



TRANSPORTATION ENHANCEMENT PROGRAM NOMINATION FORM 2009 INSTRUCTIONS

I. PROJECT NAME

Choose a title that includes an identifying characteristic. Make it distinctive and related to the category or the location such as: *"Hill Country Bike Trail"*.

II. NOMINATING ENTITY NAME

The nominating entity is determined by the project location. Please refer to the designated nominating entity chart found on page 22 of the program guide.

III. PROJECT ELIGIBILITY CRITERIA

Please review the Program Eligibility portion of the program guide to determine:

A. Relations

B. Above & Beyond Standard Activities

C. Qualifying Categories

Projects must qualify under at least one of the twelve categories listed in the program guide.

Projects may have activities that qualify under more than one category. Check only one category in which the project has its primary activity. Any secondary activities may still be allowable for participation, if determined eligible. Projects that have activities qualifying under more than one category do not necessarily constitute stronger projects. Evaluation of the quality of the project is taken into consideration for selection by the TTC, not the quantity of categories under which a project may qualify. Rather, the TTC looks for how well a project fits the category under which it applies. If there is difficulty in determining the primary category, examine the itemized budget. Where is the majority of cost? The cost of the items should help in determining the primary activity of the project and which category should be chosen.

IV. PROJECT DESCRIPTION AND LOCATION

Detailed Scope of Work: Provide a clear concise description of the proposed project. Detail all work to be performed, any right-of-way or easements required, any special land use planned and the relationship between the proposed enhancement and the surface transportation system. Where is the project located? Will a building be constructed or rehabilitated? Will a new trail be constructed or on-street stripping required? Exactly what activities will need to take place in order for the project to be implemented? What is the building or area used for currently? Limit narrative to the space provided on the form.

Include detailed maps showing the limits and location of the project, photographs and site plans. Make sure that the street names and other identifying items are legible. Remember that copies of your proposal will be in black and white. Give detailed information about the site that is shown in the photograph. Label all photos: direction taken, direction facing, etc. Label all site plans, buildings, and maps and be sure to include north arrow and scale. Make sure all floor plans are labeled with room uses and dimensions. If including photos of historic buildings, make sure that views include the entire building area and surrounding grounds as well as views identifying distinctive details (brick pointing, cupolas, friezes, tin ceilings, terrazzo tiles, wainscoting, etc.)

Limit attachments to 10 pages maximum.

Remember if any part of the project is to be done within TxDOT ROW, coordination and written approval from the District must be included in the nomination package.

The project description of work should be limited to the amount of space provided in the form. Attachments should be limited to no more than 10 pieces for all items requested under any section. Limit font size to a 10 point minimum. All documents must fit into an 8.5 X 11 format.

V. PROJECT USE AND BENEFITS

Describe how the project relates to transportation and its benefits to users of the transportation system.

VI. PREVIOUS ENHANCEMENT PROGRAM FUNDED PROJECTS

If requesting additional funding for a previously authorized project, this section is intended to explain why the original funding is no longer adequate. Or, if the nomination was submitted in a previously completed program call and not selected for funding; what changes have been made to ensure the nomination's current accuracy?

VII. PROJECTED TIME ESTIMATE

Estimate the time it will take for each activity. For example, PS&E could occur at the same time as environmental clearances, right-of-way negotiation, etc. Please show a total time estimate for all required project activities. Make sure to account for time required for review by the different agencies that may be reviewing the project for clearances such as THC, COE, TxDOT, and TDLR for example.

VIII. ITEMIZED BUDGET AND SUMMARY

The form has been designed to combine subtotals from the itemized budget pages provided at the end of the Excel spreadsheets in "*Itemized Budget - Attchmnt B-1 to Attchmnt B-6*" as a summary on this page.

Provide an itemized budget of all items, activities, and costs that will be required to complete the project. Remember that only those approved items of work and cost estimates established in the nomination form (and determined eligible by FHWA) can be reimbursed. Once approved, funds may be adjusted between the authorized items of work. If an item of work is not included in the original budget, it may not be added later. Remember to include costs for the Preliminary Engineering, PS&E, Environmental Clearance and Assessment, Real Property Acquisition, Local Administration, Letting Activities, and Construction Costs. Include the cost to administer the project both by the sponsor and whoever might be hired to perform the required tasks such as a consultant, project manager, or contractor.

We recommend that PE cost should not constitute more than 20% of the total project's budget (excluding property cost and any inkind donation). PE cost will vary with the type of work within a project and its complexity.

Contingency costs are not eligible for participation when based upon a percentage of the project's cost and shown as an individual cost item. Any contingency allowance must be built into each individual cost item and not shown as a single cost item itself. This contingency should include consideration for inflationary factors. Consult with the TxDOT District in your area to help determine rising rates and percentages during your nomination preparation.

Utility relocation and environmental mitigation costs may be reimbursable, if included in the budget and determined eligible. Reimbursement costs are dependent upon individual project circumstances that will need to be reviewed to make a determination of eligibility. Environmental cost to remedy asbestos and lead paint that were once acceptable building practices are allowable for funding consideration, but must be incidental to the overall project's cost. However, environmental cost to mitigate spills and contamination are not eligible cost under any circumstances. Environmental review costs must be included in all budgets because all projects must receive a review for environmental clearance.

Required items such as ADA compliant ramps for example, are eligible for reimbursement as long as they are incidental to the project's primary activities. Projects designed solely to meet mandates or mitigation compliance as stand alone projects are not eligible.

It is recommended that **all incidental costs should equal no more than 30%** of the total project's estimate.

IX. FUNDS REQUESTED

Please review page 19 of the program guide to complete this section. If any in-kind contributions are to be provided, their value should appear on this Funds Requested page only, under in-kind contributions (do not include in itemized budget). Describe all in-kind contributions.

Each contribution must have a letter from the donating party stating their willingness to donate to the nominating entity, an item description of what is being donated, and the value of the item. These supporting documents should be labeled as "In-kind Contributions – Attachment C".

If additional match is intended to be included as a funding consideration for selection, remember that anything over 20 % local match must be in cash.

Lease and easement property may be used within a project, however, an in-kind contribution value is not allowed.

Because TxDOT has oversight of all TE projects, there will be TxDOT administrative costs for the project. These costs vary upon: the type of project; whether project development will be performed by force account, local administration, TxDOT, or a combination of these; the success of letting the projects; and other contributing factors. Including TxDOT's administrative cost in the budget assures that some funds will be available to help cover the states' project administration cost directly related to the project. These administrative costs are reimbursable at the same match ratio as the rest of the project cost.

Local Cash Match (Line 8) equals cash due from the sponsor considering any eligible in-kind contribution that is made to the project by others. Federal Funds (Line 9) is the maximum amount of federal funds that will be reimbursable, if the project is selected. If additional value is determined for the in-kind donations after selection and appraisals have been performed, there will be no change in the overall federal funds available. Federal funds and local match percentages are fixed at the time of project selection.

As outlined in the program guide, extra consideration will be given to anything over the standard 20% local match. If the sponsor elects to offer an increase in the local match, please adjust the percentages to reflect the increase.

X. PUBLIC INVOLVEMENT AND SUPPORT

Public involvement is encouraged at the metropolitan and local levels to foster improved communications and community compatibility. Overall community support and involvement is an important part of the nomination process given consideration by the TTC.

Include documentary evidence of public interest, endorsement, support, and opportunities for public participation in the development of the project nomination. Provide dates and descriptions of any public meeting or event held in support of the project. Include letters of support, news articles, minute orders, council minutes, resolutions, etc. (please limit to no more than 10 pieces).

A resolution or other official document from all of the governing bodies of any public authority with jurisdiction over the area in which the project will be implemented must be provided, including a letter of support from the MPO's or COG's , if applicable. (See the Nominating Entity Chart on page 22 of the program guide) You may also include letters of support from elected officials. Label each attachment item as "Public Involvement and Support – Attachment D".

The nominating entity may provide their own ranking for projects. Rank one as the highest and include the total number of projects proposed.

XI. PROPERTY OWNERSHIP AND ACQUISITION INFORMATION

Limited space is provided on the form (summarize totals on form). If additional space is required to describe ownership, please use 'Attachment E'. We need to know if the project property is currently owned by the nominator and/or if additional property will need to be acquired to implement the project. Provide the name of the current property owner even if the property is already owned by the nominator. Any property information details are important. If property it is to be acquired, how will it be acquired, from whom, under what type of an agreement, etc. If there is any doubt that property acquisition will be required, please allow for the cost of the acquisition in the budget. Documentation is required from all property owners stating their willingness to sell or donate the property to the nominating entity, the estimated fair market value, and a description of the property. Remember that leased property and easements may be used within the project, but they may not be considered as in-kind contributions. Projects that require crossing railroad property must provide documentation that entry will be given. Label each attachment item as "Property Ownership and Acquisition Information – Attachment E".

Refer to the program guide for additional information regarding property.

XII. ENVIRONMENTAL PROJECT IMPACTS

It is not necessary to submit complete environmental studies on the nominated properties when applying to the program (although extra consideration will be given if this documentation is already complete). If requested, further documentation may be required to check for eligibility determinations. Any existing certificates, permits, letters of compliance or clearances, and summary of any surveys for environmental studies that may have been performed, should be sufficient documentation for submission of the nomination. However, it is recommended that you evaluate what types of impact your project may have on the environment and consult with the District about future clearances and permits that may be required. An impact in this instance would be considered a negative contributing factor. Label each attachment item as "*Environmental Impacts – Attachment F*".

XIII. CERTIFICATION OF FUNDING AND SUPPORT

This document must be signed by an authorized representative of the appropriate project nominator (please refer to page 22 of the program guide). The support must be in the form of a resolution or governing council's minutes that have been stamped or sealed by an authorized representative. The resolution or minutes must attest that the local government supports funding the project as is shown in the project's projected budget (including the percentage of match) and commits to the project's development, implementation, construction, maintenance, management, and financing. Label each attachment item as "*Certification of Funding and Support – Attachment G*".

XIV. MPO and/or COG PROJECT SUPPORT (if applicable)

If the project is located within an MPO or COG area a letter supporting the project and recommending it for funding, as well as any funding commitment it may contribute, must be provided by the MPO/COG for the nomination. Label each attachment item as "MPO/COG SUPPORT – Attachment H".

XV. DETERMINATION OF ELIGIBILITY FOR THE NATIONAL REGISTER OF HISTORIC PLACES (if applicable)

Please refer to page 33 of the program guide for projects submitted under categories of 3, 4, 6, 7 or 12; or that include historic properties. The THC eligibility determination must accompany the final project nomination package. Label the attachment item as "*Determination of NRHP Eligibility by SHPO – Attachment I*".

XVI. MAINTENANCE AND OPERATIONS

This information is intended to ensure that once federal funds have been expended, adequate funding will be available for long-term maintenance. The overall costs of maintenance and operation of the facility needs to be considered. Has a maintenance cost projection been considered? Is the project going to generate any revenue? If so, how will these funds be used?

Any operational income derived from the facility must be used for the proper operation and maintenance of the facility. The facility must be open to the public and maintained for the purpose for which it was approved for the length of time specified on page 17 of the program guide.

EARLY COORDINATION BY TxDOT DISTRICT

Remember early review/coordination with the District is strongly recommended as incomplete nominations will not be considered eligible.

Please check with your District Enhancement Contact to find out about any workshop opportunities in your area or to learn more about the program visit this TxDOT website:

<http://www.txdot.gov/business/governments/te.htm>.

**Final submission due date:
Friday, December 11, 2009 - 5:00 p.m.**

**Nominators’s Checklist for Project Nomination
 Transportation Enhancement Program 2009**

Transportation Enhancement Tracking No. (assigned by District): _____

Project Name: _____

City/County: _____ **TxDOT District(s):** _____

	Y	N
Has the form been signed by an authorized representative of the sponsor’s governmental body?	<input type="checkbox"/>	<input type="checkbox"/>
Is the project’s relationship to transportation identified and described?	<input type="checkbox"/>	<input type="checkbox"/>
Does the project description conform to the selected project category?	<input type="checkbox"/>	<input type="checkbox"/>
Is every portion of the form filled out?	<input type="checkbox"/>	<input type="checkbox"/>
Does the budget reflect all the items of work per the project description?	<input type="checkbox"/>	<input type="checkbox"/>
Is the math for the budget, funding amounts and percent of match correct?	<input type="checkbox"/>	<input type="checkbox"/>
Are in-kind contributions identified and attachments provided? (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Will property be acquired?	<input type="checkbox"/>	<input type="checkbox"/>
Are property acquisition options identified?	<input type="checkbox"/>	<input type="checkbox"/>
Is a commitment from the Property owner(s) included with attachments?	<input type="checkbox"/>	<input type="checkbox"/>
Is proof of Public Involvement and Support identified, with attachments?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a maintenance and operations plan?	<input type="checkbox"/>	<input type="checkbox"/>
Have all environmental concerns that may be associated with the location been considered in the nomination and discussed with the District?	<input type="checkbox"/>	<input type="checkbox"/>
Are all maps, site plans, sketches, photos, etc. provided?	<input type="checkbox"/>	<input type="checkbox"/>
Is Certification of Funding and Support provided, including a resolution by the sponsor to fund the project at the proposed percentage amount?	<input type="checkbox"/>	<input type="checkbox"/>
Is a letter of support from MPO/COG provided? (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Is documentation for Listing in National Register of Historic Places provided by SHPO? (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Is the project ranked by the Nominator?	<input type="checkbox"/>	<input type="checkbox"/>
Have all required attachments been included in the nomination package?	<input type="checkbox"/>	<input type="checkbox"/>
A set of plans is prepared and ready for letting.	<input type="checkbox"/>	<input type="checkbox"/>
Federal funds requested are for construction associated cost only.	<input type="checkbox"/>	<input type="checkbox"/>
All of the local match is available and in cash.	<input type="checkbox"/>	<input type="checkbox"/>
The Project property is currently owned by the nominator and supporting documentation is provided.	<input type="checkbox"/>	<input type="checkbox"/>
Coordination with the appropriate state agencies has been established to provide environmental clearance.	<input type="checkbox"/>	<input type="checkbox"/>

If you correctly checked yes on all the above items you should be ready to submit your nomination package.

If you are not able to check yes for each of the above items, the issues should be resolved before proceeding with your nomination package submission.

Please be reminded that all nomination packages arriving after 5:00 pm, on December 11, 2009, will be returned unopened to sender.



STATEWIDE TRANSPORTATION ENHANCEMENT PROGRAM STEP 2009 Nomination Form
NOMINATION FORM 2009 (Rev. 09/15/2009)

TE Tracking Number:

Please use the Instructions for Nomination Form Completion to assist in completing this form. Additional information can be found in the Statewide Transportation Enhancement Program Guide.

EXAMPLE

I. PROJECT NAME:

II. NOMINATING ENTITY NAME:

Contact Person:

Title:

Mailing Address:

City: State:

Zip Code: Fax:

Daytime Telephone: Email:

Type of Entity

<input type="text" value="Signature"/>
<input type="text" value="Printed Name"/>
<input type="text" value="Date"/>

III. PROJECT ELIGIBILITY CRITERIA

A. Relationship

What is the proposed project's relationship to the surface transportation system?

B. Above and Beyond Standard Activities

Do the proposed activities go beyond standard activities the Texas Department of Transportation performs?

C. Qualifying Categories

EXAMPLE

IV. PROJECT DESCRIPTION AND LOCATION

Project Location:
 Address (if applicable):
 County: TxDOT District(s):
 Project Limits (point to point):
 Project Length (feet/miles), if applicable:
 Building Dimensions, (size in square feet), if applicable:

STATE OF TEXAS/LEGISLATURE

House of Representatives

District #: Name:
 District #: Name:
 District #: Name:

State Senate

District #: Name:
 District #: Name:
 District #: Name:

FEDERAL CONGRESSIONAL

House of Representatives

District #: Name:
 District #: Name:
 District #: Name:

DESCRIPTION OF PROJECT:

(Limited to 1630 Characters,

More specifically, this division develops geometric design criteria; prepares design standards; federal oversight responsibility for project development; develops funding strategies and letting schedules; develops landscape design; monitors and reviews project development; oversees the Transportation Enhancement Program; processes and assembles plans and bid proposals; advertises construction and maintenance highway projects; and provides guidance and oversight of the engineering architectural and surveying contracting process.

More specifically, this division develops geometric design criteria; prepares design standards; federal oversight responsibility for project development; develops funding strategies and letting schedules; develops landscape design; monitors and reviews project development; oversees the Transportation Enhancement Program; processes and assembles plans and bid proposals; advertises construction and maintenance highway projects; and provides guidance and oversight of the engineering architectural and surveying contracting process.

ADDITIONAL INFORMATION REQUIRED

DIRECTIONAL MAPS, SITE MAPS, GENERAL FLOOR PLANS AND PHOTOGRAPHS - LABEL AS 'PROPERTY DESCRIPTION AND LOCATION - ATTACHMENT A' (NO MORE THAN 10 PIECES)

V. PROJECT USE AND BENEFITS

- A. Describe how the project will complement the movement of people and goods of the surface transportation system:**

(Limited to 800 Characters,

The constantly increasing gas prices are requiring people to look to an alternative means of transportation. The Top of Texas Bike/Pedestrian Trail will allow the citizens of My Town to have a safe environment to walk or bike to the area's school and recreation facilities. The Trail also intersects with the Municipal bus route at the corners of North 18th and Lake Shore Dr. The proposed bike racks for the buses will help to increase the use of the Trail. There are The Trail will provide the local people a safe environment to walk or bike both to work and to school. The city's children will be able to commute to the Library or other school campus using this facility. The localso numerous commercial businesses within the area that have committed to place bike racks at their facilities.

- B. Describe the activities and benefits that the project provides under the category which it qualifies:**

(Limited to 800 Characters,

The Trail will provide the local people a safe environment to walk or bike both to work and to school. The city's children will be able to commute to the Library or other school campus using this facility. The local charities have expressed an interest in using the Trail for the "walk-a thThe Trail will improve the cohesion of the community by providing a safe access for the adjacent neighborhoods to be able to access the city's facilities and schools. The more we can encourage people to bicycle or walk to work and to the area's facilities the more it will help to improve the local air quality. The gas prices alone will help to encourage people to use alternative means of transportations. The Trail will improve the cohesion of the community by providing ons" and fund raising activities.

- C. Describe how the project will improve social, economic and environmental aspects of the area, region or state:**

(Limited to 800 Characters,

The Trail will improve the cohesion of the community by providing a safe access for the adjacent neighborhoods to be able to access the city's facilities and schools. The more we can encourage people to bicycle or walk to work and to the area's facilities the more it will help to improve the local air quality. The gas prices alone will help to encourage people to use alternative means of transportations.

- D. Tell us who will benefit from the project and how:**

(Limited to 800 Characters,

All to the people of My Town potentially can benefit from this project. By walking or biking they will be saving gas, improving air quality and adding to their own physical fitness. The children will especially benefit from the added safety of the Trail to travel to and from school, the Library and the recreational areas. Additionally, by utilizing city streets the project will also achieve a significant savings and be able to provide facilities for a much larger area through out town.

VI. PREVIOUS ENHANCEMENT PROGRAM FUNDED PROJECTS

Has the nominating entity submitted any nominations under previous Transportation Enhancement Program calls? Yes No

Has the nominating entity received funding for any nominations submitted under previous Transportation Enhancement Program calls? Yes No

If yes, please input the total federal funding amounts and the number of projects selected:

Federal Funds: \$ Number of Projects:

Total Number of Projects Completed:

Has this project been submitted in previous Transportation Enhancement Program calls?

Yes No

Is this project a part of another previously selected Transportation Enhancement project?

Yes No

If yes, please describe (Limited to 900 Characters):

VII. PROJECTED TIME ESTIMATE

Estimate the amount of time it will take to complete the project from start to finish. Approximate the time required for each activity. The activities can run concurrently causing the total time to be different from the total of the activities. Consider time for (but not limited to):

Months

- Planning Activities**
(Executing contract, hiring consultant, planning, schematic and design, utility relocation, etc...)
- Environmental Clearance**
(Assessments, possible mitigation for Hazardous Materials, permits, review by THC, COE, etc...)
- ROW Acquisition**
(Surveying, appraisals, title transfer, clearance...)
- Project Design and Plan Preparation of PS&E Package**
(Including PS&E Review by TxDOT District, Austin Divisions, TDLR, and other agencies...)
- Project Construction/Implementation**
(Advertising/hiring contractor, demolition, construction, inspection...)
- Other**

Total Time in Months

VIII. ITEMIZED BUDGET SUMMARY

List all costs to be incurred by the nominating entity on attachment B for a complete cost estimate. (No more than 10 pieces)

Do not include in-kind contributions as costs in itemized budgets.

Preliminary Engineering/Architectural Planning Total:		150,540
Environmental Costs Total:		43,095
Real Property Costs Total:		17,485
Construction Costs Total:		1,809,400
Other Costs Total:		0
TOTAL ITEMIZED BUDGET:		2,020,520

IX. FUNDS REQUESTED

Total Itemized Budget (from above):	1 .	2,020,520
TxDOT Administrative Expenses: (15% of Line 1)	2 .	303,078
Subtotal of Expenses (Line 1 + Line 2):	3 .	2,323,598
In-Kind Contributions (if applicable):		
Real Property		
Materials		
Preliminary Engineering (services)		
*Total In-Kind Contribution:	4 .	0
Total Project Value:	5 .	2,323,598

**All in-kind is limited to 20% of the total itemized budget and must provide supporting documentation. Label attachments as 'In-Kind Contributions - Attachment C' (No more than 10 pieces)*

Local Match:		
20% of Total Project Value (Line 5)	6 .	464,720
Less In-Kind Contributions (Line 4)	7 .	0
Local Cash Match (Line 6 less Line 7)	8 .	464,720

Be aware that there will always be a local cash match required for TxDOT administrative expenses.

Federal Funds Requested (80% of Line 5)	9 .	1,858,878
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The minimum amount of local match required is 20%. Sponsors are not limited in their maximum local match. If a larger local match is provided, please adjust accordingly the percentage shown on this page for the local match.

This space for TxDOT use only

X. PUBLIC INVOLVEMENT AND SUPPORT
(Label attachments as 'Public Involvement and Support - Attachment D')

- A. Attach letters of support and other documentary evidence of public interest (no more than 10 pieces)
- B. Provide dates and information about public meetings and events held to discuss the project.
(Limited to 1640 Characters,

10/08/09 City Officials, TxDOT and County Officials conducted to meeting to focus the project

10/20/09 Advertised public meeting in local newspapers for the 8/1/05 meeting

11/02/09 Held public meeting to inform area citizens about the proposed project

11/10/09 Meet with the school board and PTO to inform them of the project

C. Ranking by Nominator

of

XI. PROPERTY OWNERSHIP AND ACQUISITION INFORMATION
(Label attachments as ' Property Ownership and Acquisition Information - Attachment E'. (No more than 10 pieces) Provide a written statement from the current property owner stating their willingness for sale, lease, easement or donation of the property, the fair market value, and a description of the property's location.)

A. Who currently owns the property where the project is to be implemented?

M & J Estate, the City of My Town, Bagby University and Cindy Miller

Will property be acquired for the project? Yes No

If yes, provide the following:

B. How will property be acquired?

	Size (ac)	Duration	Owner	Value
<input type="checkbox"/> Lease	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input checked="" type="checkbox"/> Easement	1	99 years	Bagby University	
<input checked="" type="checkbox"/> Donation	2		Cindy Miller	
<input checked="" type="checkbox"/> Purchase	4		M & J Estate	12,000
Total Size	7			12,000

XII. ENVIRONMENTAL PROJECT IMPACTS

**(Label attachments as 'Environmental Impacts - Attachment F') (No more than 10 pieces)
By applying to the program you are agreeing to comply with all applicable local, state and federal environmental laws, regulations and requirements, if your project is selected.**

Attach any previously prepared environmental documentation to the application. If no previously approved environmental documentation is available, the applicant must complete necessary studies for selected projects if any, and have them approved prior to project implementation. Please indicate below any anticipated impact the project is expected to cause. (This requirement does not apply if the application is only for planning or educational and research studies that do not involve construction activities.)

IMPACT:	YES	NO
Displacement of residences or businesses	<input type="radio"/>	<input checked="" type="radio"/>
Disruption of neighborhoods	<input type="radio"/>	<input checked="" type="radio"/>
Impacts to agricultural or recreational lands	<input checked="" type="radio"/>	<input type="radio"/>
Impacts to historical/archeological sites	<input type="radio"/>	<input checked="" type="radio"/>
Impacts to wetlands, streams, lakes, floodplains	<input type="radio"/>	<input checked="" type="radio"/>
Located within a coastal zone	<input type="radio"/>	<input checked="" type="radio"/>
Endangered species in area	<input type="radio"/>	<input checked="" type="radio"/>
Impacts to air/water quality	<input type="radio"/>	<input checked="" type="radio"/>
Adverse effects of noise	<input type="radio"/>	<input checked="" type="radio"/>
Hazardous waste site	<input type="radio"/>	<input checked="" type="radio"/>

Any county, state, and/or federal permits or approvals required will have to be secured by the applicant prior to construction. These may include the Army Corps of Engineers, Office of Coastal Resource Management, Coast Guard, Texas Historical Commission (State Historic Preservation Office), Lower or Upper Colorado River Authority, Texas Parks and Wildlife Department, Texas Commission of Environmental Quality, Texas Department of Licensing and Regulations, etc

Additional Comments *(Limited to 830 Characters):*

XIII. CERTIFICATION OF FUNDING AND SUPPORT

(Label attachment as 'Certification of Funding and Support - Attachment G') (No more than 10 pieces)

XIV. MPO and/or COG PROJECT SUPPORT (if applicable)

(Label attachment as 'MPO/COG SUPPORT - Attachment H') (No more than 10 pieces)-(if applicable)

XV. DETERMINATION OF ELIGIBILITY FOR THE NATIONAL REGISTER OF HISTORIC PLACES

(by the State Historic Preservation Officer) - (if applicable)

(Label attachment as 'Determination of NR Historic Eligibility by SHPO - Attachment I')

(No more than 10 pieces)

XVI. MAINTENANCE & OPERATIONS

A. Identify all parties responsible for operation and maintenance of the projects.

The City of My Town

B. Estimate the annual cost to operate and maintain the facility.

\$ 20,000

C. Identify the source of funding.

The City of My Town Maintenance funding

D. Expected annual operational income from the facility.

\$ 0

E. Intended use of that income.

COMMENTS:



<p>To be completed by TxDOT District Office:</p> <p>Does the application contain all requested information? <input type="radio"/> Yes <input type="radio"/> No</p> <hr/> <p><i>Signature of District Personnel / Date</i></p> <p>_____</p> <p><i>Type or Print Name</i></p> <p>_____</p>

Complete nomination packages must be received at the district by the final due date. One signed original, two additional copies and two CDs containing an electronic file of the nomination form in Excel. The TxDOT District has the right to refuse a nomination if it is determined to be incomplete.

**FINAL SUBMISSION DUE DATE
FOR ALL DOCUMENTATION
Friday, December 11, 2009 by 5:00 pm**

Itemized Budget - Attachment B

Preliminary Engineering/Architectural Planning Costs:

Work Activities:	Quantity	Unit	Unit Price	Amount
PS & E	1	ea	35,100.00	35,100
Surveying	1	ea	13,000.00	13,000
Planning	1	ea	32,500.00	32,500
Advertizing	1	ea	1,300.00	1,300
Uitlitiy assessment	1	ea	390.00	390
Public Meetings	5	ea	650.00	3,250
Testing	1	ea	26,000.00	26,000
Engineering	1	ea	39,000.00	39,000
				0
				0
				0
				0
Total:				150,540

Environmental Costs:

Work Activities:	Quantity	Unit	Unit Price	Amount
Environmental surveys & assessment	1	ea	6,500.00	6,500
Permits	3	ea	390.00	1,170
Clearance - consultant specialist	1	ea	1,300.00	1,300
Tree Protection	10	ea	650.00	6,500
Silt Fencing	4,250	ft	6.50	27,625
				0
				0
				0
				0
				0
				0
				0
				0
Total:				43,095

Real Property Costs:

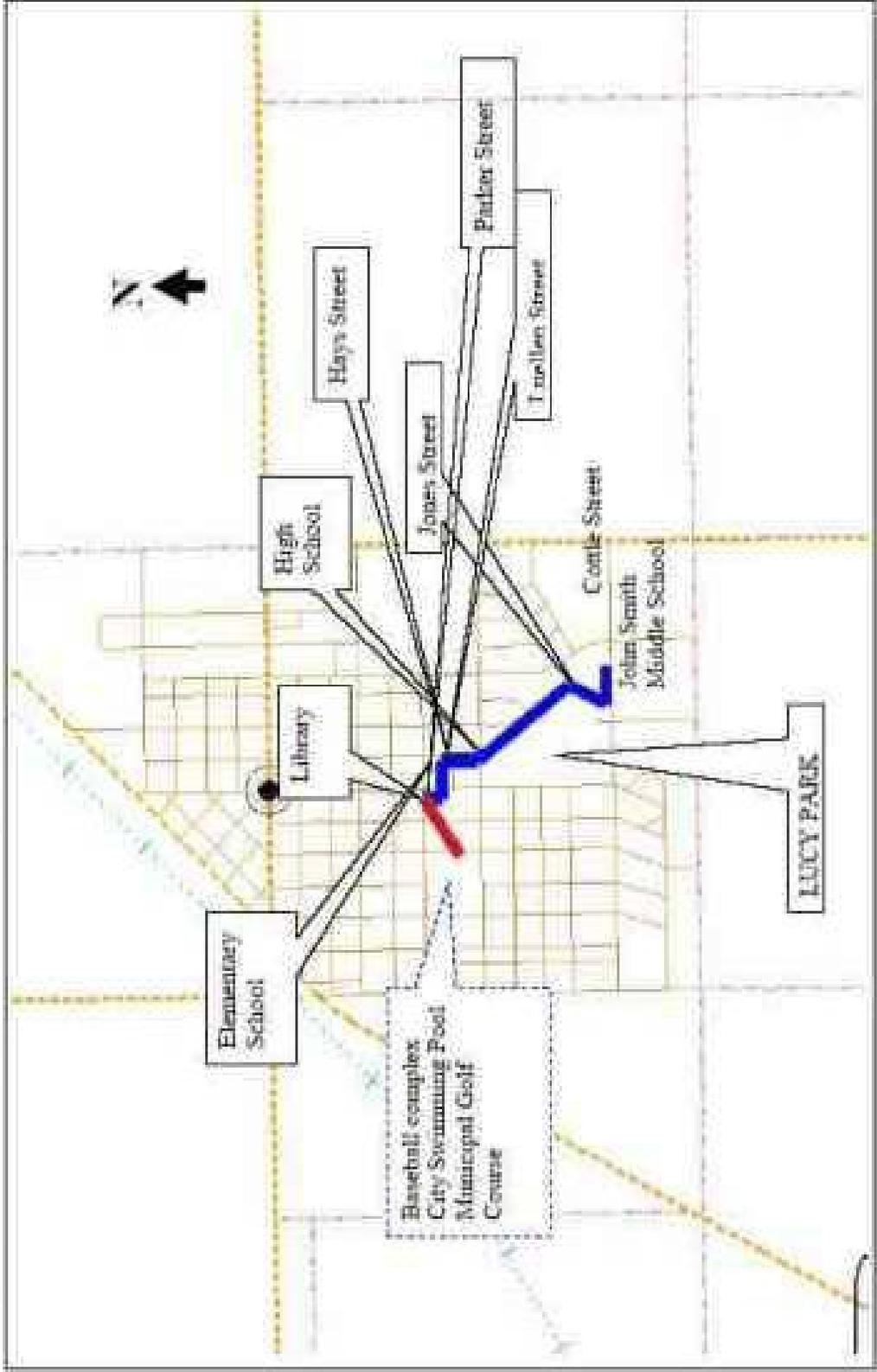
Work Activities:	Quantity	Unit	Unit Price	Amount
Purchase of property	4	ac	3,900.00	15,600
Title search	1	ea	260.00	260
Appraisal	1	ea	520.00	520
Survey	1	ea	455.00	455
Title transfer	1	ea	650.00	650
				0
				0
				0
				0
				0
				0
				0
Total:				17,485

Itemized Budget - Attachment B

Construction Costs:

Work Activities:	Quantity	Unit	Unit Price	Amount
Remove concrete - riprap	117	sy	7.00	819
Remove concrete - sidewalk	63	sy	8.00	504
Remove concrete - driveway	434	sy	9.00	3,906
Remove concrete - curb & gutter	1,014	lf	6.00	6,084
Remove concrete - inlet	4	ea	600.00	2,400
				0
Excavation	20,040	cy	6.01	120,440
Embankment	18,320	cy	10.00	183,200
				0
Plan & Text Asphalt Concrete Pavement	528	sy	8.25	4,356
				0
Trench Excavation protection	180	lf	5.50	990
				0
Concrete Box culverts 6'x2'	36	lf	700.00	25,200
Inlets	4	ea	2,750.00	11,000
Safety End Treatment	4	ea	2,200.00	8,800
				0
Remove pipe	19	ea	375.00	7,125
				0
Mobilization	1	ea	200,000.00	200,000
Barricades, signs & traffic handle	6	mo	1,500.00	9,000
				0
Concrete curb type 1	6	lf	9.00	54
				0
Concrete curb type II	1,460	lf	9.00	13,140
Turnouts	44	sy	38.50	1,694
Driveways	21	sy	65.00	1,365
Concrete sidewalk 4"	20,045	sy	27.75	556,249
Concrete sidewalk 6"	817	sy	40.00	32,680
4' Wide Rubberized Asphalt Walkway	2,088	sy	50.00	104,400
Remove Metal Beam Guard Fence	60	lf	33.00	1,980
Curb Ramp	4	ea	2,000.00	8,000
Hot Mix type d	302	ton	112.00	33,824
				0
Temp sediment fence	12,135	lf	3.75	45,506
Temp sediment fence remove	12,135	lf	1.50	18,203
				0
fluted light poles	125	ea	1,000.00	125,000
Acorn light fixtures	125	ea	375.00	46,875
Wiring conduit, junction boxes misc elec	1		55,000.00	55,000
				0
6" pecan trees	125	ea	450.00	56,250
4" lacebark elms	100	ea	300.00	30,000
2 gallon misc shrubs	200	ea	30.00	6,000
grass seeding	1,260	sy	5.00	6,300
Subtotal:				1,726,344

Attachment A - Map Location TOP OF TEXAS BIKE/PEDESTRIAN TRAIL



MY TOWN, TEXAS

Attachment A
Canadian
River Corridor
Trail Plan

Top of Texas State Administration Trail

Riverwalk Phases

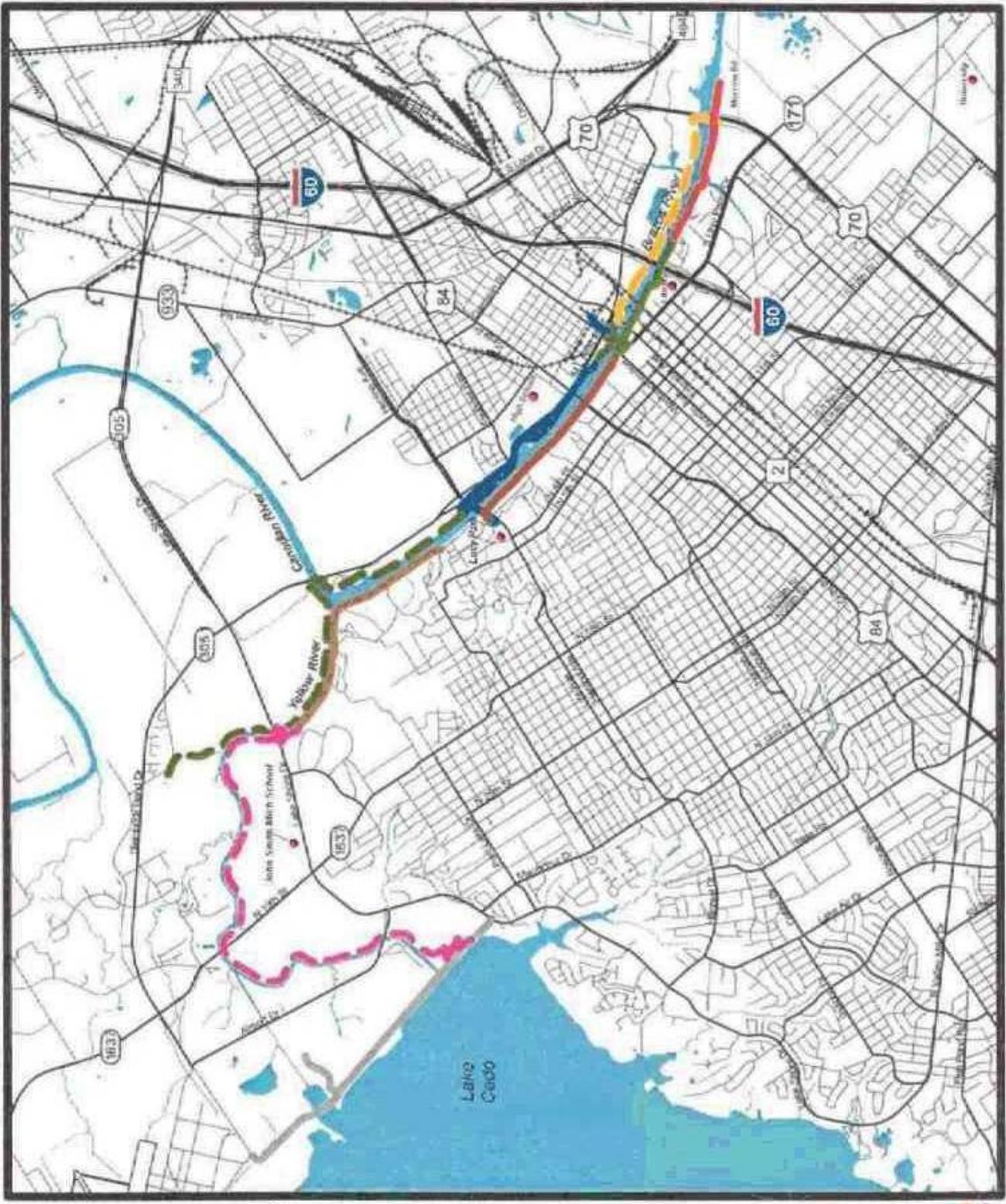
-  Downtown Trail (Complete)
-  Lake Caddo Dam (Complete)
-  Lake Caddo Trail (Complete)
-  Cameron Park Trail (PrimaBee - Complete)
-  M.L. King Trail (Under Development)
-  University District Trail (Next Phase)
-  Trail (Proposed)
-  East Trail (Proposed)
-  Marmot Trail



1000 0 1000 2000 Feet

November 2009

Map 1 of 3



Attachment A
Points of Interest /
Relation to Facilities

Proposed University
Cultural District Extension
of the
Canadian Riverwalk

Existing Riverwalk



Proposed Riverwalk Extension



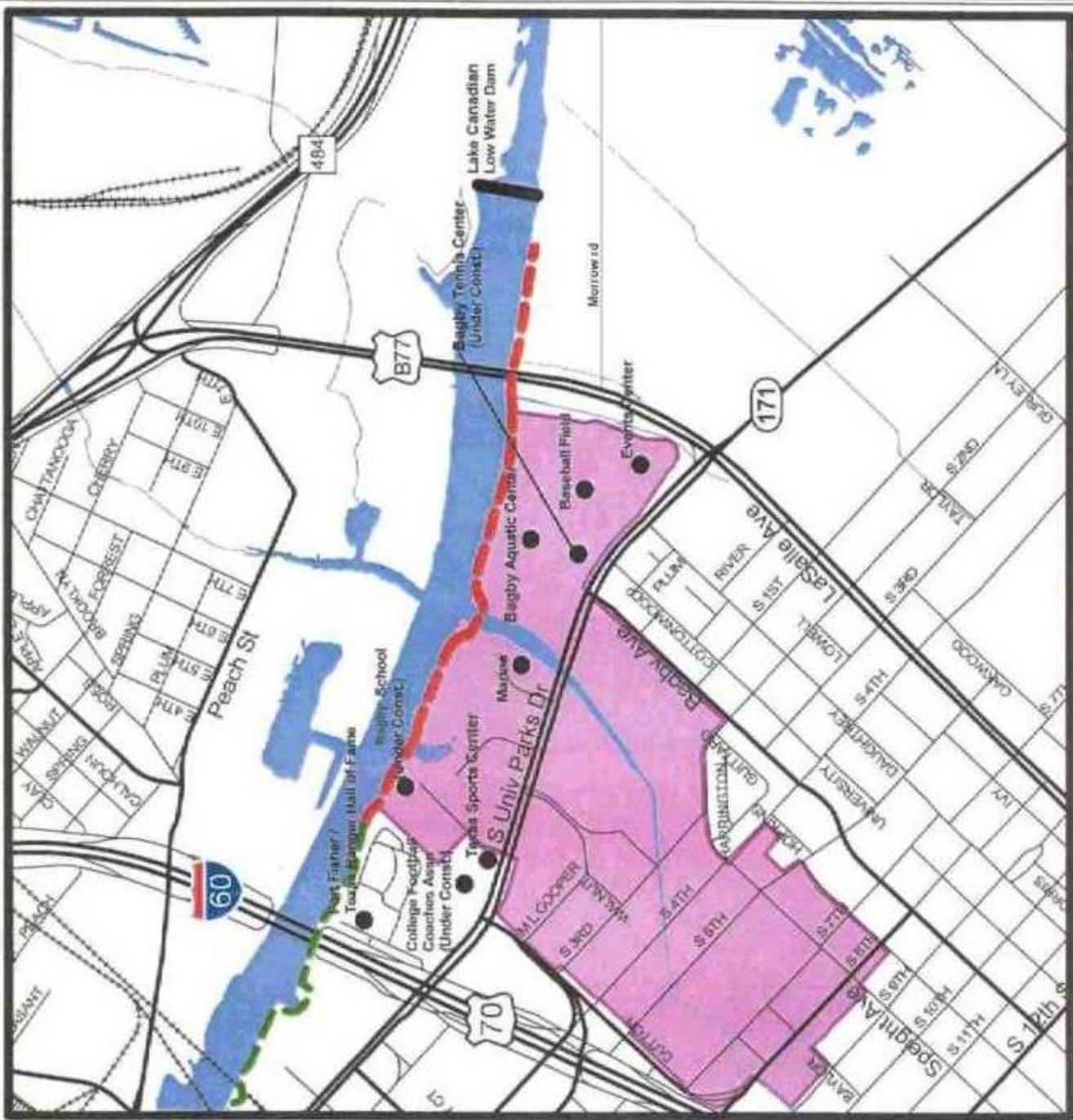
Bagby University



500 0 500 1000 Feet

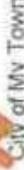
November 2009

Map 2 of 3



Attachment A
Project Location

Proposed University
Cultural District Extension
of the Canadian Riverwalk

-  City Limits
Project Location
-  City of My Town
-  Other Incorporated Cities

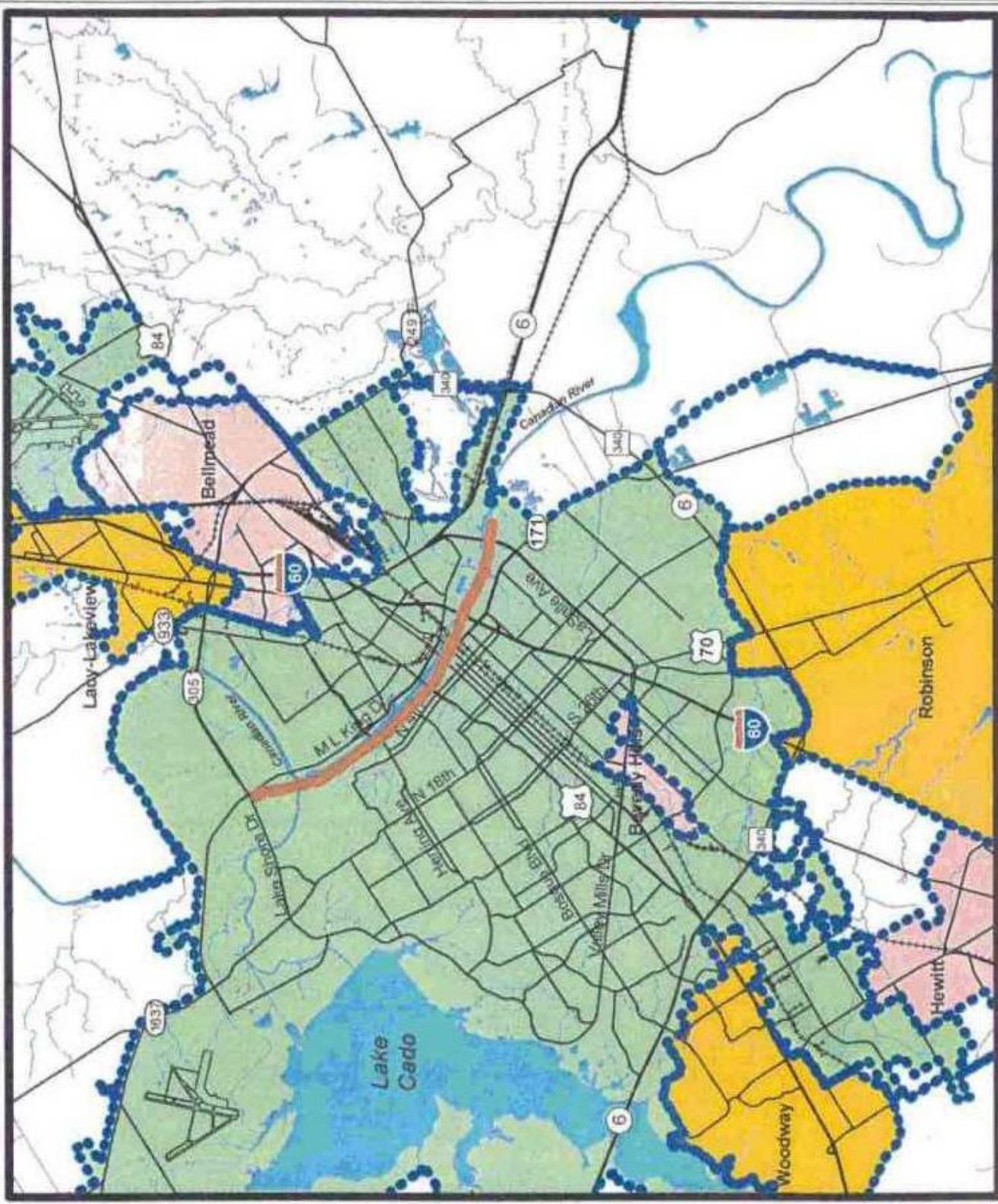
Top of Texas
Bike/Pedestrian Trail



0.5 0 0.5 1 Miles

November 2009

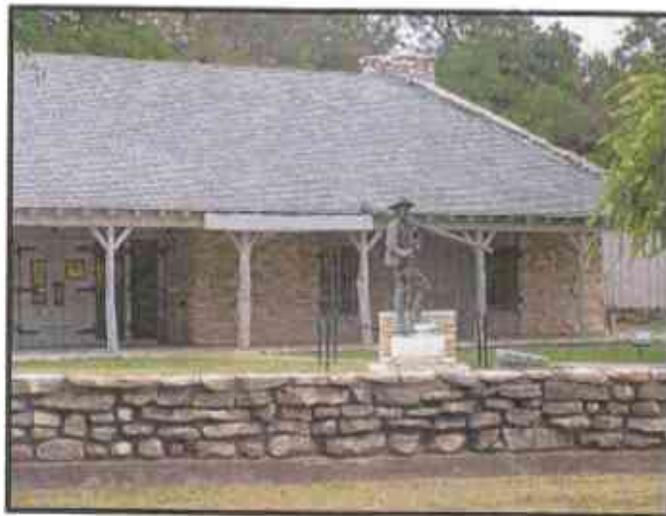
Map 3 of 3



Attachment A - Photographs
Top of Texas Bike/Ped Trail



Photograph 1 - The Canadian Riverwalk currently ends just short of the Bagby University Campus. The final 1/4 mile of trail forms a dead end and does not connect to any other facilities. The Bagby Law School is approximately 500 feet to the right of this location. Open access is given to the general public.



Photograph 2 - The Canadian Riverwalk currently ends adjacent to an early pioneer structure that has historic recognition as a Texas Landmark.

**Attachment A - Photographs
Top of Texas Bike/Ped Trail**



Photograph 3 - The Bagby's new addition is the first facility to be connected by the University Cultural District Extension to the Canadian Riverwalk. The construction plans for the school allows the riverwalk extension to pass in between it and the banks of the river. Once completed, the building will accommodate approximately 200 students.

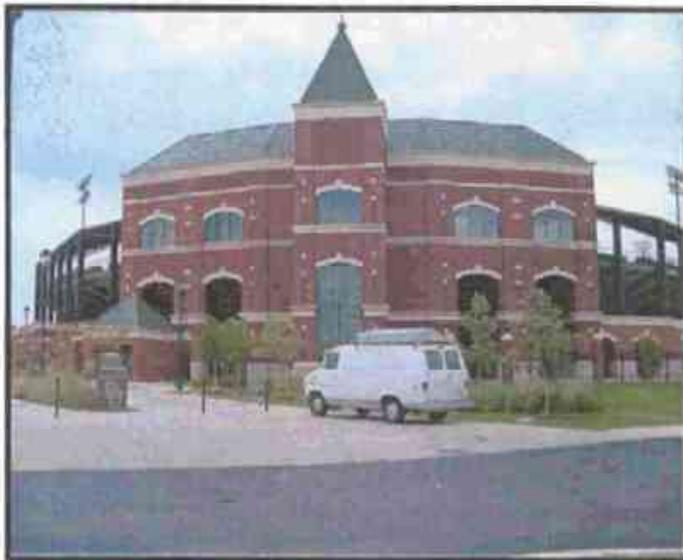


Photograph 4 - Although not directly connected to the proposed riverwalk extension, access between the Texas Sports Center and the trail will be provided by sidewalks and paths on the Bagby Campus. The Texas Sports Center is the only facility in the state dedicated to honoring sports heroes from Texas, as well as providing an active arena for sports. The hall is one of the most visited tourist attractions.

Attachment A - Photographs
Top of Texas Bike/Ped Trail

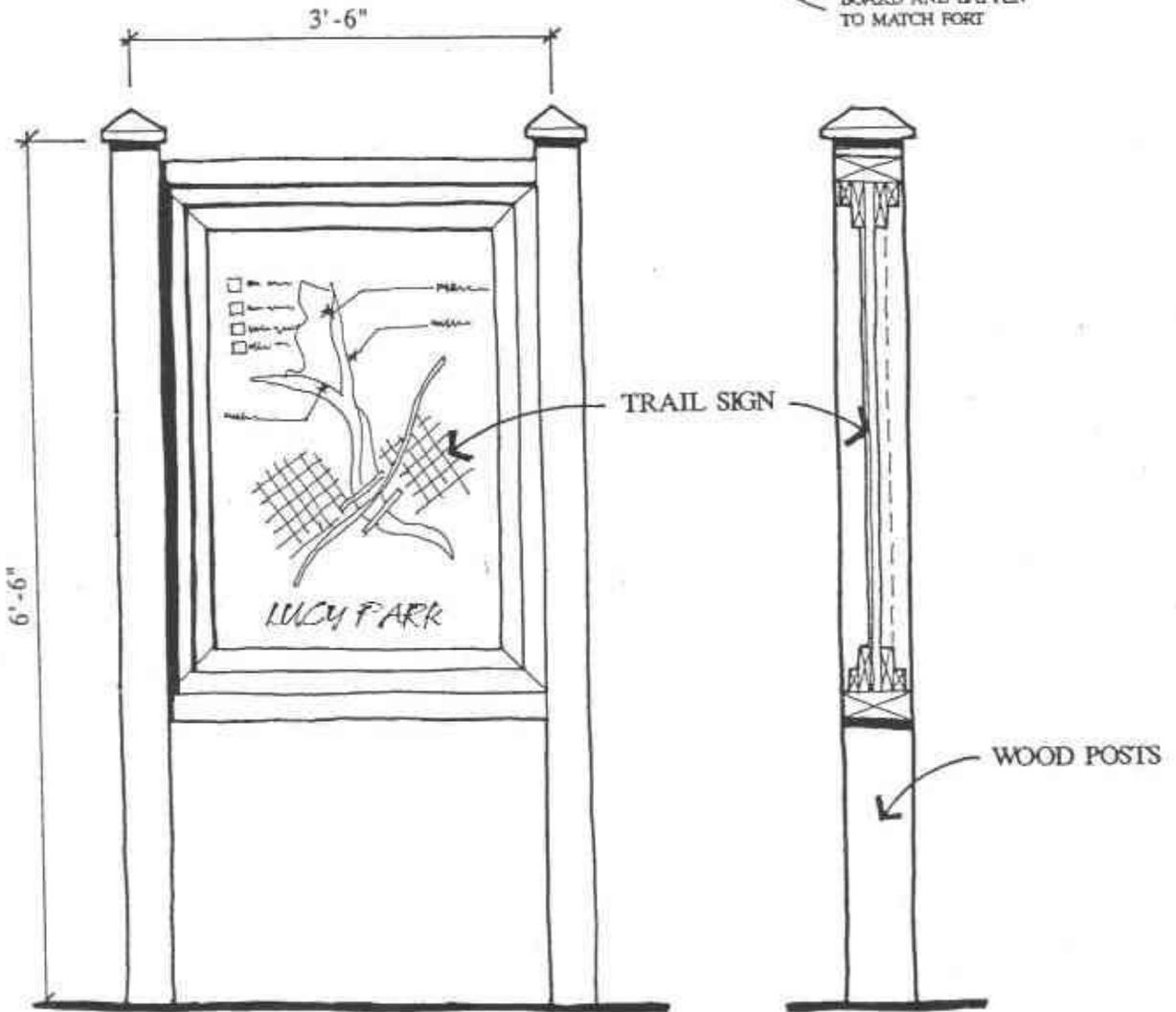
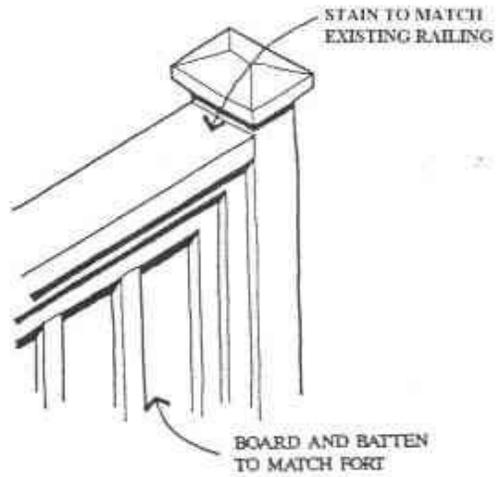


Photograph 5 - The Cado Creek inlet requires a bridge at least 300 feet in length to span, and at least 20 feet in height on order to permit small boats to access the Lucy Park Inlet.



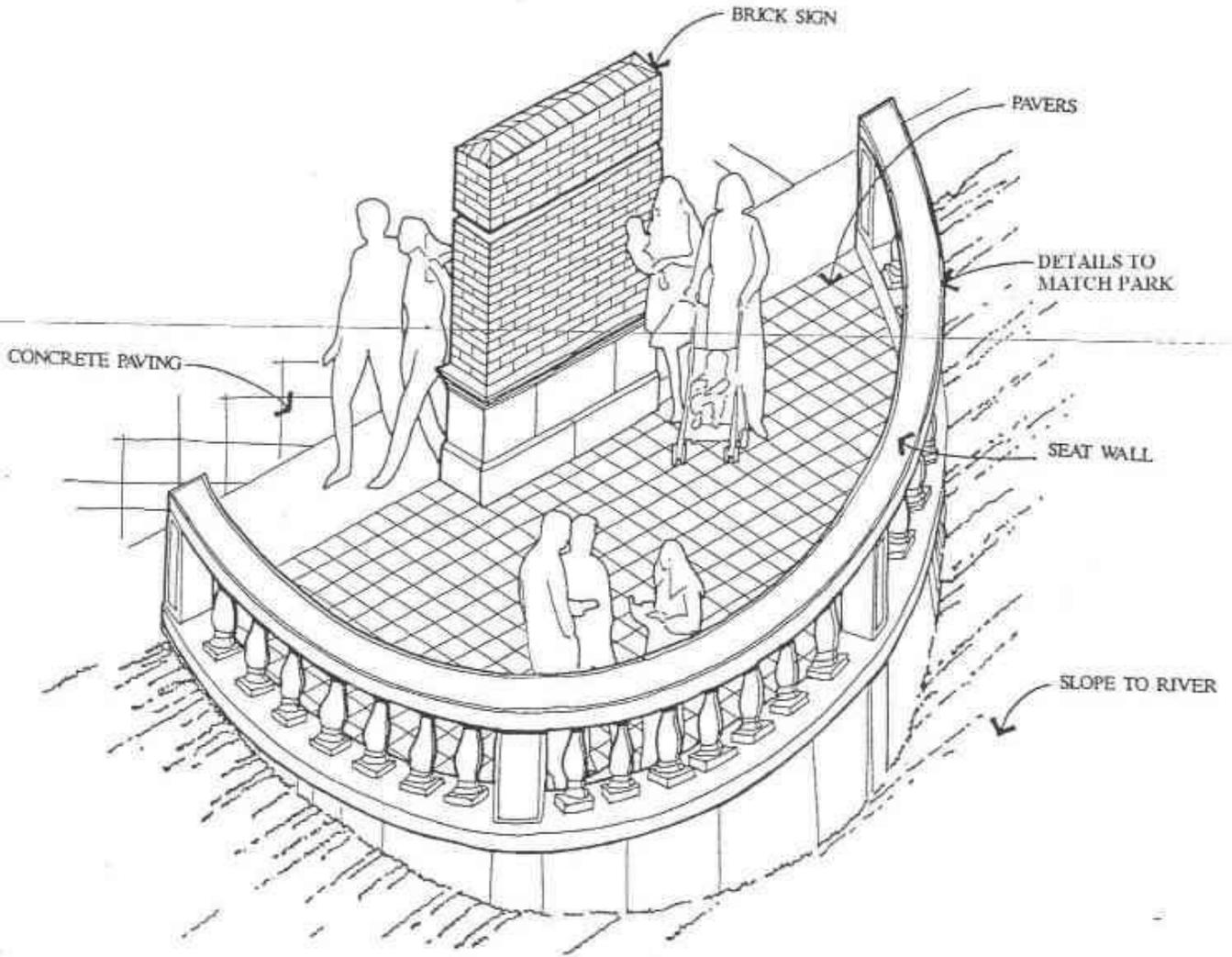
Photograph 6 - The Bagby University Stadium is a destination popular with students and the town in general.

ATTACHMENT A - SHEET 1 of 3
FIGURE I-1: SIGNAGE AT LUCY PARK TRAILHEAD
TOP OF TEXAS BIKE/PEDESTRIAN TRAIL



SIGNAGE AT LUCY PARK TRAILHEAD

ATTACHMENT A - SHEET 2 of 3
FIGURE I-2: TRAILHEAD AT LUCY PARK
TOP OF TEXAS BIKE/PEDESTRIAN TRAIL

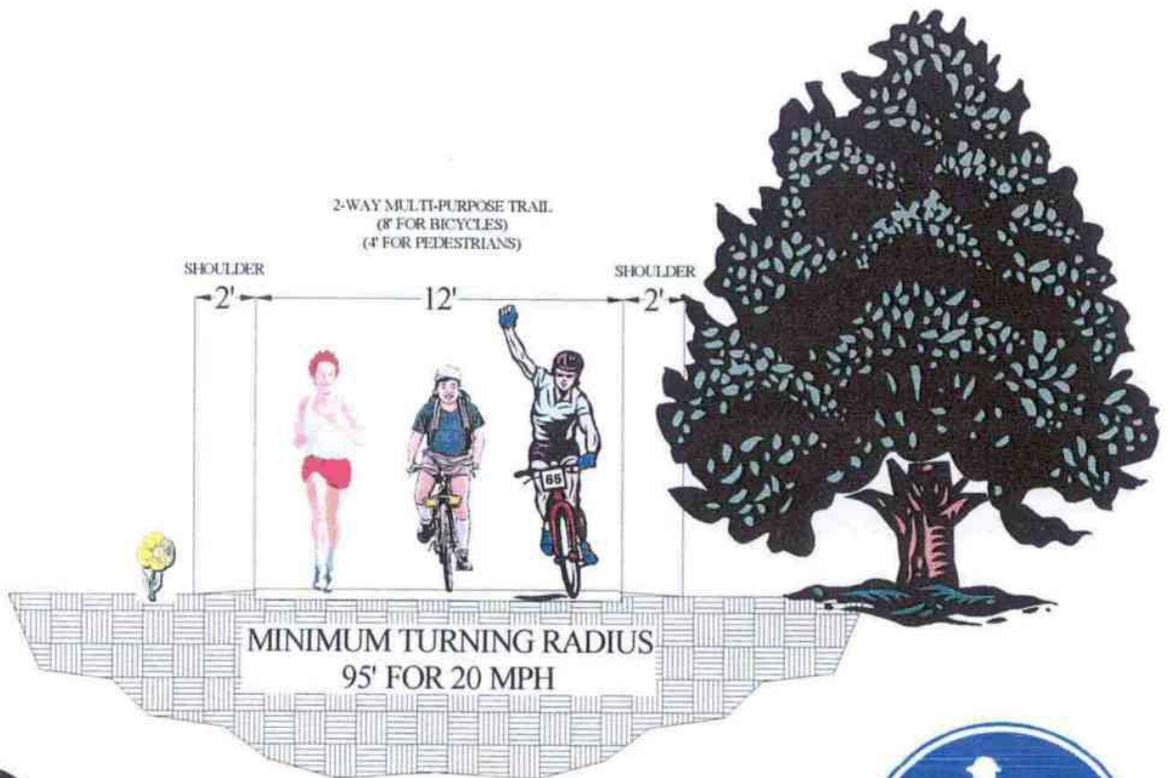


TRAILHEAD AT LUCY PARK

General Notes

A MULTI-PURPOSE INTERACTIVE TRAIL SYSTEM

The trail shall be engineered to comply with the ADA requirements for pedestrian and handicap access as well the AASHTO requirements for bicycle facilities. All trail transition conditions shall not exceed 3/8" vertical to allow handicap access. New concrete trail shall be set approximately 1" above existing grade.



MY TOWN PEDESTRIAN
AND
BICYCLE TRAIL
CROSS SECTION OF TRAIL



ATTACHMENT D - SUPPORT LETTER (2ND GRADE)

Top of Texas Bike/Ped. Trail

Dear Mayor Kern

We want to support
the bike project.

Mrs Johnson
2nd Grade

P.S We are having a book
drive to help.

**ATTACHMENT D - SUPPORT LETTER
TOP OF TEXAS BIKE/PEDESTRIAN TRAIL**



The Honorable Benford Quin

September 25, 2009

The Honorable F. Flum
P O Box 3555
My Town, Texas 79000

Mayor Flum,

The Top of Texas Bide/Pedestrian Trail sounds like an admirable idea and I am proud to pledge my support of this project. With the rising gas prices, a safe hike and bike trail is a high priority for any community.

If you need any additional help, please let me know.

Sincerely,

A large, stylized handwritten signature in black ink. The signature appears to read "Benford Quin" and is written in a cursive, flowing style. The signature is positioned to the right of the word "Sincerely,".

Representative Benford Quin

**ATTACHMENT D - SUPPORT LETTER
TOP OF TEXAS BIKE/PEDESTRIAN TRAIL**



From the desk of Representative Joe B. Lewis

September 12, 2009

**The Honorable F. Flum
P O Box 3555
My Town, TX 79000**

Dear Mayor Flum,

I am so glad you contacted me concerning your upcoming enhancement project. The Top of Texas Bike/Pedestrian Trail is a worthy expenditure of federal monies. I support this project and if there is anything that I may do for your fair city in the future, please call my office.

Good Luck,



The Honorable Joe B. Lewis

**ATTACHMENT D - SUPPORT LETTER
TOP OF TEXAS BIKE/PEDESTRIAN TRAIL**



From the desk of Senator Let M. Talon

September 12, 2009

The Honorable F. Flum
P O Box 3555
My Town, TX 79000

Dear Mayor Flum,

The Top of Texas Bike/Pedestrian Trail is an excellent idea. I applaud your city for its progressive approach to the future. I whole heartedly support this project and will gladly help in any way that I might to get this project selected.

Sincerely,

A handwritten signature in cursive script that reads "Let M. Talon". The signature is written in black ink and is positioned above the printed name.

The Honorable Let M Talon

Attachment E – Property Acquisition

For My Town
Transportation Enhancement Project Nomination - 2009
Attention: Ms. Gem Laker
PO Box 3555
My Town, Texas 79000

November 17, 2009

To whom it concern:

I currently own the property along the south side of the Canadian River, bordered by the river to Hays Street, and from Bagby to Lasalle Ave. for a total of 2.2 acres. The estimated fair market value of the property is about \$25,000. Should the project being nominated to the Enhancement program be selected for funding, I would like to donate the property to the City of My Town for use in the project. I, Cindy Miller am the current owner of the property.

If you should have any questions concerning this matter, I'll be happy to talk with you about it. You may contact me at 806-555-9000.

Sincerely,

Cindy Miller

Cindy Miller
208 Lapis Court
Anytown, Texas 77788

ATTACHMENT E - PROPERTY INFO TOP OF TEXAS BIKE/PEDESTRIAN TRAIL

8/5/09

D Whitten
P O Box 3555
My Town, TX 79000

Ms. Whitten:

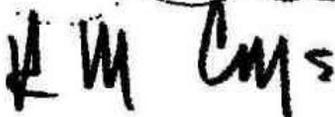
We, the executor's of the M & J Estate, agree to consider selling the property located at 4122 Hays Street. With this letter we will allow the City of My Town, Texas to have the first option to purchase this 4 acre property at fair market price.

This option will be in effect until June 2010. If at this time the City has not contacted us, nor made an effort to acquire the property it will be placed back on the open market.

Sincerely

M K Toggle
L J Lewis
K M Cams





**Attachment E-3
Property Information
Top of Texas Bike/Ped Trail**

For My Town
Transportation Enhancement Project Nomination - 2009
Attention: Ms. Gem Laker
PO Box 3555
My Town, Texas 79000

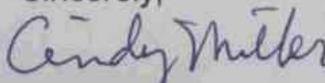
November 17, 2009

To whom it concern:

I currently own the property along the south side of the Canadian River, bordered by the river to Hays Street, and from Bagby to Lasalle Ave. for a total of 2.2 acres. The estimated fair market value of the property is about \$25,000. Should the project being nominated to the Enhancement program be selected for funding, I would like to donate the property to the City of My Town for use in the project. I, Cindy Miller am the current owner of the property.

If you should have any questions concerning this matter, I'll be happy to talk with you about it. You may contact me at 806-555-9000.

Sincerely,



Cindy Miller

Cindy Miller
208 Lapis Court
Anytown, Texas 77788



Bagby

U N I V E R S I T Y

June 18, 2007

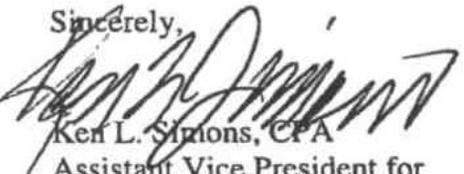
Mr. Larry Groth
Assistant City Manager
City of Waco
P.O. Box 2570
Waco, TX 76702-2570

Dear Larry,

As a follow-up to my letter of June 7, 2007, concerning the extension of the riverwalk from Lucy Park to the low water dam Bagby University agrees to allow the riverwalk to adjoin Bagby's property and agrees to allow public access to the riverwalk.

Please let me know if you need additional information.

Sincerely,



Ken L. Simons, CPA
Assistant Vice President for
Facilities Planning & Operations

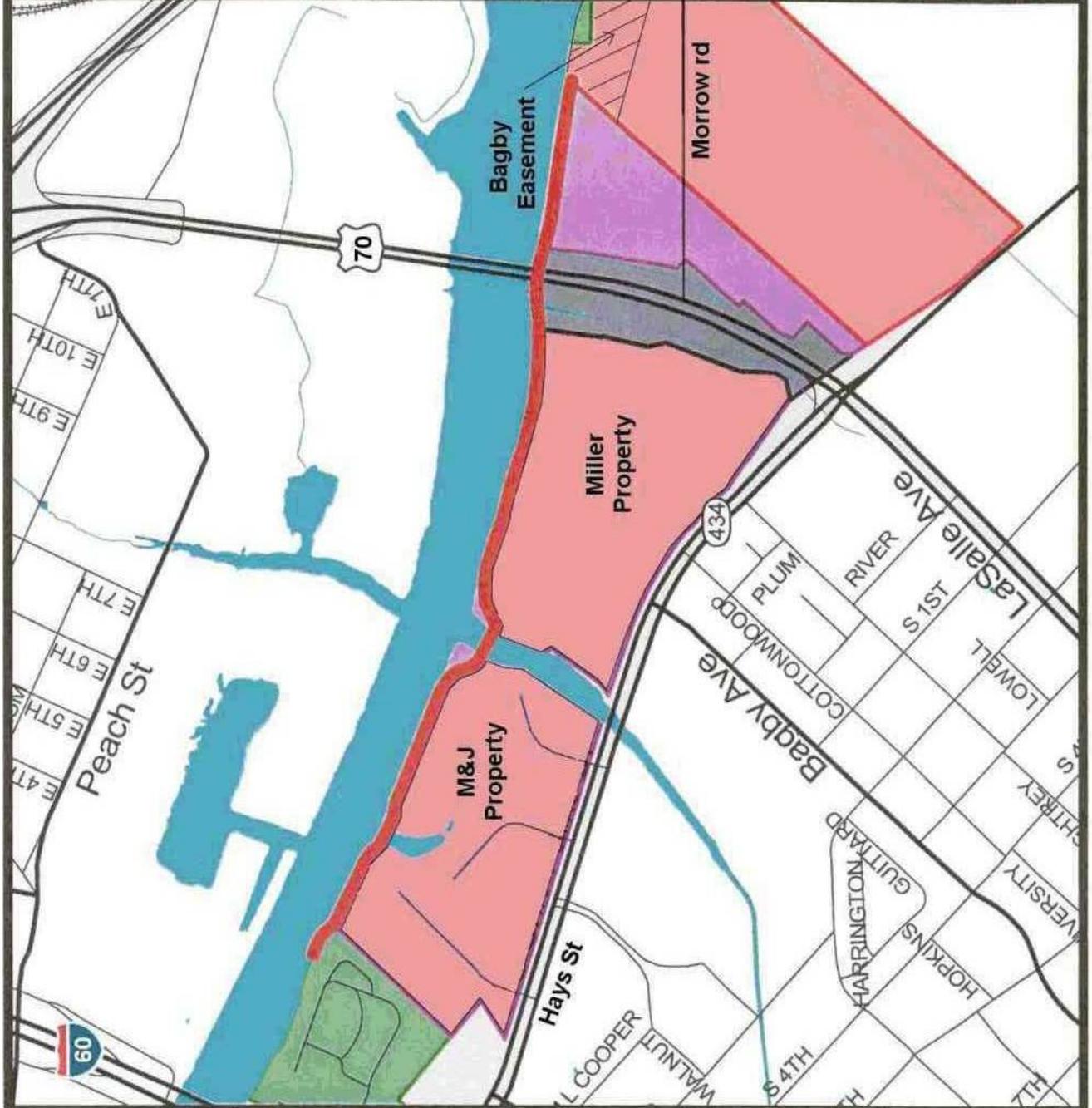
Attachment E
Property Ownership
Information Map
Top of Texas bike/Ped Trail

Proposed University
Cultural District Extension
of the Canadian Riverwalk

Proposed Riverwalk Extension

Property Ownership

-  Bagby University
-  City of MyTown
-  State of Texas
-  Private



200 0 200 400 Feet

2008-2009

11/14/08
JA

ATTACHMENT G - FUNDING RESOLUTION
Top of Texas Bike/Ped. Trail

RESOLUTION NO. 14-10-08

A RESOLUTION TO CERTIFY FUNDING AND SUPPORT FOR THE STATEWIDE TRANSPORTATION ENHANCEMENT PROGRAM NOMINATION FORM 2006 WITH THE TEXAS DEPARTMENT OF TRANSPORTATION FOR THE APPLICATION TO RECEIVE FUNDING TO BUILD THE TOP OF TEXAS BIKE/ PEDESTRIAN TRAIL

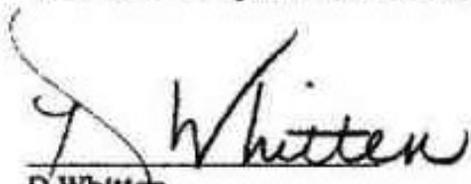
BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF MY TOWN, TEXAS:

WHEREAS, The City of My Town wishes to improve to safety and efficiency of the movement of people by walking or bicycling and;

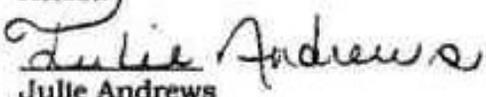
WHEREAS, The Top of Texas Bike/Pedestrian Trail is a viable and important asset to the City, School and Local Businesses and;

WHEREAS, The building of the Trail will accomplish the intention of The City and:

NOW THEREFORE BE IT RESOLVED, The City of My Town will apply for funding through the Texas Department of Transportation to make the necessary improvements to accomplish a bike/pedestrian trail. The City agrees to commit to the project's development, implementation, construction, maintenance, management and financing. The City further agrees to provide the required local match at 20% or greater of the total project cost, including being responsible for all non-federally fundable items and 100 percent of all overruns.


D Whitten
City Manager

Attest:


Julie Andrews
City Secretary