AGENDA ITEM 3

MINUTES FOR ADOPTION
Bicycle Advisory Committee – Teleconference Meeting
200 E. Riverside Drive, Austin TX, Classroom E
October 20, 2014

BAC Committee Members Present and Participating:
Regina Garcia, Outgoing Chair (no longer a member)
Billy Hibbs (named new Chair during meeting)
Russ Frank (named new Vice-chair during meeting)
Robert Gonzales
Jason Fialkoff
Howard Peak
David Seiner
Karla Weaver

TxDOT Present and Participating:
Eric Gleason, Director, Public Transportation Division (PTN)
Teri Kaplan, Statewide Bicycle / Pedestrian Coordinator (PTN)
Josh Ribakove, Communications Manager (PTN)
Donna Roberts, Program Services Manager (PTN)
Terry Pence, Director, Traffic Safety Section (TRF)

Also Present:
Julia Murphy, BAC Member (Telephonically)
Caroline Love, Texas Transportation Commission's Assistant
Genevieve Bales, FHWA
Tommy Eden, former BAC Member
Anita Bradley, FHWA
Lydia Bryan-Valdez, Program Manager, Traffic Safety Division (TRF)
Robin Stallings (BikeTexas)

BAC Members Not Present:
Margaret Charlesworth
Sheila Holbrook-White

AGENDA ITEM 1: Call to Order

Regina Garcia called the meeting to order and gave a safety briefing at 10:07 A.M.

AGENDA ITEM 2: Introduction of BAC Members, Federal Highway Administration Staff, and Texas Department of Transportation (TxDOT) Staff

Committee Members, Federal Highway Administration Staff, TxDOT staff, and other audience members introduced themselves at 10:09 A.M.

AGENDA ITEM 3: Recognition of Exiting BAC Members

Caroline Love and Teri Kaplan thanked the exiting members and presented them with commemorative gifts at 10:19 A.M.

Comments from Regina Garcia.

AGENDA ITEM 4: Approval of Minutes from July 25, 2014 Meeting (Action)

MOTION Russ Frank moved to approve the July 25, 2014, meeting minutes.

SECOND Robert Gonzales seconded the motion.

The motion passed unanimously at 10:21 A.M.

Comments from Billy Hibbs, Teri Kaplan, David Steiner.

AGENDA ITEM 5: Report from TxDOT's Statewide Bicycle and Pedestrian Coordinator

Teri Kaplan, TxDOT's Statewide Bike/Ped Coordinator, gave a status report on current activities at 10:22 A.M.

Comment from Robert Gonzales.

AGENDA ITEM 6: Discussion of Commissioner Austin's Letter to the BAC Members

Billy Hibbs discussed what Commissioner Austin asked for in his letter at 10:27 A.M. Topics of discussion include

- Bicycle Safety Manual, similar to Colorado's
- Strategies for safety with a goal of reducing crashes
- The 100 Lane Miles (Tyler) project

Russ Frank added mapping to the discussion.

Teri Kaplan and Eric Gleason presented a list of roadway characteristics and asked the BAC members to select the three most important roadway characteristics critical for bicyclists considering riding on a roadway at 10:36 A.M.

Action item: Russ Frank requested follow-up reports at upcoming meetings.

Comments and discussion among Teri Kaplan, Lydia Valdez, Karla Weaver, Eric Gleason, Billy Hibbs, Robert Gonzales, Donna Roberts.

Public Comment: Robin Stallings (Bike Texas) made a comment at 10:40 A.M. This led to a discussion between Mr. Stallings and Eric Gleason.

AGENDA ITEM 7: Discussion of TxDOT's Transportation Alternatives Program

Discussion of this item, led by Teri Kaplan, began at 10:49 A.M.

Topics included the program rules approval, the in-kind request approval, and clarification that comments received during the open comment period for the TAP rules were baseless because the state's option to flex TAP funds is outlined in the Federal transportation bill not in the state's TAP rules.

Comments and discussion among Russ Frank, Eric Gleason, Karla Weaver, Robin Stallings, Teri Kaplan.

Action requested of TxDOT by Russ Frank: Provide a listing of how flexed TAP funds have been spent in the previous year(s).

AGENDA ITEM 8: Discussion and Scope Recommendations for a Statewide Bicycle and Pedestrian Plan (action item)

Discussion of this item, led by Eric Gleason, began at 11:02 A.M.

Comments and discussion among Karla Weaver, Eric Gleason, Robert Garcia.

Unrelated comment from Billy Hibbs at 11:09 – how can the BAC work outside of the public meeting format? This led to discussion among Billy Hibbs, Eric Gleason, and Russ Frank.

AGENDA ITEM 10 (taken out of order): Selection of a new Chairperson (action)

Discussion of this item, led by Regina Garcia, began at 11:13 A.M. There were brief speeches by the BAC Chair candidates including Russ Frank, Billy Hibbs, and Robert Garcia regarding their interests and qualifications to Chair the BAC.

A silent vote was taken and at 11:35 A.M. Eric Gleason announced the results: The new Chair is Billy Hibbs and the new Vice-chair is Russ Frank.

AGENDA ITEM 11: Discussion of Schedule and Agenda Items for Future BAC Meetings

Discussion of this item, led by Regina Garcia, began at 11:25 A.M. Discussion among all committee members plus Teri Kaplan, Eric Gleason, Donna Reynolds.

AGENDA ITEM 9 (out of order): Preentation on TxDOT's Section 402 Highway Safety Funds

Terry Pence gave a presentation beginning at 11:38 A.M.

Comments from Teri Kaplan, Russ Frank, Robin Stallings.

Three questions from Billy Hibbs, responded to by Terry Pence.

Question from Karla Weaver, with responses from Eric Gleason and Teri Kaplan.

AGENDA ITEM 12: Adjourn

MOTION Russ Frank moved to adjourn the meeting at 12:16 P.M.

SECOND Jason Fialkoff.

Meeting adjourned at 12:16 P.M.

Prepared by:

Josh Ribakove
Public Transportation Division

Approved by:

Billy Hibbs
Chair, Bicycle Advisory Committee

AGENDA ITEM 4

14 ways to make bike lanes better (the infographic)

May 15, 2014

Michael Andersen, Green Lane Project staff writer

Modern bike lanes call for modern reference guides.

With so many different methods being used to physically separate bike and auto traffic, the tradeoffs can seem countless. That's where this infographic comes in. One part inspiration and two parts catalog, it's intended for anyone who wants to quickly get up to speed on the most popular tricks being used by cities around the world to improve bike lanes.

GREEN LANE PROJECT

peopleforbikes

14 WAYS TO MAKE BIKE LANES BETTER

A quick guide to the ways to protect a bike lane.

Developed from research by Nathan Wilkes, City of Austin

STRIPED BUFFER

1.5 ft. additional width; $8k-$16k per lane-mile

PROTECTION LEVEL	++++
INSTALLATION COST	$$$$$
DURABILTY	●●●○○
AESTHETICS	●●●○○

DELINEATOR POSTS

1.5 ft. additional width; $15k-$30k per lane-mile

PROTECTION LEVEL	+++++
INSTALLATION COST	$$$$$
DURABILTY	●○○○○
AESTHETICS	●○○○○

TURTLE BUMPS

1.5 ft. additional width; $15k-$30k per lane-mile

PROTECTION LEVEL	++++

Feel free to share or republish this image in any way you'd like.

It's based primarily on research by Austin engineer Nathan Wilkes, whose work on this issue we **published in March** in the form of a **less web-friendly (but much more detailed) spreadsheet**.

Some details to keep in mind: first, there's judgment wiggle room in a lot of these ratings, especially the one for aesthetics. Your mileage may vary, in large part based on what a street looks like. Also, the cost figures include various assumptions. You can learn more about each by donwloading Wilkes's full spreadsheet and clicking the "cost estimates" tab. You can also download a **print-quality PDF of this infographic** and hang it to your cubicle wall. As cities everywhere prepare to install more of these, would there be any better way to proclaim the nature of your infrastructural nerdiness? We submit to you that there is not.

The Green Lane Project *is a PeopleForBikes program that helps U.S. cities build better bike lanes to create low-stress streets. You can follow us on* ***Twitter*** *or* ***Facebook*** *or sign up for our* ***weekly news digest*** *about protected bike lanes. Story tip? Write michael@peopleforbikes.org.*

SHARE ON FACEBOOK > SHARE ON TWITTER >

See all Protected Bike Lanes blog entries

AGENDA ITEM 5

AGENDA ITEM 6

Texas Department of Transportation
125 EAST 11TH STREET | AUSTIN, TEXAS 78701-2483 | (512) 463-8588 | WWW.TXDOT.GOV

January 16, 2015

Transportation Alternatives Program (TAP)
2015 Call for Projects

To All Interested Parties:

The purpose of this correspondence is to announce the Texas Department of Transportation's 2015 TAP Call for Candidate Projects. The TAP provides funding for a variety of alternative transportation projects, including on- and off-road pedestrian and bicycle facilities, infrastructure for non-driver access to public transportation, projects that enhance mobility and Safe Routes to School infrastructure projects. TAP funding administered by TxDOT will be for construction only and eligible project activities have been limited to pedestrian and bicycle infrastructure projects.

This Call for Projects is limited to eligible project sponsors and projects from nonurban areas with populations of 5,000 or less and urban areas with populations of 5,001 to 200,000 that are outside 2010 U.S. Census Urbanized Area boundaries with populations over 200,000. An estimated $52 million in federal funds (Federal Fiscal Years 2013. 2014, 2015, and 2016) are anticipated to be available to fund authorized TAP projects submitted under this Call for Projects.

The 2015 TAP Call for Candidate Projects begins January 16, 2015 and will end at 5:00 p.m., CDT, on May 4, 2015. TxDOT's 2015 TAP program guide, project nomination form, and program rules are available on TxDOT's website at: http://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html.

Local TxDOT district staff are available to discuss TAP program information and the candidate project nomination process. Eligible project sponsors that desire to nominate a project should review the program guide, nomination form, and rules in consideration of their candidate project prior to contacting TxDOT. The program guide includes a TxDOT district map and a list of TxDOT district TAP coordinators.

Your interest in the Transportation Alternatives Program is appreciated.

Sincerely,

Eric Gleason
Director, Public Transportation Division

Texas Department of Transportation

TRANSPORTATION ALTERNATIVES PROGRAM GUIDE

2015

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Definitions and Terminology

A. TAP PROJECT SUBMITTAL DEADLINE AND DELIVERY REQUIREMENTS

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

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

A TAP Project Nomination Packet must include the following:

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

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

TAP Project Submissions to the Department

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

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

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

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

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

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

B. PROGRAM OVERVIEW

The Transportation Alternatives Program (TAP) was authorized under Section 1122 of the Moving Ahead for Progress in the 21st Century Act (MAP-21) and is codified at 23 U. S. C. sections 213(b), and 101(a)(29). Section 1105 of MAP-21 provides for the apportionment of funds and is codified at 23 U. S. C. 104(b) from which TAP funding is set aside.

The federally funded TAP provides opportunities to expand transportation choices and enhance the transportation experience through categories of activities related to the surface transportation system. The TAP focuses on non-traditional transportation projects.

Each state develops rules to administer their TAP according its priorities. In Texas, the Statewide TAP operates under rules adopted by the Texas Transportation Commission (Commission), which may be found in 43 Texas Administrative Code (TAC) §§11.300–§11.317 and §§16.153–§16.154. TAP projects must relate to the surface transportation systems and be eligible under one or more of the four Eligible TAP Project Activities outlined in Section C of this guide. Federal TAP funds administered by the department will be available for construction only. This Call for Projects is limited to eligible project sponsors and projects from nonurban areas with populations of 5,000 or less and urban areas with populations of 5,001 to 200,000 that are outside 2010 U.S. Census Urbanized Area boundaries with populations over 200,000. These large urbanized area boundaries are also known as Transportation Management Areas.

An estimated $52 million (Federal Fiscal Years 2013, 2014, 2015, and 2016) is anticipated to be available to fund authorized TAP projects in this Call for Projects. Depending on the actual amount available and the TAP project nominations received by the department, all or some portion of the estimated amount may be awarded as a result of this Call.

Note: In Texas, TAP funds set aside for the Recreational Trails Program are administered by the Texas Parks and Wildlife Department.

This is the first TAP Call for Projects by the department. Please review the department's TAP rules, the TAP 2015 Nomination Form, and other program information at the department's Public Transportation Division website: ***www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html***. The TAP nomination package must present persuasive evidence of support for the proposed project from the communities in which it would be implemented and include a commitment to provide a local funding match of at least 20% of the allowable costs of the project, subject to any allowable adjustments for projects located in economically disadvantaged counties. The local funding match is a cash match or an approved in-kind contribution provided by or through the project sponsor.

The following list identifies the most basic TAP facts in conjunction with the TAP rules adopted by the commission. This list is not all inclusive, interested project sponsors must review all sections of this guide. Local department staff are available to discuss TAP program information and the project nomination process. Refer to section P. TxDOT DISTRICT MAP and section Q. TxDOT DISTRICT TAP COORDINATORS for assistance.

1. The commission will select TAP projects through a competitive process administered by the department.

2. Projects, or substantially similar projects, submitted in an MPO administered TAP Call for Projects are not eligible for consideration in the department's 2015 TAP Call for Projects if the department's Call is inclusive of the funding year(s) covered by the MPO's TAP Call.

3. Federal TAP funds administered by the department will be available for construction only. The costs of preliminary engineering including planning; design; plans specifications and estimates (PS&E); environmental assessments; environmental mitigation; survey work; acquisition of right of way; and other property purchases are not reimbursable TAP costs.

4. Project Funding Agreements, and reimbursement of eligible costs.
   a. Federal TAP funds are provided through the FHWA. Compensation for expenditures will be authorized on a cost reimbursement basis. The project must be included in the Transportation Improvement Program (TIP) and Statewide Transportation Improvement Program (STIP), have a fully executed Advance Funding Agreement (AFA) (between the project sponsor and the department), and the department must receive the project sponsor's local match for preliminary engineering review in cash before the department will begin any work for which federal reimbursement can be requested (see "i" below). The department will secure the Federal Project Authorization and Agreement (FPAA) from FHWA. Expenditures incurred prior to receiving the FPAA will not be eligible for reimbursement. Projects undertaken with TAP funds may be eligible for reimbursement of up to 80% of the allowable costs.

      i. All TAP projects are constructed using federal dollars and therefore require department oversight. The department's administrative costs are reimbursable at the same rate as other eligible TAP project costs. Project sponsors are expected to pay for the department's administrative costs associated with preliminary engineering and PS&E review, environmental review, construction administration, and construction oversight prior to the department incurring any of these associated costs. It is for this reason that the TAP 2015 Nomination Form includes a 15% administration cost for the department. The department's administrative cost is automatically calculated into the budget as part of the Project Budget Summary on page 9 of the project nomination form. The project agreement will outline the department's administrative costs based on the estimated cost of the proposed project.

   b. Acquisition of property for a TAP project must be in accordance with all applicable federal and state statutes and regulations, including the Uniform Relocation Assistance and Real Property Acquisition Act, even when the cost is not reimbursable through the program. For state and federal guidance, refer to the latest version of the department's Local Government Project Procedures Manual at: ***www.txdot.gov/government/processes-procedures/lgpp-manual.html***.

   c. All TAP project sponsors must execute an Advance Funding Agreement (AFA) with the department and comply with all federal and state procedures and requirements applicable to development of federal-aid transportation projects. The AFA must be executed by the project sponsor within one year from the date of selection by the commission or risk loss of federal funding.

   d. The federal funding amount authorized by the commission for a TAP project is fixed; no additional funds will be authorized.

e. The TAP project sponsor will be responsible for any and all cost overruns above the federal funding amount authorized by the commission.

f. TAP projects must advance to construction within three years from the date of selection by the commission or risk loss of federal funding.

5. Local Match

a. The local funding match is a cash match or an approved in-kind contribution provided by or through the project sponsor. All in-kind contributions proposed as matching funds must be clearly documented on page 8 of the TAP 2015 Nomination Form with supporting documentation attached. In-kind contribution(s) must be determined eligible by the department and FHWA. If the project sponsor is proposing an in-kind contribution as a portion of the match, it must be included at the time of project submission and the project sponsor must provide evidence of costs incurred or fair market value of costs to be incurred as in-kind contributions. No substitutions or additional in-kind contributions will be authorized after the TAP project nomination deadline has expired.

b. An in-kind contribution may only include actual and documented pre-construction or construction-related costs previously incurred by the project sponsor that are otherwise eligible for reimbursement under applicable statues and regulations.

c. Costs associated with preliminary engineering and plan development may be considered eligible as in kind contributions, contingent upon the project sponsor's ability to provide the department evidence that all required state and federal statutes and regulations have been followed in hiring the consultant, environmental specialist, or other professional service(s).

d. In-kind contributions cannot be used to match the department's administrative costs.

e. Funds from other federal programs may be used as a local funding match only when specifically authorized by federal law or regulation.

f. Donated services may not be accepted as a local funding match, but may be used to reduce the overall cost of the project.

g. Private cash donations may be acceptable if authorized by law.

h. If the project is located in a county that has been certified by the commission as economically disadvantaged, the nomination package may include a request for adjustment to the minimum local match requirement. For those projects in which the commission is authorized by law to provide state cost participation, the department may adjust the project sponsor's local match amount required. The commission annually certifies a list of Economically Disadvantaged Counties (EDC), which includes the local match adjustments that may be considered. The Project Budget Summary page of the TAP 2015 Nomination Form includes identification of EDC adjustments that may be considered. If the project is selected for federal funding, the project sponsor would need to complete and submit a separate application to the department's Economically Disadvantage County Program (EDCP) and receive EDCP approval from the department prior to execution of the TAP project agreement. For EDCP information visit: ***www.txdot.gov/inside-txdot/division/transportation-planning/disadvantaged-county.html***

6. 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 TAP.

7. 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.

8. 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 considered TAP eligible.)

9. If any elements in a project nomination fail to meet federal and state requirements, they will not be considered eligible for construction or as in-kind contributions towards the local match. A project 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 TAP project is constructible as an independent project without the ineligible items.

10. Projects that include state right-of-way or have a direct effect on an existing state maintained roadway must have a letter of support from the department's local district engineer offering consent for the proposed project.

11. A project sponsor may submit more than one TAP project nomination. The project sponsor will be required to prioritize projects as part of their TAP 2015 Nomination Form.

Incidental costs should be kept to a minimum. For example, in order to implement a bicycle and pedestrian project, it may be necessary to relocate a water line, replace a street light and resurface a crosswalk during construction. These items of work would be considered incidental activities. The total amount necessary for incidental costs may not exceed 30% of the project's total itemized construction budget. Additionally, if a sidewalk project includes pedestrian lighting on state right-of-way, the department policy dictates that such lighting must also be adequate for the adjacent 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 P. TxDOT DISTRICT MAP and section Q. TxDOT DISTRICT TAP COORDINATORS for district contact information. Careful consideration should be made before adding excessive incidental cost(s) to a TAP project nomination, as these costs may result in a lesser evaluation of the project.

C. ELIGIBLE TAP PROJECT ACTIVITIES

1. Construction of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting, and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990;

2. Construction 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;

3. Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users; and

4. Construction of infrastructure-related projects to improve the ability of students to walk and bicycle to school, including sidewalk improvements, traffic calming and speed reduction improvements, pedestrian and bicycle crossing improvements, on-street bicycle facilities, off-street bicycle and pedestrian facilities, secure bicycle parking facilities, and traffic diversion improvements in the vicinity of schools.

D. ALLOWABLE COSTS

Costs are allowable only if they are necessary construction-related project expenditures that are eligible for reimbursement under applicable statues and regulations. The costs of preliminary engineering incurred by the project sponsor (including planning, design, and plans, specifications, and estimates) are not reimbursable TAP costs. Eligible pre-construction costs incurred by the department are reimbursable. All other pre-construction costs are the responsibility of the project sponsor. Expenditures for project operation and maintenance are not allowable TAP costs. Any costs incurred prior to the FPAA approval from FHWA are not federally reimbursable through the TAP.

E. PROJECT EMPHASIS AREAS

Within eligible project categories, 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 and connectivity goals. Projects that enhance bicycle and pedestrian safety, provide access to or between existing community investments in bicycle and pedestrian facilities, public transportation, or other mobility options, propose a direct connection to important community destinations (such as schools, employment, shopping and recreational areas), or contribute as an individual project to a larger investment consistent with Complete Streets design are strongly encouraged.

Complete streets are designed and operated to enable access for all users, including pedestrians, bicyclists, motorists, and transit riders of all ages and abilities.

F. ELIGIBLE TAP PROJECT SPONSORS

The eligible entities to receive TAP funds are:

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

State DOTs and MPOs are not eligible entities as defined under 213(c)(4)(B) and therefore are not eligible project sponsors for TAP funds. However, State DOTs and MPOs may partner with an eligible project sponsor to carry out a project.

The project sponsor, must exercise jurisdiction over the geographic area in which that project is located, be willing to enter into a local agreement with the department, and commit to the project's development, implementation, construction, maintenance, management, and financing.

Nonprofits are ***not eligible*** as direct recipients of TAP funds unless they qualify through one of the eligible entity categories. Nonprofits are eligible to partner with any eligible entity on an eligible TAP project, if state or local requirements permit.

- Local government entities include any unit of local government below a State government agency, except for a Metropolitan Planning Organization. Examples include city, town, township, village, borough, parish, or county agencies.
- Regional Transportation Authorities are considered the same as Regional Transportation Planning Organizations defined in the statewide planning section (23 U.S.C. 135(m)).
- Transit agencies include any agency responsible for public transportation that is eligible for funds under the Federal Transit Administration.
- Natural resource or public land agencies include 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

G. TAP PROGRAM CALL SEQUENCE OF EVENTS

Announcement

On January 16, 2015, the department's 2015 Call for TAP Projects begins. Downloadable information, including the TAP Program Guide 2015 and project Nomination Form, are available on the department's website at: ***www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html***.

Nomination Submission to the Department

Project nominations must be submitted in the form prescribed by the department and be received by the department no later than **5:00 p.m., CDT, on Monday, May 4, 2015**; refer to section A. TAP SUBMITTAL DEADLINE & DELIVERY REQUIREMENTS. The nomination package must include an official resolution from the project sponsor, signed before the governing body by an appropriate representative, stating the local entities willingness to commit to the project's development, implementation, construction, maintenance, management, and financing.

As part of the nomination package, any proposed TAP project which is located in a single metropolitan area is required to include a letter of support from the Metropolitan Planning Organization (MPO) that states their commitment to include the proposed project in the local TIP, should TAP funding for the proposed project be made available. Early coordination with the MPO is essential to obtain their letter of support in a timely manner.

Interagency coordination may be necessary. Most agencies request a minimum of 30 days to review a project proposal and provide a letter of support, should that be applicable. Be sure and contact agencies early to allow sufficient time to acquire any supporting documentation that may be required as part of a project nomination.

Eligibility Determination, Evaluation and Selection Process

The department and FHWA will review TAP project nominations for eligibility. The department will review each nomination package to ensure that all of the requested information and documentation has been included. A nomination package that fails to include any of the items specified in this guide and the TAP 2015 Nomination Form will be considered to be incomplete and will not be considered for funding. The department will evaluate and score eligible projects through a competitive process. For TAP project evaluation details, refer to section H. PROJECT SCREENING; ELIGIBILITY DETERMINATION; AND REQUEST FOR RECONSIDERATION and section I. PROJECT SELECTION CRITERIA AND EVALUATION of this guide. The department will notify TAP Project sponsors regarding project selection by the commission.

Important Dates:

- **January 16, 2015**
  The department's Transportation Alternatives Program (TAP) Call for Projects published in the Texas Register. The TAP 2015 Program Guide and Nomination Form are available for downloading from the department's website at: ***www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html***.

- **May 4, 2015 (5:00 p.m. CDT)**
  Submission deadline for TAP 2015 project nomination(s). A TAP project nomination may be submitted to the department via the department's Drop Box, or placed on a CD/DVD and hand-delivered, delivered through a courier service, or sent via the United States Postal Service. Nominations must be received by the department on or before **May 4, 2015 at 5:00 p.m., CDT**. NO exceptions will be granted. Refer to section A. TAP SUBMITTAL DEADLINE AND DELIVERY REQUIREMENTS of this guide.

- **May – July, 2015**
  TAP project evaluation (project ineligibility letters mailed, if necessary)

- **July – September, 2015**
  Proposed selection of TAP projects by the commission. The department will evaluate all TAP projects submitted at one time. The department reserves the right to schedule project approvals consistent with project readiness.

H. PROJECT SCREENING; ELIGIBILITY DETERMINATION; AND REQUEST FOR RECONSIDERATION

The executive director of the department will appoint a Project Evaluation Committee consisting of department staff to review, evaluate, and make recommendations on projects submitted during this Call for TAP Projects. The committee will screen each project proposal to determine whether the project is eligible for funding under applicable federal and state law and whether the project meets technical standards established by applicable law and accepted professional practices. The department will determine whether a project proposal submitted in TxDOT's TAP Call for Projects is eligible, based on the department's TAP rules. Those projects considered eligible by the department will then be reviewed by FHWA for federal eligibility.

If a project is determined to be ineligible, the department will by certified mail, return receipt requested, notify the project sponsor of each ineligible activity proposed and the reason for the determination. A request for reconsideration of a finding of ineligibility may be initiated only by a letter from the project sponsor to the department's executive director setting forth reasons in support of a finding of eligibility. The letter requesting reconsideration must be received by the department no later than 15 days after the project sponsor received the department's notification of ineligibility, as established by the return receipt. The determination of the executive director (following consultation with FHWA) in response to the request for reconsideration is FINAL. A new Itemized Budget, reflecting the removal of any ineligible item(s), and a revised project description must be resubmitted to show changes required by the executive director, before the project may continue for consideration in the program Call.

I. PROJECT SELECTION CRITERIA AND EVALUATION

The department and the commission seek to prioritize TAP investments in projects that represent the best use of available TAP funds. All eligible TAP project sponsors shall address the eight criteria categories outlined in the **Evaluation** portion of this section below. Project sponsors are encouraged to document project details and benefits using verifiable means; which may include the use of US Census data and maps, published crash data, final research papers, and other published information as applicable. Photographs, maps and charts are good tools to convey information and are required as part of the project nomination.

Evaluation

The Project Evaluation Committee will evaluate the benefits of each project that is determined to be eligible, based on the specific evaluation criteria found in section H. PROJECT SELECTION CRITERIA of this guide. The TAP evaluation committee will provide project selection recommendations and supporting documentation to the division of the department responsible for administering the TAP. A list of recommended projects will be provided to the commission for consideration.

The department's Project Evaluation Committee will focus on the eight criteria categories, which have been organized into three focus areas, identified numerically as 1) ***Department Goals and Project Emphasis Areas***, 2) ***Project Readiness***, and 3) ***Local Project Funding,*** as outlined in the charts on the following pages. While all projects will be evaluated at one time, some projects may be recommended for commission action sooner than others based on project readiness.

The Department's Goals

- Maintain a safe system
- Address congestion
- Connect Texas communities
- Become best in class state agency

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

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

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

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

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

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

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

(Adequate financial resources including the local match)

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

J. SELECTION OF TAP PROJECTS BY THE COMMISSION

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

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

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

K. PROJECT IMPLEMENTATION

All TAP projects must be developed to current standards and specifications established or recognized by the federal government and the department; and in accordance with TAC, Chapter 11, Subchapter F.

Placement of TAP projects in the Transportation Improvement Program (TIP) and in the Statewide TIP (STIP)

The department and the local MPO must take the necessary actions to add selected TAP projects to the local TIP, managed by the MPO, and the STIP, managed by the department. The TIP and STIP require FHWA approval and are updated quarterly. All TAP projects must be placed in the local TIP and STIP prior to TxDOT and FHWA approval of the AFA and FPAA for any work which the local entity or the department is seeking federal reimbursement.

Execution of Advance Funding Agreements (AFA) (also known as Local Agreements)

All TAP 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 department will work with the project sponsor to develop and execute the TAP project AFA. A determination will be made between the project sponsor and the department as to whether the project's construction advertisement for bids and contract management (letting) will be done by the department or by the project sponsor. In general, TAP projects on the state highway system will be let for construction and managed by the department. However, most TAP projects are not located on the state highway system and the project sponsor may seek the department's authorization for a local construction letting of their project. The department's local district office will make the letting determination in consultation with division staff and the project sponsor. Therefore, it is important to understand that the project sponsor will need to demonstrate adequate cash flow to accommodate the payment of 100% of the project costs until reimbursement from FHWA may be provided.

Regardless of whether the project is let by the department or by the project sponsor, the department will have oversight responsibilities and administrative costs associated with reviewing preliminary engineering (including PS&E), conducting construction administration, and construction oversight. The TAP Project Budget Summary, in the TAP 2015 Nomination Form, includes 15% for the department's administrative expenses. A breakdown of the department's estimated costs for administration, review and oversight responsibilities will be determined during development of the project's AFA. The department's administrative expenses are eligible for federal reimbursement up to 80 percent.

> Example: A TAP project that is federally funded 80% with a 20% local match that is estimated to cost $1,000,000 for construction would include a 15% TxDOT Administration Cost for a total project cost of $1,150,000. The 20% local match would be $230,000 ($200,000 local match for construction and $30,000 local match for TxDOT administrative costs).

The AFA must be executed within one year of project selection by the commission.

Right-of-Way

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

Local Deposit to the department for Review of Preliminary Engineering (PE)

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

Federal Project Authorization and Agreement (FPAA)

The department will not request construction funding authorization for the project from FHWA in the form of a FPAA until the PS&E has been reviewed and approved by the responsible office. FPAA approval for construction signifies that plans were checked and all federal and state requirements have been meet.

Construction Letting by the Project Sponsor

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 reimbursements of up to 80% of the allowable costs incurred.

To be eligible to administer a federally funded project, the project sponsor's project manager directly responsible for project activities and project implementation must have completed the department's Local Government Project Procedures (LGPP) training taught through the department. Additionally, the project sponsor must have environmental clearance, in accordance with current department procedures, and a State Letter of Authority (SLOA) from the department and a construction FPAA (acquired through the department from FHWA), before advertisement of construction bids. For state and federal guidance, project sponsors should refer to the latest version of the department's Local Government Project Procedures guidance document at: ***www.txdot.gov/government/processes-procedures/lgpp-manual.html***.

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. The project sponsor is not required to have LGPP training if the department will be advertising and letting the project for construction.

Contractor for Construction

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

Scope Modifications

Projects must be developed as approved by the commission. Any change in the scope of work that was 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. The department has oversight and monitoring responsibility on transportation projects directly administered by a project sponsor when project costs are wholly or partially paid using FHWA or state funds.

Payment of Costs

The department will submit all requests for reimbursement of allowable costs to FHWA. A project sponsor must use the forms and procedures specified by the department to request reimbursement of allowable costs incurred. For locally administered 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 project agreement, or prior to federal and state approval and authorization to proceed are not eligible for TAP reimbursement.

Project Inspection and Acceptance

The department is responsible for the inspection and final acceptance of all TAP 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.

L. MAINTENANCE AND OPERATION; DEDICATION FOR PUBLIC USE

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 10 years, if the amount of federal investment in the project is $1 million or less, or 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 the disposal or alternate uses, consistent with the project's original intent.

M. PROJECT ELIMINATION FROM THE TAP

A project will be eliminated from participation in the TAP if at any time prior to the execution of the local agreement, (also known as an Advance Funding Agreement (AFA)), the governing body of a municipality or county in which the 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 TAP if at any time:

1. The project sponsor fails to meet the requirements established in the TAP rules;
2. Implementation of the project would require a significant deviation from the activities as proposed in the nomination package and approved by the commission;
3. The project sponsor withdraws from participation in the project;

4. A local agreement (AFA) is not executed between the local entity and the department within one year after the date that the commission selected the project;
5. A construction contract has not been awarded or construction has not been initiated by the project sponsor within three years after the date that the commission selected the project;
6. The executive director determines that federal funding may be jeopardized because the project has not been implemented or completed.

N. ADDITIONAL INFORMATION

Information about the department's 2015 TAP Call for Projects, including this program guide, the department's TAC rules, and the TAP nomination form can be found at the department's TAP Program website at: ***www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html***.

Texas Administrative Code, Title 43, Chapter 11, Subchapter F:
http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC

FHWA TAP Guidance:
www.fhwa.dot.gov/map21/guidance/guidetap.cfm

U.S. Census Bureau Information:
www.fhwa.dot.gov/planning/census_issues/urbanized_areas_and_mpo_tma/geographic_resources/

National Transportation Alternatives Clearinghouse:
www.fhwa.dot.gov/map21/guidance/guidetap.cfm

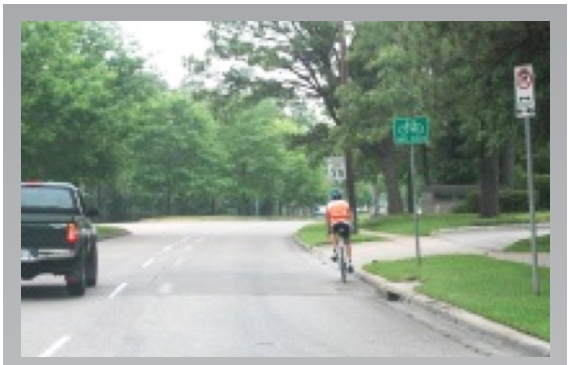
AASHTO Guide for the Development of Bicycle Facilities:
www.transportation.org
https://bookstore.transportation.org/item_details.aspx?ID=1943

Texas Accessibility Information-Texas Department of Licensing and Regulation:
www.tdlr.state.tx.us

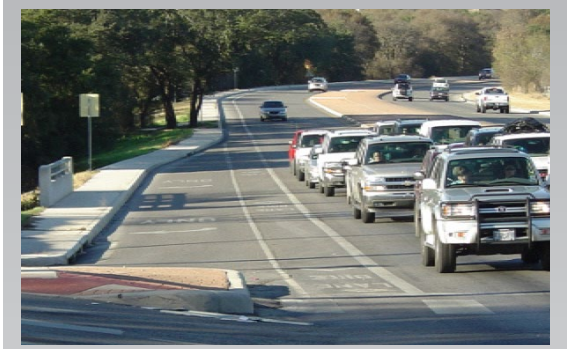
ADA Standards for Accessible Design:
www.ada.gov

O. 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 and may include pavement markings.

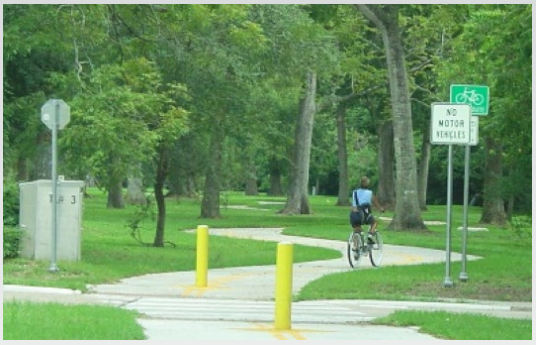


Bicycle Lane: 2012 AASHTO and 2011 Texas MUTCD Definitions are the same: *A portion of a roadway that has been designated for preferential or exclusive use by bicyclists by pavement markings and, if used, signs.* However, AASHTO definition includes: *It is intended for one-way travel, usually in the same direction as the adjacent traffic lane, unless designated as a contra-flow lane.*



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.

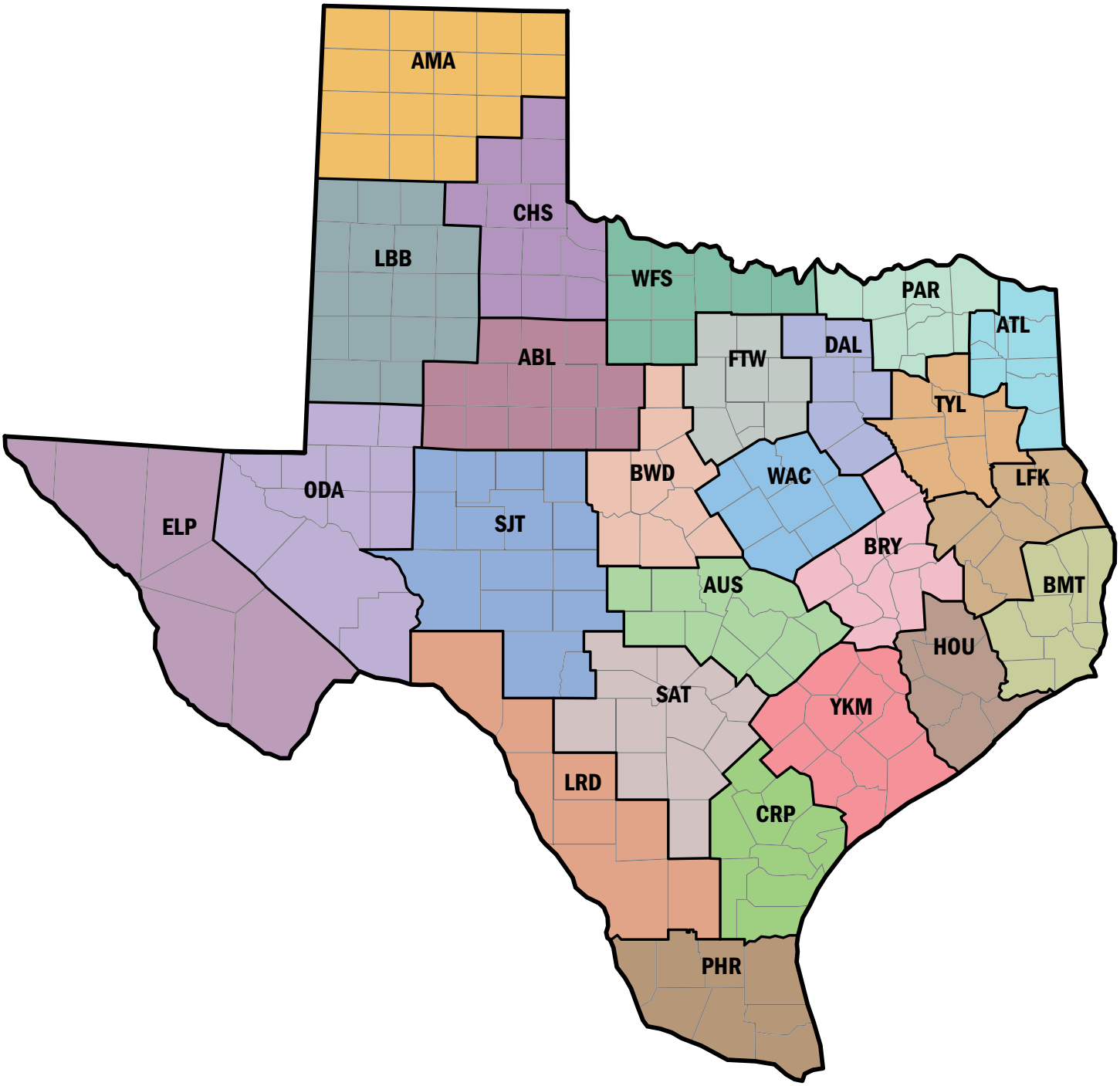
Shared Use Path: 2012 AASHTO and 2011 Texas MUTCD Definitions are basically the same: *A bikeway outside the traveled way and physically separated from motor vehicle traffic by an open space or barrier and either within the highway right-of-way or within an independent right-of-way or within an independent alignment. Shared use paths may also be used by pedestrians (including skaters, users of manual and motorized wheelchairs, 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*.

P. TxDOT DISTRICT MAP

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



Q. TxDOT DISTRICT TAP COORDINATORS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

TxDOT DIVISION COORDINATION

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

R. PROJECT NOMINATION CHECKLIST

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

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

☐ 1. **Project Sponsor Name:** _____

☐ 2. **Project Sponso**r (Type of Organization/Agency/Authority)
Choose from the drop-down list of eligible project sponsors (refer to Title 23, U.S.C. §213) provided in the TAP project nomination form. A project sponsor must be eligible to receive and manage federal transportation funds. (Note: Metropolitan Planning Organizations and State Agencies are **not** *eligible TAP project sponsors.)*

☐ 3. **Project Sponsor Contact Information**
The contact person must have the authority to speak on behalf of the project sponsor. This person should have working knowledge of the project and be available to answer questions. Provide the contact person's name, title, mailing address, city, zip code, daytime telephone number, and email address.

☐ 4. **Project Name:** _____
It is recommended that you create a project name that reflects the project location as well as the type of project (Examples: Bull Creek Shared Use Path, FM 1342 Bike Lanes, SRTS for Shady Elementary).

☐ 5. **Eligible Project Activity**
Choose the appropriate project activity from the drop-down list in the nomination form.

☐ 6. **Project Location Information** (If applicable - Attachment A)
Identify the Texas County (drop-down selection) and TxDOT District (drop-down selection) and major project location (text box) within the project nomination form. If multiple locations are proposed include a separate list of the proposed project locations and limits.

☐ 7. **Project Description**
This information should be supported by a well-developed narrative of the project, including information describing the eligible activity as defined in the TAP rules and the benefits that the project will provide to the surface transportation system. Detail the work activities to be performed.

☐ 8. **Project Details** (Attachment B)

- **Maps**
  Maps must be legible, clearly labeled, and convey adequate information that identifies not only the location of the project, but also its relationship to the area it will serve.
- **Existing Project Site Photos**
  Photographs must be legible, clearly labeled, and convey adequate detail to clearly identify the project area in its current state. It is recommended that the location and date of the photographs be included.
- **Project Site Plans**
  Site plans must be legible, clearly labeled, and drawn to scale, including dimensions that convey adequate detail about all major items of work.

☐ 9. **Official Project Sponsor Funding Resolution** (Attachment C)
This document MUST include the following verbiage: The Project Sponsor supports funding this project as described in the TAP 2015 Nomination Form (including the construction budget, the department's 15% administrative costs, and the required local match) and is willing to commit to the project's development, implementation, construction,

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 receive TAP funding.

☐ 10. **MPO/COG Letter of Support** (Attachment D)

Any proposed TAP project which is located in a single metropolitan area is required to include a letter of support from the MPO and a commitment from the MPO to include the proposed project in the local TIP, should TAP funding for the proposed project be made available. Early coordination with the MPO is essential for project sponsors to obtain their letter of support in a timely manner.

☐ 11. ***Evidence of Public Involvement and Support*** (Attachment E)

Include any documentation demonstrating public involvement. Additional evidence could include city council meeting minutes, newspaper articles, public petitions, advocacy meetings, etc. This evidence will help to determine the level of local support for the project. Projects with no evidence of the opportunity for public involvement may be considered ineligible.

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

Enter project ranking based on the number of TAP project nominations submitted.

☐ 13. **Property Ownership and Acquisition Information** (Attachment F)

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

Is the property needed for the project already acquired? ☐ **Yes** ☐ **No**

If No – Describe how the property will be acquired? (Include commitment letter from the current owner indicating that the property's interest will be transferred upon project selection.)

If Yes – Describe how and when the property was acquired.

☐ 14. **SHPO Certificate of Eligibility – National Register of Historic Places** (Attachment G)

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

☐ 15. **Scenic Easement/ Historic Site Determination** (If applicable - Attachment H)

☐ 16. **Evaluation of Work Involving Environmental Mitigation** (If applicable - Attachment I)

☐ 17. **Railroad Right of Entry Letter/Agreement** (If applicable - Attachment J)

☐ 18. **Local Bicycle Plan** (If applicable - Attachment K)

☐ 19. **Safe Routes to School (SRTS) Plan** (If applicable - Attachment L)

☐ 20. **Project Time Estimate** (Attachment M)

☐ 21. **Maintenance and Operations** (If applicable - Attachment N)

This information is intended to ensure that once federal funds have been expended, adequate funding will be available to satisfy the project sponsor's commitment for long-term maintenance of the project.

☐ 22. **Itemized Budget Section** (All project construction costs must be identified within the Itemized Budget Section of the TAP 2015 Nomination Form)

☐ 23. **In-Kind Contributions** (If applicable - Attachment O)

In-kind contribution(s) may only include actual and documented preconstruction or construction-related costs previously incurred by the project sponsor that are otherwise eligible for reimbursement under applicable statues and regulations. In-kind contributions CANNOT be used to match the department's administrative costs.

☐ 24. **Project Budget Summary**

Itemized cost totals as seen in the Itemized Budget Section and In-Kind Contribution Section of the nomination form will be used to populate the Project Budget Summary.

☐ 25. **Project Commitment**

In signing the nomination form, the local entity is committing to bring the project to a successful bid award within three years of project selection.

List of Attachments in the TAP 2015 Nomination Form: (The need for an attachment should be determined by the type of project and the activity under which the project sponsor has applied.)

Generally Required Attachments:

Project Details – **Attachment B**
Official Project Sponsor's Funding Resolution – **Attachment C**
MPO/COG Letter of Support – **Attachment D**
Evidence of Public Involvement – **Attachment E**
Property Ownership and Acquisition Information – **Attachment F**

Additional Attachments that May Be Necessary:

Project Location Information – **Attachment A**
SHPO Certificate of Eligibility – **Attachment G**
Scenic Easement/ Historic Site Designation – **Attachment H**
Evaluation of Work Involving Environmental Mitigation – **Attachment I**
Railroad Right of Entry – **Attachment J**
Local Bicycle Plan – **Attachment K**
SRTS Plan – **Attachment L**
Projected Time Estimate – **Attachment M**
Maintenance Plan – **Attachment N**
In-Kind Contributions – **Attachment O**

Texas Department of Transportation

S. APPENDIX: DEFINITIONS AND TERMINOLOGY

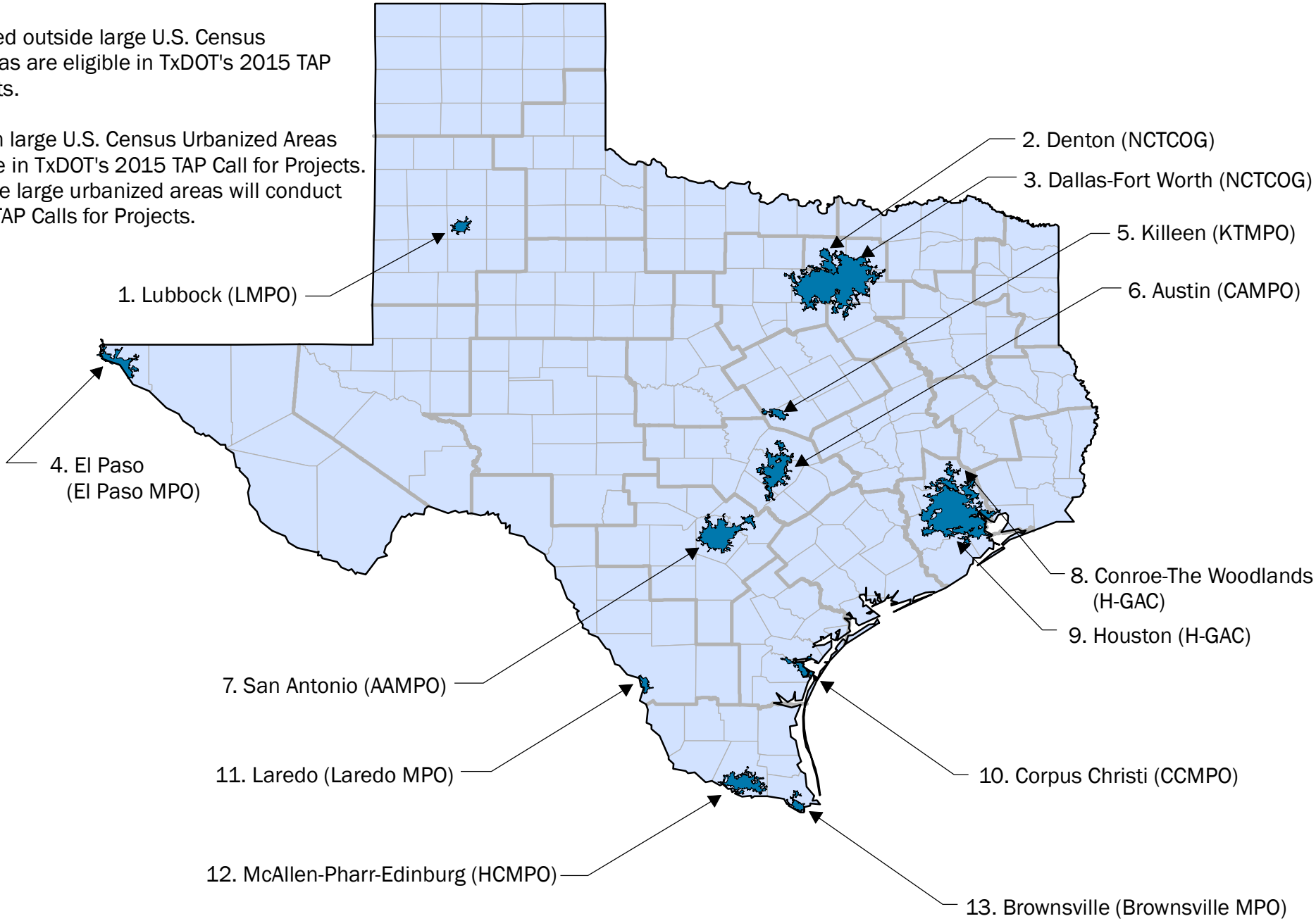
- **AFA** — Advance Funding Agreement
- **Bikeway terminology** — See Section M of this guide
- **Commission** — Texas Transportation Commission
- **COG** — Council of Governments
- **Department** — Texas Department of Transportation (TxDOT)
- **Executive director** — The executive director of the Texas Department of Transportation or his or her 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. §213, that nominates a particular project for consideration, exercises jurisdiction over the geographic area in which the 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.
- **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.
- **TxDOT** — Texas Department of Transportation

Large Urbanized Areas Map

(Source: 2010 U.S. Census)

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

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



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

AGENDA ITEM 7

Agenda Item 7

Bicycle and Pedestrian Strategic Direction Report

The Report is designed to be a living document able to adapt to and incorporate new ideas and projects as they emerge. The Report will help guide decision making and future planning efforts. The Report will:

i) Identify objectives and strategies for bicycle and pedestrian program education and facility development in Texas consistent with the State's Mission and Goals;
ii) Develop the criteria and process for determining how the State can most effectively utilize its limited resources and leverage partnerships. CH2M HILL will identify general areas of program focus (safety, education and infrastructure) and strategic priorities for each (i.e., matching funding opportunities to focus areas);
iii) Develop performance measures for evaluating the process towards objectives and improvements to bicycle and pedestrian facilities.
iv) Identify how statewide bicycle and pedestrian objectives will align with regional Metropolitan Planning Organization (MPO) bicycle and pedestrian programs.

Bicycle Advisory Committee (BAC) Coordination and Support

CH2M HILL will support TxDOT needs related to the BAC. This may include but is not limited to coordination and facilitation of discussions, engagement of stakeholder groups, in addition to providing analytical and document support to TxDOT and the BAC.