



2021 Transportation Alternatives (TA) Call for Projects Preliminary Application (PA) INSTRUCTIONS

TxDOT's 2021 TA Call for Projects involves a two-step application process:

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

The **Preliminary Application (Step 1) INSTRUCTIONS** below provide additional information and guidance for completing the Preliminary Application. The Program Guide describes program requirements and guidelines for TxDOT's 2021 TA Program Call. Detailed Application and instructions will be provided at the conclusion of Step 1.

Project Sponsor

- 1. Contact information** (self-explanatory)
- 2. Identify population area (based on project location)**
Population size should be based on the 2010 U.S. Census population for the jurisdiction or area in which the proposed project is located. Project sponsor population should be confirmed by searching the US Census website, here: <https://data.census.gov/cedsci/>.
- 3. Is the project within the boundaries of a Metropolitan Planning Organization (MPO)?**
If the project is within a MPO boundary, is the project within a Census Urbanized Area greater than 200,000, designated as a [Transportation Management Area](#)?
 - [Map of TMA and MPO boundaries](#)
 - [List of Texas MPOs](#)

Projects located within a [transportation management area](#) (TMA) (Census urbanized area with population greater than 200,000) are not eligible for TxDOT's TA funds. Projects, or substantially similar projects, submitted in a metropolitan planning organization (MPO) administered TA Call for Projects can be submitted for TA funding under this program call as long as the MPO TA call for projects is not occurring concurrent with the TxDOT TA Call for Projects AND the project is located outside of a TMA.

Project Information

- 4. Project name**
It is recommended to include the project location and facility type in the project name (examples: Main Street/US 79 Sidewalks, Delwood Elementary separated bike lanes, and White Oak Bayou SUP); use logical abbreviations where appropriate to reduce the length of the project name, such as "SUP" for Shared Use Path.
- 5. Eligible project type**
A project may include multiple project types; select all that apply. It is understood that sidewalks, shared use paths, and bikeways will include appropriate intersection treatments. Eligible project types include:
 - [Bikeway improvements](#) (infrastructure serving primarily bicyclists)

- Shared use paths (infrastructure serving bicyclists and pedestrians)
- Sidewalk improvements (infrastructure primarily serving pedestrians)
- Improvements for non-motorized transportation safety (examples include traffic calming measures, pedestrian or bicycle signals, pedestrian refuge islands, curb extensions, bicycle parking, etc. **Select this option only when the project does not include a bikeway, sidewalk, or shared use path.**

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

6. Project location (Check all that apply) Project location notes: Projects or components of projects located entirely within school or park property that are for internal circulation only are not eligible for TxDOT’s TA funding.

7. Provide a Google map link

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

1. Map Name must include project sponsor’s name and project name.
2. Map settings must be changed to enable link sharing.
3. Map must at least feature a starting and ending point for the proposed project.
4. Do NOT include existing or future facilities that are not part of the proposed project.

Google Map Tutorials:

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

1 Map Name should include project sponsor and project name (e.g. SanAngelo_GreenSt_SUP)

2 Click “Share”:
1) Click slider to “Enable link sharing”; and
2) Copy Google map link for pasting into PA form.

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

8. Preliminary Scope of work

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

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

9. Funding opportunities

TxDOT administers TA funds for projects located outside Transportation Management Areas (TMAs). TMAs are identified by the smoothed 2010 U.S. Census Urbanized Area boundaries of population areas greater than 200,000. TxDOT's TA funds are divided into two funding groups based on population: Nonurban – population areas of 5,000 or less; Small Urban – population areas between 5,001 and 200,000.

Refer to TxDOT's 2021 TA Program Guide for information about eligible activities, types of work, and allowable costs.

Federal TA funds require a 20% local match. Refer to TxDOT's 2021 TA Program Guide for information about opportunities for local match reduction.

Conditional Project Lists will be developed to assist TxDOT in prioritizing Nonurban and Small Urban projects for anticipated future federal TA appropriations in FY 2023 – 2024.

Funding Group	Project Sponsor Population Size	Local Match Required	Type of Work	Approximate Funding Available
Nonurban	5,000 people or less	20%	Preliminary Engineering & Construction	\$10.5 million Conditional Project List
	5,001 to 50,000 people		Preliminary Engineering & Construction	Conditional Project List
50,001 to 200,000 people	Construction only			

10. Project costs

Provide a planning-level cost estimate for the total estimated cost for preparation of plans, environmental documentation, and construction. Refer to TxDOT's 2021 TA Program Guide for information about eligible activities, types of work, and allowable costs. Attach details of the cost estimate to the PA email submittal. Label the cost estimate **Attachment A in the upper right-hand corner**.

11. Local match

The local match will vary depending on the funding program requirements, availability/eligibility of Transportation Development Credits (TDC), and/or eligibility for TxDOT's Economically Disadvantaged Counties Program. For additional details, see TxDOT's 2021 TA Program Guide.

12. Transportation Development Credits

If a project sponsor's population is less than 50,000 and meets certain economic criteria, they may request the use of Transportation Development Credits that allow for 100% federal TA funds to be applied to the project in lieu of a local match. Reference [this map](#) to determine eligibility. For additional information, please refer to TxDOT's 2021 TA Call for Projects Program Guide.

13. Project Complexity

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

Preliminary Application Submission Deadline/Delivery Requirements

Preliminary Applications must be submitted in the form prescribed by the department in accordance with the program rules and the program guide. The complete project nomination package must be received by the department no later than **5:00 p.m., CDT, on Monday, March 1, 2021**. A separate and complete Preliminary Application, with attachments, is required for each TA project proposed. Supporting documents must be clearly labeled with the Project Name and Project Sponsor in the upper right-hand corner and in 8 ½" X 11" format. TxDOT's 2021 TA Preliminary Application Form is available at: <http://www.txdot.gov/inside-txdot/division/public-transportation/bicycle-pedestrian.html>

Preliminary Application Package:

1. The original 2021 TA Preliminary Application completed in PDF and delivered to the department in its original PDF format.
2. A separate PDF of the preliminary project cost estimate (if available).

Project Submission to the Department:

The completed 2021 TA Preliminary Application package must be submitted to TxDOT using the department's online Dropbox.

Access TxDOT's online Dropbox at: <https://ftp.dot.state.tx.us/dropbox/?action=mainmenu>. If you are prompted for a username and password, look for the following message to the bottom left of the log-in box and follow the link: "If you are not a Texas Department of Transportation user, go **here**." On the Dropbox landing page (four rectangular buttons on the left side) click the **Drop-off** button and enter the information requested.

Information about the Sender

Your Name:

Your Organization:

Your email address:

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

Information about the Recipient

Name: TA Program Manager

Email: BikePed@txdot.gov

Choose the File(s) you would like to upload

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

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

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

The drop-off confirmation does not constitute receipt of the files. You will receive an automatic follow-up email when the files are retrieved from Dropbox by the department's representative. **The follow-up email will be your confirmation that the files were officially received by the department.** If you do not

receive a follow-up confirmation email within a few days, verify the package was submitted to the correct email address and contact the department's TA Program Manager. Refer to **TxDOT District TA Coordinators** (<https://ftp.dot.state.tx.us/pub/txdot/ptn/bicycle/ta-srts-coordinators.pdf>).

The department reserves the right to deem a TA Preliminary Application package ineligible for funding if not received by the department on or before **5:00 p.m. CDT on March 1, 2021**.