



North Central Texas
Council of Governments

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

SAFE ROUTES TO RAIL 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 Safe Routes to Rail funding category is designed for active transportation projects with the goal of increasing the safety and access of pedestrians and bicyclists to existing passenger rail stations in the region. Appropriate facilities for this category include pedestrian infrastructure, including sidewalks, crossing safety infrastructure, signalization for pedestrians and cyclists, trails, and bicycle safety infrastructure. For more information on the Safe Routes to Rail category and scoring guidelines, please refer to the application guide.

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. Rail Station(s) Served: List the name and address of the station(s) that will directly benefit from the Safe Routes to Rail 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)

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 rail station and rail line and highlight or show other existing and planned linkages to schools, employment centers, other transit facilities such as bus stops, or other major destinations or pedestrian generators.

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.

10. Planning Study Support

- a. Was the need for this specific project identified in a Routes to Rail study, or other local or regional planning effort that evaluated existing conditions and needs, and provided recommendations to improve the ability of pedestrians or bicyclists to safely and comfortably travel to rail stations?

Yes

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

Include the relevant sections and materials, including page numbers, as “**Attachment (B) – Related Plans or Studies**” for printed copies and electronic copies included on the USB drive.

No

11. Potential to Increase Walking and Bicycling

a. Project's closest point to the rail station served:

- 0 - 1/4 mile 1/4 - 1/2 mile > 1/2 mile

b. Is this station area within the high or moderate demand zone for walking and biking travel as reflected in the NCTCOG Mobility 2045 Plan?

Yes

No

c. What destination(s) of interest in close proximity to the rail station would this safe routes to rail project benefit (no more than 1/2 mile from the project)? Possible destinations include such as employment centers, schools or colleges, parks, libraries, shopping, transit stops, or other pedestrian destinations. (limited to 200 characters including spaces)

12. Equity

Describe how the project will benefit underserved or disadvantaged communities (low-income, minority, and zero-car households). (limited to 750 characters including spaces)

13. Project Readiness and Other Factors

a. Community Support

Applicants should provide evidence of public support for the project, including any previous public engagement around the rail station area.

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

- ii. Applicants may optionally provide up to five letters of support. Include them in **“Attachment (C) – Community Support.”** Are letters of support provided?

Yes

No

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, as well as 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 300 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 of 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

The portion of the project that is within railroad right-of-way will be completed 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 offering 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 local government and the project involves improvements that would need to continue on the Transit Agency's property, please provide the contact information for a representative of the Supporting Project Sponsor (Transit Agency 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.

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 [TA Set-Aside Call for Projects webpage](#).

Label the supporting documentation by the Project Sponsor Governing Body 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 Rail 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
- 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.