



North Central Texas
Council of Governments

NCTCOG 2025 TRANSPORTATION ALTERNATIVES
CALL FOR PROJECTS FOR NORTH CENTRAL TEXAS REGION

ACTIVE TRANSPORTATION APPLICATION



Project Sponsor: _____

Project Title: _____

Applications due: January 17, 2025, by 5:00PM

IMPORTANT: Federal funds have very specific requirements for grants management along with detailed reporting. If you are unfamiliar with Federal regulations and 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, January 17, 2025.

The North Central Texas Council of Governments (NCTCOG) must have the submitted application “in hand” at the NCTCOG offices by the January 17 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 one (1) hardcopy (including attachments) and one (1) electronic copy of all files on a USB drive. Digital signatures are accepted. Do not submit scanned PDF applications.

Applications should be mailed or hand-delivered to:

Mail:

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

Physical location:

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

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

1. **Name of Project Sponsor:** _____

2. **Type of Project 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**

City/Cities in which the project is located:

5. Project Title: _____

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

6. Project Description

Describe existing conditions and provide a clear description of the project purpose, location, project elements, and the scope of work for TA funds. Vague descriptions may result in lower evaluation scores and lower ranking. The description should be consistent with the project map and the itemized costs listed in “**Attachment 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 Maps

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 highlight or show other existing and planned linkages to employment centers, schools, transit facilities, or other major destinations. Use text boxes on maps to provide context of the project.

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

Geographic Information Systems (GIS) files for the project are 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. Please refer to the schedule in the Program Guide for the deadline to request GIS technical assistance.

Instructions for submitting GIS files:

- Provide only for the proposed improvement(s) for which funding is sought.
- Provide GIS data as a layer package (.lpx), ensuring the data is included by selecting the “Include Enterprise and UNC Path Data” box when creating the layer package file. Shapefile or file geodatabase file formats will also be accepted. GIS data must be saved in a zipped folder labeled “Project Files.”
- Do not include ArcMap map documents or ArcGIS Pro projects.

GIS files Check here if GIS shapefiles are available for the project location/area and are included in a folder labeled “GIS” on the USB drive.

9. Related Plans or Studies

a. This project is included in a Plan(s) adopted by a Governing Body (e.g. City Council, Agency Board) such as but not limited to a Bicycle Master Plan, Comprehensive Plan, Corridor or Neighborhood Plan, Transportation or Thoroughfare Plan, or Trails Plan. (Select one)

Yes, the project is included in a Plan(s) adopted by a Governing Body.

Name and Approval Date of Adopted Plan

(name) _____

(adoption date) _____

(relevant section and pages/maps to reference in the Plan) _____

Name and Approval Date of Adopted Plan

(name) _____

(adoption date) _____

(relevant section and pages/maps to reference in the Plan) _____

Name and Approval Date of Adopted Plan

(name) _____

(adoption date) _____

(relevant section and pages/maps to reference in the Plan) _____

Label the relevant sections and materials of the adopted Plan(s) as “**Attachment B – Related Plans or Studies**” for printed copies and electronic copies included on the USB drive. It is not necessary to submit the entire adopted Plan document.

No, the project is not included in a Plan adopted by a Governing Body.

b. Is the above related Plan(s) uploaded to the Texas Active Transportation Plan Inventory? Applicants are STRONGLY encouraged to input their agency plan(s) in the [Plan Submission Portal](#).

Yes.

No. Explain why the agency has not submitted the Plan(s) to the Texas Active Transportation Plan Inventory. (limited to 150 characters including spaces)

Not Applicable.

10. Regional Network Connectivity

Does the project implement a section of the Regional Veloweb identified in Mobility 2045 and/or connect to the Regional Veloweb, or improve connections between cities and counties?

Yes

No

11. Access to Major Destinations

Does the project improve access to a large employment center, education institution, transit station, or other major activity venues?

Yes Describe the major destination(s) the project provides access. (limited to 750 characters including spaces)

Describe any existing bicycle parking at the destination(s) if the proposed project involves bicycle facilities. (limited to 250 characters including spaces)

No

Label the relevant maps identifying major destinations “**Attachment A – Project Maps and Exhibits**” for printed copies and electronic copies included on the USB drive.

12. Safety

- a. Is there a documented safety issue for pedestrians, bicyclists, and other non-drivers in the project area and does the project implement safety countermeasures recommended by a safety study or report? (select one)

Yes Describe the documented safety issue, data source, safety report/study/audit, and explain how the project will improve safety for pedestrians, bicyclist, and other non-drivers. Label the relevant project documents “**Attachment B – Related Plans and Studies**” for printed copies and electronic copies included on the USB drive. (limited to 750 characters including spaces)

No

- b. Does the project implement a low stress/high level of comfort facility suitable for pedestrians, bicyclists, and other non-drivers of all ages and abilities?

For purposes of this application, a low stress/high comfort facility is considered a wide sidewalk (minimum 5 feet in width) for pedestrians or a minimum 10-14 foot wide off-street shared-use path for both pedestrians and bicyclists, separated bike lanes, or on-street bike lanes with a suitable design for bicyclists based on the context of the project location (e.g. projected traffic volumes, speeds, adjoining land uses, etc.). Such project design must be consistent with relevant Design Guidelines and resources including AASHTO, NACTO, ITE, FHWA, and TxDOT.

Yes

No

- c. Does the project implement safety countermeasures to improve safety at mid-block or intersection crossings, such as bicycle facilities with interim approval by FHWA (e.g. bike boxes, bicycle signals, colored pavement, etc.), median crossing islands, Rectangular Rapid Flash Beacons, pedestrian hybrid beacons, enhanced crossing treatments, new or modifications to existing intersection traffic signals?
- Yes Describe the safety countermeasures to be constructed as part of this project. In addition, provide details explaining the necessary scope of work for any proposed new intersection traffic signals or modifications to existing signal equipment. (limited to 750 characters including spaces)

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

No

- d. If a project involves facilities along a roadway such as sidewalks, sidepaths, 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

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

Not Applicable

13. Reducing Barriers

Does the project provide or improve safe crossing of an existing obstacle to travel (e.g. major roadways, railroads, and bodies of water) with a low stress/high level of comfort facility suitable for pedestrians, bicyclists, and other non-drivers of all ages and abilities? (select one)

Yes Describe the existing barrier and how the project will provide safe crossing of the obstacle. (limited to 1,000 characters including spaces)

No

14. Equity

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

15. Project Readiness and Other Factors

- a. Complete and attach the Environmental Checklist for all application submittals. Has the Environmental Checklist been completed?

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.

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

Yes

No

- c. 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)

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

e. Community Support

Provide dates and information about public or community meetings held to discuss the project, or other information documenting the project has community support. (limited to 1,500 characters including spaces)

If applicable, include letters of support and other documentary evidence of public interest (not to exceed 10 items) and label as “**Attachment C – Community Support**” for printed copies and electronic copies included on the USB drive.

16. Project Schedule

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

Has the Project Schedule been completed?

Yes **Required**

No

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

17. Property Ownership and Acquisition Information

- a. 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)

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

Yes

Provide a copy of the easement or access agreement and label as “**Attachment (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 (the project does not require any easements)

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

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

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

- c. Railroad Right-of-Way: Projects involving pedestrian and/or bicycle facilities crossing 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 with a railroad crossing in the 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 within railroad right-of-way will be completed as a locally funded “Phase Two.”

Not Applicable (The project does not involve facilities crossing or are within railroad right-of-way)

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

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

No (No portion of the project is associated with an existing TxDOT roadway.)

18. Supporting Project Sponsor Contact Information

Provide the contact information for a representative of the Supporting Project Sponsor if a project is located in multiple jurisdictions or involves coordination with another entity to implement the project. A Letter of Concurrence by the Supporting Project Sponsor is required and must be signed by a representative with signature authority.

Does the project involve a Supporting Project Sponsor? (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 concurrence for the proposed project and label as “**Attachment I – Supporting Project Sponsor Letter of Concurrence**” for printed copies and electronic copies included on the USB drive.

No

19. 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.

20. Funding Commitment

Supporting documentation signed by an individual with signature authority is required to confirm the availability of the local match contribution if TA 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 webpage](#).

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

21. 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 the reported project timeline is realistic, and
- The Project Sponsor commits if this project is selected for funding, an agreement with TxDOT will be executed within one year of project selection (by May 8, 2026). 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 if this project is selected for funding the project will advance to construction within three fiscal years (by August 31, 2028) of the funding award by the RTC or the funding may be reprogrammed, and
- The Project Sponsor commits if this project is selected for funding the project will be implemented as approved by the Regional Transportation Council and as included in the project agreement with TxDOT, and
- The Project Sponsor acknowledges Transportation Alternatives is not a grant and the funds are provided on a cost reimbursement basis. The Project Sponsor acknowledges they are solely responsible for future maintenance and operations of the facility.

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

Signature _____

Printed Name _____

Title _____

Date _____

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

Ranking by Project Sponsor

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

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

**FINAL SUBMISSION DUE DATE FOR ALL DOCUMENTATION
Friday, January 17, 2025, by 5:00 pm CST**

Active Transportation Application Submittal Checklist

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

- One (1) signed hardcopy Application (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 Concurrence (required if applicable)
- Attachment I** – Supporting Project Sponsor Letter of Concurrence (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. Please refer to the schedule in the Program Guide for the deadline to request GIS technical assistance.