

**THIS DOCUMENT IS FOR INFORMATION PURPOSES ONLY. NOT AN APPLICATION.
APPLICATION FORMS ARE AVAILABLE ONLINE AT WWW.NCTCOG.ORG/TAP27**

Application must be received “in hand” at the NCTCOG offices by 5:00 pm, Central Standard Time, on Friday, January 15, 2027.

The North Central Texas Council of Governments (NCTCOG) must have the submitted application “in hand” at the NCTCOG offices by the January 15, 2027 application deadline. A postmark by the established deadline does not constitute an on-time application. In addition, supplemental information, other than administrative clarifications, will not be accepted after the application deadline. Applications failing to include any of the requested documentation may be considered incomplete and will be evaluated based on the information provided.

Applications submittals must consist of one (1) original hard copy (including attachments) and one (1) electronic copy of all files on a USB drive. Digital signatures are accepted.

NEW FOR 2027 TA CALL FOR PROJECTS:

Applications are now available online as a web form at nctcog.org/TAP27. The web form can be saved as a draft while developing an application. Application forms must be completed online and saved as a PDF file on a USB drive and included in the physical application package submittal. The required signature for a submitted hardcopy application may be digital or in ink. Application questions are available at nctcog.org/TAP27 for reference in advance of completing the online application form.

Application packages should be mailed or hand-delivered to:

Mail:

North Central Texas Council of Governments
Transportation Department
Attn: Daniel Snyder
P.O. Box 5888
Arlington, Texas 76005-5888

Physical location:

North Central Texas Council of Governments
Transportation Department
Attn: Daniel Snyder
616 Six Flags Drive
Arlington, Texas 76011

The information in this application is public record. Therefore, applicants should not include information regarded as confidential.

1. Project Title

If this project was submitted and not awarded funding in a previous NCTCOG Call for Projects, please summarize what has changed since the last application was submitted (limited to 250 characters including spaces).

2. Name of Project Sponsor

3. Type of Sponsor

- Local Government
- School District, Local Education Agency, or School
- Regional Transportation Authority
- Transit Agency
- Natural Resource or public land agency
- Tribal Government
- Nonprofit entity
- Other local or regional government entity with responsibility for oversight of transportation or recreational trails

4. Contact Information

Provide the name and contact information for the representative of the Project Sponsor familiar with the project and authorized to answer questions.

- Contact Person Name
- Title
- Department
- Mailing Address
- City
- State: Texas
- Zip Code
- Phone
- Email

5. Project Location

- a. City/Cities in which the project is located
- b. School(s) Served: List the name and address of the school(s) that will directly benefit from the Safe Routes to School project.

6. Project Description

Describe existing conditions and provide a clear description of the project purpose, location, project elements, and the scope of work for TA funds. Vague descriptions may result in lower evaluation scores and lower ranking. The description should be consistent with the project map and the itemized costs listed in ***“Attachment I – Project Budget.”*** (limited to 2,000 characters including spaces).

7. Project Elements

The project includes the following facilities: (select all that apply)

- *On-Street Bicycle Facilities
 - Bicycle Lanes (provide width in feet)
 - Shared Lane Markings
 - Separated Bicycle Lanes (provide width in feet)
 - Bicycle Boxes (provide quantity)
 - Colored Pavement for Bicycle Lanes
- *Shared-Use Path/Trail (minimum 10 – 14 ft.) (provide width in feet and percent of new construction)
- Mid-Block Street Crossing Pedestrian and Bicycle Signalization (Rectangular Rapid Flashing Beacons or Pedestrian Hybrid Beacon) (provide quantity)
- Intersection Traffic Signals (in support of active transportation)
 - New
 - Modifications to Existing Signals
- Bicycle Parking (provide quantity)
- Crossing Safety Improvements
- Signage and Wayfinding for Pedestrians and Bicyclists
- Bicycle and Pedestrian Traffic Count Equipment (provide quantity)
- Other
- Sidewalks (provide width in feet and percent of new construction)
- Crosswalks
- Curb Ramps (provide quantity and percent of new construction)

**Projects including a paved shared-use path (trail) and/or on-street bicycle facilities must at a minimum comply with the guidelines set forth by the American Association of State Highway and Transportation Officials (AASHTO) Guide for the Development of Bicycle Facilities (2024, Fifth Edition). Applicants are also encouraged to consider the following guides as best practices: National Association of City Transportation Officials (NACTO) Urban Bikeway Design Guide (Third Edition), the Federal Highway Administration's (FHWA) Separated Bike Lane Planning and Design Guide (2015), and FHWA Bikeway Selection Guide (2019).*

The facilities selected in this section should be included in the *Itemized Construction Costs* worksheet in “**Attachment I – Project Budget.**”

8. Project Limits

- a. From / Beginning Point (if applicable):
- b. To / End Point (if applicable):
- c. Project Length (feet/miles) (if applicable):
- d. Intersection(s) (if applicable):
- e. Location Map(s)

Include plans and aerial maps as appropriate to identify the location of the project, and other relevant site maps, design plans, photos, diagrams, etc. to display the project scope/alignment/area and/or types of facilities and improvements included in the project application. Location maps should show the school's attendance boundary and highlight or show other existing and planned linkages to schools, employment centers, transit facilities, or other major destinations. One map must identify all current or future major intersections and crossings school-aged children will travel from the project location to the school.

Label the relevant project documents ***"Attachment A – Project Maps and Exhibits"*** for printed copies and electronic copies included in the USB drive.

Geographic Information Systems (GIS) files for the project are required. For Project Sponsor organizations for which GIS capabilities are not available and technical assistance is needed, please contact Kyle Hoener by **December 18, 2026** at (817) 695-9179 or khoener@nctcog.org.

Instructions for submitting GIS files:

- Provide only for the proposed improvement(s) for which funding is requested.
 - Provide GIS data as a layer package (.lpx), ensuring the data is included by selecting the "Include Enterprise and UNC Path Data" box when creating the layer package file. Shapefile or file geodatabase file formats will also be accepted. GIS data must be saved in a zipped folder labeled "Project Files."
 - Do not include ArcMap map documents or ArcGIS Pro projects.
- GIS files Check here if GIS shapefiles are available for the project location/area and are included in a folder labeled "GIS" on the USB drive.

9. Problem Identification and Project Objective/Solution

- a. Describe the existing conditions of the project site and any problem(s) being addressed. Include a description of the obstacles (physical or perceived) to walking or bicycling to school and current hazards facing children who walk or bicycle to the school(s). (limited to 1,500 characters including spaces)
- b. Include documentation (e.g., photos of safety issues, walk audit findings, crash reports, parent survey results, health data, maps, etc.) that provides evidence of the identified problem in ***“Attachment A – Project Maps and Exhibits.”***
- c. Describe how the project addresses the identified issue(s). (limited to 700 characters including spaces)

- d. How many students currently walk or bicycle to or from school each day:

Based on: (select all that apply)

- Parent Survey*
- In-Class Student Travel Tally*
- Visual Observation Survey
- Estimate

Parent survey and student travel tally template forms can be accessed at www.nctcog.org/SRTS (under Resources).

- e. If a project involves facilities along a roadway such as sidewalks, shared-use paths, or on-street bicycle facilities, describe the current roadway characteristics. If facilities are proposed along multiple roadways, describe the characteristics of the primary corridor.
 - Name of roadway
 - Posted speed limit
 - Number of total travel lanes
 - Roadway functional classification
 - Most recent traffic count (ADT): Year collected:

Note: Historical traffic count data may be found on the [Traffic Count Information Systems](#) maintained by NCTCOG.

Is there on-street parking?

- Yes
- No
- Not Applicable

10. Related Plans or Studies

Was the need for this specific project identified in a Safe Routes to School Plan or other local planning effort that evaluated existing conditions and needs, and provided recommendations for improving the ability of school-aged children to safely walk or bicycle to school?

- Yes

Describe the plan or local planning effort. (limited to 300 characters including spaces)

Include the relevant sections and materials with page numbers as applicable as
“Attachment B – Related Plans or Studies” for printed copies and electronic copies included on the USB drive.

- No

Please provide justification for how you identified this location for improvement.
(limited to 500 characters including spaces)

11. Potential to Increase Walking and Bicycling

a. Project’s closest point to the school campus served:

- 0 - ¼ mile
- ¼ - ½ mile
- > ½ mile

b. Total school enrollment:

c. Percentage of students that live within two miles of school:

Possible Data Sources: school principal, school district administrator or transportation department.

d. Are there other pedestrian generators or locations that will benefit from this project? Discuss the project’s proximity to destinations (no more than one-quarter mile from project) which would also benefit from the proposed project, such as other schools or colleges, parks, libraries, transit stops, or other pedestrian destinations. (limited to 200 characters including spaces)

12. Equal Opportunity

Percent of students that are economically disadvantaged:

Data Source: TEA School Report Cards ([School Report Cards | Texas Education Agency](#))

13. Community Support

Project Sponsors should provide evidence of public support for the project. The application **must** include a letter of support from the school district superintendent (or top school system administrator for a private or charter school). The application should also include evidence of the school's commitment to encouraging walking and bicycling, and evidence from any public or community meetings held to discuss the project.

- i. A letter of support from the school district superintendent (or, if the project is primarily benefiting a private or charter school, a top school system administrator) must be included in the application package. Label attachment as ***"Attachment C – Community Support"*** for printed copies and electronic copies included in the USB drive.

Is a letter of support from the school district superintendent or top school system administrator included in ***"Attachment C – Community Support"*** of this application?

- Yes
 - No
- ii. Up to five additional letters of support may be provided but are not required. Include letters of support in ***"Attachment C – Community Support."*** Are additional letters of support provided?
 - Yes
 - No
 - iii. Describe any existing or recent encouragement activities that demonstrate the school or community's commitment to encouraging walking and bicycling, including when they occurred (e.g., Walk to School Days, Walking School Buses, Safety Programs, etc.). (limited to 500 characters including spaces)
 - iv. Provide dates and information about any public or community meetings held to discuss the project. (limited to 500 characters including spaces)

14. Project Readiness and Other Factors

- a. Is there a possibility the school that is the focus of the proposed project will close or be repurposed within five years of completion? If so, please provide details.

- b. Is the project planning/initial schematic complete?

- Yes
- No

- c. The design/construction plans for this project are currently:

- Complete
- Underway % Complete
- Not Started

Describe the status of the project construction plans. (limited to 300 characters including spaces)

- d. Describe any existing utilities that may need to be addressed with construction of the project, as well as any work completed to date to evaluate any utility conflicts. To assist with identifying potential utility conflicts, consider contacting 811 Call Before You Dig (<https://www.texas811.org>) to have utilities marked in the project area. Utilities should be addressed in “**Attachment D – Project Schedule**” and accounted for in “**Attachment I – Project Budget Summary.**” (limited to 500 characters including spaces)

- e. Internal agency departmental coordination ensures relevant stakeholders were consulted (such as the Transportation Department, Public Works Department, Water Department, Planning Department, Parks Department, etc.). Describe the coordination to date between agency departments concerning the project. (limited to 500 characters including spaces)

f. Community Support

Provide dates and information about public or community meetings held to discuss the project, or other information documenting the project has community support. (limited to 1,500 characters including spaces). If applicable, include letters of support and other documentary evidence of public interest (not to exceed 10 items) and label as “**Attachment C – Community Support**” for printed copies and electronic copies included on the USB drive.

g. Is the project located within designated park land, designated recreational trail, or a recreational area?

- Yes
- No

h. Was any of the property within the park or recreational area purchased using federal Land and Water Conservation Funds?

- Yes
- No
- Not Applicable

Note: If the project is within designated parkland boundaries, written approval will be required during the National Environmental Policy Act (NEPA) process indicating the project is acceptable and consistent with the designated use of the property. Furthermore, it must be shown that due diligence was exercised to minimize harm to the location through project planning and design.

i. Is the project within a designated historic district or adjacent to a property or structure (e.g., building, bridge, cemetery) that is listed on the National Register of Historic Places (NRHP), State Antiquities Landmarks (SAL), and/or Recorded Texas Historic Landmark (RTHL)?

- Yes
- No

j. Is the project within a designated historic district or adjacent to a property or structure (e.g., building, bridge, cemetery) that is eligible for listing on the NRHP and/or SAL?

- Yes
- No

k. Has this project been coordinated with the Texas Historical Commission (THC)?

- Yes
- No

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l. Have you coordinated with your local historic preservation organization?

- Yes
- No

m. Will the project impact any cemeteries?

- Yes
- No

n. Will the project utilize utility corridors?

- Yes

If yes, do you have a written agreement with the owner to use this corridor for your project?

- Yes
- No

What is the status of the agreement? (limited to 75 characters including spaces)

- No

o. Will the project impact any U.S. Army Corps of Engineers (USACE) wetlands, water bodies, or streams?

- Yes
- No

p. Will the project require a Section 404 Individual Permit?

- Yes

If yes, has the permit application been submitted to the USACE?

- Yes
- No
- Not Applicable

What is the status? (limited to 75 characters including spaces)

- No

q. Will the project be covered by a Section 404 Nationwide Permit (NWP)?

- Yes. If Yes, specify what NWP will be used and the included date (or anticipated date) of permit. (limited to 75 characters including spaces)
- No

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- r. Are there any state or federal threatened or endangered species and/or their habitat located within the project area?
- Yes
 - No
- s. Are there any Bald or Golden Eagles and/or their nest located within or adjacent to the project area?
- Yes
 - No
- t. Will the project require additional right-of-way from, or be located adjacent to, a known potential regulated materials site?
- Yes
 - No
- u. Are any special permits or clearances (e.g., USACE Section 408; Section 9 and/or Section 10 of the Rivers and Harbors Act of 1899, FAA airway clearance) required?
- Yes
If Yes, list the type and status. (limited to 300 characters including spaces)
 - No
- v. Will the project cause permanent changes in access to transportation or community facilities?
- Yes
If Yes, please describe the changes. (limited to 300 characters including spaces)
 - No
- w. Has there been local opposition to the project?
- Yes
 - No

15. Property Ownership and Acquisition Information

a. Right-of-Way: Has all the private property needed for the project construction been acquired?

- Yes
- No, property must still be acquired for the project construction.
Note: Applications that check this response will be deemed incomplete.
- Not Applicable (check here for infrastructure projects involving easements or access agreements)

b. Easements: Have all necessary easements or access agreements been obtained?

- Yes

Provide a copy of the easement or access agreement and label as “**Attachment E – Easement / Access Agreement**” for printed copies and electronic copies included on the USB drive.

- No, easements must still be acquired for the project construction
- Not Applicable (the project does not require any easements)

Note: Projects requiring easements to be obtained from private property owners are not eligible under this program.

If an easement or access agreement still needs to be obtained from a public entity (such as a transit agency, water district, etc.) or utility provider with a history of permitting access to construct active transportation facilities, a commitment letter from such entity must be included in the application package. Include a commitment letter from the public entity or utility provider stating an agreement has been reached, the steps in the process, and a timeframe for execution of the easement. A letter to discuss or review plans will not suffice. Label as “**Attachment E – Easement / Access Agreement**” for printed copies and electronic copies included on the USB drive.

A temporary construction easement (TCE) does not need to be obtained before submitting an application. However, the cost of TCEs is not eligible for funding reimbursement.

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- c. Freight Railroad Right-of-Way: Pedestrian and/or bicycle facilities crossing or are within freight railroad right-of-way are encouraged to remove these portions of the project from the Transportation Alternatives-funded portion of the project. This portion of the project is recommended to be constructed with local funds as a “Phase Two” to avoid delays in letting the project due to difficulties with securing concurrence from the freight railroad company. All projects with a freight railroad crossing in the application must include documentary evidence from the freight railroad granting a right of entry or an executed encroachment agreement. Has the freight railroad granted a right of entry or an executed encroachment agreement?

- Yes

Provide a copy of the agreement and label as “**Attachment F – Freight Railroad Right of Entry Letter/Agreement**” for printed copies and electronic copies included on the USB drive.

- No, the portion of the project within freight railroad right-of-way will be completed as a separate locally funded “Phase Two.”
- Not Applicable (The project does not involve facilities crossing or are within freight railroad right-of-way)

- d. TxDOT Right-of-Way: Does the project include improvements within an existing TxDOT “on-system” roadway, or does a portion of the project intersect or cross an “on-system” roadway?

Note: If awarded funding, project sponsors will be responsible for securing a land-use permit from TxDOT prior to construction.

- Yes. If Yes, describe the coordination to date with TxDOT concerning the project and the project engineering/design. Also provide the name and contact information for pertinent TxDOT staff familiar with the project. (limited to 750 characters including spaces)

Include documentation from the TxDOT District offering concurrence for the proposed project and label as “**Attachment G – TxDOT District Engineer Letter of Concurrence**” for printed copies and electronic copies included on the USB drive. This documentation is required (if applicable), otherwise applications will be deemed incomplete.

- No (No portion of the project is located within or crosses an existing TxDOT roadway.)

16. Project Schedule

Complete and attach the Project Schedule for all application submittals. For additional information on completing the project schedule, refer to the Application Guide.

Has the Project Schedule been completed?

- Yes **[Required]**
- No

Label as “**Attachment D – Project Schedule**” for printed copies and electronic copies included on the USB drive.

17. Supporting Project Sponsor Contact Information

Provide contact information for a representative of the Supporting Project Sponsor if a project is located in multiple jurisdictions or involves coordination with another entity (such as a transit agency, water district, or utility provider with a history of permitting access) to implement the project. A Letter of Concurrence by the Supporting Project Sponsor is required and must be signed by a representative with signature authority.

Does the project involve a Supporting Project Sponsor?

- Yes
 - Contact Person Name
 - Title
 - Department
 - Mailing Address
 - City
 - State: Texas
 - Zip Code
 - Phone
 - Email

Include documentation from the Supporting Project Sponsor offering concurrence for the proposed project and label as “**Attachment H – Supporting Project Sponsor Letter of Concurrence**” for printed copies and electronic copies included on the USB drive.

- No

18. Project Budget

Complete and attach the Project Budget Summary for the project.

Label as “**Attachment I – Project Budget**” for printed copies and electronic copies included on the USB drive.

19. Funding Commitment

Supporting documentation signed by an individual with signature authority is required to confirm the availability of the local match contribution or a request to use Transportation Development Credits in lieu of a local match if TA funds are awarded. The letter or resolution should identify the funding source of the local match (i.e., cash or TDCs.). A template is available for download on the [Call for Projects webpage](#).

Label the supporting documentation as “**Attachment J – Funding Commitment**” for printed copies and electronic copies included on the USB drive.

20. Project Commitment

By submitting an application, the Project Sponsor confirms each of the following items; otherwise, the application will be deemed incomplete.

[Required]

- The Project Sponsor commits that the reported project timeline is realistic, and
- The Project Sponsor commits that if this project is selected for funding, an agreement with TxDOT will be executed within one year of project selection (by June 10, 2028). It is the responsibility of the Project Sponsor to contact TxDOT District staff to begin the process of developing an agreement, and
- The Project Sponsor commits that if this project is selected for funding the project will **advance to construction within three fiscal years (by August 31, 2030) of the funding award by the RTC** or the funding may be reprogrammed, and
- The Project Sponsor commits that if this project is selected for funding the project will be implemented as approved by the Regional Transportation Council and as included in the project agreement with TxDOT, and
- The Project Sponsor acknowledges Transportation Alternatives is not a grant, and the funds are provided on a cost reimbursement basis. The Project Sponsor acknowledges they are solely responsible for future maintenance and operations of the facility.

The Application form must be signed by a representative of the Project Sponsor that has signature authority.

- Signature
- Printed Name
- Title
- Date

NCTCOG reserves the right to award partial funding based on project-specific factors.

Ranking by Project Sponsor

There is no limitation for the number of applications that may be submitted by an eligible project sponsor. However, Project Sponsors submitting more than one application must rank the projects by priority.

Priority Ranking of this Project: #____ out of #____ (total number of all project applications submitted by the Project Sponsor for this Call for Projects)

FINAL SUBMISSION DUE DATE FOR ALL DOCUMENTATION
Friday, January 15, 2027 by 5:00 pm CST

Safe Routes to School Construction Application Submittal Checklist

Check all that apply and are included in the application package (both hard copy and USB drive). Items noted as **[Required]** must be checked and included with the application, or the application will be deemed incomplete and not scored. Label each attachment according to the list below. Include a brief description summarizing materials submitted as attachments to provide context for reviewers.

- One (1) signed original Applications (including all attachments) **[Required]**
- Electronic copy of application and all attachments on a USB drive **[Required]**
 - PDF of the Application Form and all attachments in folders labeled according to the submittal checklist
 - Microsoft Excel file of the Project Schedule
 - Microsoft Excel file of the Project Budget Summary and itemized cost sheets
- **Attachment A – Project Maps and Exhibits [Required]**
 - Project Location Map (show the location and type of proposed improvements, existing infrastructure in the vicinity of the school or that connects the project to the school, the location of the school benefiting from the project, and the school's attendance boundary)
 - Materials such as the project site plan, maps, pictures, exhibits, data, diagrams, etc. to supplement the project description, explain existing conditions, or demonstrate project need (if applicable)
- **Attachment B – Related Plans or Studies (if applicable)**
- **Attachment C – Community Support [Required]**
 - Letter of Support from School District Superintendent **[Required]**
 - Letter of Support from School Principal and Additional Letters of Support (if applicable)
- **Attachment D – Project Schedule [Required]**
- **Attachment E – Easement / Access Agreement (required if applicable)**
- **Attachment F – Railroad Right of Entry Letter / Agreement (required if applicable)**
- **Attachment G – TxDOT District Engineer Letter of Concurrence (required if applicable)**
- **Attachment H – Supporting Project Sponsor Letter of Concurrence (required if applicable)**
- **Attachment I – Project Budget [Required]**
- **Attachment J – Funding Commitment [Required]**
- **GIS files.** GIS shapefiles of the proposed improvements are included in a folder labeled as "GIS" in the USB drive. **[Required]** For Project Sponsors in which GIS capabilities are not available and technical assistance is needed, please contact Kyle Hoener by December 18, 2026 at (817)-695-9179 or khoener@nctcog.org.