



# 2023 Transportation Alternatives Call for Projects

## Detailed Application (DA) Instructions for INFRASTRUCTURE Project Categories

**Deadline to Submit DA: June 5, 2023**

### A. INTRODUCTION

TxDOT's 2023 TA Call for Projects involves a two-step application process:

- Step 1** Preliminary Application (PA): When completed, the PA provides high-level project information to determine eligibility and funding opportunities. A separate application is required for each project. Project Sponsors meet with local TxDOT District staff to discuss proposed projects. Project Sponsors receive notification to advance to step 2 and complete the *Detailed Application* for each eligible project.
- Step 2** Detailed Application (DA): When completed, the DA provides 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 following Detailed Application Instructions are to be used for projects seeking construction funding from either Community Based Infrastructure, Large Scale Active Transportation Infrastructure, or Active Transportation Network Enhancements. If project is seeking non-infrastructure funding, please download the "Detailed Application Instructions for Non-Infrastructure Project Categories" from the department's website. Detailed Application Instructions are intended to work in conjunction with TxDOT's 2023 TA Detailed Application and the 2023 TA Program Guide located on the department's website at: <https://www.txdot.gov/business/grants-and-funding/bicycle-pedestrian-local-federal-funding-programs.html>. Each topic in the Detailed Application is presented below with additional guidance and examples, where appropriate. Contact your local [TxDOT District TA Coordinator](#) for further clarifications.

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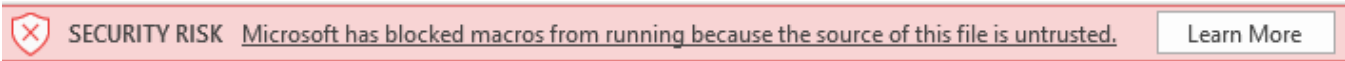
*NOTE: Frequently Asked Questions for Step 2 will be posted on TxDOT's [webpage](#) by May 5, 2023. To submit a question, email [BikePed@txdot.gov](mailto:BikePed@txdot.gov) by April 24, 2023.*

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### Downloading the Detailed Application

While TxDOT's 2023 TA Detailed Application remains Microsoft Excel based, the Detailed Application looks slightly different from previous Calls for Projects. Many Project Sponsors will first

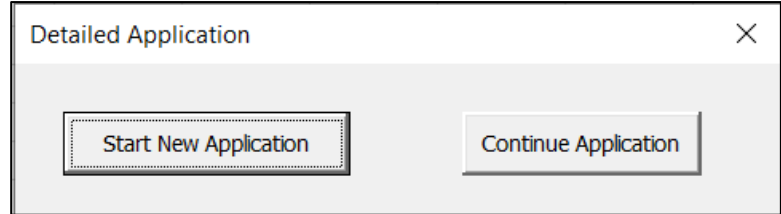
obtain the MS Excel file (.xlsm) via email. Project Sponsors must download the file to My Documents and rename the Project ID provided to the project sponsor by email from TxDOT on or about March 29, 2023. MS Windows security settings may indicate the following security message.




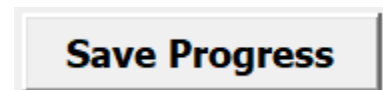
To remedy this message, Project Sponsors must close the file and instead download the file to My Documents. Files saved to clouds, servers, or other shared spaces may continue to see this warning depending on the system security settings on individual networks. After saving the file to the local machine and opening the Detailed Application file, Project Sponsors may see a yellow security warning stating that “Macros have been disabled”. Project Sponsors must click the button to “Enable Content” to edit the detailed application. Additionally, a message may appear asking if the file comes from a trusted source. Project Sponsors should click “Yes” in order to complete the application.

### Completing the Detailed Application

First click the “Start Application” button, then “Start New Application” on the window that appears. If using a multiple monitor setup, be alert for this window to possibly appear on alternate screens. Begin the application by completing project information fields and click necessary buttons to fill-in the Excel form. Once the applicant identifies the Project Category and finishes the first page, the subsequent Detailed Application pages will change based on the Project Category selected. In this way, projects seeking funding for Active Transportation Network Enhancements will not answer the same questions as those seeking Large Scale Active Transportation infrastructure funding. Because applicants of various Project Categories will respond to different prompts and questions, the instructions in this document will not correspond to question numbers but instead the names of the prompts themselves.



On the bottom of each page, applicants can save their progress prior to completing the application by clicking the “Save Progress” button or they can save the MS Excel file through standard processes (by clicking File then Save or clicking the  button). After clicking “Save Progress”, applicants must



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**Screen Scale Note:** TxDOT’s 2023 Transportation Alternatives Detailed Application has been formatted to work with a variety of screen resolutions. However, project sponsors with workstations with display settings scaled to 200% may experience some text overlap or hidden features. On Windows based workstations, please right-click on the desktop, select Display Settings, scroll down to “Scale and layout”, then adjust the scale below 200%.

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click “OK” on the window that appears in order to proceed. Once the file is reopened, the applicant should click “Continue Application”.

If Project Sponsors need technical support with downloading or completing the Detailed Application, please email [bikeped@txdot.gov](mailto:bikeped@txdot.gov).

## Project Modifications

It is anticipated that projects will be refined between the preliminary and detailed applications based on the discussion with the district, further evaluation of site constraints, cost estimation, and local priorities. However, **a project submitted in a detailed application in Step 2 should be *substantially the same* project that was initially submitted in a preliminary application in Step 1.**

Examples of acceptable project refinements could include:

- slightly extending project limits to a more logical endpoint
- truncating limits to a logical destination to avoid adverse site conditions
- rerouting a project between the original termini to a parallel street with more favorable site conditions
- splitting a project into two phases or geographic areas
- expanding or reducing project size in response to requests from TxDOT.

Additionally, smaller project elements submitted in Step 1 may be combined into a single detailed application as long as the project sponsor demonstrates in the detailed application how the project segments work together to support bicycle or pedestrian connectivity in their particular community. Whether proposed as an independent project or as an element of a larger transportation project, a proposed project must be a logical unit of work and be constructible as an independent project.

## Maps

The project sponsor is asked to create several maps to demonstrate the proposed project’s benefits to the active transportation system and the community. Project maps can be made simply. Hand-drawn sketches or maps made in PowerPoint, Google Earth, or other free software applications can be just as effective as maps developed using sophisticated software. Maps should be uncrowded, clearly marked, and legibly labeled. Maps should be zoomed in enough to clearly see the location of marked features, such as the locations of safety hazards, connecting facilities, or barriers. Include important street names or landmarks, especially streets along the proposed route and at each endpoint. If a map becomes too busy, then divide the information into two maps.

## Project Evaluation and Selection

TxDOT’s 2023 TA Program Guide introduces the project evaluation process and selection criteria for the TA funding program. The detailed application is organized to gather specific project details to aid in a technical feasibility review and project evaluation to identify projects for potential award by

the Texas Transportation Commission. The evaluation process is intended to identify quality projects that will benefit communities across the state by enhancing the pedestrian and bicycling environment.

Responses to questions in the detailed application, including supporting maps and documents, will be used to evaluate projects based on their benefits to the transportation system and the community. Information related to issues of project complexity, the project timeline, and the detailed construction budget will be used to determine constructability and feasibility, components of project readiness. As stated in the Program Guide, scores for each criteria measure will be weighted and weights uniformly applied to eligible projects based on Project Category (see Exhibit 1). Projects will be evaluated against the criteria categories and weights outlined in the Program Guide and repeated in Exhibit 2.

**Exhibit 1: Criteria Categories Weights by Project Category**

Criteria Category	Criteria Category Weights			
	Community Based	Large Scale*	Network Enhancements	Non-Infrastructure
Safety	25%	25%	20%	30%
Connectivity & Accessibility	25%	25%	20%	30%
Project Readiness	25%	25%	35%	-
Geographic Equity	15%	15%	15%	20%
Community Support & Planning	10%	10%	10%	20%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

\*Additional points may be added to Large Scale Active Transportation Infrastructure based on Transformative Elements of projects.

**Exhibit 2: Transportation Alternatives Evaluation Criteria Categories, Descriptions, and Measures**

Criteria Category	Criteria Description	Criteria Measures	Evaluation Details
Safety	<ul style="list-style-type: none"> <li>▪ Demonstrates need for safety improvement and appropriate safety countermeasures</li> <li>▪ Provides safer and/or less intimidating accommodations for walking, bicycling, and other non-motorized travel</li> </ul>	Non-motorized crash count	TxDOT GIS analysis
		Non-motorized crash rate	TxDOT GIS analysis
		Documented safety hazards	Analysis of application responses
		Professional judgement of countermeasure appropriateness	Analysis of application responses
		Proposed infrastructure elements	Analysis of application responses
Connectivity & Accessibility	<ul style="list-style-type: none"> <li>▪ Improves active transportation access to destinations of interest such as business districts, downtown, centers of business activity, high density residential, and/or employment centers</li> <li>▪ Supports multi-modal connections</li> <li>▪ Eliminates barriers to pedestrians, bicycle riders, and wheelchair users</li> <li>▪ Supports investments in local/interregional tourism, especially Texas Bicycle Tourism Trails</li> </ul>	Connects to bicycle, pedestrian, and/or transit infrastructure	Analysis of application responses
		Connects to active transportation destinations	Analysis of application responses
		Eliminates barriers	Analysis of application responses
		Along long-distance bike route	Analysis of application responses
		Population density*	TxDOT GIS analysis
		Employer density*	TxDOT GIS analysis
Project Readiness	<ul style="list-style-type: none"> <li>▪ Demonstrates the ability to advance the project to construction immediately, if selected for funding</li> <li>▪ Identifies comprehensive, detailed construction cost estimate</li> <li>▪ Meets and/or exceeds design criteria established by US Access Board, FHWA, AASHTO, TxDOT, and/or NACTO</li> <li>▪ Past project sponsor performance on previous</li> </ul>	Professional judgement rating of project constructability/feasibility	Analysis of application responses
		Professional judgement rating of shovel readiness	Analysis of application responses
Geographic Equity	<ul style="list-style-type: none"> <li>▪ Enhances livability by improving active transportation access and improves mode choice in underserved communities</li> </ul>	Average percent zero car household	TxDOT GIS analysis
		Average percent unemployed	TxDOT GIS analysis
		Average percent minority	TxDOT GIS analysis
		Average percent disabled	TxDOT GIS analysis
		Average percent elderly	TxDOT GIS analysis
Community Support & Planning	<ul style="list-style-type: none"> <li>▪ Public outreach demonstrates positive community support</li> <li>▪ Established community partnerships commit to collaboratively implement project</li> <li>▪ Project demonstrates a link to formal transportation planning efforts (e.g., ADA Transition Plan)</li> <li>▪ Demonstrates commitment to provide the local match</li> </ul>	Professional judgement of supporting documentation of community support	Analysis of application responses
		Professional judgement of alignment with local planning documents (if provided)	Analysis of application responses

\* Criterion only applies to Community Based TA Medium Urban projects and Large Scale Active Transportation projects.

Detailed applications for Large Scale Active Transportation Infrastructure projects will also be required to submit narrative responses to support a criteria category called Transformational Elements. See Transformational Element section below for additional information.

Additional Criteria Category	Criteria Description	Criteria Measures
<b>Transformational Elements</b> <i>(Large Scale Active Transportation Infrastructure only)</i>	<ul style="list-style-type: none"> <li>• Eliminates significant barrier for peds and/or bikes</li> <li>• Mitigates significant impacts to underserved communities</li> <li>• Leverages and/or complements other existing projects in community</li> <li>• Features significant economic development potential</li> <li>• Features innovative partnerships</li> <li>• Applies innovative, smart, or connected technologies</li> </ul>	Professional judgment of narrative response

## B. DETAILED APPLICATION INSTRUCTIONS

### Applicant Information

#### PROJECT SPONSOR NAME

Insert the name of the public entity sponsoring the project in the box provided. If partnering with a TxDOT District, please enter the local government contact information as the Project Sponsor.

#### JURISDICTION POPULATION (based on the 2020 U. S. Census)

Using information from the **2020 Decennial U.S. Census**, type the population of the jurisdiction in the box provided. Select the smallest population area where the project is located (e.g., city, Census Designated Place, village, or unincorporated area). 2020 Decennial U.S. Census at <https://data.census.gov/>

#### 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.

#### 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. Additionally, boxes are provided for 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. Consultants or non-profit representatives should not be listed here.

#### OTHER SPONSORING ENTITIES

Please list any other sponsoring/partnering entities. To be considered sponsoring/partnering an entity must be contributing to the project. For example, providing a portion of the local match, providing ROW, or managing a phase of the project. If another entity is supportive of the project but is not contributing they can provide a letter of support for the community support section, but would not be listed in this section.

If the project is also being sponsored by the TxDOT District, then the Detailed Application (Step 2) is required to include the following documentation of TxDOT's commitment to sponsor a project:

- **In the “Other Sponsoring Entities” field, insert which TxDOT District and the specific contact person with which the Project Sponsor has been communicating. For example, “TxDOT Lufkin District – John Smith”.**
- **Letter from local project sponsor(s) requesting TxDOT sponsorship – Label F - Project Sponsor Resolution**
- **Letter of Concurrence from TxDOT District Engineer – Label F - Project Sponsor Resolution**
- **TxDOT District Engineer and local project sponsor(s) signatures on Detailed Application**

Even if a TxDOT District agrees to sponsor a project on behalf of a local entity, an adopted resolution from the project sponsor's governing board is still a required attachment to the detailed application.

## Project Category

### PROJECT CATEGORY

Select the project category sought based on eligibility determined following the preliminary application.

TxDOT reviewed all preliminary applications for eligibility by project category based on preliminary application responses. TxDOT informed all project sponsors of the funding programs for which they are eligible and the corresponding project category for each project by email during the week of March 29, 2023.

## Project Description

### PROJECT NAME

In the box provided next to this topic, provide the same project name that was provided in the preliminary application. If the project was modified after submitting the preliminary application, then adjust the project name accordingly.

### PROJECT DESCRIPTION

In the box provided, 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. Project descriptions are limited to 500 characters.

An example Project Description:

*Proposed project will construct a 12-foot-wide shared use path (SUP) along the north side of US 171 from Main St to 4<sup>th</sup> Street in Redding, TX. The proposed SUP will include a pedestrian island, crosswalks, a Pedestrian Hybrid Beacon, and signage to traverse a 5-lane intersection at 4<sup>th</sup> Street where the path connects to the Sandy Creek Trail. Additional signage and crosswalks will be added to cross two other local streets.*

#### 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 J of the 2023 TA Program Guide to identify the **TxDOT District**. 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 District, select the “Multiple Districts”. If a project involves more than one county, select the “Multiple Counties”.

#### METROPOLITAN PLANNING ORGANIZATION (MPO)

Indicate if any part of the project is located within a **Metropolitan Planning Organization (MPO)** by clicking on the drop-down arrow and select Yes or No.

Map of MPO and TMA boundaries:

<https://txdot.maps.arcgis.com/apps/webappviewer/index.html?id=eb6b53d80aef46a3a9f5c28dd4248597>

List of Texas MPOs: <https://www.texasmpo.org/texas-mpos/>

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

The project sponsor indicated on Page 1 if this project is located within the boundaries of an MPO. If this project is located within the boundaries of an MPO, include a letter from the MPO to the project sponsor indicating their willingness to immediately include the project in the MPO’s TIP, as either a grouped project or individually listed, if funded. Projects that are individually listed in an MPO TIP MUST be added at the earliest opportunity to avoid project development delays that could put TA funds at risk of lapse. 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 receive a response.

Label attachment as **J- MPO TIP Letter** - No more than 2 pages.

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). If project involves multiple locations, please see Multiple Locations below.

#### TRANSPORTATION ALTERNATIVES (TA) AND SAFE ROUTES TO SCHOOL (SRTS)

Detailed Application Instructions

- a) Indicate if the project is being implemented as part of a Safe Routes to School plan or program by clicking on the drop-down arrow and select Yes or No.
- b) Indicate if the project or a substantially similar project was previously submitted to TxDOT as part of a previous TA or SRTS Call for Projects. Select a response by clicking on the drop-down arrow and selecting No prior submittal, 2015 TAP, 2017 TASA, 2019 TA/SRTS, or 2021 TA.
- c) Indicate if the project was awarded funds through a previous TxDOT TA or SRTS Call for Projects. Select a response by clicking on the drop-down arrow and selecting 2015 TAP, 2017 TASA, 2019 TA/SRTS, or 2021 TA, as applicable.

DETAILED PROJECT LOCATION

Applicants must create an **updated** [Google digital map](#) and provide a map link in the DA. The Google map should only include the lines and/or points that represent the proposed project.

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- **DO NOT** include other existing or future bicycle/pedestrian facilities in the Google map, as this map will be used to conduct GIS analysis based on the project location.
  - **DO** update the Google Map if your project limits changed since Step 1.
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Minimum requirements for the Google map include:

1. Map Name must include project sponsor’s name and project name identified elsewhere in the detailed application.
2. Map settings must be changed to enable link sharing.
3. Map must only feature the **points or lines** representing the project’s location.

This map is ONLY used to identify location of proposed investments. Project sponsors may use map attachments to identify other additional project elements.

TxDOT has created a [tutorial video for creating and sharing a google map](#). Additional Google tutorial web links are also provided below.

***Google Map Tutorials:***

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

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

**2** Click “Share”:  
 1) Click slider to “Anyone with this link can view”; and  
 2) Copy Google map link for pasting into DA form.

**3** The map must feature **ONLY the points and/or lines** showing the location and extent of proposed investments.

Multiple locations

If the project involves multiple locations, in the Detailed Application describe the primary location or write “multiple locations”. In addition, attach a complete list of all improvement locations (including the primary location) using descriptive limits and lengths. Label attachment as **A- Project Location Information** - No more than 2 pages.

**Example chart for projects with multiple locations:**

No.	Project Location	From/ To	Descriptive Limits	Length (Mile)
1	W Brown St	From To	N Peach St N 14th St	0.56
2	SH 118 (N 5th St)	From To	E Ft Davis Ave E Avenue A	0.57
3	SH 223 (E Hendryx Dr)	From To	SH 118 Antelope Dr	0.40

In the box next to **Project location in relation to roadways**, click on the dropdown menu and select from the following:

- On/along a TxDOT maintained roadway
- On/along a non-TxDOT roadway
- On/along both TxDOT and non-TxDOT roadways
- Not within the right-of-way of any roadway

Project location notes: Projects or segments of projects located within school or park property that are for internal circulation only are **not** eligible for funding in this Call for Projects.

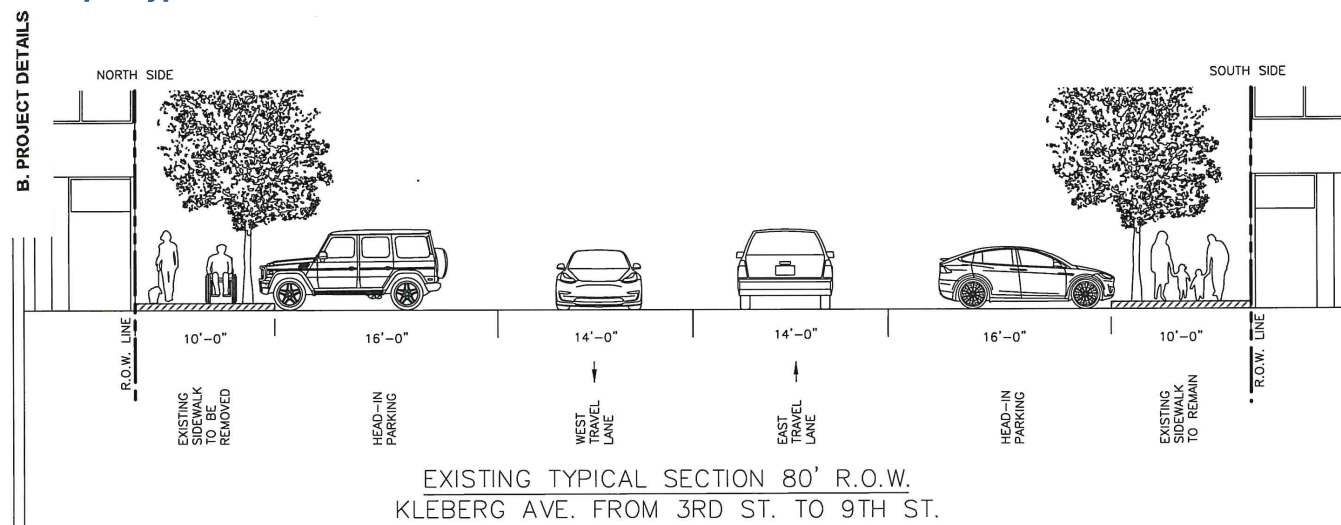
## Details

### PROJECT DETAILS

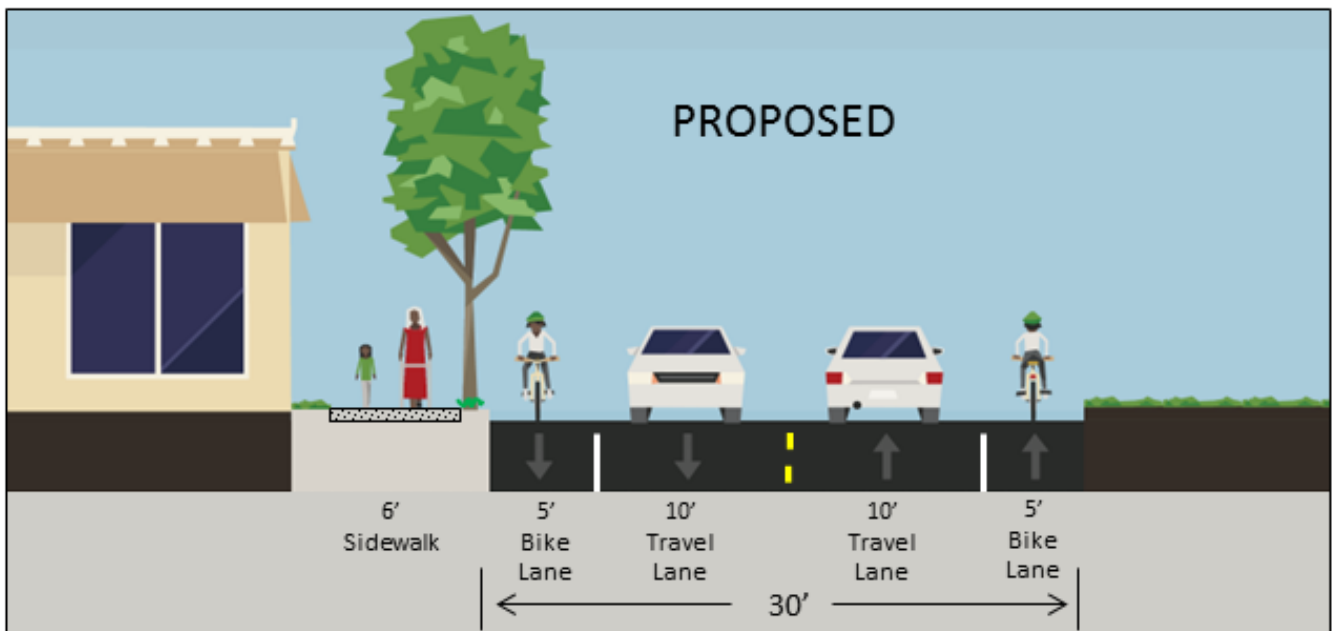
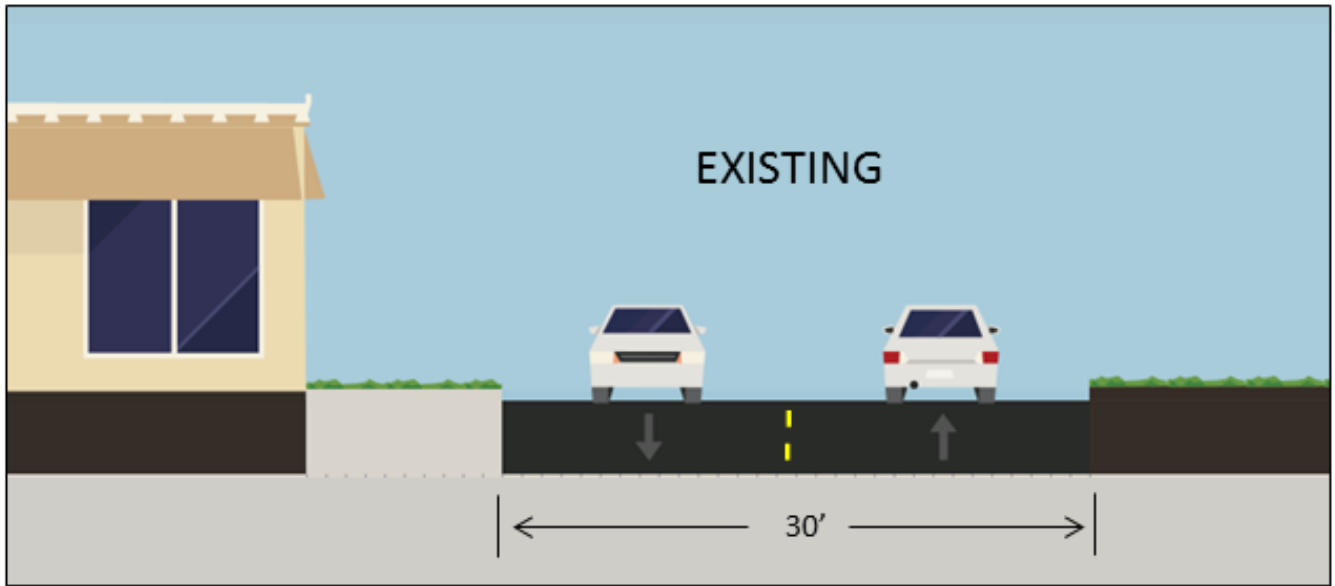
For all projects seeking infrastructure funding, a project layout is required as an attachment. The project layout should be at scale with clearly labeled streets, end points, and construction locations. For Network Enhancement projects, if there are numerous locations, it may be difficult to provide project layouts for all locations identified in the project. Instead, project sponsors should provide project layouts for each of the project elements that are being added to existing infrastructure at the various locations and a corresponding key/table that identifies elements being implemented at each location on the project location map. Additional attachments that are recommended are typical sections, photographs, and other exhibits that describe and provide details about the project. All supporting exhibits submitted must be legible, clearly labeled, and convey useful information. Exhibits may include maps, diagrams, and drawings. Examples are included in the workshop presentation entitled *Detailed Application Best Practices Presentation* located at: <https://www.txdot.gov/business/grants-and-funding/bicycle-pedestrian-local-federal-funding-programs.html>. Label attachment(s) as **Project Details – Attachment B** – No more than 15 pages.

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. [Streetmix.net](http://Streetmix.net) is a free typical section generator with easy-to-use drag-and-drop functionality. See example typical sections below.

### Example Typical Section 1



**Example Typical Section 2**



If the project plans are 30% or more complete, include only example sheets as attachments and provide a weblink for plan review here:

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

For projects seeking infrastructure funding, in the box titled **The construction plans for this project are currently:**, click the down arrow and select the status of plan development (Not started, Under development, or Complete).

In the second box, insert the percentage of completeness for the plans, specifications, and estimates (PS&E). If the project plans have not been started, enter zero. If the project plans are 30% or more complete, include only example sheets (no more than 10 pages) as attachments and in the box next to **weblink for plan review here**, provide a web link for plan review (if available). Example sheets could include typical sections, project layout, bridge details, or striping details. 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.

**Network Enhancement projects** are intended to be quick turnaround projects that directly connect to and enhance active transportation networks and can be completed within one year after award. Projects should have limited or no design and no ROW acquisition activities.

Primary and secondary facility type sections for **Network Enhancement projects** will look different to reflect the quick turnaround nature of this project category.

In the box next to **Primary facility type**, select the facility type that is the primary focus of the project. If the project has more than one facility type, then select from the dropdown menu in the box next to **Secondary facility type**. The facility types are the same in both dropdowns. For clarification on bikeway types, see topic **L. Bikeway Terminology** in the program guide. (Examples of “Other Safety Improvements” may include traffic calming or safety lighting.)

<p><b>13. Primary Facility</b></p> <p>Primary Facility Type: <span style="border: 1px solid #ccc; padding: 2px;">(select)</span></p> <p>Total length: <span style="border: 1px solid #ccc; width: 40px; height: 20px; display: inline-block; vertical-align: middle;"></span> <span style="border: 1px solid #ccc; padding: 2px;">(select)</span></p> <p>Facility Width: <span style="border: 1px solid #ccc; width: 40px; height: 20px; display: inline-block; vertical-align: middle;"></span> <b>feet</b></p> <p>Material Depth: <span style="border: 1px solid #ccc; width: 40px; height: 20px; display: inline-block; vertical-align: middle;"></span> <b>inches</b></p> <p>Surface type/material: <span style="border: 1px solid #ccc; padding: 2px;">(select)</span></p>	<p><b>14. Secondary Facility</b></p> <p>Secondary Facility Type: <span style="border: 1px solid #ccc; padding: 2px; color: #0070c0;">(select)</span></p> <p>Total length: <span style="border: 1px solid #ccc; width: 40px; height: 20px; display: inline-block; vertical-align: middle;"></span> <span style="border: 1px solid #ccc; padding: 2px;">(select)</span></p> <p>Facility Width: <span style="border: 1px solid #ccc; width: 40px; height: 20px; display: inline-block; vertical-align: middle;"></span> <b>feet</b></p> <p>Material Depth: <span style="border: 1px solid #ccc; width: 40px; height: 20px; display: inline-block; vertical-align: middle;"></span> <b>inches</b></p> <p>Surface type/material: <span style="border: 1px solid #ccc; padding: 2px;">(select)</span></p>
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**Reminder:** Only select “Other Safety Improvements” when the project does not include sidewalk or bikeway improvements.

Under the primary and secondary facility types, enter numbers or select drop downs to provide facility length, facility width, material depth, and surface type/material. Facility width may vary through the project limits, enter the width of the facility through the majority of the project. An

example of “Other Safety Improvements” may include upgrade of existing school zone infrastructure throughout a school district.)

### Bicycle and Pedestrian Facility Design Guidance

All bicycle/pedestrian facilities should be designed to allow for safe, comfortable, and accessible non-motorized activity, be context-sensitive, and accommodate anticipated future growth in walking and bicycling traffic. Surface material type and depth should be durable and substantial to minimize future maintenance costs to the project sponsor and/or other party responsible for maintenance.

#### *Sidewalks*

Sidewalks should be wide enough to accommodate the volume and type of pedestrian traffic expected in the area. Refer to [TxDOT’s Roadway Design Manual](#) (RDM), Chapter 7, Section 3 for information on sidewalk details, including continuous clear widths and instances where sidewalk width may be reduced for short distances. Sidewalks must meet the [2010 ADA standards](#) and should conform to [Proposed Guidelines for Pedestrian Facilities in the Public Right of Way \(latest edition\) \(PROWAG\)](#) as published by the U.S. Access Board.

#### *Shared Use Paths*

Shared use paths must comply with [TxDOT’s Roadway Design Manual \(§6.4.4.2\)](#) and should conform to [PROWAG](#) (Chapter R3 but particularly §R302.3.2 and §R304.5.1.). Shared use paths should be wide enough to accommodate the expected traffic. Wider paths are recommended where higher demand is anticipated, particularly in urbanized areas, near schools, and near popular bicycle/pedestrian destinations.

#### *Bikeways*

All design criteria for on-road bicycle facilities must comply with [TxDOT’s Roadway Design Manual \(§6.4.4.3 through §6.4.4.7\)](#). In all cases, attention should be paid to lane/buffer/separator width requirements, offsets, shy distances, gutter pans, curbs, etc., necessary to incorporate these elements and ensure that roadway and ROW widths can accommodate these features.

NOTE: All proposed projects investing in TxDOT on-system roadways must consider if the roadway is featured on [TxDOT’s Bicycle Tourism Trails \(BTT\) Example Network](#). Precise maps of the latest BTT network routes can be found on [TxDOT’s Open Data Portal](#). According to [TxDOT’s Roadway Design Manual \(Chapter 6, Section 4\)](#), projects along these BTT network routes must include the appropriate bikeway design improvement - even if the project is a sidewalk project. The form of the bicycle accommodation is not strictly prescribed. This flexibility allows the responsible engineers to design the best facility possible that accommodates motorists, bicyclists, and pedestrians to the maximum amount feasible. For rural contexts, roadways indicated as BTT network routes “should be designed with a minimum 8-ft shoulder, a shared use path, or another locally preferred facility type.”

To obtain technical assistance in selecting the appropriate design criteria to meet TxDOT and Federal requirements, please contact your local [TxDOT District TA Coordinator](#).

Lighting

Does the project propose lighting adjacent to a roadway within state-maintained right-of-way? In the dropdown box provided, select Yes or No.

Consider appropriate safety lighting needed for the project to accommodate usage during all seasons and times of day. 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. In the program guide, refer to section **J. TxDOT District Map** and section **K. TxDOT District/Division TA Coordinators** for district contact information.

Does the project propose lighting adjacent to a roadway within state-maintained right-of-way? No ▾

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**15. Bridges**

Does this project include bridge improvements? (select) ▾

Total # of proposed bridges:

*Note: If more than one bridge is proposed, identify the bridge with the longest span length in the detailed application and identify additional bridges in Attachment B.*

Structural Materials (Deck/ Beams): (select) ▾      Bridge Construction: (select) ▾

Bridge Length:       Bridge Width:       Rail Type: (select) ▾

Bridge Facilities

Does the project include bridge improvements? In the dropdown box provided, select Yes or No.

Please indicate the number of bridges proposed. If more than one bridge is proposed, identify the bridge with the longest span length and provide design details for that bridge in the application using the fill-in and dropdown boxes. Identify additional bridges and bridge details in an attachment (also include the bridge identified in an attachment labeled **Attachment B: Project Details**).

The following chart is included as an example of how to represent additional bridges in an attachment. Additionally, if proposing a prefabricated bridge type, please provide the manufacturer’s name to better understand the proposed bridge design.

Identify bridge locations on a map and include as an attachment. If available, additional bridge attachments may include bridge elevations or typical sections. Below is an example of a bridge elevation.

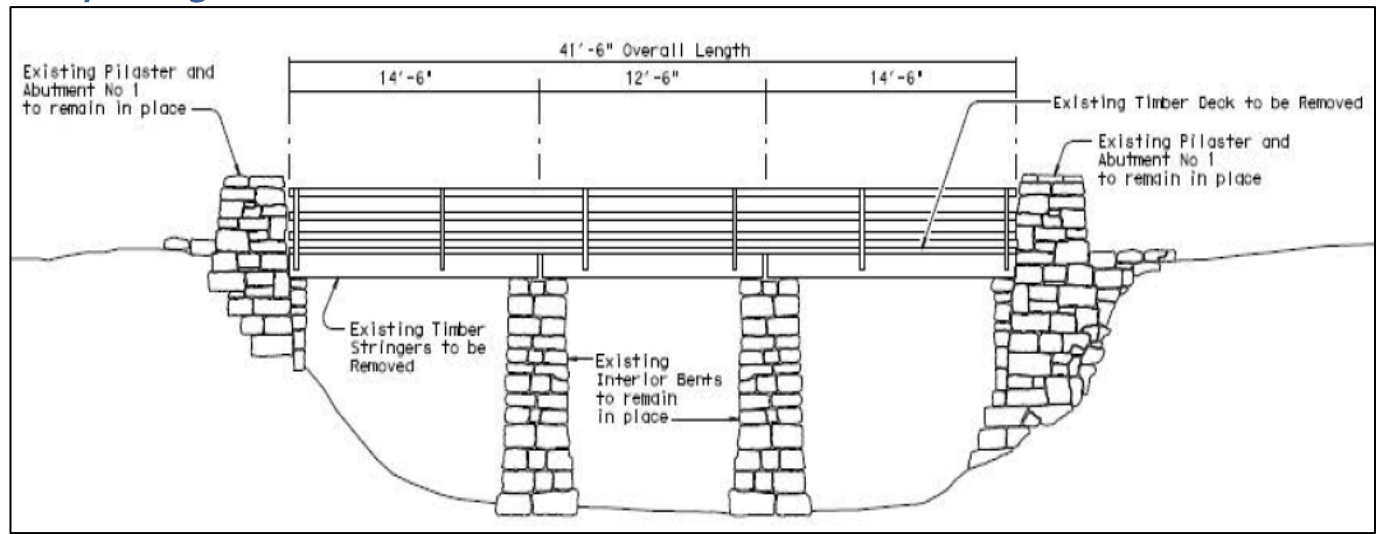
Map ID	Type/Name	Feature Crossed	Bridge Work	Construction Type	Structural Material	Length	Width*	Rail Type	Manufacturer (prefab only)
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Detailed Application Instructions

1	Pedestrian Bridge	Doe Creek	new	On-site	Wood/Wood	40'	10'	Pedestrian	N/A
2	Shared Use Path	Caney Creek	new	On-site	Concrete/Concrete	65'	16'	Traffic	N/A
3	7th Street Bridge	Ave. A	rehab	On-site	Concrete/Steel	80'	40'	Traffic	N/A
4	Shared Use Path	Brays Bayou	new	Prefabrication	Concrete/Steel	120'	28'	Traffic	Acme Co.

\* Clear distance inside rail to inside rail

**Example Bridge Elevation 1**



Note: Pedestrian and bicycle facilities along bridges should incorporate a 1- to 2-foot minimum offset from any rail. Bridge width MUST be designed in conformity with the approaching path. Also, the bridge length should be adequate to accommodate the existing stream hydraulics, where applicable. Provide any available hydraulic evaluation as an attachment.

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. For more information about Texas Historic Bridges you can visit: <https://www.txdot.gov/inside-txdot/division/environmental/historic-bridge.html> Additionally, TxDOT's Historic Bridge Legacy Program makes certain historic bridges available for public use once TxDOT engineers determine the bridges are no longer sufficient to carry vehicular traffic. These increasingly rare bridges may create new legacies for the community to enjoy along a shared use path. For more information about this program visit: <https://www.txdot.gov/inside-txdot/division/environmental/adopt-historic-bridge.html>

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).

## Safety

TxDOT is interested in projects that respond to documented safety issues. TxDOT will analyze crash records based on the shared Google Map provided to determine the documented bicycle and/or pedestrian crash count and rate in proximity to the proposed project.

### IDENTIFIED SAFETY HAZARDS AND COUNTERMEASURES

Check all of the safety hazards located within the project limits. In the blank next to each checked safety hazard, state the proposed countermeasure to address the hazard identified. Clearly identify these features on Map 1 (Label attachment as **Map 1-Safety** and include in **Attachment C**). TxDOT will review hazards and countermeasures for appropriateness and will score projects accordingly. Countermeasures which are not appropriate for the checked safety hazard may not be eligible for funding. All listed countermeasures must be identified in the Itemized Budget. Provide additional information supporting the appropriateness of countermeasures to mitigate the identified safety hazard, such as photos and/or narrative, in an attachment. Include any additional countermeasures that do not fit in the blanks provided in the attachment. Label attachment as **C-Safety Hazards and Countermeasures**. No more than 5 pages

Safety Hazards and Countermeasures	
<input type="checkbox"/> High roadway speed (45 mph or greater)	
<input type="checkbox"/> Hazardous intersection/conflict point	
<input type="checkbox"/> Uncontrolled intersection/crossing	
<input type="checkbox"/> Lack of bike/ped infrastructure	
<input type="checkbox"/> High motor vehicle traffic volume	
<input type="checkbox"/> On-street parking	
<input type="checkbox"/> Wide roadway crossing (4 or more lanes)	
<input type="checkbox"/> Lack of lighting	
<input type="checkbox"/> Other	

One countermeasure may address multiple safety hazards, or more than one countermeasure may address one safety hazard. Please list all proposed countermeasures for each safety hazard identified. Examples of pedestrian countermeasures may include sidewalks, crosswalk visibility markings/signage, raised crosswalks, pedestrian refuge islands, pedestrian hybrid beacons (PHB), rectangular rapid-flashing beacons (RRFB), leading pedestrian intervals, , etc. Examples of bicycle countermeasures may include adding bike lanes, upgrading bike lanes, intersection markings, bicycle signals, etc. The Federal Highway Administration has developed a couple of tools for identifying appropriate countermeasures for bicyclist and pedestrian safety concerns. For more information on safety countermeasures, review the following resources and Appendix B: Additional Safety Countermeasures Resources:

- [FHWA Low-Cost Safety Enhancements for Stop Controlled and Signalized Intersections](#)

- [FHWA Countermeasures for Bike Safety](#)
- [FHWA Countermeasures for Ped Safety](#)

### INFRASTRUCTURE ELEMENTS

Bicycle and pedestrian facilities that are well designed provide enhanced safety. Check all the new bike/ped infrastructure elements that are part of the proposed project. Clearly identify these features on **Map 1- Safety**.

<input type="checkbox"/> closes a gap in bicycle or pedestrian network	<input type="checkbox"/> features traffic markings/signage	<input type="checkbox"/> new bicycle &/or pedestrian infrastructure
<input type="checkbox"/> features new traffic signalization*	<input type="checkbox"/> improves railroad/highway/water crossing	<input type="checkbox"/> includes a vertical separation element (e.g. curb, flexible delineator, bollard)
<input type="checkbox"/> features traffic calming elements	<input type="checkbox"/> facility is offset from road (>5')	*Documentation of signal warrants MUST be included in Attachment C.
<input type="checkbox"/> features safety lighting	<input type="checkbox"/> Provides facilities for bicyclists separate from facilities for pedestrians	

Elements checked should be reflected in the project details including the itemized budget. Be aware of required offsets and widths necessary to accommodate proposed infrastructure elements.

Verify that any proposed safety features will fit within the existing or proposed rights-of-way. Funded projects that cannot be constructed as proposed in the detailed application may be subject to elimination from the TA program.

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 \(TMUTCD\) – Revision 2](#). \*For new traffic signalization, beacons, or school zones, provide supporting documentation indicating that the signals, beacons, or school zones meet warrants/conditions in accordance with TMUTCD and TxDOT policy.

## Connectivity and Accessibility

### CONNECTIVITY TO MULTIMODAL TRANSPORTATION

- Select the appropriate response in the dropdown menu to specify whether the project supports multi-modal transportation by connecting to an existing or planned bus stop, rail station, or streetcar.
- Select the appropriate response in the dropdown menu to specify whether the project connects to existing or planned bicycle facilities. Planned facilities must be included in an adopted local or regional transportation plan or map. The proposed project should connect to existing or planned facilities that serve the same type(s) of non-motorized users. For example, a bike facility should connect to an existing or planned dedicated bicycle facility or shared use path.
- Select the appropriate response in the dropdown menu to specify whether the project connects to existing or planned pedestrian facilities. Planned facilities must be included in

an adopted local or regional transportation plan or map. The proposed project should connect to existing or planned facilities that serve the same type(s) of non-motorized users. For example, a pedestrian facility should connect to an existing or planned sidewalk or shared use path.

Support the response to these questions by clearly drawing and labeling transit stops, micromobility hubs, bicycle, and/or pedestrian facilities on **Map 2 – Connectivity**.

**CONNECTIVITY TO DESTINATIONS**

Check the major destinations to which the proposed bicycle/pedestrian project will provide direct access. The proposed project does not have to directly connect to a destination if the project closes a gap or eliminates a barrier and connects to existing sidewalks or bikeways that provide direct access to the destination.

Destinations		
<input type="checkbox"/> School	<input type="checkbox"/> Major employer	<input type="checkbox"/> Fresh foods (grocery stores, farmers
<input type="checkbox"/> Park	<input type="checkbox"/> Central Business	<input type="checkbox"/> Health facility (medical center, sports field)
<input type="checkbox"/> Neighborhood	<input type="checkbox"/> Commerical	<input type="checkbox"/> Community center
<input type="checkbox"/> Library	<input type="checkbox"/> High density	<input type="checkbox"/> Other special trip generator (label on map)

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For **Network Enhancement projects**, destinations must be immediately surrounding (defined as within 100 feet) the proposed project investments.

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Support the response to this question by clearly labeling the destinations checked and identifying existing non-motorized connections to these destinations on **Map 2 – Connectivity** and insert as an attachment labeled **D - Connectivity**.

**BARRIER ELIMINATION**

Click up or down arrows next to each barrier type to specify whether the project eliminates an existing barrier to travel and provides safe crossing of that barrier by individuals with disabilities, pedestrians, bicyclists, and other non-drivers of all ages and abilities. If the eliminated barrier type is not listed, check other and enter the barrier type. Please clearly label eliminated barriers on **Map 2 – Connectivity**.

<input type="text" value="0"/>	ADA barriers	<input type="text" value="0"/>	Four lane or larger roadways	<input type="text" value="0"/>	Waterbody(ies)	<input type="text" value="0"/>	Railroads
<input type="text" value="0"/>	Other	<input type="text"/>					

Be sure that elements checked under are addressed in the proposed budget and other areas of the application such as, Railroad Support/Right-of-Entry Letter. For ADA barriers only count each **type** of ADA barrier that is being eliminated. For example, if your project includes curb

ramps that would count as one barrier, and accessible pedestrian signals would count as another barrier. Even if the project includes multiple curb ramps and accessible pedestrian signals as part of your project you are eliminating two types of barriers as part of the project.

### LONG-DISTANCE BICYCLE ROUTES AND TOURISM

Please indicate if the project implements a segment or locally favored alternative to a route on the Texas Bicycle Tourism Trail Example Network, improves non-motorized connections between population centers (e.g., cities), and/or extends or develops other planned regional non-motorized route for tourism.

You can find more information about the Texas Bicycle Tourism Trail Study (BTT) at <https://www.txdot.gov/inside-txdot/modes-of-travel/bicycle/plan-design/tourism-study.html>.

To determine if your project is on the BTT Example Network, please reference TxDOT's Statewide Planning Map at

[https://www.txdot.gov/apps/statewide\\_mapping/StatewidePlanningMap.html](https://www.txdot.gov/apps/statewide_mapping/StatewidePlanningMap.html).

Provide a map indicating how the proposed project connects to or complements long-distance tourism routes. Label attachment to support your response as **E-Long Distance Bicycle Routes**.

### Proposed new bike/ped network infrastructure

Projects that add new off-street bicycle or pedestrian facilities along independent rights-of-way, such as creeks, railroads, or utility corridors, may have different benefits or impacts than projects following the alignment of existing roadways. TxDOT will review and determine whether the project is proposed on independent right-of-way.

### Geographic Equity

TxDOT is interested in how the project improves access to everyday destinations for underserved communities. TxDOT will analyze US Census data to determine if the project may improve access for seniors, individuals with disabilities, racial or ethnic minorities, people without private vehicles, or low-income communities.

### Local Support

#### Project Sponsor Resolution

An adopted resolution from the project sponsor's governing board is a required attachment to the detailed application. The resolution should declare support of the project, commit to providing the local match (if any), commit to entering into an Advance Funding Agreement with TxDOT (if selected), and commit to developing, implementing, constructing, maintaining, managing, and financing the project (where applicable). This attachment should be labeled **F-Project Sponsor Resolution**. Sample resolutions are available on [TxDOT's TA funding webpage](#).

If the project is also being sponsored by the TxDOT District, then the Detailed Application (Step 2) is required to include the following documentation of TxDOT's commitment to sponsor a project:

- Letter from local project sponsor(s) requesting TxDOT sponsorship – Label F - Project Sponsor Resolution
- Letter of Concurrence from TxDOT District Engineer – Label F - Project Sponsor Resolution
- TxDOT District Engineer and local project sponsor(s) signatures on Detailed Application

PUBLIC INVOLVEMENT AND SUPPORT

Public involvement is an important indicator of project demand and eventual project success. Preference is given for public involvement that has occurred in the last 5 years.

- Provide a brief summary of the public engagement activities for this project with supporting documentation in an attachment labeled **G- Public Outreach and Support**. Tables and bulleted list examples are provided below. Select Yes or No from the dropdown to indicate that you have attached a summary of public engagement.

Chart Example:

Date	Event	Outcome
12/31/2021	Public Meeting - SRTS Plan	Presented proposed Milam ISD SRTS Plan to community; general public support; meeting summary attached
2/14/2022	Open House - Milam MS Trail	Presented trail project to neighborhood; 12 citizens attended; all in support of project; meeting handout attached
3/17/2022	Website and online survey - Milam MS Trail project	50 citizens visited website and took survey; 88% supported the project; survey attached

Bullet List Example:

- 6/1/2022 Meeting with adjacent property owner - property owner agreed to relocate fence to accommodate project construction (letter attached)
- 7/15/2022 Presentation to Milam ISD PTA - MISD passed resolution supporting project (resolution attached)
- 7/17/2022 Presentation to Whispering Oaks Neighborhood Association (WONA) – WONA passed a resolution in support of project (resolution attached)
- 7/20/2022 Presentation to Milam City Council - ordinance supporting the project (ordinance attached)
- 7/27/2022 News article - described community presentations and local support (article attached)

## Detailed Application Instructions

- 2/14/2022 Letter from Congressman Johnson - expressed support for project (letter attached)
  - 2/16/2022 Letter from Downtown Business Alliance - supports project (letter attached)
  - 2/20/2022 Letter from Mr. Bob Jones - indicated a willingness to enter into negotiations for ROW acquisition (letter attached)
- b. Interagency or public/private/nonprofit partnerships indicate a supportive community network working toward a common goal to achieve successful outcomes. In the blank provided, list all collaborating partners and their role in developing/implementing the proposed project.
- c. Letters of Support. Attach letters of support from stakeholders including elected officials, community leaders, bicycle/pedestrian interest groups, school officials, PTA, adjacent property owners, etc.

Label attachment(s) as **G- Public Outreach and Support**. (max 10 pages)

### MAINTENANCE AND OPERATION

Project sponsors need to understand the on-going costs of the proposed infrastructure. Refer to the department's LGP Management Guide, Chapter 10 *Project Closeout and Maintenance*.

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. 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.

Project sponsors proposing bridge improvements should consider long-term inspection, monitoring, and maintenance to ensure safety.

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 TxDOT and FHWA as to disposal or alternate uses consistent with the project's original intent.

In the box provided, identify the entity responsible for project maintenance and operation after construction. If an entity other than the project sponsor will be responsible for maintaining the project after construction, attach a letter from the responsible party committing to long-term maintenance and label it **H – Maintenance Documentation**.

### Planning

#### PLANNING (If applicable)

- a. Indicate whether the proposed project is included in a local transportation plan and include as an attachment only the cover and pages from the plan referring to this project. Examples

of local plans may include local or MPO bicycle, pedestrian, safe routes to school, corridor, or traffic safety plan. Projects not identified in a local transportation plan MUST provide documentary evidence of support for the project from the community and local jurisdiction. In addition, the project sponsor may include, as an attachment, only the cover and pages from a School District's approved list of Hazardous Routes that identify this project location and provide solutions to the safety issues and/or barriers along the route that prevent students from safely walking to school.

The project sponsor may provide a link to a transportation plan in the blank provided.

If the project sponsor indeed already has an active transportation plan adopted in their local community, then take this time to ensure that it has been added to the **Active Transportation Plan Inventory (ATPI)**. For more information, visit

<https://www.txdot.gov/projects/planning/bicycle-pedestrian-planning-designing/plan-inventory-tool.html>.

Label attachment(s) as **I- Local Planning** - No more than 10 pages.

- b. Indicate whether the proposed project is included in the project sponsor's Transition Plan for ADA compliance and include as an attachment only the cover and pages from the plan that are relevant to this project.

Label attachment(s) as **I- Local Planning** - No more than 10 pages.

## Demand

For projects located in Small Urban, Medium Urban, and Metropolitan areas, TxDOT is interested in projects that improve access to higher density residential and/or employment centers. These characteristics have been shown to indirectly relate to higher rates of bicycle and pedestrian users. TxDOT will analyze US Census data to determine whether projects are located in areas with higher residential and employment density.

## Complexity

### ENVIRONMENTAL DOCUMENTATION

Most bicycle/pedestrian infrastructure projects have minimal environmental impacts and, as a result, qualify as a Categorical Exclusion (CE) under the National Environmental Policy Act (NEPA). However, with any action, impacts may occur whereby more substantial environmental documentation could be required [e.g., 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.

Some project characteristics have the potential to trigger environmental mitigation, coordination, and/or permitting. Examples of site characteristics that may require additional evaluation (and associated costs) for environmental issues include projects located:

- In publicly owned parks, recreation areas, wildlife/waterfowl refuges
- In publicly/privately owned historical/archeological sites
- Within or around properties listed on the National Register of Historic Places
- Within range and/or potential habitat of state or federally protected species
- On land with likely possibility of encountering hazardous materials
- In areas requiring placement of fill in wetlands/waters of the U.S.
- In the Edwards Aquifer Recharge/Contributing Zones
- In the Coastal Management Zone
- In new right-of-way or previously undisturbed right-of-way

Known historic sites are identified in the Texas Historic Sites Atlas

(<https://atlas.thc.state.tx.us/>). Review this resource to identify known historic properties near the proposed project. Historic bridges that may not be on the Texas Historic Site Atlas may be found on the National Register of Historic Places Listed and Eligible Bridges of Texas: <https://txdot.maps.arcgis.com/apps/webappviewer/index.html?id=cc9cf3452a324d0bb961a0c8b4edd898>

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:

- Categorical Exclusions for transportation projects in Texas Administrative Code:
  - *Title 43, Part 1, Chapter 2, Subchapter D, Rule §2.81:*  
[https://texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=R&app=9&p\\_dir=&p\\_rloc=&p\\_tloc=&p\\_ploc=&pg=1&p\\_tac=&ti=43&pt=1&ch=2&rl=81](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=43&pt=1&ch=2&rl=81)
- *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 clearance for 2023 TA 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 weeks 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 studies, clearance, or resource agency consultation on the proposed project in **Attachment K– Environmental Documentation**.

If these items are not available, then (at a minimum) attach a list of anticipated potential environmental issues (with map as appropriate), anticipated coordination, mitigation, and/or permits, and the project sponsor's proposed approach to address known environmental issues in **Attachment K– Environmental Documentation** - No more than 10 pages.

#### PROPERTY OWNERSHIP AND ACQUISITION INFORMATION

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

documentation of right-of-way ownership include ROW maps, deed records, or plats. 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.)

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**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 TxDOT's 2023 TA Call for Projects.

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- 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 TxDOT's 2023 TA Call for Projects.

Label attachments as **L- Property/Ownership/Acquisition** - 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* (<http://ftp.dot.state.tx.us/pub/txdot/lgp/procedures/guide.pdf>).

#### REQUIREMENTS – SIGNALS, BEACONS, AND SCHOOL ZONES

Certain new traffic control devices, such as new traffic signals, flashing beacons (RRFBs and PHBs), and school zones **MUST** meet warrants and/or conditions prescribed in the Texas Manual on Uniform Traffic Control Devices (TMUTCD) and related TxDOT policies in order to be eligible for reimbursement with federal funds. For additional TxDOT guidance on RRFBs and PHBs, please refer to TxDOT Traffic Safety Division's Memo on the topic [<https://ftp.dot.state.tx.us/pub/txdot-info/trf/pdf/revised-guidelines.pdf>].

Projects that propose a new school zone on a TxDOT road should follow the latest "*Procedures for Establishing Speed Zones*" TxDOT manual, be approved by TxDOT, and passed by either a TxDOT minute order or city ordinance depending on project location. Documentation of school zone approval from TxDOT must be included in the detailed application as an attachment, labeled **Attachment M– Signals, Beacons, and School Zones**.

Include supporting documentation demonstrating that signals, beacons, and school zones meet warrants/conditions in accordance with the TMUTCD and TxDOT policy in **Attachment M- Signal, Beacons, and School Zones**. Items found to be ineligible will be removed from the project scope prior to award and/or letting. *The Procedures for Establishing Speed Zones* is available at: <http://onlinemanuals.txdot.gov/txdotmanuals/szn/szn.pdf>

For projects that are proposing a road diet or changes to vehicle capacity, a traffic study is recommended and should be included in **Attachment M- Signal, Beacons, and School Zones**.

#### RAILROAD SUPPORT/RIGHT OF ENTRY LETTER

Does the project cross railroad right-of-way or encroach (within 100') or begin/end within 500 feet from an at-grade highway-rail crossing?

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.

Railbanking, established in 1983 as an amendment to Section 8(d) of the [National Trails System Act](#), is a voluntary agreement between a railroad company and a trail sponsor (such as

a trail organization or government agency) to use an out-of-service rail corridor as a trail until a railroad might need the corridor again for rail service. This interim trail use of railbanked corridors can preserve rail corridors for trail usage that would otherwise have been abandoned.

Railroad crossings of bicycle/pedestrian infrastructure must incorporate appropriate, ADA-compliant pedestrian and bicycle elements, such as planks, crossing arms, etc., to allow for safe crossing of the railroad by non-motorized users.

In addition, coordination with a railroad is a requirement for all projects that are within 100 feet of railroad right-of-way (including grade-separated crossings) and/or all projects that begin or end within 500 feet from an at-grade highway-rail crossing to ensure traffic control and construction do not interfere with an active crossing. Obtaining railroad approval can take several months and in some instances several years.

For projects that meet the threshold for railroad coordination, documentation of railroad coordination must be included as an attachment to the detailed application. At a minimum, this documentation should demonstrate that coordination with the railroad has been initiated and the railroad is in support of the project. Projects with completed railroad coordination documentation or written agreements in place demonstrate a stronger level of project readiness, and these documents should be attached, if available. If the project sponsor has not already been in contact with the affected railroad and received evidence of support via letter or email, the project may not be ready for funding consideration.

All railroad costs **MUST** be included in the Itemized Budget Section. The estimated cost for railroad improvements may include flaggers, permits, insurance, and oversight by the railroad, or costs for the railroad to construct the work on behalf of the project sponsor. Additionally, the railroad may require a fee to conduct plan reviews in advance of issuing an agreement.

Improvements requiring changes to tracks or train activated warning devices **MUST** be completed by the railroad at a cost to the project sponsor.

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.

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

## Project timeline

Estimate the number of months 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 application. Several activities may be accomplished concurrently (such as environmental documentation, PS&E development, and property acquisition); as a result, the **Total Project Development Time Estimate** may be less than the total of the time estimated for each activity.

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

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Reminder: Projects applying for funding within the Active Transportation Network Enhancements Category should either be installation only projects or construction projects with little to no PS&E required.

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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 **Project Timeline** in the 2023 TA Detailed Application. 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 your specific project. Additionally, project sponsors are encouraged to review the Enhanced Cost Estimate and Project Development Procedures for MPOs: Final Report for further project timeline guidance.

<https://library.ctr.utexas.edu/hostedpdfs/tamuk/0-6929-1.pdf>

Time estimates provided by the project sponsor in the detailed application should be reasonable projections; however, these time estimates may need to be adjusted based on project activities. For selected projects, an appropriate timeline will be agreed upon between the department and the project sponsor and made part of the local agreement.

- **Planning Activities** (minimum 6 months; typical 6-12 months)  
(Include the project in the Statewide Transportation Improvement Program (STIP), execute local agreement (Advance Funding Agreement (AFA)) 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 for federal reimbursement (only eligible for project sponsors with populations under 50,000).

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 days (for grouped projects) or several months (for individually listed projects). For projects that are individually listed, the project must be listed in the local TIP before the project can be added to the STIP. For projects located outside the boundaries of an MPO, the local TxDOT District will be responsible for including the project in the department's rural TIP and STIP.

During the planning phase and as part of negotiating the AFA, project sponsors will be expected to become qualified in accordance with TxDOT's Local Government Project Program (LGPP), undergo a risk assessment which will be initiated by TxDOT, and provide information to receive a Special Project Approval to oversee elements of the project (as applicable). Additional information on Local Government

qualifications, Risk Assessment, and the Special Project Approval is available at the following website: <http://www.txdot.gov/government/programs/local-government-projects.html>. Refer also to TxDOT's 2023 TA Program Guide.

The department will draft the AFA for execution by the project sponsor's governing board (e.g., city council or commissioners court) and the department. Upon full execution of the AFA, 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; typical 6-24 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.

Federal participation in the project development phase may be granted if costs to develop PS&E and environmental documentation are included in the project award. If consultant services are authorized, 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 Management Guide.

If project development costs are authorized for federal participation, 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 (i.e., those without federal participation for preliminary engineering activities), design reviews should occur 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; typical 6-18 months)

(Tasks include: completing the Work Plan Development Tool, environmental documentation, and appropriate resource studies; consider environmental mitigation, permits, public involvement, and review by resource agencies). All documentation and exhibits must meet state and federal standards. See LGP

Management Guide, Chapter 5 *Environmental Compliance* (<http://ftp.dot.state.tx.us/pub/txdot/lgp/procedures/guide.pdf> ).

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 is approved prior to right-of-way acquisition.

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 **Environmental Documentation** in this document. 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 (<http://ftp.dot.state.tx.us/pub/txdot/lgp/procedures/guide.pdf>).

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 6 of the department's [Right of Way Manual](#).

Consult with your local TxDOT TA 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 **22. Property Ownership and Acquisition Information** in these instructions and the 2023 TA Program Guide.

Only minor, incidental utility adjustments (e.g. relocation of a street light, fire hydrant, or surface drainage inlet) are eligible and may be included as part of the project. Major utility adjustments (e.g. installation of a drainage system, relocation of power lines) should be completed in advance of project construction letting. Allow for sufficient time to conduct utility adjustments prior to letting if minor adjustments cannot be included in the construction contract for the TA project.

- **Project Construction/Implementation** (Minimum 12 months; typical 12 to 36 months) (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

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

9 Construction, and Chapter 10 Project Close-Out and Maintenance (<http://ftp.dot.state.tx.us/pub/txdot/lgp/procedures/guide.pdf>) 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.

- **Railroad Coordination (1 to 2 years)**- Railroad coordination is an example of additional work that may be required for projects located along or crossing railroad rights-of-way. Railroad coordination can take as long as two years to complete. Initiation of coordination with railroads prior to submitting the detailed application is necessary to understand the process, permits, costs, and requirements expected by the railroad company.
- **Other** – Describe briefly in the detailed application any additional project milestones not already identified.
- **Total Projected Time Estimate in Months**

Due to an overlap 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:

<https://www.txdot.gov/business/grants-and-funding/bicycle-pedestrian-local-federal-funding-programs.html>.

In addition to completing item **Project Timeline** of the Detailed Application, 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 **O- Project Timeline** - No more than 2 pages.

**Chart A**

Detailed Application Instructions

Chart B

TASK	Responsible Entity	2017			2018					2019					2020														
		SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>PLANNING</b>																													
Project award	TxDOT	◊																											
Add project to STIP (updates Mar/Sept)	TxDOT					◊																							
Local Government Risk Assessment	LG/TxDOT	◊																											
Execute project agreement	LG/TxDOT						◊																						
Project kick-off meeting	LG/TxDOT																												
State Letter of Authority for engineering	TxDOT																												
<b>PROJECT DESIGN AND PLAN PREPARATION</b>																													
Submit 30% plans for review	LG																												
Submit 60% plans for review	LG																												
Submit 90% plans for review	LG																												
Submit 100% plans for review	LG																												
PS&E approval	TxDOT																												
<b>ENVIRONMENTAL CLEARANCE</b>																													
Complete TxDOT's Scope Development Tool (S&E)	LG																												
Resource agency review	TxDOT																												
Environmental approval	TxDOT																												
<b>ROW ACQUISITION</b>																													
Acquire parcels	LG																												
Relocate incidental utilities	LG																												
<b>PROJECT CONSTRUCTION IMPLEMENTATION</b>																													
Federal Project Authorization Agreement for construction	TxDOT																												
Award construction contract (TxDOT concurs)	LG/TxDOT																												
Final inspection & acceptance of construction	LG/TxDOT																												

**Chart C**

The image shows a detailed budget spreadsheet for a project. The left side contains a list of project categories and their associated costs. The right side features a Gantt chart with horizontal bars representing the duration of each project element. The spreadsheet includes various colored highlights (yellow, blue, purple) for different sections. At the bottom, there is a legend for the Gantt chart symbols: a blue square for 'Current Year', a grey square for 'Future Years', and a black square for 'Summary'.

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*Reminder: All responses in the Detailed Application MUST be supported by the attachments. Proposed countermeasures and infrastructure elements MUST be specified in the Itemized Budget. Items missing supporting documentation will not be considered during project evaluation.*

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**Transformational Elements (Large Scale Active Transportation Project Category only)**

To match the increased scale and funding invested into projects awarded under the Large Scale Active Transportation Infrastructure project category, Detailed Applications for Large Scale Active Transportation Infrastructure projects will also be required to submit narrative responses to support a criteria category called Transformational Elements. The narrative responses should be numbered to correspond to the questions found in the following table and fit in an 8.5x11 PDF of no more than 5 pages. Project sponsors only need to respond to the questions that are relevant to the subject project.

#	Transformational Element Questions
1	Explain how the project addresses a significant barrier for pedestrians and bicyclists? How does the barrier limit bicycle and pedestrian access and how will access improve by addressing the barrier? Does the project close a significant gap, provide new connections, address a deficiency in an active transportation network, or meet an important community need. Will the project result in a convenient and logical route that offers improved access to destinations the community was previously unable to easily reach using non-motorized modes of transportation?
2	Explain how this project will improve bicycle and pedestrian access for historically underserved community residents. If applicable, illustrate and provide documentation on how the project was requested or supported by the underserved community residents with other supporting documentation. If applicable, address any concerns of displacement that may occur as a result of this project.
3	Describe how this project leverages other new or proposed funded projects or other community initiatives that will attribute to the transformative nature of this project? As you address this question, consider how this project relates to a) Transit, b) Land Use, c) The overall non-motorized network, and d) Local policies and/or ordinances
4	If applicable, describe how this project features significant economic development potential by transforming the non-motorized environment? As you address this question, consider how this project relates to a) Tourism, b) Commercial/Service Centers, c) Employment Centers.
5	Describe any innovative local, regional, or interregional partnerships involved in the development and implementation of this project.
6	Will this project propose any solutions that are new to the region? Are there any innovative elements, smart, or connected technologies included in this project?

Label attachment(s) as **Q - Transformational Elements Narrative** - No more than 5 pages.

### Itemized Budget Section

#### ITEMIZED CONSTRUCTION COST ESTIMATE

Provide a detailed cost estimate of all construction costs using appropriate units (e.g., square yards (SY), square feet (SF), linear feet (LF), lump sum (LS), each (EA), etc.). Be as specific as possible and include TxDOT or local government bid items and codes, if known. Additionally, project sponsors are encouraged to review the Construction Cost Estimate Assistance Tool on the TA Program website (<https://ftp.txdot.gov/pub/txdot/ptn/bicycle/construction-cost-estimate.pdf>)

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**NEW! DO NOT** build in contingency costs or inflation into itemized cost estimates. Use the dropdowns provided to indicate your assumptions for contingency rate and year of construction and the Detailed Application form will calculate.

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Work activities in the itemized construction cost estimate should reflect responses to earlier project detail questions in the detailed applications such as connectivity, safety countermeasures, bridges, railroad, etc. 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, pedestrian refuge islands), vertical delineators (e.g., concrete curb, flexible delineators, ceramic buttons), and traffic control devices (e.g., signage, traffic signals, pavement markings, accessible pedestrian signals, pedestrian hybrid beacons) 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.

The department maintains a dashboard featuring average bid unit prices on its website [[https://tableau.txdot.gov/views/BidItemAverageCost/BidItemAvgCostDashboard?%3Aembed=y&%3AisGuestRedirectFromVizportal=y&%3Aorigin=card\\_share\\_link](https://tableau.txdot.gov/views/BidItemAverageCost/BidItemAvgCostDashboard?%3Aembed=y&%3AisGuestRedirectFromVizportal=y&%3Aorigin=card_share_link)]. Costs are presented in multiple formats allowing the public to evaluate regional and seasonal trends in prices. Most TA projects will be smaller in scale than typical roadway construction projects; consultation with experienced professionals may provide insight regarding cost differences. Consult suppliers, construction contractors, or other professionals as needed to develop a comprehensive estimate. Inflation percent increase assumed as part of each project cost estimate is 4% per year. Project Sponsors will select the year construction is expected to begin and the Detailed Application form will calculate inflation, then reflect it in the Budget Summary page .

The total amount of TA funds awarded to a project by the commission is fixed, based on the estimated construction budget provided in the detailed application. 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 delivering the type and scale of projects similar to the proposed activity in Texas is recommended.

**Note: For funded projects, the project sponsor is responsible for 100% of the cost overruns above the awarded amount.** Recent rule revisions may allow additional federal funds to be applied to a project with overruns, but only if there is available funding. Per 43 TAC § 11.411

(d) The commission will award an amount of TA Set-Aside funds for each project. If program funds remain or are returned to the program due to cost underruns, the responsible division administering the program may apply those funds to project overruns based on:

- (1) justification of overruns;
- (2) timing of request;
- (3) availability of funds;
- (4) a reasonable expectation of the ability of the project sponsor to complete the project; and
- (5) if overrun requests exceed available funds, the criteria applicable to the use of state funds under §11.406(b) of this subchapter (regarding eligibility for TDCs).

The proposed budget should be inclusive of all items of work during 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 incidental environmental mitigation, such as stormwater control or remediation of hazardous conditions (e.g., lead paint removal or stabilization, excavation of contaminated material). Incidental environmental remediation costs not identified in the detailed application and approved as part of a project will not be eligible for federal reimbursement.

Incidental items, such as landscape replacement, minor drainage improvements, minor environmental mitigation, and minor utility adjustments may not exceed 30% of the project's total itemized construction budget. Bicycle/pedestrian-related amenities, such as drought-tolerant shade trees, street furniture (e.g., benches, trash receptacles), wayfinding signage, and decorative lighting, should comprise no more than 10% of the total itemized construction budget, depending on the size and context of the project. To be reimbursed by federal funds, incidental items and amenities should be included in the Itemized Construction Cost Estimate in the detailed application.

a. Please provide the contingency estimate this project cost estimate is using:	(select) ▼
b. Inflation percent increase assumed as part of this project cost estimate is equal to 4%	
c. What year does this cost estimate assume construction begins?	(select) ▼
d. Provide a detailed cost estimate of all construction costs - use appropriate units (SY, SF, LF, LS, EA, etc.)	

a. Please provide the contingency estimate this project cost estimate is using: Click on the down arrow and select the contingency percentage (0%, 5%, 10%, or 15%) the project sponsor would like to assume for the proposed project.

**A contingency cost is only allowable for projects with less than 60% complete PS&E.** The contingency cost may range from 5% to 15% (maximum) depending on the size and complexity as well as the level of completeness of the design plans of the project. In order for actual costs incurred to be allowable, they must comply with cost principles and other federal and state requirements, be necessary and reasonable for proper and efficient accomplishment of the approved project, and be verifiable from the project sponsor's records. Amounts for major project scope changes, unforeseen risks, or extraordinary events are not considered contingency.

b. Inflation percent increase assumed as part of each project cost estimate is 4%. The project sponsor is expected to provide the assumed year of construction (below). The Detailed Application Excel form will make the inflation adjustment to the year construction begins and it will be reflected in the Budget Summary page.

c. What year does this cost estimate assume construction begins?

Click on the down arrow and select the year in which it is assumed this project will begin construction.

#### 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 activities associated with right-of-way acquisition (e.g., appraisal, parcel survey, title transfer) or legal services.

#### PRELIMINARY ENGINEERING (PS&E AND ENVIRONMENTAL) COSTS

Eligible cost(s) to develop PS&E and environmental documentation may be requested and included in the project budget. If requesting the use of TA funds for project PS&E and environmental documentation costs, enter the item and an appropriate amount in the space provided.

Any costs incurred by the project sponsor before project selection or before authorization to proceed by TxDOT are not eligible for reimbursement. An eligible cost 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.

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 for costs to be eligible for consideration for reimbursement.

Provide documentation of estimated PE costs. Label attachments **P – Preliminary Engineering (PS&E and Environmental) Costs** - No more than 2 pages.

## Budget Summary

### PROJECT BUDGET SUMMARY

The Project Budget Summary page will automatically fill-in total construction costs on lines 1-3, based on the itemized construction costs entered on previous budget pages of the detailed application. Contingency costs, inflation adjustment amount, and a 15% cost for TxDOT's Direct State Costs for project oversight will automatically fill-in on lines 4, 5, and 6 (based on the *Total Construction Cost Estimate* on line 3 and drop downs previously completed). Eligible PS&E costs will appear on line 7.

For projects eligible for TDCs, the project sponsor can select the entity name from the dropdown. For more information about TDCs, please refer to the Program Guide, page 15.

Project Sponsors not applying for TDCs have an opportunity to increase their local match. Additionally, some TxDOT Districts may choose to participate financially with local Project Sponsors. If TxDOT District has volunteered to contribute funding toward the project, this also can be entered on the Project Budget Summary page as a percentage of the Total Project Cost Estimate. If a Detailed Application features a percentage in "TxDOT Optional Discretionary Funds", then the Project Sponsor must attach a letter from TxDOT District partners expressly stating their financial commitment.

The Excel form will automatically calculate total project costs, as well as local, state, and federal participation amounts. Review the costs at the bottom of the Budget Summary Page in conjunction with the Cost Participation Summary at the top of the Signature Page.

## Signature Page

### COST PARTICIPATION SUMMARY

The cost participation summary for federal, state, local cash participation, and total project value/estimated cost will automatically populate on the Signature Page.

### PROJECT COMMITMENT

Recipients of federal funds must comply with numerous state and federal requirements. In this section, the Project Sponsor certifies that they are aware of certain aspects of these procedural requirements. Refer to TxDOT's 2023 TA Program Guide and TxDOT's 2023 TA Detailed Application Instructions appendices for additional information about these requirements.

By submitting an application, the project sponsor commits to executing the local agreement (i.e., AFA) and forwarding to the department its local match for the preliminary engineering

phase of work within one year of selection. For awarded projects, the project sponsor agrees to produce the complete plan set as outlined in topic **Project Timeline** or an appropriate timeline agreed upon between the department and the project sponsor and made part of the local agreement.

Note: TA funding is time-sensitive; each project must advance to construction within three years from the date of selection by the commission or the project may be terminated.

The application must be signed by a representative with signature authority of the local government identified in the Project Sponsor Contact Info on p. 1 of the Detailed Application. In addition to signing the form, print the signatory's name, title, date, and telephone number.

**If your TxDOT District has agreed to sponsor the project on your behalf the TxDOT District Engineer will also need to sign the detailed application. Please provide the district engineer a minimum of 2 weeks before the detailed application deadline to review and sign.**

## C. DETAILED APPLICATION SUBMITTAL DEADLINE/DELIVERY INSTRUCTIONS

Detailed Applications must be submitted in the form prescribed by the department in accordance with the program rules as detailed below. The complete detailed application package must be received by the department, via TxDOT's Box.com file sharing service, no later than **5:00 p.m., CDT, on Monday, June 5, 2023**. A complete application, with attachments, is required for each project proposed. Supporting documents must be in 8 ½" X 11" formats. Label attachments in the upper right-hand corner as prescribed in the Detailed Application Instructions above and in the Detailed Application. The 2023 TA Detailed Application is available at:

<https://www.txdot.gov/business/grants-and-funding/bicycle-pedestrian-local-federal-funding-programs.html>

Note: The department recommends submitting Detailed Application(s) to TxDOT's Box.com file sharing service early to ensure delivery before the submission deadline.

### Detailed Application Package:

1. The original 2023 TA Detailed Application completed in Microsoft Windows Excel (.xlsm) and delivered to the department in its original .xlsm format.

**Deliverable 1: One Excel file in its original format.**

The completed 2023 TA Detailed Application plus all of the application'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 the Signature Page signed by an authorized representative of the local government. All original documents must be provided in a color Adobe PDF format 8 ½" X 11".)

Deliverable 2: One complete PDF file in color (2023 TA Detailed Application, signature page, and attachments, with a file size of 50MB or less).

### Project Submission to the Department:

The complete 2023 TA application package (Excel file plus PDF file) must be submitted to TxDOT using the department's Box.com file sharing service.

### File Name:

To allow the Department to match detailed applications to an eligible preliminary application, the PDF and Excel files must be labeled with the Project ID provided to the project sponsor by email from TxDOT on or about March 29, 2023. Example Project ID:

- C\_2\_ABL\_Abilene-1\_OldAnsonRdWalkability.pdf
- C\_1\_DAL\_Corsicana-1\_BowieOaklawn13thSidewalks.xlsm

**NOTE:** While using the naming convention above will work for the vast majority of projects, if the project proposed in the detailed application has been refined from that which was proposed in the preliminary application, a modification to the file name may be created by the project sponsor. In these situations, new file names must include all text and numbers before the abbreviated project name and then a short file name created by the project sponsor to reflect the modified project as demonstrated below.

- C\_2\_ABL\_Abilene-1\_[*new short name*].pdf
- C\_1\_DAL\_Corsicana-1\_[*new short name*].xlsm

### Box.com Instructions:

Submit your project to TxDOT's Box.com by clicking the following file request link:

<https://txdot.app.box.com/f/4a977c88e9104e8fb74411b2b61e8ba7>

The above web address is provided as a hyperlink in the PDF version of this program guide. After clicking the above link, follow the instructions to submit the Detailed Application components to TxDOT.

1. **Project Sponsor Name and Contact Name**  
Provide the name of the sponsoring entity (e.g. city or county name) and the name of the primary contact person.  
*For example: City of Round Rock, Judith Jones*
2. **Project Sponsor email address**  
Enter the project sponsor email address.  
*For example: MayorJones@RoundRock.gov*
3. **Upload the Detailed Application form in original Excel format (.xlsm)**  
Either (1) use the "Select Files" button to locate the files on your computer to open and load; or (2) Drag and drop files into the upload box. The .xlsm file

should be named using the Project ID provided by email from TxDOT on or about March 29, 2023.

4. **Upload Combined PDF (Detailed Application form, signed funding page, and attachments)**

The .pdf file should be named using the Project ID provided by email from TxDOT on or about March 29, 2023. Combine all files into a single, 8 1/2 x 11 color PDF (max 50 megabytes). Either (1) use the “Select Files” button to locate the files on your computer to open and load; or (2) Drag and drop files into the upload box.

5. **Click Submit**

Once you have clicked the **Submit** button, file upload progress can be viewed, followed by a confirmation screen similar to the image below. **In the 5 business days following the final June 5<sup>th</sup> deadline, the project sponsor submittal email address will receive a follow-up email confirmation that the files were officially received by the department.**

Success! Your files have been submitted.



## D. DETAILED APPLICATION CHECKLIST

Below is a list of required attachments that **MUST** be included as part of the TA 2023 detailed application 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.

### Required attachments:

- **B** - Project Details
- **C** - Safety Hazards and Countermeasures
- **D** - Connectivity
- **F** - Project Sponsor Resolution
- **G** - Public Outreach and Support
- **L** - Property Ownership/Acquisition
- **O** - Project Timeline
- **Q** - Transformational Elements Narrative (required for the Large-Scale Active Transportation Infrastructure project category only)
- **Map 1:** Safety
- **Map 2:** Connectivity

### Additional attachments that may be necessary:

- **A** - Project Location Information
- **E** - Long Distance Bicycle Routes
- **H** - Maintenance Documentation
- **I** - Local Planning
- **J** - MPO TIP Letter
- **K** - Environmental Documentation
- **M** - Signal, Beacons, and School Zones
- **N** - RR Support/Right-of-Entry Letter
- **P** - Preliminary Engineering (PS&E and Environmental) Costs

The department recommends completing the checklist on the following pages to ensure a complete detailed application package is submitted.

## Detailed Application Checklist:

- Required:** A completed **2023 TA Detailed Application** 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 2023 TA Detailed Application (required)
  - Signed copy of Signature Page (required)
  - Required attachments
  - Additional attachments that may be necessary
- Attachment A** – Project Location Information (as applicable)

Refer to **Project Location Information**. If project involves multiple locations, attach a complete list of all improvement locations using descriptive limits.

Label attachment as **A- Project Location Information** - No more than 2 pages.
- Attachment B** – Project Details (required)

Refer to **Project Details**

Attach the following exhibits:

  - Typical section(s) (recommended)
  - Representative construction plan sheets (as applicable)
  - Additional bridge details (as applicable)
  - Photographs (recommended)

Label attachment(s) as **B- Project Details** - No more than 15 pages.
- Attachment C** – Safety Hazards and Countermeasures (required)

Refer to the Safety section.

Attachment C must include **Map 1- Safety** identifying safety hazards and infrastructure elements.

Attachment C may also include:

  - additional information supporting the appropriateness of countermeasures to mitigate the identified safety hazard, such as photos and/or narrative.
  - any additional countermeasures that do not fit in the blanks provided.

Label attachment(s) as **C- Safety Hazards and Countermeasures**.
- Attachment D** – Connectivity (required)

Refer to the Connectivity and Accessibility section.

Attachment D must include **Map 2- Connectivity**.

*Detailed Application Instructions*

Label attachment(s) as **D- Connectivity** - No more than 2 pages.

**Attachment E** – Long Distance Bicycle Routes (as applicable)

Refer to **Long distance bicycle route and tourism**

Label attachment as **E- Long Distance Bicycle Routes** - No more than 5 pages.

**Attachment F** – Project Sponsor Resolution (required)

Refer to **Project Sponsor Resolution**. Attach the commitment from the Project Sponsor

**Attachment F** - may also include (if a TxDOT District agrees to sponsor on behalf of a local entity):

- Letter from local project sponsor(s) requesting TxDOT sponsorship
- Letter of Concurrence from TxDOT District Engineer

Label attachment as **F- Project Sponsor Resolution** - No more than 10 pages.

**Attachment G** – Public Outreach and Support (required)

Refer to **Public Involvement and Support**.

Attachment G may include:

- public engagement summary (required)
- letters of support from stakeholders elected officials, community leaders, bike/ped stakeholders, school officials, PTA, affected/adjacent property owners, etc. (as needed)
- supporting documentation of public outreach (as needed)

Label attachment as **G- Public Outreach and Support** - No more than 10 pages.

**Attachment H** – Maintenance Documentation (as applicable)

Refer to **Maintenance and operation**. Attach the letter of commitment from any third party responsible for maintenance of proposed project.

Label attachment as **H- Maintenance Documentation** - No more than 2 pages.

**Attachment I** – Local Planning (as applicable)

Refer to **Planning**

- Attach the cover and pages from the planning document referring to this project. (as applicable)
- Attach the cover and pages from Transition Plan for ADA compliance (as applicable)

Label attachment(s) as **I- Local Planning** - No more than 10 pages.

**Attachment J** – MPO TIP Letter (as applicable)

Refer to **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 **J- MPO TIP Letter** - No more than 2 pages.

- Attachment K** – Environmental Documentation (as applicable)

Refer to **Environmental Documentation**

- If Yes is selected for either a, b, or c, in the Environmental Documentation section then attach a written description of potential coordination, mitigation, and/or permitting actions foreseen for the proposed project.

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

- Attachment L** – Property Ownership/Acquisition (required)

Refer to **Property Ownership and Acquisition Information**

Attach the following exhibits, as appropriate:

- Evidence of property rights by title of ownership, lease, or easement (required)
- Description of how the property will be acquired (as applicable)
- 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 **L- Property Ownership/Acquisition** - No more than 10 pages.

- Attachment M** - Signal, Beacons, and School Zones (as applicable)

Refer to **Requirements – Signals, Beacons, and School Zones**. Attach evidence that any new traffic control devices meet warrants/conditions in accordance with the TMUTCD and TxDOT policy.

Label attachment(s) as **M- Signal, Beacons, and School Zones** - No more than 10 pages.

- Attachment N** - RR Support/Right-of-Entry Letter (as applicable)

Refer to **Railroad Support/Right-of-Entry Letter**. Attach documentary evidence of coordination with railroad.

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

- Attachment O** - Project Timeline (required)

Refer to **Project Timeline**. Attach a chart documenting the project development and implementation timeline.

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

- Attachment P** - Preliminary Engineering (PS&E and Environmental) Costs (as applicable)

Refer to **Preliminary Engineering (PS&E Environmental) Costs**. Identify proposed preliminary engineering costs to be incurred by the project sponsor after project selection and after authorization to proceed. Attach documentation of estimated costs.

## *Detailed Application Instructions*

Label attachments **P- Preliminary Engineering (PS&E and Environmental) Costs** - No more than 2 pages.

- **Attachment Q – Transformational Elements Narrative.** For Large Scale Active Transportation Projects, TxDOT is interested in funding project that transform their communities. Provide a narrative response to the six prompts outlined in the detailed application. - No more than 5 pages.

## APPENDIX A:

### Additional Safety Countermeasures Resources

<https://safety.fhwa.dot.gov/provencountermeasures/>

[https://www.fhwa.dot.gov/innovation/everydaycounts/edc\\_4/step.cfm](https://www.fhwa.dot.gov/innovation/everydaycounts/edc_4/step.cfm)

[https://safety.fhwa.dot.gov/ped\\_bike/tools\\_solve/fhwasa18041/fhwasa18041.pdf](https://safety.fhwa.dot.gov/ped_bike/tools_solve/fhwasa18041/fhwasa18041.pdf)

[https://safety.fhwa.dot.gov/ped\\_bike/step/docs/STEP\\_Guide\\_for\\_Improving\\_Ped\\_Safety\\_at\\_Unsig\\_Loc\\_3-2018\\_07\\_17-508compliant.pdf](https://safety.fhwa.dot.gov/ped_bike/step/docs/STEP_Guide_for_Improving_Ped_Safety_at_Unsig_Loc_3-2018_07_17-508compliant.pdf)

<http://www.pedbikeinfo.org/>