



**TEXAS  
TRANSPORTATION  
ENHANCEMENT PROGRAM  
GUIDE  
2012**



The deadline for submitting all project nomination packages to the local Texas Department of Transportation (TxDOT) District Office is **5:00 p.m. CDT, Friday, November 16, 2012.**

Please include:

- 1 hard copy of the signed original nomination form (including attachments)
- 3 hard copies of the signed nomination form (including attachments)
- 2 CD copies of the electronic Microsoft Excel nomination form (including scanned PDF attachments)

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## A. PROGRAM OVERVIEW

The federally funded Transportation Enhancement (TE) program offers opportunities to expand transportation choices and enhance the transportation experience through 12 categories of activities related to the surface transportation system. The TE program focuses on non-traditional transportation projects. TE projects must relate to surface transportation and be eligible under one or more of the 12 qualifying categories. The TE Program operates under the rules adopted by the Texas Transportation Commission (TTC) which may be found in 43 Texas Administrative Code (TAC) §11.200 – §11.221.

**Be aware that the program rules have undergone significant changes since the last program call.** Please study the rules and become familiar with all of the program requirements. The following list is not all inclusive; it identifies the most basic program facts. Please contact your local TxDOT District Enhancement Coordinator early in the process for assistance in the submitting a complete nomination package.

- **The TE Program is not a grant.** The funds provided are on a cost reimbursement basis. Projects undertaken with enhancement funds are eligible for reimbursement of up to 80% of allowable costs.
- **The local government match must be cash.** Non-cash donations can be used on a project but will not count towards the required local match and should not be included on the budget.
- **Generally, federal TE funds are available for construction only.** The costs of preliminary engineering (including planning, design, and preparation of plans, specifications, and estimates), right-of-way and other property purchases are not reimbursable costs, unless specifically identified under a particular category as allowable costs. Therefore, ideal candidates are those with complete project plans that are ready to build.
- **Projects including elements that fail to meet minimum federal and state requirements will not be considered.** A nomination must have a minimum of 75% of its cost items eligible in order for the project to remain in competition.
- **Federal guidance states that projects must be principally for transportation rather than purely recreational and must have logical endpoints.** 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.
- **Projects must advance to construction within four years from the date of selection or risk loss of federal funding.**
- **Projects offering more than the minimum local cash match and/or plans prepared and ready for letting will be given extra consideration.**

Projects must go above and beyond standard roadway activities regularly performed by TxDOT. Standard activities that comprise a minor or incidental part of a project's budget may be considered for funding, if that activity is required to accomplish the overall scope of work. For example, activities required to meet Americans with Disabilities Act (ADA) compliance must be included when providing TE improvements. However, TE projects should not be used to singularly meet federal compliance of mandated activities.

Incidental costs should be kept to a minimum. For example, in order to implement a bicycle and pedestrian project, it may be necessary to relocate a water line, replace a street light and resurface a crosswalk during construction. These items of work would be considered incidental activities. All incidental costs must equal no more than 30% of the project's itemized cost. Additionally, if a streetscape project includes pedestrian lighting on state right of way, TxDOT policy dictates that such lighting must also be adequate for the adjacent roadway system. It is advisable to consult with TxDOT District personnel to make sure that the project budget allows for this additional cost.

## **B. FEDERAL TE CATEGORIES**

### **1. Provision of facilities for pedestrians and bicycles**

Activities in this category must be principally for transportation rather than recreation. Successful projects are those that connect people to places in their communities, i.e. construct walking and biking trails to link communities, shopping, schools, businesses, and parks. Amenities that enhance these facilities such as lighting, landscaping or street furnishings are also eligible activities.

All bicycle facility projects must be designed and constructed to meet the criteria outlined in the American Association of State Highway and Transportation Officials' (AASHTO) *Guide for Development of Bicycle Facilities*. All pedestrian facilities must comply with AASHTO's *A Policy on Geometric Design of Highways and Streets*. For example, a shared use path must have a minimum width of 10' (14' overall clearance) and sidewalks must have a minimum width of 5'. All pathways must provide logical beginning and end points or connections that can serve as transportation independently or as part of a system.

*Refer to Rule §11.208 Project Nomination (17) and (18) for additional documentation requirements for projects in this category.*

### **2. Provision of safety and education activities for pedestrians and bicyclists**

Activities in this category include all types of programs and materials that promote increased safety of non-motorized cyclists and pedestrians.

Eligible activities may include but are not limited to:

- Producing brochures and other promotional material,
- Training and development,
- Instruction in schools, institutions and groups to promote bicycle and pedestrian safety is also eligible.

- Programs must be consistent with local ordinances on bicycle and pedestrian travel.

### **3. Acquisition of scenic easements and scenic or historic sites**

Activities in this category may include the purchase or donation of real property that possesses significant aesthetic, historic, natural, or scenic value. Acquisition of the real property should enhance the transportation user's experience of the surface transportation system and contribute to the system. Planning, transaction fees for surveys, appraisals, relocation costs, legal costs, and purchase costs are also reimbursable. Funds can cover the acquisition of real property listed in or eligible for listing in the *National Register of Historic Places*.

**A current certification by the State Historic Preservation Office (SHPO) of the Texas Historical Commission (THC) must accompany the nomination in order for historic properties to be considered for the transportation enhancement program.**

*Refer to Rule §11.208 Project Nomination (15) for additional documentation requirements for projects in this category.*

### **4. Scenic or historic highway programs including providing tourist and welcome center facilities**

Activities in this category include projects that protect and enhance the natural scenic aspects and the historic, cultural or archaeological aspects of scenic or historic highways. Projects do not have to be included in a federal scenic or historic highway program, but must relate to recognized or established scenic or historic sites. Facilities may consist of new construction or rehabilitation in adaptive reuse. Projects that incorporate tourist and welcome centers should be operational during the periods that visitors would normally utilize those facilities. The hours of operation must be included on the nomination form.

### **5. Landscaping and other scenic beautification**

Activities in this category include landscape construction activities that enhance aesthetic or ecological resources along highways and other transportation corridors. The landscape design may include elements for specialized paving surfaces, walls or retaining walls for erosion control. Landscaping may also include street furnishings such as benches, tables, trash receptacles, and pedestrian lighting. Undertakings such as statues, murals, gateway signs, flags, and monuments are not eligible.

### **6. Historic preservation**

Activities in this category include all aspects of historic preservation that have a significant relationship to transportation, such as identification, evaluation, documentation, acquisition, protection, management, rehabilitation, restoration, and stabilization of historic properties. Historic properties are sites, structures, objects, landscapes, or districts included in or eligible for inclusion in, the *National Register of Historic Places*.

The following activities are not considered eligible:

- Acquisition of historic artifact collections and exhibits,
- Activities required to eliminate or mitigate the effect of a transportation project on any historic real property,
- Reconstruction or construction of replicas, or
- Preservation projects arising from the deferment of maintenance.

In order for the total cost of exterior restoration to be considered eligible, the entire interior must have a current or historic relationship to the surface transportation system. Projects proposing restoration of historic buildings must include existing and proposed floor plans showing the function of each room on each floor. Funding of exterior restoration will be based on the percentage of the interior space being utilized for transportation related activities. For example, if 75 % of the interior of a building will be used as a transportation museum, then funding for the exterior restoration will be limited to 75 %.

### **7. Rehabilitation and operation of historic transportation buildings, structures, or facilities including historic railroad facilities and canals**

Activities in this category include historic transportation buildings and other structures and facilities related to the operation, use, construction or maintenance of any mode of surface transportation. The types of historic structures and facilities eligible under this category include, but are not restricted to, tunnels, bridges, trestles, canals, viaducts, stations, rails, non-operational vehicles, and other transportation features related to the operation, passenger and freight use, construction, preservation or maintenance of any mode of surface transportation (exclusive of aviation).

Rehabilitation defines the process of returning the property to a condition that allows a contemporary use while preserving the significant historic features. Subsequent conversion costs for non-transportation related activities or tenant improvements are not eligible.

Eligible activities may include interior and exterior restoration to the original state and adaptive reuse for transportation purposes. Interior restorations of historic transportation structures serve a function of interpreting transportation history. **Adaptive reuse is allowable provided the real property will benefit the general user of the surface transportation system and not simply individuals having a specific business in the facility.**

Projects proposing to restore historic brick street must include glazing factor results from a current engineering study in their nomination package. The uncovering of, or new installation of clay brick is not allowed on United States (U.S.) or State highways.

## **8. Preservation of abandoned railway corridors, including conversion and use for pedestrian and bicycle trails**

Eligible railway corridors include only those that have been authorized for abandonment, have abandonment proceedings pending before the Surface Transportation Board (STB), or are purchased from or donated by the legal owner of the property. Property that has been approved for or has applied for rail-banking status will not be considered for funding. Preservation of an abandoned rail corridor must lead to the development of a pedestrian or bicycle facility, or greenbelt and is not intended to solely preserve the rail corridor for future use. Trails must be designed and constructed in accordance with AASHTO's *Guide for the Development of Bicycle Facilities*, *A Policy Guide for Geometric Design of Highways and Streets* and ADA requirements.

It is advisable to have an environmental analysis of the property done prior to considering a project of this nature for nomination. Rail corridor environmental mitigation costs can be significant and are not allowable reimbursement costs under the program.

## **9. Control and removal of outdoor advertising**

Activities in this category include the control and removal of abandoned or nonconforming signs, billboards, displays, and devices. This is in addition to exercising effective control of outdoor advertising through the removal of illegal signs. This category may include compilation of an inventory of nonconforming outdoor advertising displays. Removal of billboards that conform to local, state, and federal requirements and controls are not eligible.

Non-conforming signs may be acquired for removal with federal funds if:

- The sign does not qualify for removal under another program,
- The sign is not within state right-of-way, and
- Approval has been given from the current property and sign owner where the sign is located.

Effective controls must be considered in order to prohibit new signs from being erected.

## **10. Archeological planning and research**

Activities in this category include archaeological planning and research on sites related to transportation. It also includes experimental projects for archaeological site preservation, interpretation, and improvement of methods of identification, evaluation, and treatment of archaeological sites. Eligible activities include problem-oriented analyses and syntheses using data derived from (though not limited to) transportation-related archaeological projects, the development of national and regional research designs to guide future surveys, data recovery, and synthetic research. Nominations must have the approval of the SHPO (directed through THC). All work must be done in compliance with the *Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation*, or *Secretary of the Interior's Standards for Historic Preservation Projects*, or the *National Register Bulletin Number 36: Guidelines for Evaluating and Registering Historical Archeological Sites* and must be managed under the direction of qualified professionals who are educated and experienced in archaeology.

Project sites must be associated with transportation facilities. The project must produce a useable product (such as a report, database, or site identification system).

## **11. Environmental mitigation**

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**Activities in this category may include:**

**a) Environmental mitigation to address water pollution due to highway runoff**

Activities in this category include programs designed to minimize pollution associated with storm-water runoff from transportation facilities. Eligible mitigation projects include those that incorporate aesthetic and ecological considerations and promote recharge.

**b) Environmental mitigation to reduce vehicle-caused wildlife mortality while maintaining habitat connectivity**

Mitigation can consist of, but is not limited to, constructing fences, constructing wildlife tunnels or bridges, and planting native vegetation as sight buffers or grazing deterrents.

*Refer to Rule §11.208 Project Nomination (16) for additional documentation requirements for projects in this category.*

## **12. Establishment of transportation museums**

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Activities in this category may include new construction or rehabilitation and reuse of historic or non-historic structures to house transportation exhibits such as trains or automobiles that were instrumental in the development of the surface transportation system. Museums may incorporate an aviation element provided that other surface transportation modes are included. Acquisition of historic artifact collections and exhibits are not eligible under the state program.

A Project must produce a useable facility that is open to the public, meets accessibility requirements, and returns all profits derived from the facility back to the operation and maintenance of the facility. Items eligible for reimbursement are fixed assets only.

*Please see the FHWA website for specific federal requirements regarding transportation museums.*

## **C. REQUIREMENTS FOR HISTORIC PROPERTIES**

All work proposed for historic properties must be done in compliance with the *Secretary of the Interior's Standards for Historic Preservation Projects* or the *Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*, and state historic building codes. All projects will be required to follow the appropriate protocols established by the standing Memorandum of Understanding (MOU) between TxDOT and THC, including impacts to archeological sites. Only those work items that conform to these standards will be considered eligible. Because historic rehabilitation can involve specialized and labor-intensive work, applicants are strongly encouraged to consult with preservation architects or contractors experienced in this type of work before developing their project's scope of work and budget. All work must be performed and managed by qualified professionals, educated and experienced in historic-preservation activities.

Historic properties must be listed in or eligible for listing in the *National Register of Historic Places (NRHP)*. **A current certification by the SHPO of the THC must accompany the nomination in order for a historic property to be considered for the program.**

In order to obtain this certification, project nominators should make their requests as soon as possible. **THC will respond within 30 days of receipt of such requests, but will NOT accept requests within 30 days of the TE Program nomination deadline.**

Project nominators should contact THC as soon as possible for several reasons:

- While a property may not be eligible for the NRHP in its current condition, a project could restore a property's historic appearance and change its NRHP eligibility. THC can assist nominators with incorporating these measures into a project proposal.
- The work proposed may be inappropriate for the subject property. In such cases, THC can suggest ways to modify the proposal so that the proposed work is in keeping with the property's historic character. Be aware that property adjacent to historic structures may also be affected by the project and will need to be considered.
- THC may request additional information in order to make a determination of the property's NRHP eligibility.
- Applicants should incorporate appropriate expenses into their proposal for research and completion of forms for nomination to the NRHP for eligible properties not yet listed in the NRHP.

Provide the following information to the THC by mail (fax and email will not be accepted) when requesting certification:

- Common or historic name(s) of any building or structure in the proposed project,
- City map (or county map for rural properties) showing the exact location of the proposed project, including address,
- Clear photographs of all sides of each building in the proposed project and of the overall project area with adjacent surroundings,
- Brief history of the property, including date of construction, architect or builder, and date and description of any alterations or relocations, *with particular emphasis on any transportation history related to the property, and*
- Brief description of the scope of the proposed project and its effects on the property.

Even if the building(s) or structure(s) is already listed in the NRHP, THC will need to evaluate current photos of the property. Please remember that the presence of an Official Texas Historical Marker or other historical designations (Recorded Texas Historic Landmark, State Archaeological Landmark, local landmark status, etc.) is not a substitute for the NRHP listing or eligibility for THC certification.

Send certification requests and required evaluation materials to:

Mr. Mark Wolfe  
C/o History Programs Division  
Texas Historical Commission  
P. O. Box 12276  
Austin, TX 78711-2276  
(512) 463-5853

Web link to see an example of the THC certification letter:

[www.txdot.gov/business/governments/te.htm](http://www.txdot.gov/business/governments/te.htm).

## **D. PROGRAM CALL SEQUENCE OF EVENTS**

### **Nomination Submission to TxDOT District**

Project nominations must be coordinated with and delivered to the local TxDOT District Office. Project nominators are limited to state agencies or political subdivisions eligible to receive and manage federal transportation funds. The nomination package must include an official resolution from the nominating entity stating their willingness to commit to the recommendation, implementation, development, construction, maintenance, and financing of the project.

Any proposed project which is located in a single metropolitan area is required to include a letter of support from the Metropolitan Planning Organization (MPO). Early coordination with the MPO is essential to the nomination preparation.

Refer to the program rules and nomination form to learn about additional documentation that may be required for your project. Most agencies require a minimum review period of 30 days, so additional time may be needed to coordinate the required nomination documents.

### **Evaluation and Selection Process**

TxDOT will review each project to ensure that all of the requested documentation has been included. Per §11.206, nomination packages failing to include any of the requested documentation will be considered incomplete and will not be given further consideration. TxDOT will coordinate federal eligibility with the FHWA. All federally eligible projects located within the area of an MPO operating in a transportation management area will be submitted to the respective MPO for evaluation and selection. (See web link [www.texasmpo.org](http://www.texasmpo.org) for more information.) The MPOs will have 30 days in which to notify TxDOT of their project selections (according to their specific funding allocations). All projects not selected by the MPOs will be eligible for consideration in the statewide competitive program and will be evaluated by the Transportation Enhancement Project Evaluation Committee and selected by the TTC. TxDOT will notify all selected project nominating entities.

## **E. PROJECT IMPLEMENTATION**

After project selection, a determination will be made as to whether the project will be administered by TxDOT or the local entity, depending upon the location and type of project. In general, those projects on the highway system will be administered by TxDOT. Most projects however, are not located on the state system and will be administered by the local government. Therefore, it is important to understand that the local government will need adequate cash flow to accommodate the payment of 100% of the project costs. Local Government will be reimbursed with the 80% federal portion after the work has been accomplished. TxDOT has federal oversight responsibility for all locally administered projects, so all project plans must undergo TxDOT review and Federal Project Agreement Authorization before advertisement of bids.

Please consult the Local Government Project Procedures guidance document for additional information at [www.txdot.gov/business/governments/lgpp.htm](http://www.txdot.gov/business/governments/lgpp.htm).

Projects must be developed as approved by the TTC. Changes in items of work 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. The contract will be awarded to the lowest responsive bidder.

Please remember that the project will be eliminated from the program if:

- Implementation of the project would involve significant deviation from the activities as proposed in the nomination form,
- A construction contract has not been awarded, or construction has not been initiated by the local entity within four years from the date of Commission selection, or
- The project agreement is not executed within one year after the project is selected by the Commission.

## **F. ADDITIONAL INFORMATION**

Additional information about the TE Program, the TAC rules, this program guide, and project nomination form can be found at this TxDOT TE Program website:

[www.txdot.gov/business/governments/te.htm](http://www.txdot.gov/business/governments/te.htm).

FHWA TE Guidance: [www.fhwa.dot.gov/environment/transportation\\_enhancements/](http://www.fhwa.dot.gov/environment/transportation_enhancements/).

AASHTO Guide for the Development of Bicycle Facilities: [www.transportation.org](http://www.transportation.org).

Texas Accessibility Information - TDLR: [www.tdlr.state.tx.us](http://www.tdlr.state.tx.us).

ADA Standards for Accessible Design: [www.ada.gov](http://www.ada.gov).

## TxDOT District Map

To find out which local TxDOT District Office to contact regarding a TE application, please visit the TxDOT webpage [www.txdot.gov](http://www.txdot.gov) and enter the county in which the project will be located. Once the appropriate District is established, please refer to the District Contact information provided on the next page of this guide.



## TxDOT District Enhancement Contacts

**Abilene District Office**

Stephanie Victor  
4250 North Clack  
Abilene, TX 79604-0150  
(325) 576-2765

**Amarillo District Office**

Tiffany Pulliam, P.E.  
5715 Canyon Drive  
Amarillo, TX 79110-7368  
(806)356-3249

**Atlanta District Office**

Deanne Simmons  
701 East Main  
Atlanta, TX 75551  
(903)799-1308

**Austin District Office**

Elizabeth Prestwood  
7901 North IH 35  
Austin, TX 78761-5426  
(512)832-7284

**Beaumont District Office**

Uttam Karmaker, P.E.  
8350 Eastex Freeway  
Beaumont, TX 77708  
(409)896-0269

**Brownwood District Office**

Andrew Chisholm  
2495 Hwy. 183 North  
Brownwood, TX 76802  
(325)643-0442

**Bryan District Office**

Chad Bohne, P.E.  
2591 N. Earl Rudder Freeway  
Bryan, TX 77803-5190  
(979)778-9710

**Childress District Office**

Gene Garcia  
7599 US 287  
Childress, TX 79201-9705  
(940)937-7157

**Corpus Christi District Office**

Jason Alvarez  
1701 South Padre Island Drive  
Corpus Christi, TX 78416  
(361)808-2495

**Dallas District Office**

Godfrey Sendawula  
4777 East Highway 80  
Mesquite, TX 75150  
(214)789-6266

**El Paso District Office**

Efrain Esparza  
13301 Gateway Blvd West  
El Paso, TX 79928  
(915) 790-4203

**Fort Worth District Office**

Phillip Hays  
2501 SW Loop 820  
Fort Worth, TX 76133  
(817)370-6591

**Houston District Office**

Teri Kaplan  
7600 Washington Avenue  
Houston, TX 77007  
(713)802-5810

**Laredo District Office**

Omar Cantu  
1817 Bob Bullock Loop  
Laredo, TX 78043  
(956)712-7429

**Lubbock District Office**

Jerry Cash  
135 Slaton Road  
Lubbock, TX 79404-5201  
(806)748-4431

**Lufkin District Office**

Sam Skrehot, P.E.  
1805 North Timberland  
Lufkin, TX 75901  
(936)633-4397

**Odessa District Office**

Matt Carr  
3901 East US Hwy. 80  
Odessa, TX 79761  
(432)498-4761

**Paris District Office**

Syd Newman  
1365 North Main Street  
Paris, TX 75460-2697  
(903)737-9285

**Pharr District Office**

Melba Schaus, P.E.  
PO Box 1717  
Pharr, TX 78577-1717  
(956)702-6181

**San Angelo District Office**

Kristan Hereford  
4502 Knickerbocker Road  
San Angelo, TX 76904  
(325)947-9242

**San Antonio District Office**

Mark Mosley  
4615 N.W. Loop 410  
San Antonio, TX 78284-3601  
(210)615-5812

**Tyler District Office**

Dale Booth  
2709 West Front Street  
Tyler, TX 75702  
(903)510-9113

**Waco District Office**

Jim Reed  
100 South Loop Drive  
Waco, TX 76704-2858  
(254)867-2733

**Wichita Falls District Office**

Darell Johnson, P.E.  
1601 Southwest Parkway  
Wichita Falls, TX 76302-4906  
(940)720-7840

**Yoakum District Office**

Billy Goodrich  
403 Huck Street  
Yoakum, TX 77995-2973  
(361)293-4381

## PROJECT SUBMISSION

All nominations must utilize the electronic nomination format. Please download the Microsoft Excel nomination form found at [www.txdot.gov/business/governments/te.htm](http://www.txdot.gov/business/governments/te.htm).

The nomination packet must be delivered to the district office by the November 16, 2012, 5:00PM CST deadline and must include:

- 1 hard copy signed original nomination form (including attachments)
- 3 hard copies of the signed nomination form (including attachments)
- 2 CD copies of the Microsoft Excel nomination form (including scanned PDF attachments)

The required attachments must be:

- Standard 8 ½ x 11" in size
- Font size no smaller than 10 point
- Limit attachments to 10 per section
- Label each attachment according to the list below

The following information is provided as a helpful checklist:

- 1. Project Name** \_\_\_\_\_
- 2. Project Location** \_\_\_\_\_
- 3. Qualifying Category** \_\_\_\_\_
- 4. Nominating Entity** \_\_\_\_\_

*As defined in the program rules, eligible nominators are limited to state agencies and political subdivisions of the state eligible to receive and manage federal transportation funds.*

- 5. Nominating Entity Contact Information**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_

Email: \_\_\_\_\_

*This should be an official contact that has the authority to speak on behalf of the project. This person should have working knowledge of the project and can be contacted to answer questions.*

- 6. Project Description**

*This information should be supported by a well-developed narrative of the project, including all of the information described in Section (a) and (b) of the rules, including a description of the benefits that the project will provide to the surface transportation system and how those benefits will be achieved through at least one of the 12 listed categories. Detail the work activities to be performed.*

**7. Project Information (Attachment A)**

- **Maps**

*Maps must be legible, clearly labeled, and convey adequate information that identifies not only the location of the project, but also its relationship to the area it will serve.*

- **Existing Project Site Photos**

*Photos must be legible, clearly labeled and convey adequate detail as to clearly identify the project area in its current state.*

- **Project Site Plans**

*Site plans must be legible, clearly labeled, drawn to scale, including dimensions that convey adequate detail about all major items of work.*

- **Current & Proposed Floor Plans**

*If the project proposes restoration or rehabilitation work for a historic property, include both existing and proposed floor plans. The floor plan must indicate the proposed function to be served by each room. Remember that a minimum of 75% of the project must be federally eligible.*

**8. Official Local Government Funding Resolution (Attachment B)**

*This documentation MUST include the following verbiage, "Nominating entity XX (city, County, etc.) supports funding this project as shown in the nomination budget (including the XX% local match) and commits to the project's development, implementation, construction, maintenance, management, and financing. The nominating entity is willing and able to enter into an agreement with TxDOT by resolution or ordinance should the project receive funding."*

***Please note that a minimum 20% cash match is required.***

*Web link to see example Local Government Funding Resolution:*

[www.txdot.gov/business/governments/te.htm](http://www.txdot.gov/business/governments/te.htm)

**9. MPO Letter of Support (Attachment E)**

*Any project located within a metropolitan area must include a letter from the MPO stating that they support the project and should funding for the candidate project be made available, the MPO will include the candidate project in the TIP and is consistent with the long-range transportation plan for the area.*

**10. Evidence of Public Involvement and Support (Attachment C)**

*Include any documentation demonstrating public involvement. Additional evidence could include city council meeting minutes, newspaper articles, public petitions, advocacy meetings, etc. This evidence will help to determine the level of local support for the project. Projects with no evidence of the opportunity for public involvement will not be considered.*

**11. Property Ownership and Acquisition Information (Attachment D)**

*All proposals must provide documentation of the nominator's property rights by title of ownership, lease, or easement for all property within the project limits.*

*Is the property needed for the project already acquired?*

**no**    **yes**

*If no – Describe how will the property be acquired? (Include commitment letter by current owner that the property's interest will be transferred upon approval)*

*If Yes – Describe how and when the property was acquired.*

*Was all property acquired in accordance with the Uniform Relocation Assistance and Real Property Acquisition act?*

**no**    **yes**

**12. SHPO Certificate of Eligibility - National Register of Historic Places (Attachment F)**

*Projects proposing work on Historic Properties must include the required documentation from the State Historic Preservation Officer (SHPO) of the Texas Historical Commission.*

**13. Scenic Easement/Historic Site Designation (Attachment G)**

*Projects proposing acquisition of scenic easements and scenic or historic sites must provide documentary evidence from the appropriate city, county, state, or national entity indicating official designation.*

**14. Environmental Mitigation (Attachment H)**

*Projects proposing environmental mitigation must provide documentary evidence from the Texas Commission on Environmental Quality or the Texas Parks and Wildlife Department (as appropriate) indicating their technical evaluation of the project.*

**15. Railroad Right of Entry Letter/Agreement (Attachment I)**

*Projects proposing to encroach or cross railroad right of way, must include documentary evidence from the railroad granting a right of entry or an executed encroachment agreement.*

**16. Local Bicycle Plan (Attachment J)**

*Projects proposing to build facilities for bicycles must include documentary evidence from the city, county or MPO stating that the project has been included in the entity's bicycle plan, if applicable, or the bicycle element of the transportation component of the entity's comprehensive plan.*

**17. Projected Time Estimate**

*Estimate the time it will take for each activity. For example, plans, specifications and estimate could occur at the same time as environmental clearances, right-of-way negotiation, etc. Take into account time required for review by agencies that may need to review the project.*

**18. 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 of the project.*

**19. Project Budget Summary**

*This section is intended to present a summary of the itemized budget pages provided at the end of the Excel spreadsheets in Itemized Project Budget – Pages 6-8. Please note that contingencies, as a budget line item, are not eligible for reimbursement.*

**20. Project Commitment**

In signing the nomination form, the local entity is committing to bring the project to a successful bid award within four years of selection.

List of attachments: (The need for an attachment should be determined by the type of project and the category requirements under which the nomination has applied.)

Required attachments:

- A. Project Information
- B. Official Local Government Funding Resolution
- C. Evidence of Public Involvement and Support
- D. Property Ownership and Acquisition Information

Additional attachments (if applicable):

- E. MPO Letter of Support
- F. SHPO Certificate of Eligibility
- G. Scenic Easement/Historic Site Designation
- H. Evaluation of Work Involving Environmental Mitigation
- I. Railroad Right of Entry Letter/Agreement
- J. Local Bicycle Plan



Texas Department of Transportation  
[www.txdot.gov/business/governments/te.htm](http://www.txdot.gov/business/governments/te.htm)  
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