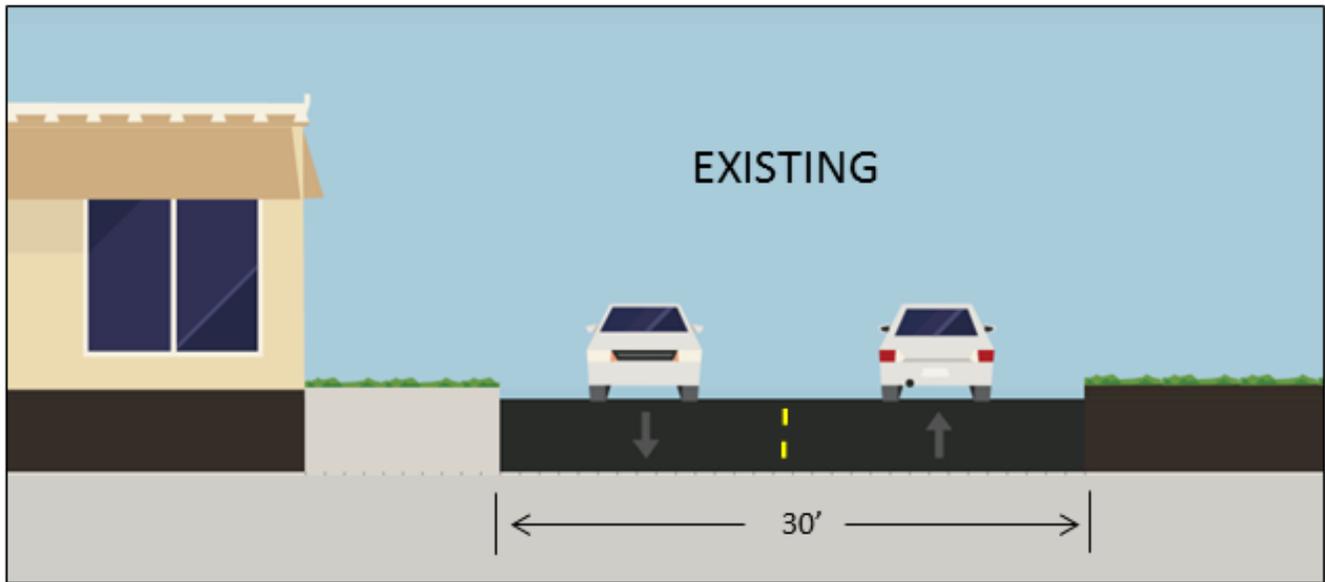
Example Typical Section 1



Example Typical Section 2



Example Typical Section 3



11. Project Priority Ranking by Project Sponsor

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. For only one project nomination enter 1 of 1, for multiple projects from the same project sponsor enter 1 of 3, 2 of 3, 3 of 3 (if 3 were the total number of projects submitted, then 1 would be the highest priority).

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.*"

Note: The commission will specify a fixed amount of TA Set-Aside funds for each project. Project costs in excess of this amount are the responsibility of the project sponsor. The project sponsor may seek additional funds in a subsequent program call; 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.

Note: Project sponsors with multiple project nominations should provide a separate resolution for each project nomination that clearly describes the proposed project.

Label attachment(s) as **Certification of LG Funding - Attachment C** - No more than 10 pages.

13. Metropolitan Planning Organization (MPO) Transportation Improvement Program (TIP) Inclusion Letter

Is this project located within the boundaries of an MPO?
In the dropdown box provided, select yes or no.

If the project is located within the boundaries of an MPO, then the nomination package must include a letter from the MPO to the project sponsor indicating the MPO's willingness to include the project in the local MPO's 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 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)

b. Attach letters and other documentary evidence that supports the summary provided and/or demonstrates public involvement and/or local support for the 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 pages.

15. Environmental Documentation

Environmental compliance documentation is required for all federally funded transportation projects.

Label attachment(s) as **Environmental Documentation - Attachment F** - No more than 10 pages.

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.

A project sponsor is responsible for completing the following tasks:

- 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

The department's environmental staff will be responsible for coordinating the required environmental studies with the appropriate resource specialists, including relevant specialists at other state and federal agencies, as applicable. For example, impacts to historic properties will be coordinated through the department as part of the project's environmental documentation process. Depending on the nature of the historic property, State Historic Preservation Office (SHPO) coordination can take several months to complete.

For more information on the department's environmental processes please refer to the following 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 LGP Management Guide Chapter 5:*
<http://ftp.dot.state.tx.us/pub/txdot/lgp/procedures/guide.pdf>

Environmental determination approval is a required step in the project development process. A Memorandum of Understanding between FHWA and TxDOT entitled *Concerning State Of Texas' Participation in the Project Delivery Program Pursuant To 23 U.S.C. 327 (December 2014)* assigned authority to TxDOT to make FHWA project decisions for assigned projects. Therefore, in most cases, the department (rather than FHWA) will provide the final environmental review and project decision for 2017 TA Set-Aside projects.

The project sponsor is encouraged to work closely with the department's local district environmental coordinator on project scope and environmental documentation requirements. This will significantly facilitate the development and approval of environmental documentation. Once a project sponsor submits required environmental documentation to TxDOT, the department's review, resource agency coordination, and the environmental decision process can take as little as a few days or as much as several months. The length of this process depends on the complexity of the project and the completeness and accuracy of submitted information.

Completion of TxDOT's NEPA Scope Development Tool is recommended to identify the level of environmental documentation and any resource assessments/agency coordination needed for the proposed project. Include, as attachments, TxDOT's NEPA Scope Development Tool (if completed) as well as any documentation of prior environmental clearance or resource agency consultation on the proposed project.

Label attachment(s) as **Environmental Documentation - Attachment F** - No more than 10 pages.

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. In the Excel project nomination form, respond to the following questions:

- a. 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.)

- b. 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.

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

Was property acquired after 1971 in accordance with the Uniform Act?

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

If No, in the text box provided below this topic, briefly describe when and how the property was acquired.

Improvements may be proposed on state-maintained roadway right-of-way (on-system) or on property owned by the project sponsor (off-system).

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 (DE)**; this consent cannot be delegated down. The DE letter should be included as an attachment under this topic.

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.

Label attachments as **Property/Ownership/Acquisition - Attachment G** - No more than 10 pages

For requirements and information on how to acquire right of way and accommodate utilities, refer to the department's LGP Management Guide, Chapter 6 *Right of Way and Utilities*.

17. Railroad Support/Right of Entry Letter

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

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

If yes, the project sponsor **MUST** include documentary evidence from the railroad in support of the project and, where appropriate, a willingness by the affected 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 railroad right-of-way, has coordination with the railroad begun?

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

Does the project include railbanked railroad right-of-way?

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

Note: Some existing/proposed railroad agreements may exceed the 10 page limit; if so; include only the pages needed to demonstrate the status of coordination and responsibilities of the parties.

Note: Improvements requiring changes to tracks or train activated warning devices MUST be completed by the railroad at a cost to the project sponsor. The estimated cost for railroad improvements will include flaggers and oversight by the railroad. All railroad costs MUST be included in the Itemized Budget Section.

Advanced railroad coordination is strongly recommended and may be essential for funding consideration. Obtaining railroad approval can take several months and in some instances several years. If the project sponsor has not been in contact with the affected railroad, the project may not be ready for funding consideration.

Label attachment(s) as **RR Right of Entry/Support Letter - Attachment H** - No more than 10 pages

18. Local Bicycle, Pedestrian, or other Transportation Plan (If applicable)

Is the proposed project included in a local transportation plan?

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

If yes, include as an attachment only the cover and pages from the plan referring to this project. Projects not identified in a local transportation plan MUST provide documentary evidence of support for the project from the community and local jurisdiction.

Label attachment(s) as **Local Plan/Support-Attachment I** - No more than 10 pages.

In addition, the project sponsor may provide a link to their transportation plan. In the text box provided, insert the local transportation plan web link.

Insert transportation plan web link: _____

19. Safe Routes to School (SRTS) Plan (If applicable)

Is the proposed project included in a SRTS plan?

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

If yes, include as an attachment only the cover and pages from 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), local government, and possibly residents, neighborhood associations, or businesses.

Label attachment(s) as **SRTS Plan/Coordination-Attachment J** - No more than 10 pages.

In addition, the project sponsor may provide a link to their SRTS plan.

In the text box provided, insert the local SRTS plan web link.

Insert SRTS plan web link: _____

SRTS projects require coordination between the local jurisdiction responsible for the roadways/sidewalks/paths leading to schools and the school district responsible for affected school campus (es). Project funding for SRTS improvements is limited to public right-of-way and cannot be used for internal school campus improvements.

The local government usually nominates a SRTS project because a majority of the improvements are located within roadway right-of-way maintained by the local government. When a second party such as a school district agrees to provide a portion of the local funding match, it is the local government's responsibility to execute an agreement with the second party for any funding commitments and secure a right-of-entry for project construction. The project sponsor is 100% responsible for the local match and project development.

20. Transition Plan for ADA Compliance

Does the project sponsor have a Transition Plan for ADA compliance in place?

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

If yes, include as an attachment only the cover and pages from the plan that are relevant to this project.

Label attachment(s) as **ADA Transition Plan - Attachment K** - No more than 10 pages.

21. Project Timeline

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.

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

Provided on the following pages are guidelines to help project sponsors develop their timeline chart and enter the estimated time for each activity listed in topic **21. Project Timeline** in the 2017 project nomination form. The estimated timeframes below are based on similar federally funded projects and are only intended to serve as guidelines. They are in no way a representation of the actual timeline for a specific project.

- **Planning Activities** (minimum 6 months)
(Include the project in the STIP, execute local agreement between the department and project sponsor, complete required local government training, assign local government and department roles and responsibilities, etc.)

Planning activities will vary depending on the project type, current status of project development, project letting (local/department), and whether any pre-construction costs are being proposed as in-kind contributions towards construction.

Note: Any costs incurred prior to project selection, project inclusion in the Statewide Transportation Improvement Program (STIP), execution of the local agreement, and authorization from the department to proceed will not be eligible for consideration as an in-kind contribution.

Project sponsors with projects located within the boundaries of an MPO will be required to submit their project to the MPO for inclusion in the local Transportation Improvement Program (TIP), a process that can take several months. (Note: verify TIP amendment schedule with your local MPO). Projects within the boundaries of an MPO MUST have the project identified in the local TIP before the project can be added to the department's statewide TIP (STIP). For projects located outside the boundaries of an MPO, the department will be responsible for including the project in the department's rural TIP and STIP through a quarterly amendment process. The STIP MUST be approved by FHWA.

All project sponsors awarded funding under the TA Set-Aside program who propose to manage the construction phase of the project or seek eligible pre-construction activities to be used as "in-kind contributions" are required to designate a "Responsible Person" in Charge (RPIC), a "Project Manager" (PM), and a "Qualified" person in accordance with TxDOT's Local Government Project Program (LGPP). Refer to TxDOT Local Government Projects Toolkit for requirements.

Through its LGPP Qualification Program, the department offers a course to train and qualify individuals working on projects having state and federal funds. Anyone working directly on or overseeing local government projects such as TA Set-Aside projects are encouraged to complete the LGPP training. The department requires all persons "Qualified" through this program to successfully complete the LGPP qualification course at least once every three years. For local government project guidance and training visit the department's LGPP website: <http://www.txdot.gov/government/programs/local-government-projects.html>. It is recommended that the project sponsor's "Qualified" person complete the LGPP training as soon after project selection as possible.

In order for the department to authorize a local entity to manage elements of a project with FHWA or state funds, the department MUST perform a Local Government Risk Assessment. This assessment allows the department to evaluate the project sponsor's qualifications to perform one or more elements of the project development process for an FHWA- or state-funded project and set an appropriate level of department oversight.

Additional information on the Risk Assessment process is available at the following website:

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

The department will draft the local agreement (Advance Funding Agreement) for execution by the project sponsor's governing board (e.g., city council or commissioners' court) and the department. Upon full execution of the local agreement, the department will provide written authorization to the project sponsor to proceed with project development. These department-led activities (TIP, STIP, and execution of the local agreement) can take 6 to 12 months to complete.

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 department district and division staff, a *Registered Accessibility Specialist* (RAS), and other agencies as needed.)

Refer to the department's **LGP Management Guide**, Chapter 2 *Project Initiation*, Chapter 4 *Preliminary Engineering and Design*, and Chapter 7 *PS&E Development* to obtain a better understanding of the required tasks and time to complete this phase.

The project sponsor is responsible for plan preparation, environmental documentation, and other design-related activities including required reviews. See Environmental Clearance discussion below for timeline information on that process. If consultant services are proposed as an in-kind contribution toward the local match for construction, then the pre-procurement activities must be overseen/reviewed and approved by the department for compliance with state and federal requirements in order to be considered eligible. These requirements are outlined in the department's LGP LGP Management Guide.

If in-kind contributions for engineering/environmental services are authorized, the project sponsor is required to submit plans to the department for review at progressive stages of development to ensure that state and federal standards are met (e.g., 30%, 60%, 90%, and 100% completion). For all other projects, design reviews at agreed-upon stages of development. Contact your local TxDOT district office to establish expectations.

If the estimated construction cost of the project is \$50,000 or greater, the project must be reviewed by a RAS that is licensed by the Texas Department of Licensing and Regulation (TDLR). This may require an additional two months in the review

process. As a result, include a minimum of three months for TxDOT's final plan review.

- **Environmental Clearance** (minimum six 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. See LGP Management Guide, Chapter 5 *Environmental Compliance*.

For projects with minimal environmental impact, like most bicycle and pedestrian projects, the environmental evaluation can be initiated at the same time as design development. In general, for federally funded projects, the environmental document **MUST** be approved prior to any right-of-way acquisitions.

Completion of TxDOT's NEPA Scope Development Tool is highly recommended to identify the level of environmental documentation and any resource assessments/agency coordination needed for the proposed project. If the project is located within or adjacent to a potentially eligible National Register historic site/district or protected species habitat, include additional time (from a few weeks to several months) for review by appropriate resource agencies. For more information on environmental documentation requirements review topic **15. Environmental Documentation** in this guide. Consult with local TxDOT district environmental staff for clarification.

Right-of-Way (ROW) Acquisition (acquisitions should occur after environmental clearance)
(Include time for surveying, appraisals, title transfer, etc. Only incidental utility adjustments may be eligible for federal participation.) Refer to the department's LGP Management Guide, Chapter 6 *Right of Way and Utilities*.

In general, environmental clearance occurs prior to ROW acquisition for federally funded projects. Once the ROW boundaries are established, preliminary steps toward acquisition, such as surveying and appraisals, can begin. After environmental clearance is obtained, ROW acquisition can be completed. However, if a local government project sponsor chooses to use its own funds for advance property acquisition (i.e. prior to environmental approval) without seeking federal reimbursement, the local government can do so subject to the guidance in Chapter 3, Section 8 of the department's [Right of Way Manual Vol. 2](#).

Consult with your local TxDOT TA Set-Aside Coordinator for additional clarification. All project ROW acquisitions must be evaluated in an appropriate environmental document. Additionally, all acquisitions must comply with the 1971 Uniform Act. For

additional property acquisition guidance, review topic **16. Property Ownership and Acquisition Information** in this program guide.

Only minor, incidental utility adjustments (e.g. relocation of a street light, fire hydrant, or surface drainage inlet) will be considered eligible costs. Major utility adjustments (e.g. installation of a drainage system, relocation of power lines) should be completed in advance of project construction letting. The total of incidental costs may not exceed 30% of the project's total estimated construction cost.

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 (DE)**; this consent cannot be delegated down. The DE letter should be attached under topic **16. Property Ownership and Acquisition Information**.

Note: A project that will require 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.

- **Project Construction/Implementation** (Construction letting, award, construction, project close-out, and maintenance)
(Include time for advertising, procurement of construction contractor, contract negotiations, site preparation, construction, inspection, project close-out, etc.) Refer to the department's **LGP Management Guide**, Chapter 8 *Letting and Award*, Chapter 9 *Construction*, and Chapter 10 *Project Close-Out and Maintenance* to better understand required tasks and durations.

The project sponsor should incorporate a minimum of two months in advance of construction letting to finalize bid documents, advertise, and award the construction project.

Construction costs eligible for reimbursement can only be incurred after federal authorization (i.e., Federal Project Authorization and Agreement (FPAA)) and the department's state letter of authority to proceed have been issued. The department in coordination with the project sponsor will establish a **"Period of Performance End Date"** for each "phase of work." The performance end date for construction establishes the date after which costs incurred are no longer eligible for federal reimbursement. Time estimates provided by the project sponsor in the nomination form should be reasonable projections; however, these time estimates may need to be adjusted based on project activities. Project Sponsors are encouraged to discuss anticipated project timelines with their local TxDOT district office prior to submitting the nomination form. For selected projects, an appropriate timeline will be agreed

upon between the department and the project sponsor and made part of the local agreement.

- **Other** – Describe briefly in the nomination form any additional project milestones not already identified.

- **Total Projected Time Estimate in Months**

Due to an overlapping of some project activities, the total projected time estimate will be less than the total of the time estimated for each individual project activity. Below are example timeline charts (A, B, and C) that outline milestone activities from very simple as shown in Chart A to more detailed as seen in Charts B and C. Example **Chart A** will be available on the department's website at:

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

In addition to completing item **21. Project Timeline** in the nomination form, project sponsors **MUST** provide a timeline chart as an attachment. **Chart A** below 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** - No more than 2 pages.

22. Maintenance and Operation

Estimate the annual maintenance and operation costs of the project. If applicable, determine any anticipated annual income that may be derived from the project. Refer to the department's LGP Management Guide, Chapter 10 *Project Closeout and Maintenance*.

In the boxes provided below this topic, provide the estimated annual maintenance and operation costs, and identify the entity responsible for project maintenance and operation after construction. Also, indicate where an income will be derived from the project and the proposed use for that income.

Note: Any income derived from the project MUST be used for project 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. A project selected by the commission shall be dedicated for public use for the greater of: (1) a period that is commensurate with the amount of federal investment in the project; or (2)

- 10 years, if the amount of federal investment in the project is \$1 million or less
- 20 years, if the amount of federal investment is more than \$1 million.

If at any time the project sponsor can no longer maintain and operate the project for its intended purpose, the project sponsor shall consult with the department and FHWA as to disposal or alternate uses consistent with the project's original intent.

Itemized Budget Section

23. Itemized Construction Cost Estimate

Provide a detailed cost estimate of all construction costs - use appropriate units such as square yards (SY), square feet (SF), linear feet (LF), lump sum (LS), each (EA), etc.

The total amount of TA Set-Aside funds awarded to a project by the commission is fixed, based on the estimated construction budget provided in the nomination form. Therefore, the budget must be comprehensive and consider all phases of construction. Actual construction activities and quantities are expected to be refined during the design phase of project development. To ensure funding is adequate to construct the project, guidance from a professional experienced in Texas, delivering the type and scale of projects similar to the proposed activity is recommended.

The department maintains a list of average low bid unit prices on its website for highway construction projects. Costs are presented in multiple formats allowing the public to evaluate regional and seasonal trends in prices. Visit:

<http://www.txdot.gov/business/letting-bids/average-low-bid-unit-prices.html>

Most TA Set-Aside projects will be smaller in scale than typical roadway construction projects; consultation with experienced professionals may provide insight regarding cost

differences. Inflation of bid item costs to the year of expenditure **MUST** be considered. Consult suppliers, construction contractors, or other professionals as needed to develop a comprehensive estimate.

Work activities in the itemized construction cost estimate should demonstrate how the project meets evaluation criteria. For safety projects, items such as pavement markings (e.g., bike lanes, crosswalks, and painted bicycle symbols), traffic calming measures (e.g., speed humps, traffic circles, and pedestrian refuge islands), traffic control devices (e.g. signage, traffic signals, pavement markings, accessible pedestrian signals, pedestrian hybrid beacons, etc.) should be itemized. Projects may include ADA compliant curb ramps, detectable warning panels, driveway modifications, etc. to improve accessibility. Barrier crossing infrastructure could include items such as railroad planks, rehabilitation/modification of existing bridges, or new bridges/culverts for non-motorized users. Material type, construction method (e.g., reinforced concrete, steel beam, wood beam, truss), and dimensions (e.g., length, width and thickness) help demonstrate the use of durable, low maintenance materials. A well-developed budget demonstrates an understanding of the scope of work proposed, as well as material and construction activity costs. This information helps the project sponsor gain a better understanding of the project costs and activities and minimize project overruns.

Note: For funded projects, the project sponsor is responsible for 100% of the cost overruns.

The proposed budget should be inclusive of all stages of construction. Items that should not be overlooked include mobilization, site preparation, erosion control, lighting, and traffic control. For areas where substandard conditions will be upgraded to meet current standards, include costs associated with demolition of deficient elements. Consider environmental mitigation, such as stormwater control or remediation of hazardous conditions (e.g., lead paint removal or stabilization, excavation of contaminated material). Environmental remediation costs not identified in the nomination form and approved as part of a project will not be eligible for federal reimbursement.

Incidental items, such as landscaping, minor drainage improvements, minor environmental mitigation, and minor utility adjustments, may not exceed 30% of the project's total itemized construction budget. In order to be reimbursed by TA Set-Aside funds, these incidental items **MUST** be included in the Itemized Construction Cost Estimate in the nomination form.

24. Additional Construction-Related Costs

Additional construction-related costs may differ depending on whether the project is let for construction by the project sponsor or by the department. For projects let by the project sponsor, construction engineering and inspection, construction-phase project administration, or contract administration may be appropriate; whereas the project sponsor may have fewer responsibilities for projects let for construction by the department. Additional services supporting construction may be necessary, such as land survey for

right-of-way demarcation, materials testing, permitting, or geotechnical work. Items ineligible for reimbursement should not be included, such as contingency cost, field survey for design, activities associated with right-of-way acquisition (e.g., appraisal, parcel survey, title transfer), or legal services.

25. In-Kind Contributions

Eligible cost(s) proposed to reduce the Local Government's Cash Match.

Identify proposed in-kind contribution costs to be incurred by the project sponsor after project selection and after authorization to proceed. An authorized in-kind contribution may include only actual and documented costs incurred by the project sponsor for the development of project plans, specifications, & estimates (PS&E) including environmental documentation. In-kind contributions cannot be used as local match for the department's administrative costs. Provide documentation of estimated in-kind costs.

Note: In-kind contributions must be reviewed and authorized by the department.

Label attachments **In-Kind Contributions - Attachment M** - No more than 2 pages.

If the project sponsor will be hiring a consultant engineer or architect, the hiring process **MUST** meet federal procurement requirements outlined in the LGP Management Guide, Chapter 4 *Preliminary Engineering and Design*. Some of the requirements include TxDOT approval of the procurement process, documentation, and contract. State and federal regulations must be followed in order for costs to be eligible for consideration as an in-kind match.

The project sponsor will be required to report eligible in-kind expenses using the forms prescribed by the department. Once the local agreement is fully executed, the project sponsor will be required to report in-kind costs quarterly (due in January, April, July, and October for the previous three-month period) up until the time the project is let for construction. For in-kind reporting instructions, visit: <http://www.txdot.gov/inside-txdot/division/public-transportation/bicycle-pedestrian.html>

If at the time the project is let for construction, the project sponsor's total in-kind contribution is less than the allowable amount identified in the project agreement, then the project sponsor will be required to pay the outstanding in-kind contribution balance in cash.

Budget Summary

26. Project 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 the department will automatically fill-in on line 4 (based on the *Total Construction Cost Estimate* on line 3).

For projects without in-kind contributions or allowable Economically Disadvantaged Counties Program (EDCP) reduction, the total project cost will automatically fill in on line 5 and the 80% federal and 20% local match will automatically fill in on lines 6 and 7. If no in-kind contributions or EDCP reduction is proposed, then the project sponsor has the option to increase the local match. To increase the local match, click on the percentage shown in the box next to Local Match Required on line 7 and enter an adjustment above 20%. The federal percentage will adjust automatically and the federal and local match participation amounts on lines 6 and 7 will automatically adjust.

For projects eligible for EDCP, in the box on line **8a. Allowable EDCP Adjustment**, click on the down arrow and select the county where the project is proposed; for projects that include multiple counties, identify the county where a majority of the work will be done.

If either (1) an in-kind contribution is entered under topic **25. In-kind Contributions** on page 8 of the nomination form, or (2) an EDCP reduction is requested on line 8a on page 9 of the nomination form, then the local match on line 7 will be fixed at 20%. It may be necessary to click on another page of the nomination form and return to page 9 for the spreadsheet to automatically update.

Note: 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>.

Discuss potential use of EDCP with the local district office. The department reserves the right to deny an EDCP reduction when the project activities do not qualify.

The Excel nomination form will automatically calculate total project costs, as well as local, state, and federal participation amounts. Review the costs on page 9 in conjunction with the Cost Participation Summary on the top of page 10.

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 this guide? In the nomination form in the box provided click on the down arrow and select Yes or No.

Refer to topic **W. Project Nomination Checklist** to complete the checklist.

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

Label 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. For selected projects, the project sponsor agrees to produce the complete plan set as outlined in topic **21. Project Timeline** or an appropriate timeline agreed upon between the department and the project sponsor and made part of the local agreement.

Project sponsors are encouraged to discuss anticipated project timelines with their local TxDOT district office prior to submitting the nomination form.

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.

The nomination form must be signed by a representative of the local government who has signature authority. In addition to signing the form, print the signatory's name, title, date, and telephone number.

The complete project nomination package must be received by the department no later than **5:00 p.m., CDT, on Monday, May 22, 2017.**

G. ALLOWABLE COSTS

Costs are allowable only if they are necessary construction-related project expenditures that are eligible for reimbursement under applicable statutes and regulations. The costs of preliminary engineering, including planning, design, and preparation of construction plans, specifications, estimates, and the environmental document are not allowable costs. Eligible pre-construction costs incurred by the department are reimbursable (e.g. department review of design and environmental documentation). All other pre-construction costs are the responsibility of the project sponsor. Expenditures for routine operation and maintenance are not allowable costs unless specifically allowed under the individual federal category for which the project qualifies.

H. LOCAL FUNDING MATCH

The local funding match is a cash match or a combination of cash and in-kind contributions provided by or through the project sponsor. An in-kind contribution may include only actual, documented costs incurred by the project sponsor for the development of project plans, specifications, and estimates, including environmental documentation.

- Costs incurred prior to execution of the local agreement or prior to federal and state approval and authorization to proceed are not eligible for consideration as in-kind contributions.

- Funds from other federal programs may be used as local funding match only when specifically authorized by federal law or regulation.
- Donated services may not be accepted as local funding match, but may be used to reduce the overall cost of the project.
- If a project selected by the commission is implemented by the department, the project sponsor must provide the local funding match prior to the commencement of project activities for each phase of work as outlined in the local agreement.
- Projects selected by the commission will include an administrative fee for the cost of department oversight. The local funding match associated with the department's administrative cost must be provided in cash.

I. ECONOMICALLY DISADVANTAGED COUNTIES PROGRAM (EDCP)

If the project is located in a county that has been certified by the commission as an economically disadvantaged county, the nomination package for those projects eligible for relief may include a request for adjustment to the minimum local funding match requirement. If an adjustment is granted, the adjustment percentage in effect for the county at the time the program call is initiated will be used. The county must remain eligible for the adjustment until the date the project sponsor enters into the local agreement for a project awarded as a result of the 2017 TA Set-Aside Call for Projects.

The Budget Summary (page 9) of the TA Set-Aside Nomination Form includes identification of counties that may be eligible for the department's Economically Disadvantaged Counties Program reduction. In the box next to **Allowable EDCP Adjustment**: click on the down arrow and select the county where the project is proposed; for projects that include multiple counties, identify the county where a majority of the work will be done. The county may or may not be eligible for an EDCP reduction. If the project is eligible and authorized for funding, department staff will assist the project sponsor to complete and submit a separate application to the department's Economically Disadvantaged County Program to receive approval for EDCP funding. EDCP approval is needed prior to execution of the local agreement.

For current EDCP guidance visit:

<http://www.txdot.gov/inside-txdot/division/transportation-planning/disadvantaged-county.html>

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 TA Set-Aside program rules at:

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

1. The commission will select TA Set-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 TA Set-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 TA Set-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 TA Set-Aside Call for Projects, are not eligible for consideration in the department's 2017 TA Set-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 TA Set-Aside Call for Projects, federal TA Set-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

2017 TA Set-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 TA Set-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 TA Set-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 TA Set-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

early to allow sufficient time to acquire any supporting documentation that may be required/desired as part of a project nomination package.

K. IMPORTANT PROGRAM DATES

- **January 27, 2017** – The department’s Transportation Alternatives Set-Aside (TA Set-Aside) Call for Projects published in the Texas Register. The TA Set-Aside 2017 Program Guide and Nomination Form are available for downloading at: <http://www.txdot.gov/inside-txdot/division/public-transportation/bicycle-pedestrian.html>
- **February 7, 2017 through March 9, 2017** – Statewide TA Set-Aside Program workshops conducted by department staff. Attendance is open to potential project sponsors and interested parties at no cost. Refer to topic **L. 2017 TA Set-Aside Workshop Schedule** in this guide.
- **May 22, 2017 (5:00 PM CDT)** – Submission deadline for project nomination(s) to the department. Nominations **MUST** be submitted to the department via the department’s online dropbox. Nominations **MUST** be received by the department on or before **May 22, 2017 at 5:00 p. m. CDT**. No exceptions will be granted. Refer to topic **N. Submittal Deadline & Delivery Requirements** in this guide.
- **May - August 2017** – TA Set-Aside project evaluation by the department. The department will evaluate all TA Set-Aside projects submitted at one time.
- **Fall 2017** – Proposed selection of TA Set-Aside projects by the commission.

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)
Jourdanton Library
1101 Campbell Ave., Jourdanton, TX 78026
Coordinator: TxDOT San Antonio District
[Mark 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
[Mark 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 Grahmann](#) (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

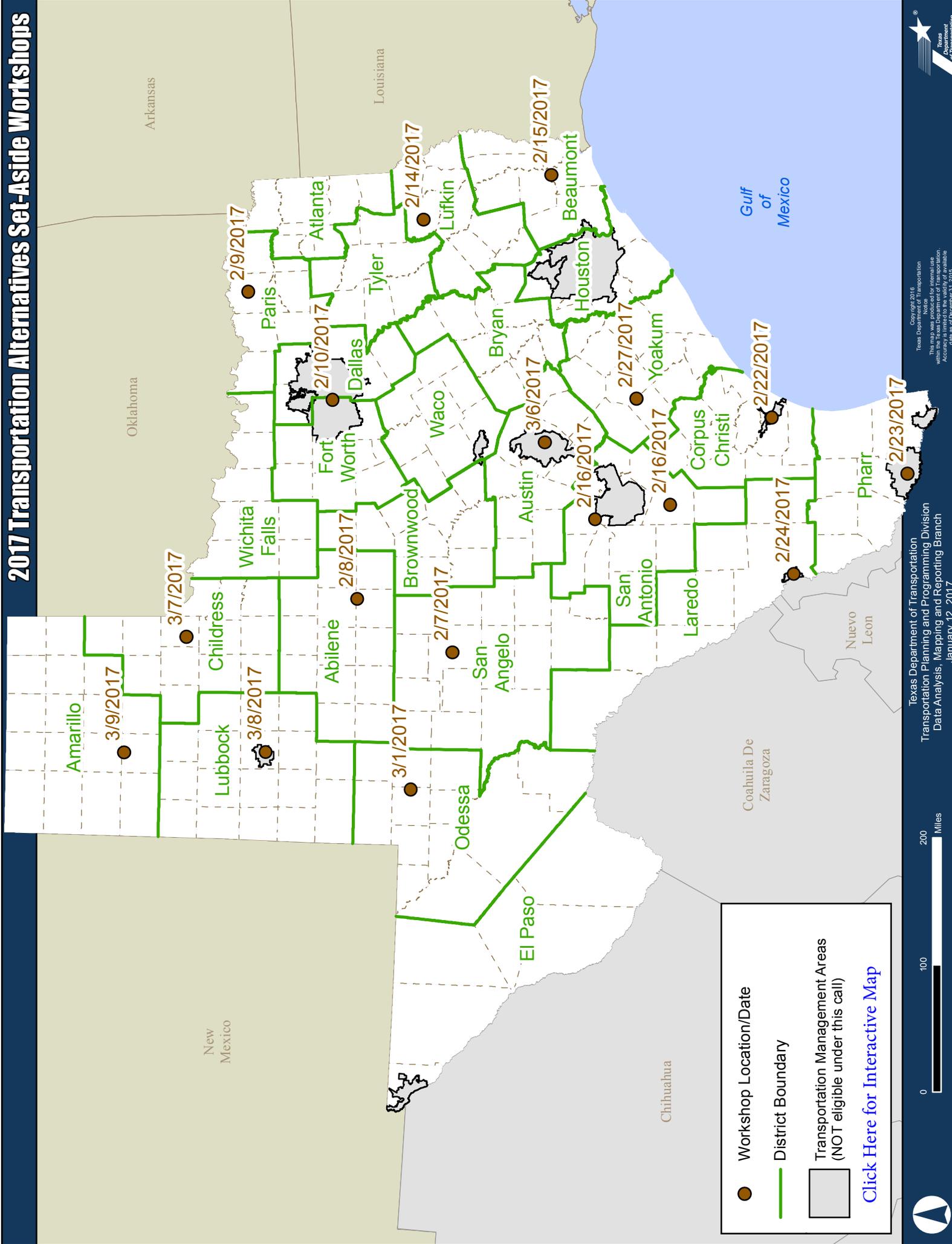
March 6, 2017 (9:00AM – 12:00PM)
TxDOT Austin District Office, Bldg 7 Hearing Room
7901 North IH 35, Austin, TX 78753
Coordinator: [Angela Gil](#) (512) 832-7109

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 Wimberley](#) (806) 356-3249

2017 Transportation Alternatives Set-Aside Workshops



- Workshop Location/Date
- District Boundary
- Transportation Management Areas (NOT eligible under this call)

[Click Here for Interactive Map](#)

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:

- 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_PlanningandTechSppt@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.

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

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.

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. 11th Street
Austin, Texas 78701

Copy To: TXDOT – PTN Director
125 E. 11th Street
Austin, Texas 78701

The determination of the executive director in response to a project sponsor's request for reconsideration will be final.

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

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/lgp/procedures/guide.pdf>.

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)

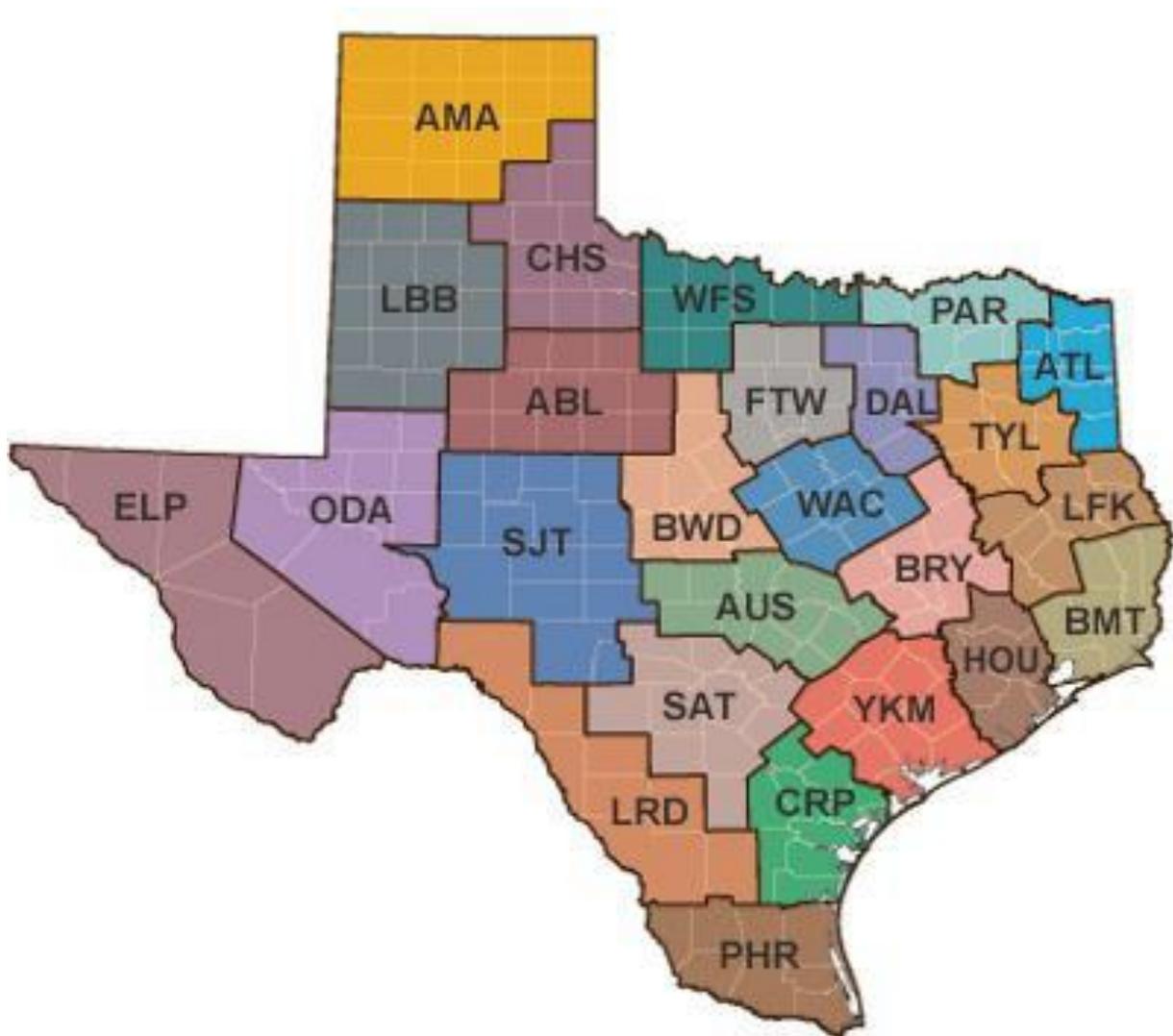
If a project is proposed on state right-of-way, the project sponsor is responsible for securing a land-use permit (e.g. multiple use agreement) from the department prior to construction.

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.

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.



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

[Blanca 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

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.”



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&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=43&pt=1&ch=11&sch=G&rl=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/nepa.html>

TxDOT's Right of Way Manual Vol 2:

http://gsd-ultraseek/txdotmanuals/acq/advance_acquisition_of_right_of_way_for_lpa.htm

TxDOT's Average Low Bid Unit Prices:

<http://www.txdot.gov/business/letting-bids/average-low-bid-unit-prices.html>

TxDOT's Economically Disadvantaged Counties Program (EDCP):

<http://www.txdot.gov/inside-txdot/division/transportation-planning/disadvantaged-county.html>

TxDOT District Office Information: <http://www.txdot.gov/inside-txdot/district.html>

U.S. Census Information:

http://www.fhwa.dot.gov/planning/census_issues/urbanized_areas_and_mpo_tma/geographic_resources/

2010 Decennial Population https://factfinder.census.gov/faces/nav/jsf/pages/community_facts.xhtml

Adventure Cycling Association, US Bicycle Route System (USBRS):

<http://www.adventurecycling.org/routes-and-maps/us-bicycle-route-system/national-corridor-plan/>

FHWA TA Set-Aside Guidance:

http://www.fhwa.dot.gov/environment/transportation_alternatives/guidance/guidance_2016.cfm

AASHTO Guide for the Development of Bicycle Facilities: <http://www.transportation.org/>

https://bookstore.transportation.org/item_details.aspx?ID=1943

NACTO Urban Bikeway Design Guide:

<http://nacto.org/publication/urban-bikeway-design-guide/>

NACTO Urban Street Design Guide:

<http://nacto.org/publication/urban-street-design-guide/>

Texas Accessibility Information - TDLR: <https://www.tdlr.texas.gov/>

ADA Standards for Accessible Design: www.ada.gov

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

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

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-txdot/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**.

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.

Attachment E (required)

Refer to **14. Public Involvement and Support**

Attach the following exhibits, as appropriate:

- Supplemental public engagement summary (as needed)
- Evidence of public/stakeholder support (required)
- Evidence of support from affected/adjacent property owners (required)

Label attachments as **Public Involvement/Support - Attachment E** - No more than 10 pages.

Attachment F (optional)

Refer to **15. Environmental Documentation**

Attach the following exhibits, as appropriate:

- TxDOT's NEPA Project Scope Development Tool (if completed)
- Prior environmental approval documentation (if completed)
- Prior resource agency coordination letters (if completed)

Label attachment(s) as **Environmental Documentation-Attachment F** - No more than 10 pages.

Attachment G (required)

Refer to **16. Property Ownership and Acquisition Information**

Attach the following exhibits, as appropriate:

- Evidence of property rights by title of ownership, lease, or easement (required)
- Commitment letter(s) from affected property owners demonstrating a willingness to transfer property (as applicable)
- Letter from TxDOT District Engineer consenting to project on state ROW (as applicable)

Label attachments as **Property/Ownership/Acquisition-Attachment G** - No more than 10 pages.

Attachment H (optional)

Refer to **17. Railroad Support/Right-of-Entry Letter**

Attach documentary evidence of coordination with railroad.

Label attachment(s) as **RR Right of Entry/Support Letter-Attachment H** - No more than 10 pages.

- Attachment I (optional)**
Refer to **18. Local Bicycle, Pedestrian, or other Transportation Plan**
Attach the cover and pages from the plan referring to this project.
Label attachment(s) as **Local Plan/Support-Attachment I** - No more than 10 pages.
- Attachment J (optional)**
Refer to **19. Safe Routes to School (SRTS) Plan**
Attach the cover and pages from the plan referring to this project.
Label attachment(s) as **SRTS Plan/Coordination-Attachment J** - No more than 10 pages.
- Attachment K (optional)**
Refer to **20. Transition Plan for ADA Compliance**
Attach the cover and pages from the plan that are relevant to this project.
Label attachment(s) as **ADA Transition Plan-Attachment K** - No more than 10 pages.
- Attachment L (required)**
Refer to **21. Project Timeline**
Attach a chart documenting the project development and implementation timeline.
Label attachment(s) as **Project Timeline-Attachment L** - No more than 2 pages.
- Attachment M (optional)**
Refer to **25. In-Kind Contributions**
Attach documentation of estimated in-kind costs.
Label attachments **In-Kind Contributions - Attachment M** - No more than 2 pages.
- Attachment N (optional)**
Refer to **27. Nomination Checklist**
Attach the completed checklist.
Label as: **Nomination Checklist-Attachment N**.