

NCTCOG TRANSPORTATION PROJECT FUNDING REQUEST FORM

The following information must be provided for a project to be evaluated and considered for funding:

PROJECT INFORMATION

- What entity will be the Project Sponsor?
- What is the Facility/Project Name?
- What are the project limits?
 - To:
 - From:
- Please provide a map of the project.
- Please provide photos of the current condition/project area.
- What is the proposed scope of work?
 - For roadway projects, please include:
 - Existing number of lanes and condition:
 - Proposed number of lanes and condition:
 - Any proposed intersection improvements (e.g., right or left turn lanes, new traffic signal, roundabout), including which intersection(s) those improvements would be made at
 - Any proposed bicycle/pedestrian improvements (e.g., new or reconstructed sidewalks, shared-use path, bicycle lanes, pedestrian signals)
 - Example scope: Reconstruct and widen 2 lane undivided asphalt to 4 lane divided concrete roadway with new sidewalks, new traffic signal at Main Street and 1st Street, and dual left turn lanes at Main Street and 2nd Street
- Please provide a schematic or other rendering (e.g., StreetMix) of the proposed project if it is a roadway/intersection improvement (see examples in Additional Resources at the end of this document).
- Roadways must be classified as a Major Collector or higher on the Federal Functional Classification System (FFCS) to be considered for federal funds. Please refer to TxDOT's Statewide Planning Map ([TxDOT - Statewide Planning Map](#)) to find a roadway's classification. Turn on the Functional Classification and Urban Areas layer, click on the roadway, and toggle to the Functional Classification and Urban Areas box to find the classification.

PROJECT JUSTIFICATION

- Please provide a brief narrative detailing the need for the project and how the project would address the issue(s) identified (safety, congestion, etc.). If the improvements are part of a larger project/development/vision, please explain.
- Please provide any supporting data and/or documentation (e.g., traffic counts, crash reports, safety studies, signal warrant studies).
- Please describe how your project meets one or more of the programs and/or policies in the Metropolitan Transportation Plan (MTP) or note if it would be implementing a recommended project in the MTP (<https://www.nctcog.org/trans/plan/mtp/mobility-2050>).

ESTIMATED PROJECT COST AND REQUESTED FUNDING

- Please provide the estimated cost for each applicable phase (Engineering/Environmental clearance [full design], Right-of-way acquisition, Utility relocations, Construction). Cost estimates should utilize TxDOT standards. An Opinion of Probable Construction Cost (OPCC) is preferred. Please include:
 - How much is included for contingencies
 - How much is included for inflation (NCTCOG typically assumes 4% per year until the estimated year of beginning construction)
 - Estimates for TxDOT review costs (Typically 5%)
- For each applicable phase, specify whether RTC funds are being requested and how much is being requested. If the phase is being funded with non-RTC funds, please indicate that. Please note:
 - If engineering has already begun and RTC funds are awarded for engineering, the project sponsor would have to start over on engineering and procure a new consultant.
 - Utility relocations are only eligible for RTC funds if they are in their own easement and the project would encroach on that easement.
- Confirm that the project sponsor has the 20% local match or that the project sponsor wishes to utilize Transportation Development Credits (TDC) for the match. Each phase that federal funding is being requested for must have its own match (no in-kind matches). Entities must have qualified for MTP Policy Bundle TDCs and have a remaining balance in order to utilize the TDC option. If TDCs are being utilized, the funding request should be for 100% of the cost of the project as TDCs are not cash and do not count toward funding totals. Any future requests for additional funding would require a proportional increase to the local match.

- What funding will be contributed by the Project Sponsor above and beyond the required 20% match, if any? Are there other funding partners/sources? If so, what/who are they and how much is each committing?

Project Cost Estimate and Proposed Funding Breakdown

Phase	Estimated Cost	RTC Funding Requested	Non-RTC Funding	TDCs (no cash value)	Total
Engineering (100% Design, including Environmental Clearance)					
Right-of-Way					
Utility Relocations					
Construction					
Contingencies					
Inflation					
TxDOT Review Costs					
Total					

ESTIMATED PROJECT TIMELINE AND PROJECT READINESS

- Provide an estimated schedule for the project by phase (estimated start and completion dates [**month and year**]). When developing a schedule, please keep in mind that:
 - If selected, it will take approximately one year (from the time a Transportation Improvement Program [TIP] Modification is submitted) to put a project into the TIP and execute an Advance Funding Agreement (AFA) with TxDOT.
 - Engineering and environmental clearance typically take at least 12-18 months to complete. If federal funds are awarded for engineering, those activities cannot begin until an AFA is executed, a State Letter of Authority and Federal Project Authorization and Agreement (FPAA) are issued, and a TxDOT approved procurement process has been completed.
 - Assume 12-18 months for right-of-way acquisition, especially if eminent domain is anticipated. Right-of-way acquisition cannot begin until environmental clearance is received.

- Assume 6-12 months to relocate utilities (which typically cannot begin until after right-of-way is acquired).
- If a railroad needs to review and approve the project plans, that can add significant time (1-3 years) to the schedule as well.
- All applicable clearances (right-of-way, utilities, railroad, etc.) must be received before the project can be let for construction bids.
- What level of planning and/or design has been done on the project?
- Is the necessary right-of-way already acquired? If not, has any work been done to determine the anticipated number of right-of-way takes and/or required easements are? Please explain.
- Has any work been done to determine whether there are any utility conflicts that will have to be addressed? If there are known conflicts, has any coordination been done with the utility companies? Please explain.

SUPPORT FOR THE PROJECT

- Is the project included in an adopted plan (e.g., Comprehensive Plan, Thoroughfare Plan, Corridor or Neighborhood Plan, Trails/Active Transportation Plan)?
- Has there been any public involvement conducted for the project? If yes, please explain.
- Has your policy body provided feedback on the project? Please explain.
- Will the project require coordination with and/or approval from an external entity (e.g., TxDOT, NTTA, railroad, another local government) because it impacts that entity's facility? If so, is the entity aware of and supportive of the proposed project? Please explain, including who was coordinated with at the affected agency.

ADDITIONAL RESOURCES

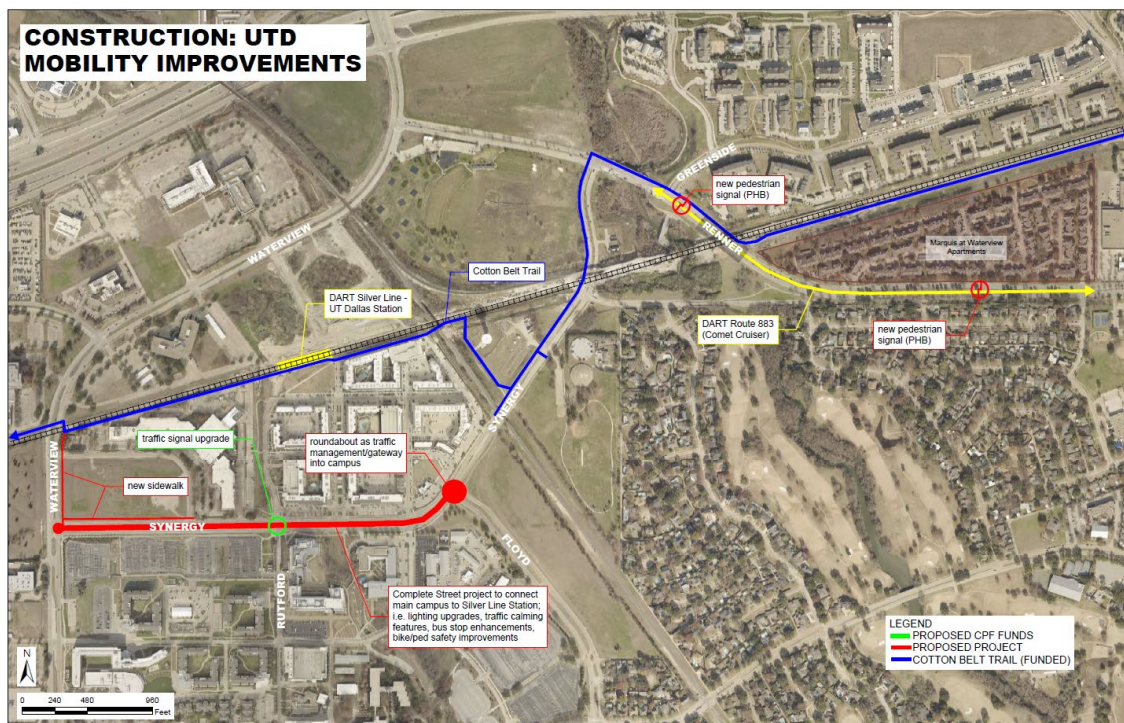
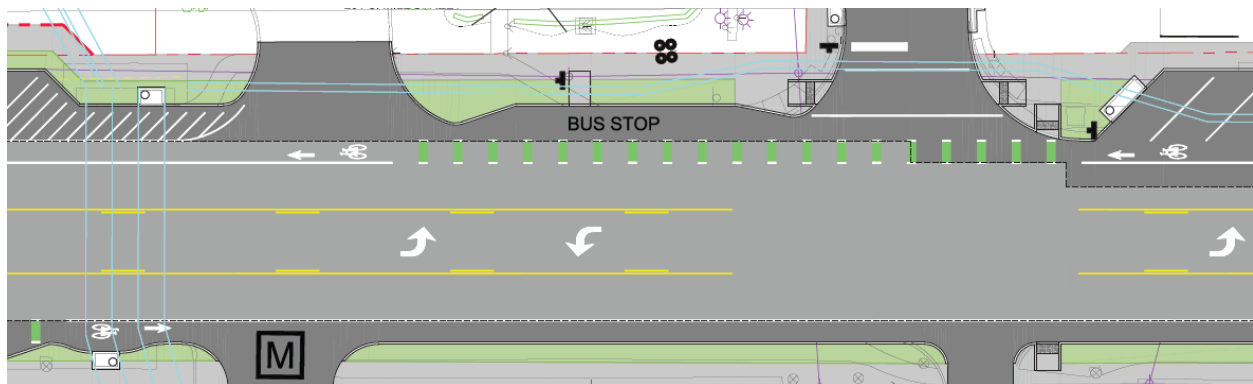
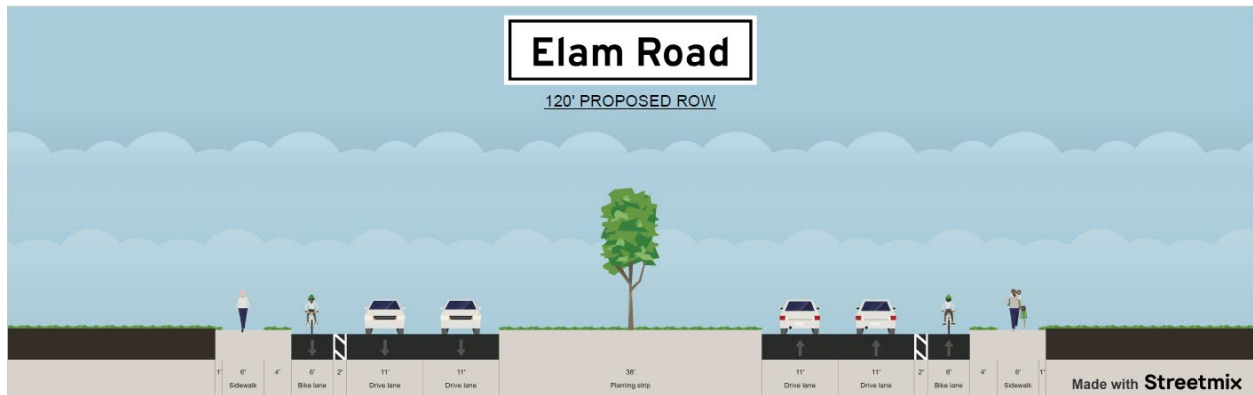
TOTAL TIME TO COMPLETE A PROJECT (ONCE SELECTED)

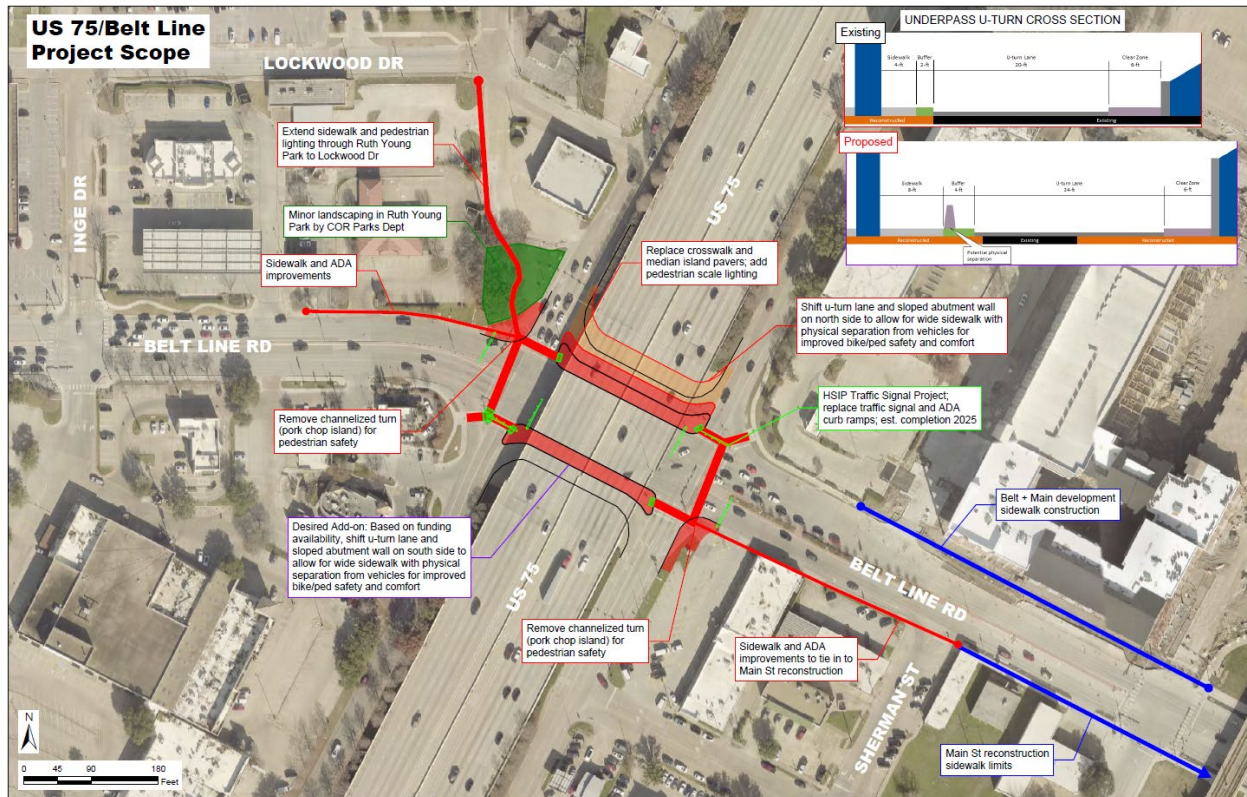


ROADWAY ELIGIBILITY: FEDERAL FUNCTIONAL CLASSIFICATION SYSTEM (FFCS)

FUNCTIONAL CLASSIFICATION ELIGIBILITY	
Interstates	Eligible
Principal Arterial: Other Freeways and Expressways	Eligible
Principal Arterial: Other	Eligible
Minor Arterial	Eligible
Major Collector	Eligible
Minor Collector	Not Eligible
Local Roads	Not Eligible

Examples of Project Renderings





Examples of Project Justification Materials

