



North Central Texas  
Council of Governments

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

# APPLICATION GUIDE



**Applications Due: September 9, 2022, by 5:00PM**

**IMPORTANT:** Federal 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.

**Application 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.

Application submittals must consist of three (3) original hard copies (including attachments) and one (1) electronic copy of all files on a USB drive.

Applications 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.

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## Program Overview

Please review the rules and become familiar with the requirements for NCTCOG's 2022 Transportation Alternatives Set-Aside (TA) Call for Projects for the North Central Texas Region.

At least \$40 million in federal funding is anticipated to be available to award for projects. The Regional Transportation Council (RTC) and NCTCOG serve as the Metropolitan Planning Organization for the Dallas-Fort Worth area and are responsible for selecting projects for the large urban areas in the region through a competitive process in consultation with the Texas Department of Transportation (TxDOT). The large urban areas in the region include portions of the Dallas and Fort Worth TxDOT Districts.

**Table 1 – Call for Projects Schedule**

ACTIVITY	DATE
Surface Transportation Technical Committee – Information on Call for Projects	June 24, 2022
Regional Transportation Council – Action on Call for Projects	July 14, 2022
<b>Call for Projects Opens</b>	<b>July 18, 2022</b>
Call for Projects Public Workshop	July 19, 2022
Deadline for Requesting GIS Technical Assistance from NCTCOG Staff (if necessary)	August 17, 2022
Deadline for Requesting TxDOT District Engineer Letter of Consent for Proposed Projects Located in State Right-of-Way (if applicable)	August 19, 2022
<b>Call for Projects Closes (Applications Due)</b>	<b>September 9, 2022, 5 PM</b>
Review of Projects / Scoring by NCTCOG Staff	September – October 2022
Public Meeting	November 2022
Surface Transportation Technical Committee – Action to Approve Selected Projects	December 2, 2022
Regional Transportation Council – Action to Approve Selected Projects	December 8, 2022
Coordination Meetings with TxDOT District Staff for Selected Projects	December 2022 – January 2023
Deadline for Project Sponsors to Submit Transportation Improvement Program Modifications (May 2023 Cycle)	January 27, 2023
Anticipated Approval of Statewide Transportation Improvement Program (Agencies are responsible for contacting TxDOT to develop an AFA)	June / July 2023
Deadline for Project Sponsors to Execute Agreements with TxDOT	December 2023
Deadline for Project Sponsors to Open Bids and Obligate Funds	December 2025

# Application Categories and Eligible Projects

The 2022 Transportation Alternatives Set-Aside Call for Projects has four main application categories in which agencies may submit. Each application category uses a unique set of evaluation criteria.

- **Active Transportation Projects:** The primary focus of this category is to implement shared-use path (trails) and on-street bicycle facilities reflected in [Mobility 2045](#). Project Sponsors are strongly encouraged to submit projects that help complete the Mobility 2045 Regional Veloweb trail network, connect to major destinations, and/or improve the safety, access, and connectivity of the active transportation network. See Table 3 - Active Transportation Project Evaluation Criteria and Scoring for an overview of factors considered in the selection process.
  
- **Safe Routes to School Infrastructure (SRTS) Projects:** The primary focus of this category is to implement pedestrian and bicycle infrastructure projects that improve the safety of students walking and bicycling to a primary school (grades K-8) and encourage more students to walk and bicycle to school. See Table 4 – Safe Routes to School Infrastructure Project Evaluation Criteria and Scoring for an overview of factors considered in the selection process.
  - **Safe Routes to School Education (Noninfrastructure) Projects:** Educational activities are non-infrastructure projects defined by the TA SRTS guidance activities designed to encourage walking and bicycling to school, including public awareness campaigns and outreach to press and community leaders; traffic education in the vicinity of schools; and student sessions on bicycle and pedestrian safety, health, and environment. Funding may also be provided for managers of SRTS programs to implement activities such as promoting new programs, hosting events, or educating parents and the community about SRTS. In addition, funding may be provided for training instructors for bicycle/pedestrian safety, SRTS education and encouragement activities, and SRTS program establishment. The [Safe Routes Partnership Bicycle and Pedestrian Curricula Guide](#) may serve as a useful resource for applicants looking to apply to this category. See Table 5 – Safe Routes to School Education (non-infrastructure) Project Evaluation Criteria and Scoring (Education-Only) for an overview of factors considered in the selection process.
  
- **Safe Routes to Rail Projects:** The primary focus of this category is to implement pedestrian and bicycle infrastructure projects that improve the safety of people walking and bicycling to an existing commuter rail or light-rail transit station. See Table 6 – Safe Routes to Rail Project Evaluation Criteria and Scoring for an overview of factors considered in the selection process.
  
- **Safety and Technology Projects:** The primary focus of this category is to implement pedestrian and bicycle infrastructure and technology projects that address a documented safety problem that affects many people walking and bicycling to local destinations. Infrastructure funded in this category places an emphasis on safety treatments that will reduce roadway fatalities and serious injuries in line with [FHWA's Proven Safety Countermeasures](#). See Table 7 – Safety and Technology Project Evaluation Criteria and Scoring for an overview of factors considered in the selection process.

Elements of pedestrian and bicycle infrastructure may include:

- Sidewalks
- Shared-use paths (trails)
- Separated bike lanes
- Protected intersections
- Pedestrian and bicycle signals
- Pedestrian lighting
- Curb extensions, median pedestrian refuge islands, and other crossing safety improvements
- Traffic calming features
- Signage and wayfinding for bicyclists and pedestrians
- Bicycle parking
- Pedestrian and bicycle count equipment
- Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized users.

There is no limit on the number of unique applications that an eligible Project Sponsor may submit. However, Project Sponsors submitting more than one application must rank the projects by priority. The same project application cannot be submitted in multiple categories.

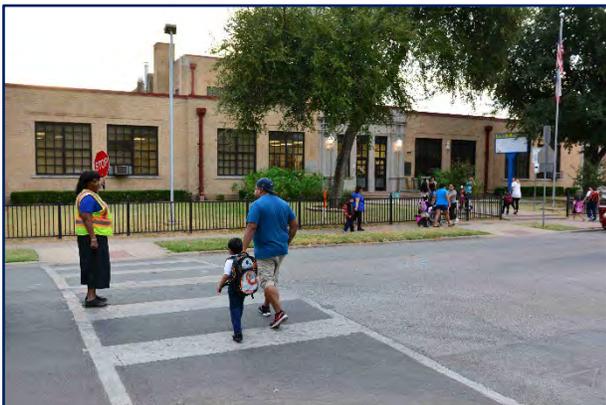


Table 2 - Eligible Activities per Project Application Category identifies the recommended type of projects to be submitted under the four application categories. This table is intended to guide agencies toward the most appropriate category to submit applications, based on the proposed scope of work. Table 2 lists common eligible projects and identifies the recommended application category based on the primary focus of the project, as well as supporting elements that are not the primary focus of the project. For example, a stand-alone shared-use path (trail) project would be appropriate to be submitted under the Active Transportation category if it is the primary focus. However, a project focused on constructing sidewalks to schools or to existing rail stations could also include a trail as a portion of the project. These types of projects would be submitted under one of the “Safe Routes” application categories.

**Table 2 - Eligible Activities per Project Application Category**

Eligible Projects	Project Application Category			
	Active Transportation	Safe Routes to School <i>Must be within 2 miles of a K-8 school</i>	Safe Routes to Rail <i>Must be within one half-mile of an existing rail station</i>	Safety and Technology*
Bicycle Parking	○	○	○	-
Bicycle and/or Pedestrian Count Equipment	○	-	-	●
Crossing Safety Improvements* (HAWK, RRFB, refuge islands, etc.)	○	○	○	●
Education Activities for Safe Routes to School	-	●	-	-
On-Street Bikeways (separated bike lanes, bike boxes, etc.)	●	○	○	-
Pedestrian Improvements (sidewalks, crosswalks, ADA ramps, etc.)	○	●	●	●
Pedestrian Scale Lighting	○	○	○	●
Protected Intersections (bicycle turning movements separated from motor vehicles)	○	○	○	●
Road Diets	●	○	○	○
Shared-Use Paths (Trails)	●	○	○	-

- = Primary eligible project in an application
- = Supporting eligible project in an application
- = Not Eligible

\*Note: The safety categories allow for pedestrian and bicycle signals as an eligible item in accordance with FHWA Proven Safety Countermeasures for Pedestrians and Bicyclists. However, this project category is not intended for new, upgraded, or replacement vehicle traffic signals. Vehicle traffic signal-focused projects should consider other NCTCOG funding programs that are suitable for signal replacement and/or modernization.

**Eligible Costs:** For infrastructure-related projects, only construction and incidental utility relocation costs are eligible for TA Set-Aside funds. Project Sponsors are responsible for all costs associated with engineering/design and environmental phases.

Safe Routes to School-related education activities are eligible for TA Set-Aside funds under the Safe Routes to School application category.

Federal guidance states that projects must be principally for transportation rather than purely recreational, have logical termini, and benefit the general public. For example, a looped trail system within a city park with no connections to a larger citywide trail network would be considered recreational and is not considered eligible.

Other project activities that are ineligible include:

- Routine maintenance and operations
- Planning studies
- Software applications
- Bike share, shared micromobility, and electric bicycle equipment and operations
- Roadway construction/reconstruction focused projects primarily for automobile travel
- A project requiring the acquisition of real property through the exercise of eminent domain or condemnation

Incidental costs should be kept to a minimum. The total amount for incidental construction activities (such as minor utility adjustments, minor drainage modifications, landscape placement/restoration, etc.) and approved amenities may not exceed 30 percent of the project's construction budget.

## Project Funding

- **Maximum Federal Funding Award per Project:** No limit.
- **Minimum Federal Funding Award per Construction Project:** \$500,000
- **Minimum Federal Funding Award per Education/Non-Infrastructure for SRTS Project:** \$250,000
- **Required Local Match:** A minimum of 20 percent of the eligible project costs (construction and utilities) must be provided:
  - Cash Match
  - Policy Bundle Transportation Development Credits: Agencies qualified for Metropolitan Transportation Plan Policy Bundle Transportation Development Credits (TDCs) approved by the Regional Transportation Council may request the use of existing TDCs in lieu of a local cash match. In the Project Budget Summary form submitted with each application, Project Sponsors must indicate if a local cash match will be provided, or (if qualified) request the use of approved TDCs.
  - Regional Transportation Council TDCs: Any Agency may request the use of Regional Transportation Council (RTC) Transportation Development Credits (in lieu of a local cash match) for projects implementing the [Regional Veloweb as identified in Mobility 2045 \(2022 Update\)](#) (not local community paths). Use of RTC TDCs will be limited to a maximum of 2 applications per agency. In the Project Budget Summary form submitted with each application, Project Sponsors must indicate whether they wish to apply for Regional TDCs.
  - For additional information on TDCs, see <https://www.nctcog.org/trans/funds/tip/funding-programs/transportation-development-credits-frequently-asked>.
  - **In-kind contributions are not allowable to serve as a local match.** Engineering design or other project costs that are ineligible for TA Set-Aside funding may not be used for a local match.
  - Project Sponsors that provide more than the 20 percent local cash match will receive points as part of project scoring and evaluation. Qualified agencies that elect to use TDCs for their local match may not use TDCs for an overmatch.
- **Funding Commitment:** A letter or resolution of funding commitment from the Project Sponsor agency must be provided with all applications and must identify the funding source and amount of the local match (i.e., cash or TDCs). Non-cash donations can be used on a project but will not count towards the required local match and should not be included in the project budget. A separate funding commitment from the Project Sponsor must be provided for *each* submitted application. A template letter and resolution are available on the 2022 Call for Projects webpage.
- **The TA Set-Aside Program is *not a grant*.** Awarded funds are provided on a cost reimbursement basis only. Therefore, it is important for the Project Sponsor to have adequate cash flow to accommodate the payment of 100 percent of the project costs. Applicants will be reimbursed with the Federal portion after the work has been accomplished.

Note: If the project is let for construction by TxDOT, the outstanding local match and 100 percent of any estimated cost overages will be due to TxDOT 60 days prior to advertising for construction.

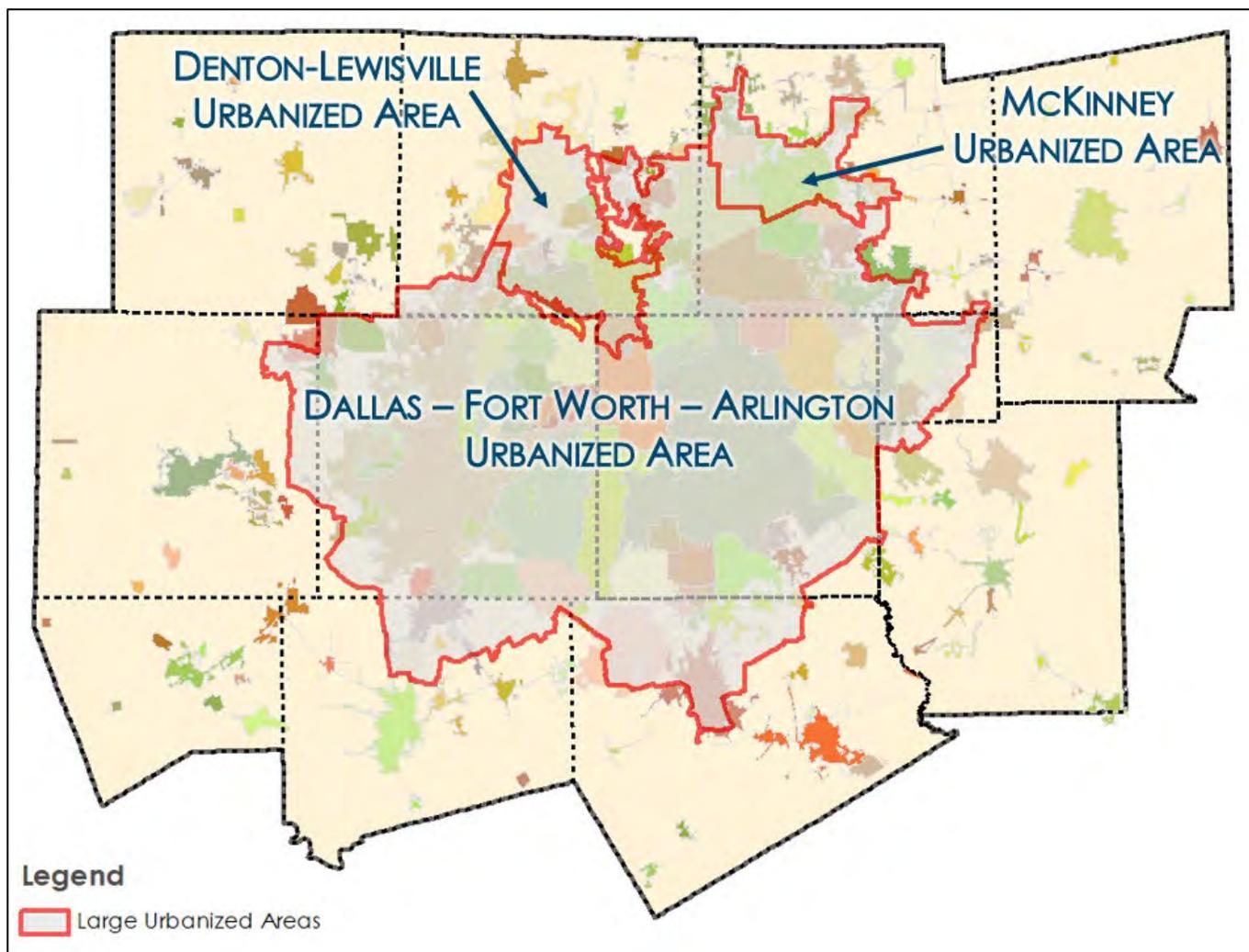
## Eligible Project Areas

Projects must be located inside the large urbanized areas exceeding 200,000 in population in the metropolitan planning area. (See **Figure 1 – Eligible Project Areas**)

In addition:

- **Safe Routes to School:** Projects must be located within two miles of a K - 8<sup>th</sup> grade school and within the school's attendance zone.
- **Safe Routes to Rail Projects:** Projects must be located within one-half mile of an existing commuter rail or light-rail station.

**Figure 1 – Eligible Project Areas**



An online interactive map identifying eligible area boundaries is available [here](#).

## Eligible Project Sponsors

Agencies that are eligible to apply for funding through this Call for Projects and serve as Project Sponsors are listed below.

- Local government
- Regional transportation authority
- Transit agency
- Natural resource or public land agency
- \*School district, local education agency, or school
- Tribal government
- \*Nonprofit entity
- Any other local or regional governmental entity with responsibility for, or oversight of, transportation or recreational trails

\*Managing federal transportation-funded projects is often complex and projects typically involve improvements located on property owned and maintained by a local government. All projects must follow federally approved procurement practices. School districts, local education agencies, schools, and/or nonprofit entities are **STRONGLY** encouraged to coordinate with the local government agency, which may better serve as the Project Sponsor. Partner entities may assist local governments with the local cash match for a project.

## Project Evaluation and Scoring

NCTCOG staff will review each application to ensure all the required documentation has been included. Application packages failing to include any of the required documentation may be considered incomplete and not scored. Supplemental information may not be provided after the Call for Projects closing deadline. The Application Submittal Checklists at the end of this Guide include a list of all required information and documentation for each project category.

NCTCOG staff will evaluate eligible project applications using the criteria established for this call for projects and identified in Table 3 - Active Transportation Project Evaluation Criteria and Scoring-7 which are informed by the policies identified in the [Active Transportation chapter of Mobility 2045](#). There will be different scoring thresholds established for each project application category.

NCTCOG reserves the right to award partial funding based on project-specific factors or to combine projects into one award. Recommended projects and specific funding allocations will be made available at public meetings, as well as the Surface Transportation Technical Committee and the Regional Transportation Council. The Regional Transportation Council will make final selection of projects and funding awards.

**Table 3 - Active Transportation Project Evaluation Criteria and Scoring**

Category	Points	Description	Factors	Review Considerations
<b>Regional Network Connectivity</b>	20	Improves connectivity of Mobility 2045 regional paths and bikeways between cities and counties	<ul style="list-style-type: none"> <li>Implements the Regional Veloweb network, including completing gaps between existing paths and extensions of the existing network resulting in significant continuous mileage</li> <li>Implements a regionally significant bikeway corridor</li> <li>Implements a designated local community path or on-street bikeway identified in Mobility 2045</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Regional Trails and On-Street Bikeways</a> data</li> </ul>
<b>Access to Major Destinations</b>	15	Improves connections and access to major destinations, including, employment centers, education institutions, transit stations, and/or other major activity venues with high volumes of pedestrians and/or bicyclists	<ul style="list-style-type: none"> <li>Implements facilities (paths, on-street bikeways, sidewalks) providing first/last mile access to regionally-significant destinations</li> </ul>	<ul style="list-style-type: none"> <li>Information provided by the project sponsor on question #11</li> </ul>
<b>Safety and Comfort</b>	15	Improves safety and provides facilities for pedestrians and bicyclists with a high level of comfort suitable for users of all ages and abilities	<ul style="list-style-type: none"> <li>Improves safety in documented high crash areas through safety countermeasures recommended by a safety report or study such as crossings, bicycle/pedestrian signalization, traffic calming, and separate facilities for various transportation modes</li> <li>Increases comfort by providing physical barrier(s) for on-street bicycle facilities</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Bicycle &amp; Pedestrian Crash</a> data</li> <li>Information provided by the project sponsor on question #12</li> </ul>
<b>Congestion Reduction</b>	15	Provides opportunity to shift short trips to walking and bicycling travel modes for a high volume of users, resulting in more transportation choices and improved air quality	<ul style="list-style-type: none"> <li>Implements projects in areas with a high density of short trips</li> <li>Generates a high volume of people bicycling and walking in lieu of motor vehicle trips</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Density of Short Trip</a> data</li> <li>Forecast of bicyclist and/or pedestrian trips performed by NCTCOG staff</li> </ul>
<b>Equity</b>	10	Improves access to disadvantaged populations and underserved communities	<ul style="list-style-type: none"> <li>Improves access to areas with greater percentages of minorities, low-income households, and/or zero-car households compared to the regional average</li> <li>Provides connections to important community resources, such as medical facilities, affordable housing, fresh produce, etc.</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Environmental Justice</a> data</li> <li>Information provided by the project sponsor on question #14</li> </ul>
<b>Reducing Barriers</b>	5	Provides safe crossing of existing travel obstacles such as major roadways, interchanges, railroads, and bodies of water	<ul style="list-style-type: none"> <li>Provides grade-separated or other barrier crossing improvements with a high level of comfort and suitable for users of all ages and abilities</li> </ul>	<ul style="list-style-type: none"> <li>Information provided by the project sponsor on question #13</li> </ul>
<b>Project Readiness and Other Factors</b>	20	Project readiness / ability to obligate funds and initiate construction quickly. Other factors related to innovation, project impact, and local match percent.	<ul style="list-style-type: none"> <li>Status of engineering/design</li> <li>Likelihood that the project will advance to construction within three years</li> <li>Local funding overmatch</li> <li>Innovation</li> <li>Benefit versus cost</li> <li>Geographic distribution</li> </ul>	<ul style="list-style-type: none"> <li>Information provided by the project sponsor on questions #15-20</li> </ul>
<b>Total</b>	<b>100</b>			

**Table 4 – Safe Routes to School Infrastructure Project Evaluation Criteria and Scoring**

Category	Points	Description	Factors	Review Considerations
<b>Problem Identification and Solution</b>	25	Addresses an identified problem, and the problem is significant	<ul style="list-style-type: none"> <li>• Identification of problem or project objective</li> <li>• Evidence of the problem or the issue being addressed by the project</li> <li>• Potential for the proposed improvement(s) to correct the problem or address the issue</li> <li>• Number of students that currently walk or bicycle to/from school each day</li> </ul>	<ul style="list-style-type: none"> <li>• Information provided by the project sponsor on questions 6 and 9</li> </ul>
<b>Planning Support</b>	20	Supported by a SRTS Plan or local planning effort.	<ul style="list-style-type: none"> <li>• The project is supported by a Safe Routes to School plan, safety audit, or other local planning effort</li> </ul>	<ul style="list-style-type: none"> <li>• Information provided by the project sponsor on question 10</li> </ul>
<b>Potential to Increase Walking and Bicycling</b>	20	Likely to increase the number of students that walk or bicycle to school	<ul style="list-style-type: none"> <li>• Number of students that live within two miles of the school</li> <li>• Distance of the project improvements from the school</li> <li>• Other pedestrian or bicycle generators that will benefit from this project (e.g., public transit facilities, major employers, colleges, libraries, etc.)</li> <li>• The estimated number that will walk or bicycle after project implementation</li> </ul>	<ul style="list-style-type: none"> <li>• Information provided by the project sponsor on questions 7, 9, and 11</li> </ul>
<b>Equity</b>	15	Improves school access and safety for disadvantaged populations and underserved communities	<ul style="list-style-type: none"> <li>• Percentage of the school's students that are economically disadvantaged</li> </ul>	<ul style="list-style-type: none"> <li>• Information provided by the project sponsor on question 12</li> <li>• <a href="#">Texas Education Agency School Report Cards</a></li> </ul>
<b>Project Readiness and Other Factors</b>	20	Project readiness / ability to obligate funds and initiate construction quickly. Other factors related to project impact and support for the project to the community.	<ul style="list-style-type: none"> <li>• Letter of support from the school district superintendent (required)</li> <li>• The local municipality and/or the school has demonstrated support for walking and bicycling through events like Walk to School Day, bicycle rodeos, walk audits, etc.</li> <li>• A public meeting has been conducted or impacted neighbors have been notified, and there is documented neighborhood support</li> <li>• Status of engineering/design</li> <li>• Likelihood that the project will advance to construction within three years</li> <li>• Local funding overmatch</li> <li>• Innovation</li> <li>• Benefit versus cost</li> <li>• Geographic distribution</li> </ul>	<ul style="list-style-type: none"> <li>• Information provided by the project sponsor on questions 13, 14, 15, 16, 17</li> </ul>
<b>Total</b>	<b>100</b>			

**Table 5 – Safe Routes to School Education (non-infrastructure) Project Evaluation Criteria and Scoring (Education-Only)**

Category	Points	Description	Factors	Review Considerations
<b>Problem Identification and Program Proposed</b>	35	Addresses an identified problem for educational activities to address	<ul style="list-style-type: none"> <li>• Identification of problem or project objective and proposed solutions</li> <li>• Evidence of the problem or the issue being addressed by the project</li> <li>• Potential for the proposed project to correct the problem or address the issue</li> <li>• Number of students that currently walk or bicycle to/from school each day</li> <li>• Existing campaign, curriculum, or materials to be used</li> </ul>	<ul style="list-style-type: none"> <li>• Information provided by the project sponsor on questions 1, 2 and 5 on the SRTS Education Supplemental Sheet</li> </ul>
<b>Potential to Increase Walking and Bicycling</b>	30	Likely to increase the number of students that walk or bicycle to school	<ul style="list-style-type: none"> <li>• Number of students and schools reached</li> <li>• Number of events or trainings</li> <li>• Partnership opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Information provided by the project sponsor on questions 3-13 on the SRTS Education Supplemental Sheet</li> </ul>
<b>Equity</b>	15	Improves school access and safety for disadvantaged populations and underserved communities	<ul style="list-style-type: none"> <li>• Percentage of the students in the project area that are economically disadvantaged</li> </ul>	<ul style="list-style-type: none"> <li>• Information provided by the project sponsor on question 1 on the SRTS Education Supplemental Sheet</li> <li>• <a href="#">Texas Education Agency School Report Cards</a></li> </ul>
<b>Project Readiness and Other Factors</b>	20	Project readiness / ability to obligate funds and initiate activities quickly	<ul style="list-style-type: none"> <li>• Letter of support from the school district superintendent (required)</li> <li>• The local municipality and/or the school has demonstrated support for walking and bicycling through events like Walk to School Day, bicycle rodeos, walk audits, etc.</li> <li>• Innovation</li> <li>• Benefit versus cost</li> <li>• Geographic distribution</li> </ul>	<ul style="list-style-type: none"> <li>• Information provided by the project sponsor on question 1, 7-9 on the SRTS Education Supplemental Sheet</li> <li>• Information provided by the project sponsor on questions 15, 16, 17 of the SRTS application form</li> </ul>
<b>Total</b>	<b>100</b>			

**Table 6 – Safe Routes to Rail Project Evaluation Criteria and Scoring**

Category	Points	Description	Factors	Review Considerations
<b>Problem Identification and Solution</b>	20	Addresses an identified problem, and the problem is significant	<ul style="list-style-type: none"> <li>• Identification of problem or project objective</li> <li>• Evidence of the problem or the issue being addressed by the project</li> <li>• Potential for the proposed improvement(s) to correct the problem or address the issue</li> <li>• Improves safety in documented high crash areas</li> </ul>	<ul style="list-style-type: none"> <li>• Information provided by the project sponsor on questions 6 and 9</li> </ul>
<b>Planning Support</b>	20	Supported by a Routes to Rail Plan or other local or regional planning effort	<ul style="list-style-type: none"> <li>• The project is identified as a need based on recommendations resulting from a Routes to Rail Plan or safety/existing condition audit in a pedestrian safety plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Information provided by the project sponsor on question 10</li> </ul>
<b>Potential to Increase Walking and Bicycling</b>	10	Likely to increase the number of people that walk or bicycle to the existing rail station	<ul style="list-style-type: none"> <li>• Number of potential transit riders that would benefit from the proposed improvements</li> <li>• Number of pedestrian or bicycle generators that will be connected by the project (e.g., public transit facilities, major employers, colleges, libraries, schools etc.)</li> <li>• Distance of the project improvements from the existing rail station</li> <li>• The estimated increased number pedestrians and bicyclists after project implementation</li> </ul>	<ul style="list-style-type: none"> <li>• Information provided by the project sponsor on question 11 of the SRTR application form</li> <li>• Forecast of bicyclist and/or pedestrian trips performed by NCTCOG staff.</li> </ul>
<b>Transit Accessibility</b>	10	Project improves bicycle/pedestrian network connections and access to the existing rail station	<ul style="list-style-type: none"> <li>• Project closes a pedestrian/bike network gap, improve access, and shortens distances to access the existing rail station.</li> </ul>	<ul style="list-style-type: none"> <li>• Information provided by the project sponsor on questions 9 and 11</li> </ul>
<b>Equity</b>	15	Improves rail station access and safety for disadvantaged populations and underserved communities	<ul style="list-style-type: none"> <li>• The census tracts around the existing rail station include populations with higher than the regional average for Minority Population and Population Under the Poverty Line</li> </ul>	<ul style="list-style-type: none"> <li>• Information provided by the project sponsor on question 12</li> <li>• <a href="#">Environmental Justice</a> data</li> </ul>
<b>Project Readiness and Other Factors</b>	25	Project readiness / ability to obligate funds and initiate construction quickly. Other factors related to project impact and support for the project to the community.	<ul style="list-style-type: none"> <li>• Status of engineering/design</li> <li>• Likelihood that the project will advance to construction within three years</li> <li>• Local funding overmatch</li> <li>• Innovation</li> <li>• Benefit versus cost</li> <li>• Support from the community and documentation of meetings to solicit feedback</li> <li>• Geographic distribution</li> </ul>	<ul style="list-style-type: none"> <li>• Information provided by the project sponsor on questions 13, 14, 15, 16, 17</li> </ul>
<b>Total</b>	<b>100</b>			

**Table 7 – Safety and Technology Project Evaluation Criteria and Scoring**

Category	Points	Description	Factors	Review Considerations
<b>Problem Identification and Solution</b>	25	Addresses an identified problem, and the problem is significant	<ul style="list-style-type: none"> <li>• Identification of problem or project objective</li> <li>• Evidence of the problem or the issue being addressed by the project</li> <li>• Potential for the proposed improvement(s) to correct the problem or address the issue</li> </ul>	<ul style="list-style-type: none"> <li>• Information provided by the project sponsor on questions 6 and 9</li> </ul>
<b>Planning Study</b>	20	Supported by a traffic safety or local safety plan that documents existing conditions and recommended safety countermeasures.	<ul style="list-style-type: none"> <li>• The area is identified in the NCTCOG Regional Pedestrian Safety Action Plan</li> <li>• The project is identified based on recommendations from a local safety action plan, vision zero plan, safety audit, traffic signal warrant study, or other comprehensive safety plan aimed at preventing roadway fatalities and serious injuries in a locality.</li> <li>• The technology in the project was recommended as part of an adopted planning effort or study.</li> </ul>	<ul style="list-style-type: none"> <li>• Information provided by the project sponsor on question 10</li> </ul>
<b>Potential to Increase Walking and Bicycling</b>	15	Likely to increase the number of people that walk or bicycle	<ul style="list-style-type: none"> <li>• Pedestrian or bicycle generators that will benefit from the project (e.g., public transit facilities, major employers, colleges, libraries, schools etc.)</li> <li>• The area is located within the high or moderate demand zone for walking and biking travel as reflected in the NCTCOG Mobility 2045 Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Information provided by the project sponsor on questions 7, 9, and 11</li> <li>• <a href="#">Demand Zones for Walking and Bicycling Travel</a> data</li> </ul>
<b>Equity</b>	15	Improves access to non-motorized methods of transportation and increases roadway safety for disadvantaged populations and underserved communities.	<ul style="list-style-type: none"> <li>• The census tracts around the project area include populations with higher than the regional average for Minority Population and Population Under the Poverty Line</li> </ul>	<ul style="list-style-type: none"> <li>• Information provided by the project sponsor on question 12</li> <li>• <a href="#">Environmental Justice</a> data</li> </ul>
<b>Project Readiness and Other Factors</b>	25	Project readiness / ability to obligate funds and initiate construction quickly. Other factors related to innovation, project impact, and local match percent.	<ul style="list-style-type: none"> <li>• Status of engineering/design</li> <li>• Likelihood that the project will advance to construction within three years</li> <li>• Local funding overmatch</li> <li>• Innovation</li> <li>• Benefit versus cost</li> <li>• Support from the community and documentation of meetings to solicit feedback</li> <li>• Geographic distribution</li> </ul>	<ul style="list-style-type: none"> <li>• Information provided by the project sponsor on questions 13, 14, 15, 16, 17</li> </ul>
<b>Total</b>	<b>100</b>			

# Project Implementation

## Coordination with TxDOT

The Project Sponsor is required to be the implementing agency for the project. Consistent with other Federal-aid highway programs, TA Set-Aside funds are administered by TxDOT. After project selection by the Regional Transportation Council, the Project Sponsor may coordinate with TxDOT to determine which agency will let the project construction, though NCTCOG staff encourage those conversations occur prior to application submittal.

All Project Sponsors awarded funding who propose to manage the construction phase of the project are required to designate a “Responsible Person in Charge” (RPIC), a “Project Manager” (PM), and a “Qualified” person in accordance with TxDOT’s Local Government Project Program (LGPP). Refer to TxDOT’s Local Government Projects Toolkit for requirements: <https://www.txdot.gov/government/processes-procedures/lgp-toolkit.html>.

Through its LGPP Qualification Program, TxDOT offers a course to train and qualify individuals working on state or federally funded projects. Anyone working directly on or overseeing local government projects such as TA projects is encouraged to complete the LGPP training. For local government project guidance and training, visit TxDOT’s LGPP website: <http://www.txdot.gov/government/programs/local-government-projects.html>.

Each District Office has a Project Delivery Coordinator available to assist applicants with questions related to realistic project schedules for implementation after executing an agreement with TxDOT. The following are the TxDOT Districts point of contacts:

- Dallas District: Rachael Twiggs  
Email: Rachael.Twiggs@txdot.gov                      Phone: 214-320-6669
- Fort Worth District: Iftekhhar Ali  
Email: Iftekhhar.Ali@txdot.gov                      Phone: 817-370-3565

## Placement of Projects in the Transportation Improvement Program (TIP) and in the Statewide TIP (STIP)

Project Sponsors awarded TA funding are responsible for submitting their project to NCTCOG before the January 27, 2023 TIP Modification deadline. The TIP and STIP require FHWA approval and are updated quarterly. All TA projects must be approved in the TIP and STIP prior to TxDOT and FHWA approval of the Advanced Funding Agreement and Federal Project Authorization and Agreement for any work which the Project Sponsor is seeking federal reimbursement. Funds used for local cash match must also be in an executed agreement.

### **Execution of Agreements**

Project Sponsors must execute an Advanced Funding Agreement (AFA) with TxDOT and comply with all federal and state procedures and requirements applicable to development of federal-aid transportation projects. The AFA must be executed by the Project Sponsor within one year of project selection. Project Sponsors are responsible for initiating contact with TxDOT to begin developing the local agreement immediately after project selection; however, projects must be identified in the federally approved STIP before TxDOT can fully execute the local agreement for the project. Project costs are not eligible for reimbursement until after the execution of a local agreement with TxDOT, the project receives environmental approval, construction plans are finalized, and the project receives authorization from TxDOT to proceed. TxDOT will also review and approve each agency's procurement procedures to meet federal requirements. All reimbursed items must be publicly procured.

### **Scope Modifications**

Projects must be implemented consistent with the funding application as approved by the Regional Transportation Council and as included in the project agreement with TxDOT. Changes in items of work, project limits, or project scope that occur without advance TxDOT approval will not be reimbursed. The construction contractor will, in all cases, be chosen through a competitive bidding process approved by TxDOT.

### **Project Elimination**

Selected projects may be eliminated from the program if:

- Implementation of the project would involve significant deviation from the activities as proposed in the application;
- The project agreement with TxDOT is not executed within one year after the project is selected by the Regional Transportation Council (by December 2023); or
- A construction contract has not been awarded or construction has not been initiated by the Project Sponsor within three years after the project is selected by the Regional Transportation Council (by December 2025).

The Regional Transportation Council reserves the right to remove funding from a project for which the local Project Sponsor is unable or unwilling to sign an agreement to implement the project or cannot provide the required minimum local match.

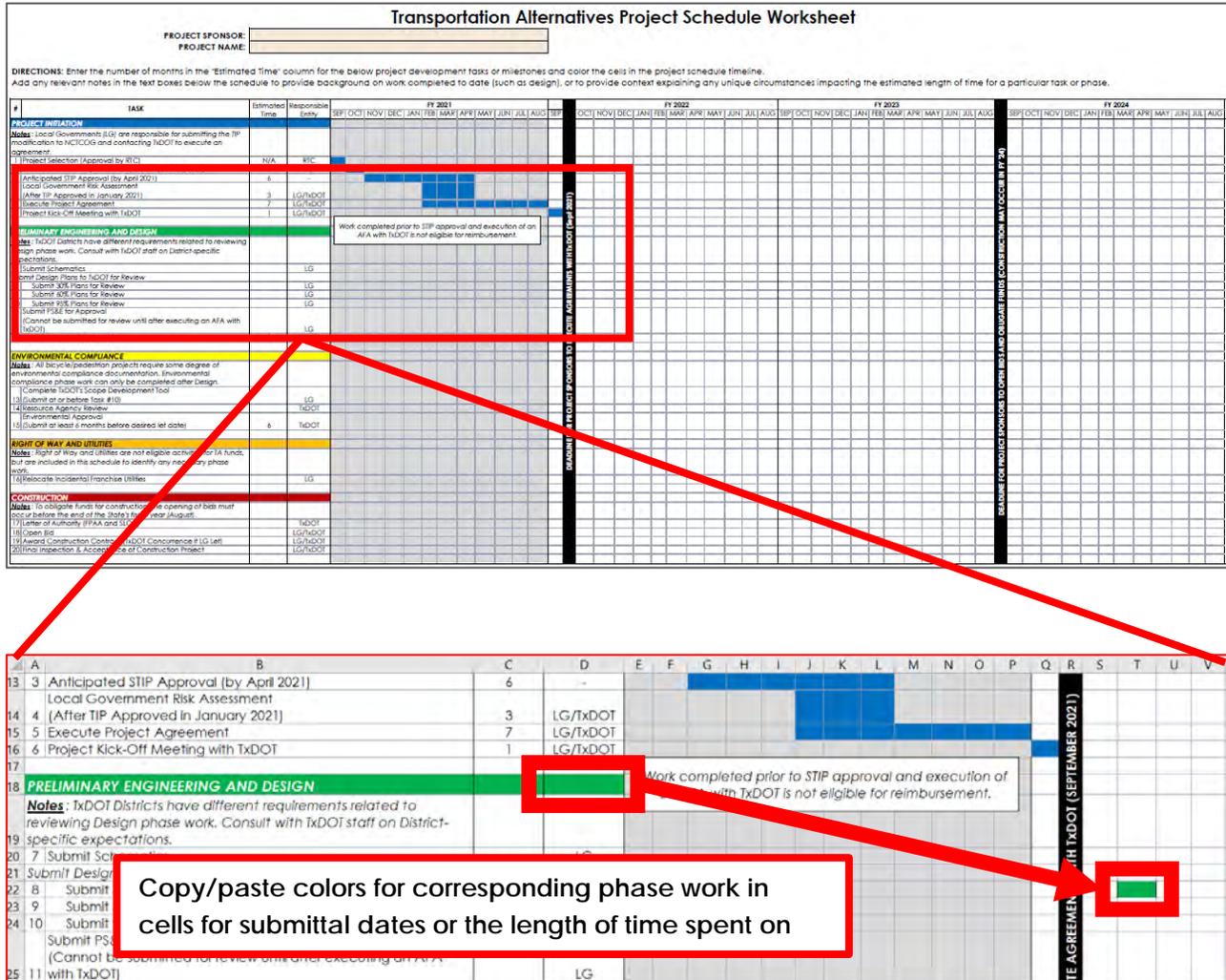
## Additional Application Requirements

- Right-of-Way and Easements: All necessary right-of-way must be acquired before applications are submitted. If any easements still need to be acquired by the application deadline, a commitment letter by the current property owner must be included in the application package. Properties without full ownership and right-of-way documentation will be ineligible. TA funds are not eligible to be used for acquisition of right-of-way or easements. 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. **Projects requiring easements that still need to be obtained from private property owners are not eligible under this Call for Projects.**
- TxDOT Right-of-Way: A proposed project on right-of-way maintained by TxDOT is referred to by TxDOT as “on-system” and must follow TxDOT procedures. Projects that include State right-of-way or have a direct effect on an existing State-maintained roadway must have a letter from the TxDOT District Engineer offering consent for the proposed project included with the application materials. The final project design will be subject to TxDOT approval. If awarded funding, Project Sponsors will be responsible for securing a land-use permit from TxDOT prior to construction.
  - If a project includes pedestrian lighting on State right-of-way, TxDOT’s policy dictates that such lighting must also be adequate for the adjacent roadway system. It is essential that the Project Sponsor consult with the TxDOT District Office to make sure that the project budget allows for this additional cost and that the proposed lighting meets TxDOT’s requirements.
- Railroad Right-of-Way: Advanced railroad coordination is essential for funding consideration if a project encroaches on or crosses railroad right-of-way. Obtaining railroad approval can take several months or years. **If the Project Sponsor has not been in contact with the railroad regarding a proposed project within railroad right-of-way and received written approval of the project, then the project is not eligible for funding under this Call for Projects.** Projects proposing to construct facilities for pedestrians and bicyclists along or through railroad right-of-way must include documentary evidence from the railroad granting a right of entry or an executed encroachment agreement. Letters from railroads saying they will discuss or review plans will not be sufficient.
- Multiple Jurisdictions: If a project is located in multiple jurisdictions or involves coordination with other entities to implement the project, a Letter of Consent from the Supporting Project Sponsor from a representative with signature authority is required.
- Regardless of whether the projects are located within the right-of-way of a Federal-aid highway, the treatment of projects will require project agreements, authorization from TxDOT to proceed prior to incurring costs, prevailing wage rates (Davis-Bacon), Buy America, and competitive bidding.

## Project Schedule

Project Sponsors are required to submit a proposed project schedule with each application. The Excel Project Schedule template is available to download on the 2022 Call for Projects webpage. With the worksheet, estimate the number of months it will take to complete the project from start to finish, and approximate the time required for each task or phase by coloring in the cells. The worksheet also provides an opportunity to describe work completed to date (such as design), or to provide context explaining unique circumstances impacting the length of time estimated for a particular task or phase.

**Figure 2 – Project Schedule Template**



## TxDOT Final Review of Plans and Specifications

As the estimated construction cost of all projects funded through this call for projects are greater than \$50,000, projects must be reviewed by a Registered Accessibility Specialist licensed by the Texas Department of Licensing and Regulation. This may require an additional two months in the review process. As a result, include a minimum of three months in the Project Schedule for TxDOT's final plan review.

## Project Budget Summary

The "Project Budget Summary" Excel worksheets must be completed and included in application submittals. Budgets with lump sums will be deemed incomplete. Line items must include units, unit prices and quantities. The "Itemized Construction Costs" worksheets should distinguish line items that are new construction versus rehabilitation and/or reconstruction portions of the project. Budget line items should be organized by type of work and identify the proportion of costs for utilities, mobilization, etc. Applicants are encouraged to review the "Example Itemized Costs" worksheet prior to listing itemized work activities.

Figure 3 – Example Itemized Costs

Itemized Construction Costs (EXAMPLE)					
Distinguish line items that are new construction from rehabilitation and/or reconstruction.					
Items listed below are for illustrative purposes only.					
	Work Activities	Quantity	Units	Unit Price	Amount
<b>NEW CONSTRUCTION</b>					
Group Itemized General Activities	Prepare Right-Of-Way (ROW)		STA		
	Remove Existing Concrete Sidewalk		SY		
	Remove Concrete Driveways		SY		
	List Other Relevant Line Items				
Group Itemized Roadway / Facility Work	Concrete Sidewalk (6 ft. width)		SY		
	Concrete Trail (12 ft. width minimum plus 2 ft. on each side, 6 in. depth, No. 3 rebar reinforcement)		SY		
	Concrete Driveway		SY		
	Concrete Curb		LF		
	Concrete Median		SY		
	Curb Ramps		EA		
	Storm Drainage		LF		
	Inlets		EA		
	Retaining Walls		SF		
	Shared-Use Path Trail Bridge (16 ft. width)		LF		
	List Other Relevant Line Items				
Group Itemized Illumination Work	Pedestrian Illumination Fixture (in accordance with TxDOT standards)		EA		
	30 in. Drilled Shaft for Illumination Fixture		LF		
	Conduit		LF		
	Electrical Conductor		LF		
	Ground Boxes		EA		
List Other Relevant Line Items					
Group Itemized Landscape Work	Trees (# gallon)		EA		
	Irrigation System		LS		
List Other Relevant Line Items					
Group Itemized Pavement Work	Pavement Markings		LF		
	High Visibility Crosswalk		LS		
List Other Relevant Line Items					
Group Itemized Signal Work	Pedestrian Walk Signal / Push Buttons		LS		
	HAWK/Midblock Signal		EA		
List Other Relevant Line Items					
Group Itemized Utility Work	Utility Adjustments: Fire hydrants and utility meters		EA		
	Utility Adjustments: Water and sewer lines		LF		
List Other Relevant Line Items					
Group Itemized Miscellaneous Work	Mobilization (%)		LS	Enter lump sums for miscellaneous work based on percentages here.	
	Barricades, Signs, and Traffic Handling		MO		
	Portable Changeable Message Sign		DAY		
	TMA (Stationary)		EA		
	Miscellaneous (%)		LS	Enter lump sums for miscellaneous work based on percentages here.	
	Contingencies (%)		LS	Enter lump sums for miscellaneous work based on percentages here.	
	Franchise Utilities (%)		LS	Enter lump sums for miscellaneous work based on percentages here.	
List Other Relevant Line Items					
					<b>\$0</b>

## Active Transportation Application Submittal Checklist

The following checklist is included at the end of Active Transportation applications. Project Sponsors must 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
- Attachment (A)** – Project Maps and Exhibits **[Required]**
  - Project Location Map (show the location and type of proposed improvements, existing infrastructure, and other nearby existing and planned linkages to employment centers, schools, transit facilities, or other major destinations)
  - 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 (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” on the USB drive. **[Required]** For Project Sponsors in which GIS capabilities are not available and technical assistance is needed, please contact Daniel Snyder at 817-608-2394 or [dsnyder@nctcog.org](mailto:dsnyder@nctcog.org).

# Safe Routes to School Application Submittal Checklist

The following checklist is included at the end of Safe Routes to School applications. Project Sponsors must 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 817-704-5601 or [ecurry@nctcog.org](mailto:ecurry@nctcog.org).

## Safe Routes to Rail Application Submittal Checklist

The following checklist is included at the end of Safe Routes to Rail applications. Project Sponsors must 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
- Attachment (A) – Project Maps and Exhibits [Required]**
  - Project Location Map (Location maps should show the rail station and rail line and existing or planned linkages to schools, employment centers, transit facilities, or other major destinations or pedestrian generators. One map must identify all existing major intersections and crossings potential transit riders will encounter when traveling from the project location to the rail station (current or future crossings))
  - 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 (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 for which GIS capabilities are not available and technical assistance is needed, please contact Erin Curry at 817-704-2505 or [ecurry@nctcog.org](mailto:ecurry@nctcog.org).

# Safety & Technology Application Submittal Checklist

The following checklist is included at the end of Safety & Technology applications. Project Sponsors must 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
- 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 project or that connects to the project, the location of the local destinations benefiting from the project)
  - Materials such as the project site plan, maps, pictures, exhibits, data, diagrams, community complaints, support, 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 (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](mailto:ecurry@nctcog.org).