



North Central Texas
Council of Governments

2020 TRANSPORTATION ALTERNATIVES CALL FOR PROJECTS FOR NORTH CENTRAL TEXAS REGION **APPLICATION GUIDE**



Applications Due: May 15, 2020, 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, May 15, 2020.

The North Central Texas Council of Governments (NCTCOG) must have the submitted application “in hand” at the NCTCOG offices by the May 15 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. Application 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. A compact disc (CD) will not be accepted.

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 2020 Transportation Alternatives (TA) Call for Projects for the North Central Texas Region.

Approximately \$20 million in federal funding is anticipated to be available for fiscal years 2021, 2022, and 2023. 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 12-county region through a competitive process in consultation with the Texas Department of Transportation (TxDOT). The NCTCOG metropolitan planning area includes portions of the Fort Worth, Dallas, and Paris TxDOT Districts.

Table 1 – Call for Projects Schedule

ACTIVITY	DATE
Call for Projects Public Workshop	January 21, 2020
Surface Transportation Technical Committee (STTC) – Information on Call for Projects	January 24, 2020
Regional Transportation Council (RTC) – Action on Call for Projects	February 27, 2020
Call for Projects Opens	March 2, 2020
Deadline for Requesting TxDOT District Engineer Letter of Consent for Proposed Projects Located in State Right-of-Way (<i>if applicable</i>)	April 10, 2020
Deadline for Requesting a Review of Applications for Completeness from NCTCOG Staff (<i>optional</i>)	April 10, 2020
Deadline for Requesting GIS Technical Assistance from NCTCOG Staff (<i>if necessary</i>)	April 10, 2020
Call for Projects Closes (Applications Due)	May 15, 2020 5:00 PM
Review of Projects / Scoring by NCTCOG Staff	May - July 2020
Public Meeting	August 2020
Surface Transportation Technical Committee (STTC) – Action to Approve Selected Projects	August 28, 2020
Regional Transportation Council (RTC) – Action to Approve Selected Projects	September 10, 2020
Coordination Meetings with TxDOT District Staff for Selected Projects	September - October 2020
Deadline for Project Sponsors to Submit Transportation Improvement Program (TIP) Modifications (February 2021 Cycle)	October 23, 2020
Anticipated Approval of Statewide Transportation Improvement Program (STIP)	March - April 2021
Deadline for Project Sponsors to Execute Agreements with TxDOT	September 2021
Deadline for Project Sponsors to Open Bids and Obligate Funds (End of FY 23)	August 2023

Eligible Project Categories

- **Active Transportation Projects:** Bicycle and pedestrian infrastructure projects. Project Sponsors are strongly encouraged to submit projects that: help to complete the Mobility 2045 Regional Veloweb trail network, connect to transit or major destinations, and/or improve the safety, access, and connectivity of the active transportation network. See Table 2 - Active Transportation Project Evaluation Criteria and Scoring for an overview of factors considered in the selection process.
- **Safe Routes to School Projects:** Bicycle and pedestrian infrastructure projects that are intended to 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 3 - Safe Routes to School Project Evaluation Criteria and Scoring for an overview of factors considered in the selection process.

Elements of bicycle and pedestrian infrastructure may include:

- Sidewalks
- Shared-use paths (trails)
- Separated bike lanes
- Protected intersections
- Pedestrian and bicycle signals
- Pedestrian lighting
- Projects to achieve compliance with the Americans with Disabilities Act of 1990
- Curb extensions, median pedestrian refuge islands, and other crossing safety improvements
- Traffic calming features
- Signage
- Bicycle parking
- Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized users

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

Eligible Costs: Only construction and incidental utility relocation costs are eligible for TA funds. Project Sponsors are responsible for all costs associated with engineering/design and environmental phases.

Federal guidance states that projects must be principally for transportation rather than purely recreational, must have logical termini, and benefit the general public. For example, if a project proposes a looped trail system within a city park, this would be considered recreational and would not be considered eligible.

Other project activities that are ineligible include:

- Routine maintenance and operations
- Planning studies, promotional activities, and education and encouragement activities
- Bike share equipment and operations
- Roadway construction/reconstruction focused projects
- A project that will require 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.



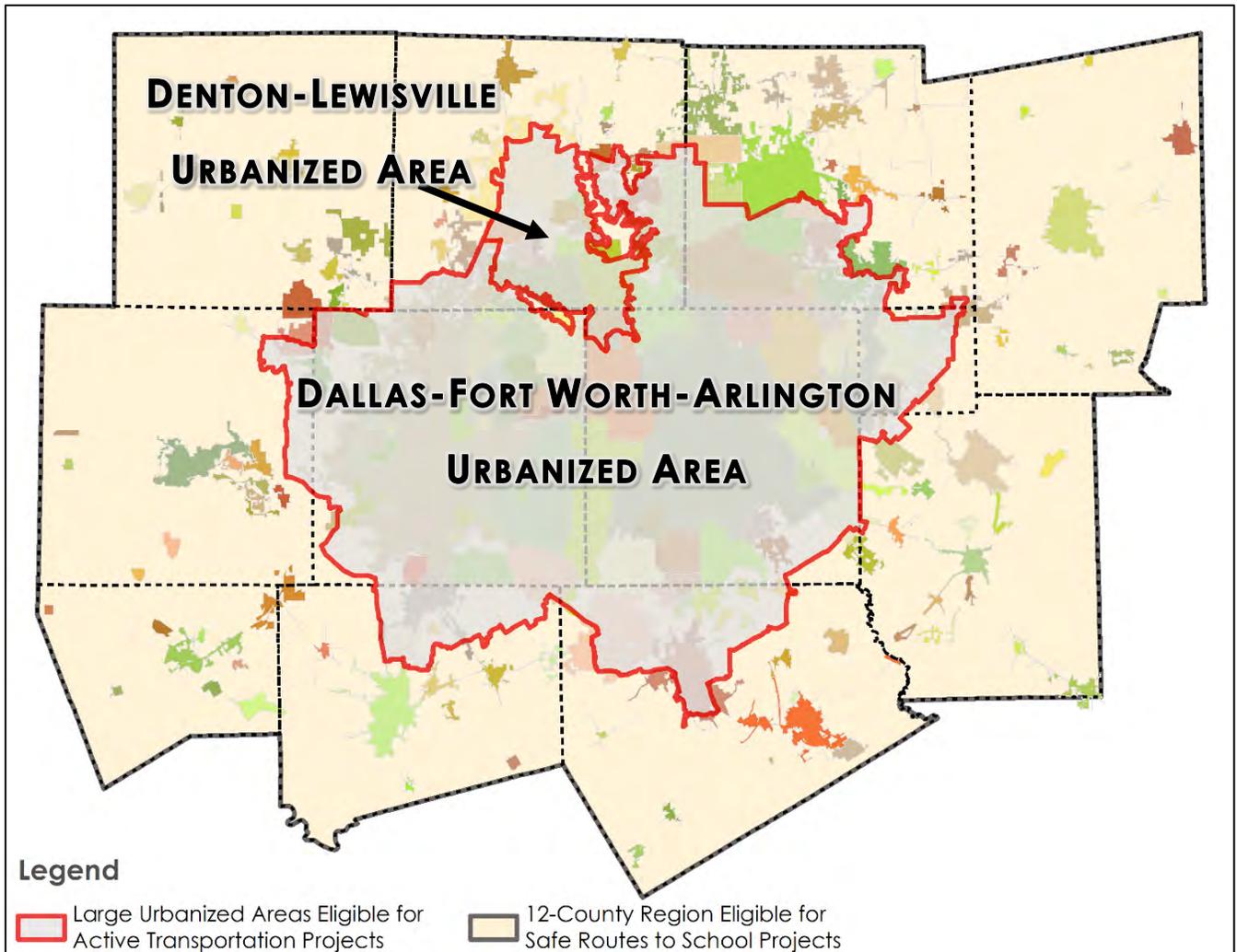
Project Funding

- **Maximum Federal Funding Award per Project:** \$5,000,000
- **Minimum Federal Funding Award per Project:** \$300,000
- **Required Local Match:** A minimum of 20 percent of the eligible project costs (construction and utilities) must be provided as a local cash match.
 - **TDCs:** Agencies that will qualify for Metropolitan Transportation Plan Policy Bundle Transportation Development Credits (TDCs) to be approved by the Regional Transportation Council may request the use of TDCs in lieu of a local match. In the Project Budget Summary form that must be submitted with each application, Project Sponsors must indicate whether they wish to apply TDCs (if qualified) or provide a local cash match.
 - For additional information on TDCs, go to <https://www.nctcog.org/trans/funds/tip/funding-programs/transportation-development-credits-frequently-asked>.
 - Design or other project costs that are ineligible for TA funding may not be used as an in-kind contribution in lieu of the local match.
 - Project Sponsors that provide more than the 20 percent local 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.
- **Local Match Resolution:** A resolution of local match commitment from the Project Sponsor agency must be provided with all applications, and the resolution 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 resolution of local match commitment from the Project Sponsor must be provided for *each* submitted application. A template resolution is available on the 2020 Call for Projects webpage.
- **The TA Program is *not a grant*.** The funds provided are on a cost reimbursement basis. Therefore, it is important to understand that the Project Sponsor will need 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.
- **The Project Sponsor is responsible for all cost overruns.**

Eligible Project Locations

- **Active Transportation Projects:** Projects must be located inside the large urbanized areas exceeding 200,000 in population in the metropolitan planning area. (See Figure 1)
- **Safe Routes to School Projects:** Projects may be located anywhere inside the metropolitan planning area, within two miles of a K - 8th grade school and within the school's attendance zone.

Figure 1 – NCTCOG Metropolitan Planning Area



An online interactive map identifying eligible area boundaries is available at: www.nctcog.org/tap

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 governments
- Regional transportation authorities
- Transit agencies
- *School districts, local education agencies, or schools
- Tribal governments
- Any other local or regional governmental entity with responsibility for, or oversight of, transportation or recreational trails

*Managing federal transportation-funded projects are often complex and typically involve improvements located on property owned and maintained by a local government. Therefore school districts, local education agencies, or schools are strongly encouraged to coordinate with the local government agency, which may better serve as the Project Sponsor. School districts may assist local governments with the local cash match and provide any necessary easements for a project.

Nonprofit organizations are not eligible as direct recipients for TA funds. However, nonprofits may partner with an eligible Project Sponsor on a TA funded project.

Project Evaluation and Scoring

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

NCTCOG will competitively evaluate eligible project applications using the criteria established for this call for projects and identified in Table 2 and Table 3, which was informed by the policies identified in the Active Transportation chapter of Mobility 2045 (available as a resource posted on the 2020 Call for Projects webpage). Projects scored in either category are independent of each other and will not compete against each other. There will be different scoring thresholds established for Active Transportation projects and Safe Routes to School projects separately.

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 allocations.

Table 2 – Active Transportation Project Evaluation Criteria and Scoring

Category	Points	Description	Factors
Regional Network Connectivity	20	Improves connectivity of Mobility 2045 regional paths and bikeways between cities and counties	<ul style="list-style-type: none"> • Implements the Regional Veloweb network, including completing gaps between existing paths and extensions of the existing network resulting in significant continuous mileage • Implements a regionally significant bikeway corridor • Implements a designated local community path or on-street bikeway identified in Mobility 2045
Transit Accessibility	15	Improves connections and access to transit	<ul style="list-style-type: none"> • Implements facilities (sidewalks, paths, on-street bikeways) providing first/last mile access to transit stations and stops • Improves access to multiple transit stations and/or stops
Safety	15	Improves safety and provides facilities for pedestrians and bicyclists with a high level of comfort and suitable for users of all ages and abilities	<ul style="list-style-type: none"> • 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
Congestion Reduction	15	Provides alternative travel options in lieu of motor vehicle trips in areas with greater opportunity for walking and bicycling	<ul style="list-style-type: none"> • Implements projects in areas with a high density of short trips by motor vehicles • Provides seamless connections to destinations • Generates a high volume of people bicycling and walking in lieu of motor vehicle trips
Equity	10	Improves access to disadvantaged populations and underserved communities	<ul style="list-style-type: none"> • Improves access to areas with greater percentages of minorities, low income households, and/or zero-car households compared to the regional average
Reducing Barriers	5	Provides safe crossing of existing travel obstacles such as major roadways, interchanges, railroads, and bodies of water	<ul style="list-style-type: none"> • Provides grade-separated or other barrier crossing improvements with a high level of comfort and suitable for users of all ages and abilities
Project Readiness and Other Factors	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"> • Status of engineering/design • Likelihood that the project will advance to construction within three years • Local funding overmatch • Innovation • Benefit versus cost • Geographic distribution
Total	100		

Table 3 – Safe Routes to School Project Evaluation Criteria and Scoring

Category	Points	Description	Factors
Problem Identification	20	Addresses an identified problem, and the problem is significant	<ul style="list-style-type: none"> • Identification of problem or project objective • Evidence of the problem or the issue being addressed by the project • Potential for the proposed improvement(s) to correct the problem or address the issue • Number of students that currently walk or bicycle to/from school each day
Planning Support	20	Supported by a SRTS Plan or local planning effort, and/or supportive municipal policies and plans (ADA Transition Plan and Complete Streets Policy)	<ul style="list-style-type: none"> • The project is supported by a Safe Routes to School plan, safety audit, or other local planning effort • The municipality has adopted a Complete Streets Policy • The municipality has an ADA Transition Plan for transportation (sidewalks and curb ramps in the public right-of-way)
Potential to Increase Walking and Bicycling	15	Likely to increase the number of students that walk or bicycle to school	<ul style="list-style-type: none"> • Number of students that live within two miles of the school • Distance of the project improvements from the school • Other pedestrian generators that will benefit from this project (e.g., public transit facilities, major employers, colleges, libraries, etc.) • The estimated number that will walk or bicycle after project implementation compared to before implementation
Equity	15	Improves school access and safety for disadvantaged populations and underserved communities	<ul style="list-style-type: none"> • Percentage of the school's students that are economically disadvantaged (source: TEA School Report Cards)
Community Support	10	Community support is demonstrated through letters of support, a public meeting, and past participation in education or encouragement events	<ul style="list-style-type: none"> • Letter of support from the school district superintendent (required) • Application includes other letters of support • 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. • A public meeting has been conducted or impacted neighbors have been notified, and there is documented neighborhood support
Project Readiness and Other Factors	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"> • Status of engineering/design • Likelihood that the project will advance to construction within three years • Local funding overmatch • Innovation • Benefit versus cost • Geographic distribution
Total	100		

Project Implementation

Coordination with TxDOT

Consistent with other Federal-aid highway programs, TA funds are administered by TxDOT. After project selection, a determination will be made as to whether the project will be let for construction by TxDOT or the Project Sponsor. The Project Sponsor is required to be the implementing agency for the project.

All Project Sponsors awarded funding under TA 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 District Bicycle/Pedestrian Coordinator available to assist applicants with questions related to realistic project schedules for implementation after executing an agreement with TxDOT. Below is the contact information for each District Office’s point of contact:

- Fort Worth District: Phillip Hays
Email: Phillip.Hays@txdot.gov Phone: 817-370-6591
- Dallas District: Maher Ghanayem
Email: Maher.Ghanayem@txdot.gov Phone: 214-320-6691
- Paris District: Sydney Newman
Email: Sydney.Newman@txdot.gov Phone: 903-737-9285

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 October 23, 2020 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.

Execution of Agreements

Project Sponsors must be willing to 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. Development of the local agreement can begin 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.

Scope Modifications

Projects must be implemented consistent with the funding application and 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 September 2021); or
- A construction contract has not been awarded or construction has not been initiated by the Project Sponsor by the end of Fiscal Year 2023.

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, 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.
- 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 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 2 – 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
NEW CONSTRUCTION				
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		LP	
	Concrete Median		SY	
	Curb Ramps		EA	
	Storm Drainage		LP	
	Inlets		EA	
	Retaining Walls		SF	
	Shared-Use Path Trail Bridge (±6 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		LP	
	Electrical Conductor		LP	
Ground Boxes		EA		
List Other Relevant Line Items				
Group Itemized Landscaping Work	Trees (# gallon)		EA	
	Irrigation System		LS	
List Other Relevant Line Items				
Group Itemized Pavement Work	Pavement Markings		LP	
	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		LP	
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		MIO	
	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				
				50

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)**

Relevant section and pages/maps of the plan or study: _____
- 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) – Certification of Local Match and 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.

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
- 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)**
Relevant section and pages/maps of the plan or study: _____
- 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) – Certification of Local Match and 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 Kathryn Rush at 817-704-5601 or krush@nctcog.org.