



North Central Texas
Council of Governments

2022 TRANSPORTATION ALTERNATIVES SET-ASIDE
CALL FOR PROJECTS FOR NORTH CENTRAL TEXAS REGION

SAFE ROUTES TO SCHOOL APPLICATION



Project Sponsor: _____

Project Title: _____

Applications due: September 9, 2022, by 5:00PM

IMPORTANT: Federal Bipartisan Infrastructure Law (BIL) funds has very specific requirements for grants management along with detailed reporting. If you are unfamiliar with Federal regulations and grant requirements, or have not received federal funds administered by TxDOT in the past, please review the documents associated with this Call for Projects to determine if your agency is willing, and has the institutional capacity, to comply with the required terms and conditions.

Applications must be received by 5:00 pm, Central Standard Time, on Friday, September 9, 2022.

The North Central Texas Council of Governments (NCTCOG) must have the submitted application “in hand” at the NCTCOG offices by the September 9 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 three (3) original hard copies (including attachments) and one (1) electronic copy of all files on a USB drive.

Application packages should be mailed or hand-delivered to:

Mail:

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

Physical location:

North Central Texas Council of Governments
Transportation Department
Attn: Kevin Kokes
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. **Name of Project Sponsor:** _____

2. **Type of Sponsor**

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

3. **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: _____

4. **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.

5. **Project Title:** _____

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 Set-Aside 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 (J) – Project Budget Summary.”*** (limited to 2,000 characters including spaces).

7. Project Elements

a. Does this project include infrastructure elements, or is it education only?

- Education only (skip to part b.)
- Includes infrastructure elements (select all that apply below)

- Sidewalks _____ % New Construction Width: _____ ft.
- Crosswalks
- Curb Ramps _____ % New Construction Quantity: _____
- Crossing Safety Improvements (median pedestrian refuge island, curb extensions, etc.)
- Pedestrian Improvements (lighting, landscaping, etc.)
- Pedestrian or Bicycle Signalization Quantity: _____
- *On-Street Bicycle Facilities
 - Bicycle Lanes Width: _____ ft.
 - Shared Lane Markings
 - Separated Bicycle Lanes Width: _____ ft.
 - Bicycle Boxes Quantity: _____
 - Colored Pavement for Bicycle Lanes
 - Protected Intersections (A road junction in which bicycle facilities are physically separated from motorized vehicles)
- *Shared-Use Path/Trail Width (minimum 10 – 14 ft.): _____ ft.
_____ % New Construction
- Bicycle Parking Quantity: _____
- Traffic Calming Describe: _____
- Signage and Wayfinding for Pedestrians and Bicyclists
- Other: _____

**Projects that include 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 (2012, Fourth Edition). Applicants are also encouraged to consider the following guides as best practices: the National Association of City Transportation Officials (NACTO) Urban Bikeway Design Guide (Second Edition), the Federal Highway Administration (FHWA) Separated Bike Lane Planning and Design Guide (2015), and the FHWA Bikeway Selection Guide (2019).*

Include the above facilities in the *Itemized Construction Costs* worksheet in “**Attachment (J) – Project Budget Summary.**”

- b. Does this project contain education activities, defined as by the Safe Routes Partnership as “Providing students and the community with the skills to walk and bicycle safely, educating them about benefits of walking and bicycling, and teaching them about the broad range of transportation choices?” *

Yes

Please complete the **Safe Routes to School Education Activities Supplemental Sheet**. If the project being applied for Transportation Alternatives funding **only** includes education activities, please **skip to Question 14: Supporting Project Sponsor Contact Information**.

No

**Information about the E's of Safe Routes to School can be found at <https://www.saferoutespartnership.org/safe-routes-school/101/6-Es>*

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 schoolchildren 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 Erin Curry at 817-704-2505 or ecurry@nctcog.org.

When submitting GIS files, please follow the following instructions:

- Provide only for the proposed improvement in which funding is sought.
- Provide GIS data as a shapefile in a zipped folder labeled “Project Files.” When zipping the shapefile, be sure to include all files associated with the shapefile. This can include files with .shp, .dbf, .shx, .prj, and other extensions.
- Do not include ArcMap map documents, ArcGIS Pro projects, or layer files.
- Provided data must be compatible with ArcGIS Desktop 10.8.1.

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 are available for download on the National Center for Safe Routes to School’s Data Collection System at <http://saferoutesdata.org/>.*

- e. If a project involves facilities along a roadway, such as sidewalks or on-street bicycle facilities, describe the current roadway characteristics. If facilities are proposed on 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: _____ Is

there on-street parking?

Yes

No

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.

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. Estimated number of students that are likely to walk or bike to school after proposed improvements are made: _____

e. Describe the methodology used for estimating the number of students that will walk or bike after the proposed improvements are made. (limited to 300 characters including spaces)

Example Methodology Description: It is the number of students that currently walk or bike to school combined with the number of students that live along the route to school being improved that do not currently walk or bike to school. The location of student residences was obtained from the school district.

f. Are there other pedestrian generators or locations that will benefit from this project? Discuss the project's proximity to destinations (no more than 1/4 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. Equity

Percent of students that are economically disadvantaged: _____

Data Source: TEA School Report Cards (https://rptsvr1.tea.texas.gov/perfreport/src/src_srch.html)

13. Project Readiness and Other Factors

a. Community Support

Applicants 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 school). The application should additionally include any evidence of the school's commitment to encouraging walking and bicycling, as well as 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 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.
- ii. Is a letter of support from the school principal or designee included in **“Attachment (C) – Community Support”** of this application?
 Yes
 No
- iii. You may optionally provide up to five additional letters of support. Include them in **“Attachment (C) – Community Support.”** Are additional letters of support provided?
 Yes
 No
- iv. Describe any existing or recent 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)

- v. Provide dates and information about any public or community meetings held to discuss the project. (limited to 500 characters including spaces)

b. Planning Work

- i. Complete and attach the Environmental Checklist for all application submittals. Has the Environmental Checklist been completed? (select one)

Yes [Required]

No

Provide the checklist and supporting materials labeled as “**Attachment (D) – Environmental Checklist and Supporting Documents**” for printed copies and electronic copies included on the USB drive.

- ii. Is the project planning/initial schematic complete? (select one)

Yes

No

- iii. The design/construction plans for this project are currently: (select one)

Complete

Underway % Complete: _____

Not Started

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

- iv. Describe any existing utilities that may need to be addressed with construction of the project and any work that has been 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 (E) – Project Schedule**” and accounted for in “**Attachment (J) – Project Budget Summary.**” (limited to 500 characters including spaces)

c. 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 (E) – Project Schedule**” for printed copies and electronic copies included on the USB drive.

d. Property Ownership and Acquisition Information

i. Right-of-Way: Has all the private property needed for the project construction been acquired? (select one)

- 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)

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

- Yes
Provide a copy of any easement or access agreements and label as “**Attachment (F) – 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 (check here if the project does not require any easements)

Note: Projects requiring easements that still need 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 that entity must be included in the application package. Include a commitment letter by 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 (F) – Easement / Access Agreement”** for printed copies and electronic copies included on the USB drive.

iii. Railroad Right-of-Way: Projects involving pedestrian and/or bicycle facilities that cross or are within railroad right-of-way are encouraged to remove these portions of the project from the Transportation Alternatives-funded portion. This portion of the project is recommended to be constructed with local funds as a “Phase Two” to avoid possible difficulties with securing concurrence from the railroad company. All projects that will include a railroad crossing in the Transportation Alternatives-funded project application must include documentary evidence from the railroad granting a right of entry or an executed encroachment agreement. Has the railroad granted a right of entry or an executed encroachment agreement? (select one)

Yes

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

No

This project will complete all required railroad crossings as a locally funded “Phase Two”.

Not Applicable

The project does not involve facilities that cross or are within railroad right-of-way.

- iv. TxDOT Right-of-Way: Is the project associated with improving an existing TxDOT “on-system” roadway, or does a portion of the project intersect or cross an “on-system” roadway? (select one)

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

Yes

Describe the coordination that has occurred 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 providing consent for the proposed project and label as ***“Attachment (H) – TxDOT District Engineer Letter of Consent”*** 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 associated with an existing TxDOT roadway)

14. Supporting Project Sponsor Contact Information

If the Project Sponsor is a school district and the project involves improvements to the public right-of-way, or if the Project Sponsor is a local government and the project involves improvements on school district property, please provide the contact information for a representative of the Supporting Project Sponsor (school district or city that owns the land on which the improvements will be made).

A Letter of Consent by the Supporting Project Sponsor is required and must be signed by a representative that has signature authority.

Does the project involve a Supporting Project Sponsor? (select one and provide any required information)

Yes

Contact Person Name: _____

Title: _____

Department: _____

Mailing Address: _____

City: _____

State: Texas

Zip Code: _____

Phone: _____

Email: _____

Include documentation from the Supporting Project Sponsor offering consent for the proposed project and label as “**Attachment (I) – Supporting Project Sponsor Letter of Consent**” for printed copies and electronic copies included on the USB drive.

No

15. Project Budget Summary

Complete and attach the Project Budget Summary for the project.
For Education Activities, please provide detailed breakouts for various categories, such as personnel, print materials, training, safety giveaways, etc.

- Check here if the Project Budget Summary has been completed **[Required]**

Partial funding may be offered to applicants to fully maximize funding awards. If partial funding is available, will your agency accept the funding?

Yes

No

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

16. Funding Commitment

Supporting documentation signed by an individual with signature authority is required to confirm the availability of the local match contribution if TA Set-Aside funds are awarded. The letter or resolution of funding commitment 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 web page](#).

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

17. 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 December 2023). 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 years (or less) 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 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, September 9, 2022 by 5:00 pm CST

Safe Routes to School 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.

- Three (3) 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
- Safe Routes to School Education Activities Supplemental Sheet** (required if applicable)
- 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) – Environmental Checklist and Supporting Documents [Required]**
- Attachment (E) – Project Schedule [Required]**
- Attachment (F) – Easement / Access Agreement** (required if applicable)
- Attachment (G) – Railroad Right of Entry Letter / Agreement** (required if applicable)
- Attachment (H) – TxDOT District Engineer Letter of Consent** (required if applicable)
- Attachment (I) – Supporting Project Sponsor Letter of Consent** (required if applicable)
- Attachment (J) – Project Budget Summary [Required]**
- Attachment (K) – 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 Erin Curry at 817-704-2505 or ecurry@nctcog.org.