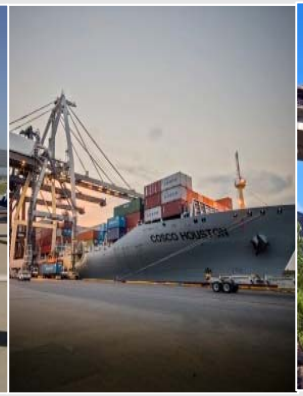


# TxDOT TRANSPORTATION ALTERNATIVES PROGRAM (TAP)

2015 Call for Projects for Population Areas Less Than 200,000

# TAP Consolidates FHWA Programs

MAP-21 established the Transportation Alternatives Program (TAP) to provide for a variety of alternative transportation projects, including many eligible activities that were previously funded under separate programs, Including:

- Transportation Enhancements Program
- Safe Routes to School Program
- Recreational Trails Program (RTP)

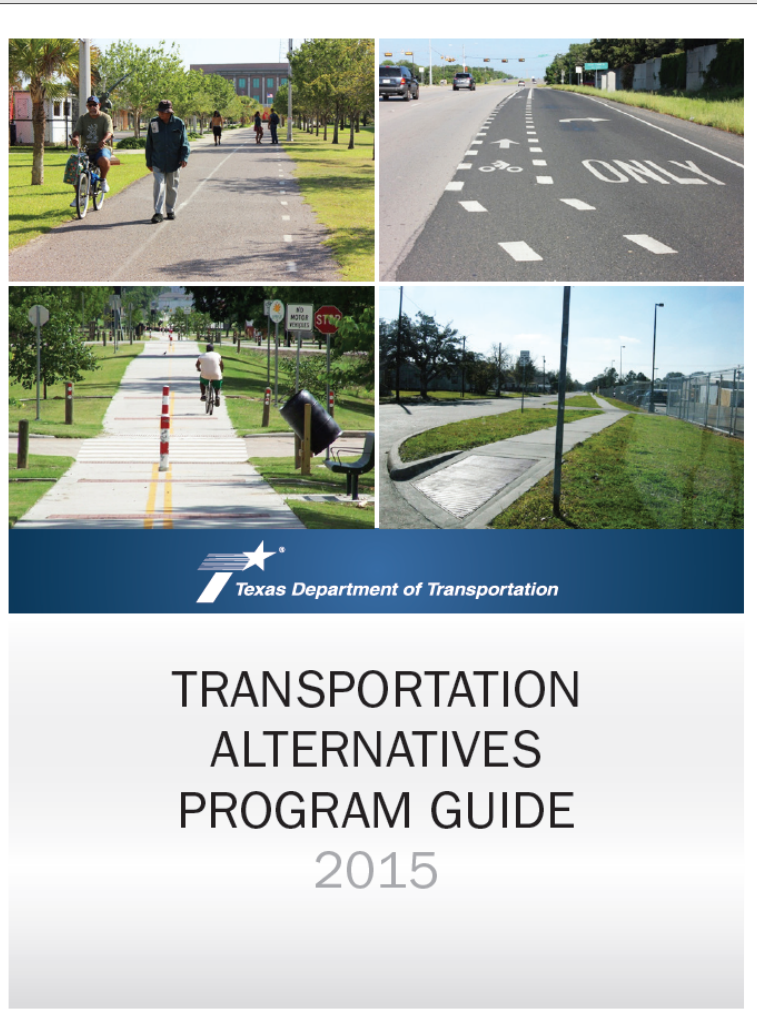
...and wrapping them into a single funding source, the TAP.

**Note**: In Texas, RTP funding is managed through the Texas Parks and Wildlife Department

# TxDOT's 2015 TAP Call for Projects Funding & Timeline

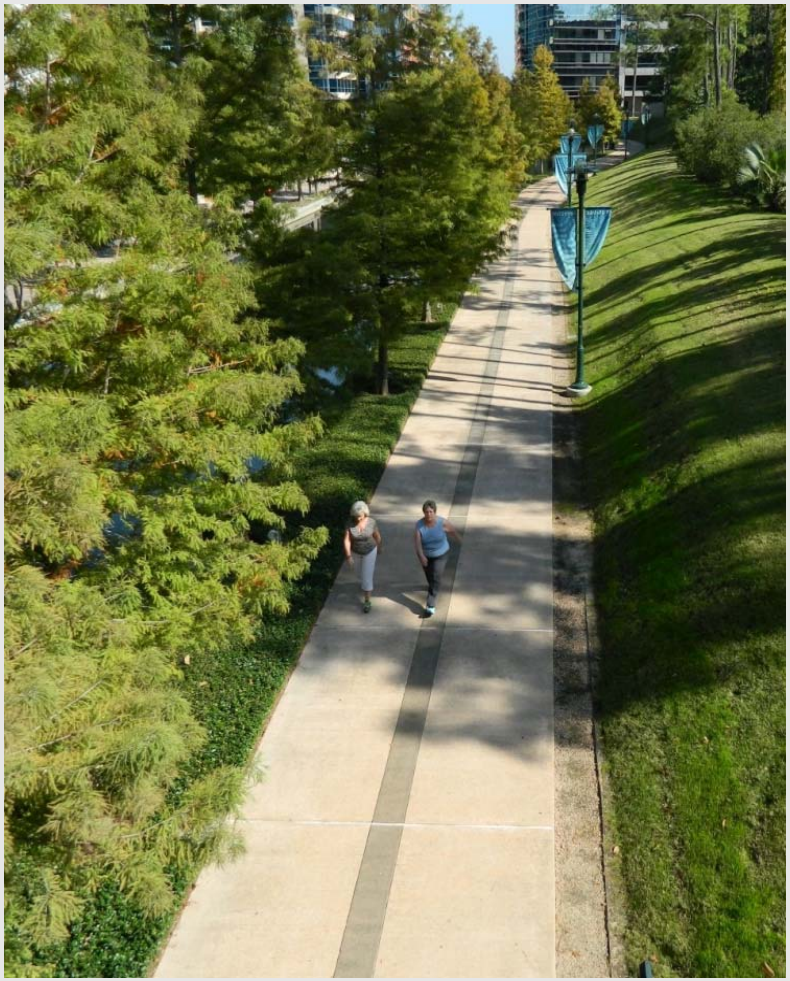
## An Estimated $52 Million Available (FY 2013-2016)

- **January 16, 2015**
  - Call for TAP Projects Announced
- **May 4, 2015**
  - TAP Application Deadline
- **May - July 2015**
  - Project Evaluation
- **July - September 2015**
  - Project Selection and Award



# Key TAC Rules – TxDOT Call for Projects

- TAP funding will be for construction only
- Eligible TAP activities limited to pedestrian and bicycle infrastructure only
- Local match flexibility
- The Commission will select projects through a competitive process administered by TxDOT



# Economically Disadvantaged County Program (EDCP)

*www.txdot.gov/inside-txdot/division/transportation-planning/disadvantaged-county.html*

## EXHIBIT A
Economically Disadvantaged Counties
FY 2015

| Eligible Counties | Adjustment % | Eligible Counties | Adjustment % |
|---|---|---|---|
| Anderson County | 69 | Jefferson County | 35 |
| Angelina County | 57 | Johnson County | 46 |
| Atascosa County | 60 | Jones County | 75 |
| Bailey County | 78 | Kaufman County | 59 |
| Bastrop County | 74 | Kinney County | 69 |
| Bee County | 73 | Lamar County | 51 |
| Bexar County | 43 | Lamb County | 71 |
| Bosque County | 45 | Leon County | 34 |
| Bowie County | 45 | Liberty County | 59 |
| Brooks County | 77 | Llano County | 15 |
| Caldwell County | 82 | Lynn County | 68 |
| Calhoun County | 32 | Madison County | 63 |
| Cameron County | 78 | Marion County | 53 |
| Camp County | 46 | Matagorda County | 30 |
| Cass County | 59 | Maverick County | 85 |
| Cherokee County | 68 | McLennan County | 54 |
| Concho County | 82 | Medina County | 52 |
| Coryell County | 52 | Milam County | 57 |
| Dawson County | 50 | Mitchell County | 42 |
| Delta County | 74 | Morris County | 32 |
| Dickens County | 44 | Nacogdoches County | 66 |
| Duval County | 76 | Navarro County | 33 |
| Edwards County | 36 | Newton County | 61 |
| El Paso County | 62 | Orange County | 44 |
| Ellis County | 48 | Polk County | 55 |
| Falls County | 88 | Presidio County | 76 |
| Fannin County | 68 | Rains County | 61 |
| Floyd County | 54 | Real County | 51 |
| Franklin County | 41 | Red River County | 74 |
| Grayson County | 57 | Reeves County | 48 |
| Grimes County | 49 | Sabine County | 49 |
| Hale County | 62 | San Augustine County | 46 |
| Hall County | 75 | San Jacinto County | 66 |
| Henderson County | 52 | San Patricio County | 50 |
| Hidalgo County | 93 | San Saba County | 75 |
| Hill County | 58 | Shelby County | 58 |
| Houston County | 58 | Starr County | 95 |
| Hunt County | 59 | Terry County | 40 |
| Jasper County | 65 | Titus County | 61 |

Economically Disadvantaged Counties FY 2015 cont.

| Eligible Counties | Adjustment % | Eligible Counties | Adjustment % |
|---|---|---|---|
| Trinity County | 72 | Webb County | 68 |
| Tyler County | 66 | Wharton County | 45 |
| Uvalde County | 66 | Wichita County | 47 |
| Val Verde County | 64 | Willacy County | 82 |
| Van Zandt County | 57 | Wood County | 52 |
| Walker County | 79 | Zapata County | 76 |
| Waller County | 68 | Zavala County | 94 |

## EXHIBIT B
Additional Adjustments for Cities Within an
Economically Disadvantaged County FY 2015

Every eligible county receives an adjustment to its local match requirement ranging from 15 (minimum) to 95 (maximum) percent. A city within an economically disadvantaged county receives an adjustment equal to the adjustment for the county in which it is located, with the possibility of up to 10 additional percentage points based on its population and the existence of an economic development sales tax.

**The two following tables depict the additional percentage points that cities may be granted.**

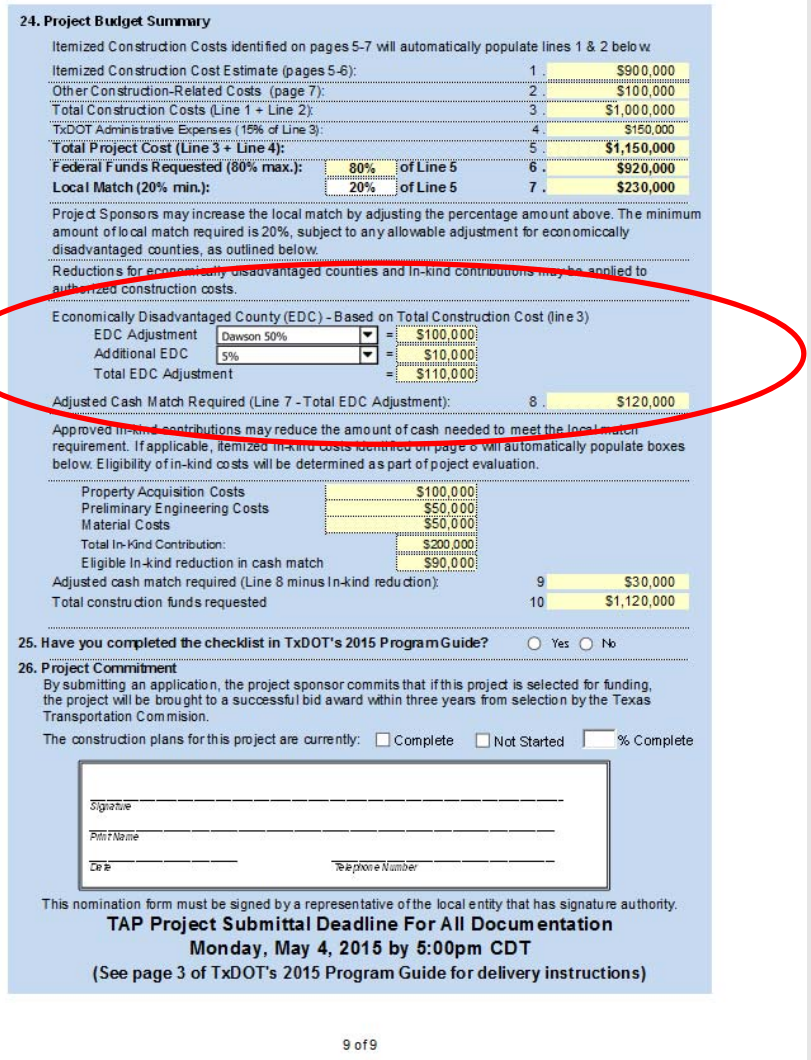
***Economic Development Sales Tax:***

| | *ADDITIONAL PERCENTAGE* |
|---|---|
| **YES** | *5%* |
| **NO** | *0%* |

***Population:***

| | *ADDITIONAL PERCENTAGE* |
|---|---|
| **x < 1,000** | **5%** |
| **1,000 < x < 2,000** | **4%** |
| **2,000 < x < 3,000** | **3%** |
| **3,000 < x < 4,000** | **2%** |
| **4,000 < x < 5,000** | **1%** |
| **x > 5,000** | **0%** |

- The Texas Transportation Commission annually certifies a list of Economically Disadvantaged Counties (ECD).
- A local match adjustment may be considered based on EDC %.
- If selected, the project sponsor would need to complete and submit a separate application to TxDOT's EDCP and receive EDCP approval prior to execution of the project agreement.
- A list of the counties with their potential EDC adjustment % or a (N/A for EDC) designation is available for all counties on page 9 of the TAP Nomination Form, as shown in the image to the right.



**24. Project Budget Summary**

Itemized Construction Costs identified on pages 5-7 will automatically populate lines 1 & 2 below.

| | | |
|---|---|---|
| Itemized Construction Cost Estimate (pages 5-6): | 1. | $900,000 |
| Other Construction-Related Costs (page 7): | 2. | $100,000 |
| Total Construction Costs (Line 1 + Line 2): | 3. | $1,000,000 |
| TxDOT Administrative Expenses (15% of Line 3): | 4. | $150,000 |
| **Total Project Cost (Line 3 + Line 4):** | 5. | **$1,150,000** |
| **Federal Funds Requested (80% max.):** 80% of Line 5 | 6. | **$920,000** |
| **Local Match (20% min.):** 20% of Line 5 | 7. | **$230,000** |

Project Sponsors may increase the local match by adjusting the percentage amount above. The minimum amount of local match required is 20%, subject to any allowable adjustment for economically disadvantaged counties, as outlined below.

Reductions for economically disadvantaged counties and in-kind contributions may be applied to authorized construction costs.

Economically Disadvantaged County (EDC) - Based on Total Construction Cost (line 3)

| | | |
|---|---|---|
| EDC Adjustment | Dawson 50% | = $100,000 |
| Additional EDC | 5% | = $10,000 |
| Total EDC Adjustment | | = $110,000 |

| | | |
|---|---|---|
| Adjusted Cash Match Required (Line 7 - Total EDC Adjustment): | 8. | $120,000 |

Approved in-kind contributions may reduce the amount of cash needed to meet the local match requirement. If applicable, itemized in-kind costs identified on page 8 will automatically populate boxes below. Eligibility of in-kind costs will be determined as part of poject evaluation.

| | |
|---|---|
| Property Acquisition Costs | $100,000 |
| Preliminary Engineering Costs | $50,000 |
| Material Costs | $50,000 |
| Total In-Kind Contribution: | $200,000 |
| Eligible In-kind reduction in cash match | $90,000 |

| | | |
|---|---|---|
| Adjusted cash match required (Line 8 minus In-kind reduction): | 9 | $30,000 |
| Total construction funds requested | 10 | $1,120,000 |

**25. Have you completed the checklist in TxDOT's 2015 Program Guide?** ○ Yes ○ No

**26. Project Commitment**

By submitting an application, the project sponsor commits that if this project is selected for funding, the project will be brought to a successful bid award within three years from selection by the Texas Transportation Commision.

The construction plans for this project are currently: ☐ Complete ☐ Not Started ☐ % Complete

Signature

Print Name

Date Telephone Number

This nomination form must be signed by a representative of the local entity that has signature authority.

**TAP Project Submittal Deadline For All Documentation**
**Monday, May 4, 2015 by 5:00pm CDT**
**(See page 3 of TxDOT's 2015 Program Guide for delivery instructions)**

9 of 9

# Local Match & Eligible In-Kind Contributions

- The local match is a cash match or an approved in-kind contribution provide through the project sponsor.
- All in-kind contributions must be clearly documented on page 8 of the 2015 TAP Nomination Form with supporting documentation attached.
- No substitutions or additional in-kind contributions will be accepted after the TAP project nomination deadline has expired.
- An in-kind contribution may only include actual and documented pre-construction or construction related cost previously incurred by the project sponsor that are otherwise eligible for reimbursement under applicable statutes and regulations
- Cost associated with preliminary engineering and plan development may be considered eligible as in-kind contributions, contingent upon the project sponsor's ability to provide TxDOT evidence that all required state and federal statutes and regulations have been followed in hiring the consultant, environmental specialist, or other professional service(s).
- In-kind contributions cannot be used to match TxDOT's administrative costs.

# Eligible TAP Funding Activities – TxDOT Call for Projects

## TxDOT Eligible TAP Activities:

- Construction of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation
- Construction of infrastructure-related projects and systems that will provide safe routes for non-drivers
- Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users
- Construction of infrastructure-related projects to improve the ability of students to walk and bicycle to school

# Example TAP Eligible Project Types

Shared Use Paths

Designated Bike Lanes

Rails to Trails

ADA Compliant Sidewalks

# White Oak Bayou - Shared Use Path

# On-Street Designated Bike Lane – A Retrofit

# MKT-SP Rails to Trails

# ADA Compliant SRTS Sidewalks for Angleton, Texas

# Project Emphasis Areas

The Department is particularly interested in projects that:

- Enhance bicycle and pedestrian safety
- Propose a direct connection to important community destinations (such as schools, employment, shopping and recreational areas)
- Provide access to or between existing community investments in bicycle and pedestrian facilities, public transportation, or other mobility options
- Reflect a high degree of collaboration and community consensus while directly contributing to the department's safety and connectivity goals
- Contribute as an individual project to a larger investment consistent with Complete Streets Design

# Eligible TAP Project Sponsors

## Eligible Sponsors:

- Local governments
- Regional transportation authorities
- Transit agencies
- Natural resource or public land agencies
- School districts, local education agencies, or schools
- Tribal governments
- Any other local or regional governmental entity with responsibility for oversight of transportation or recreational trails (other than a metropolitan planning organization or a state agency) that the state determines eligible

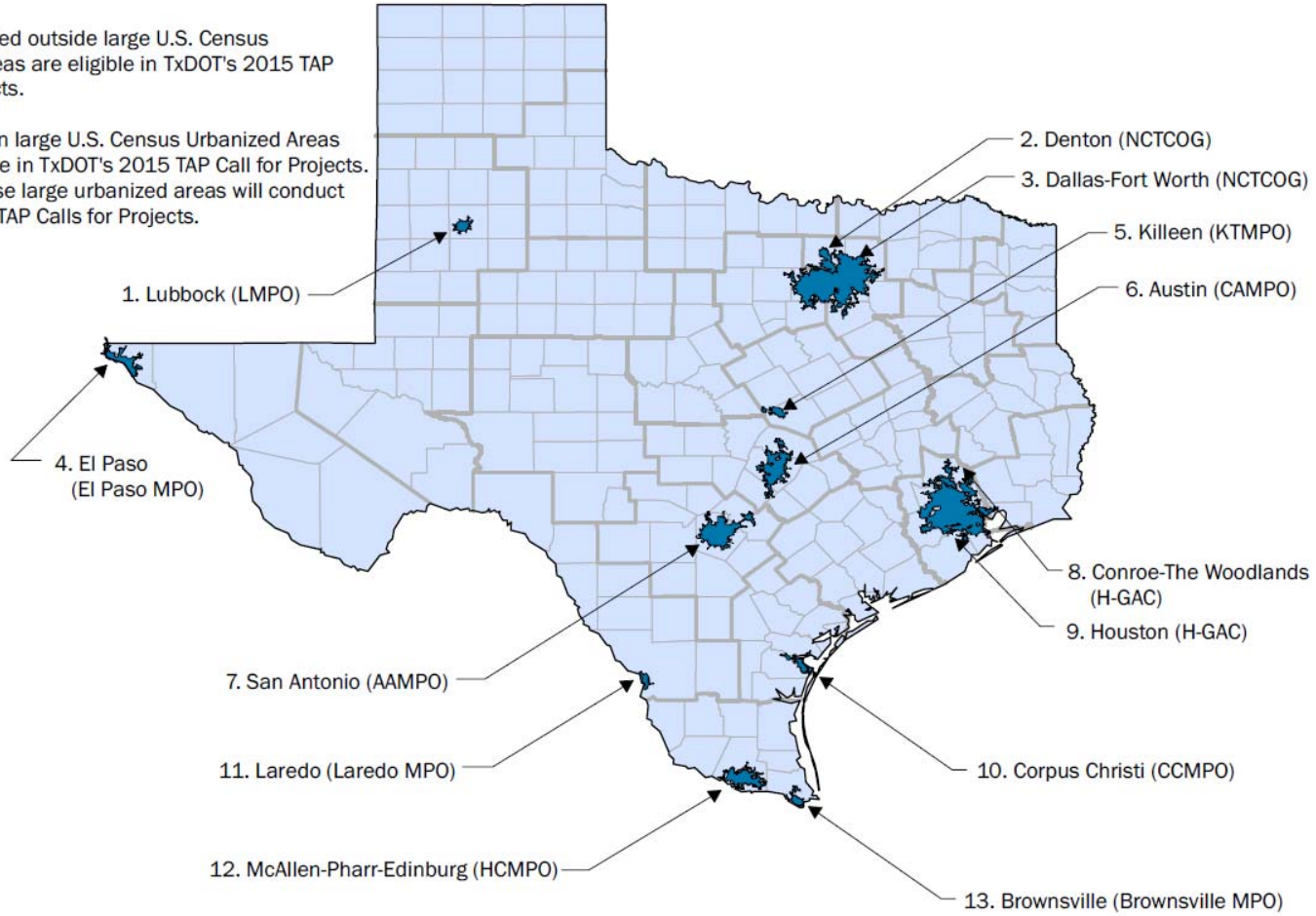
# TxDOT TAP - Transportation Management Areas (TMAs)/ MPO

## Large Urbanized Areas Map

(Source: 2010 U.S. Census)

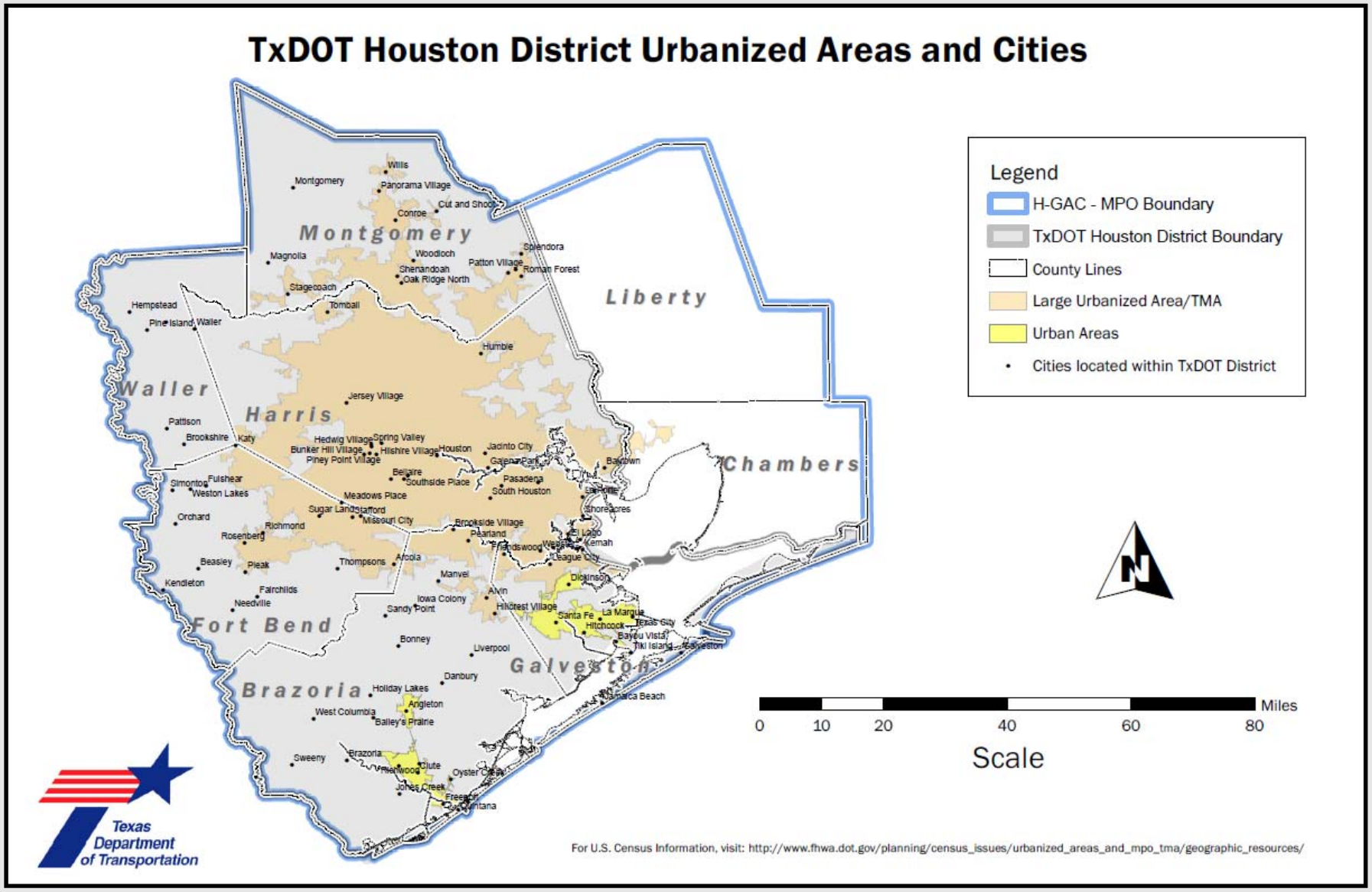
Note:
Projects located outside large U.S. Census Urbanized Areas are eligible in TxDOT's 2015 TAP Call for Projects.

Projects within large U.S. Census Urbanized Areas are not eligible in TxDOT's 2015 TAP Call for Projects. MPOs for these large urbanized areas will conduct independent TAP Calls for Projects.



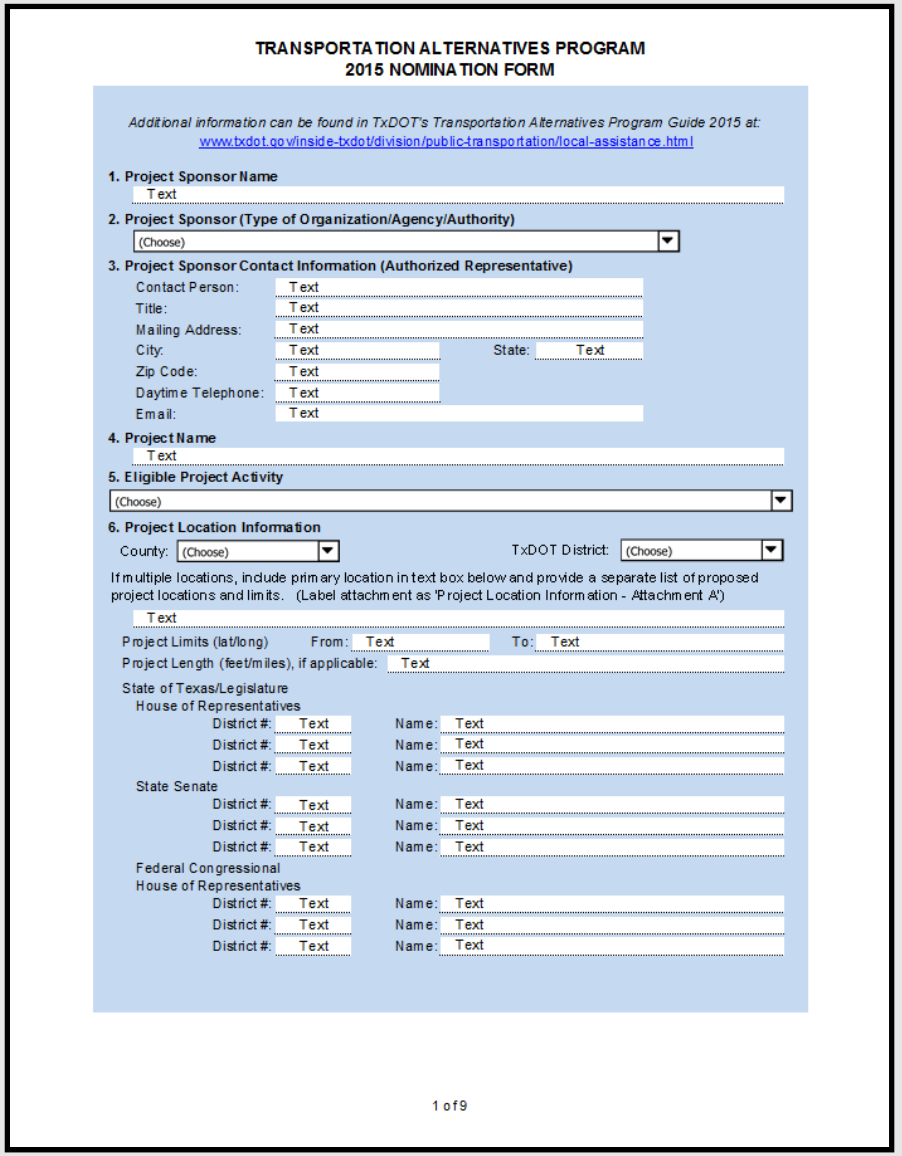

For U.S. Census Information, visit: http://www.fhwa.dot.gov/planning/census_issues/urbanized_areas_and_mpo_tma/geographic_resources/

# 2010 District TAP Coordinators



# TAP Nomination Form Page 1

- Project Sponsor - name and contact information
- Project Name – should reflect the project location and eligible activity (Example: White Oak Bayou Shared Use Path)
- **"Choose"** indicates that a drop down list is available
- Eligible Activity
- Project Location Information - including county and TxDOT district
- Elected Officials – boundaries of the proposed project



**TRANSPORTATION ALTERNATIVES PROGRAM**
**2015 NOMINATION FORM**

*Additional information can be found in TxDOT's Transportation Alternatives Program Guide 2015 at:*
www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html

**1. Project Sponsor Name**
Text

**2. Project Sponsor (Type of Organization/Agency/Authority)**
(Choose)

**3. Project Sponsor Contact Information (Authorized Representative)**
Contact Person: Text
Title: Text
Mailing Address: Text
City: Text State: Text
Zip Code: Text
Daytime Telephone: Text
Email: Text

**4. Project Name**
Text

**5. Eligible Project Activity**
(Choose)

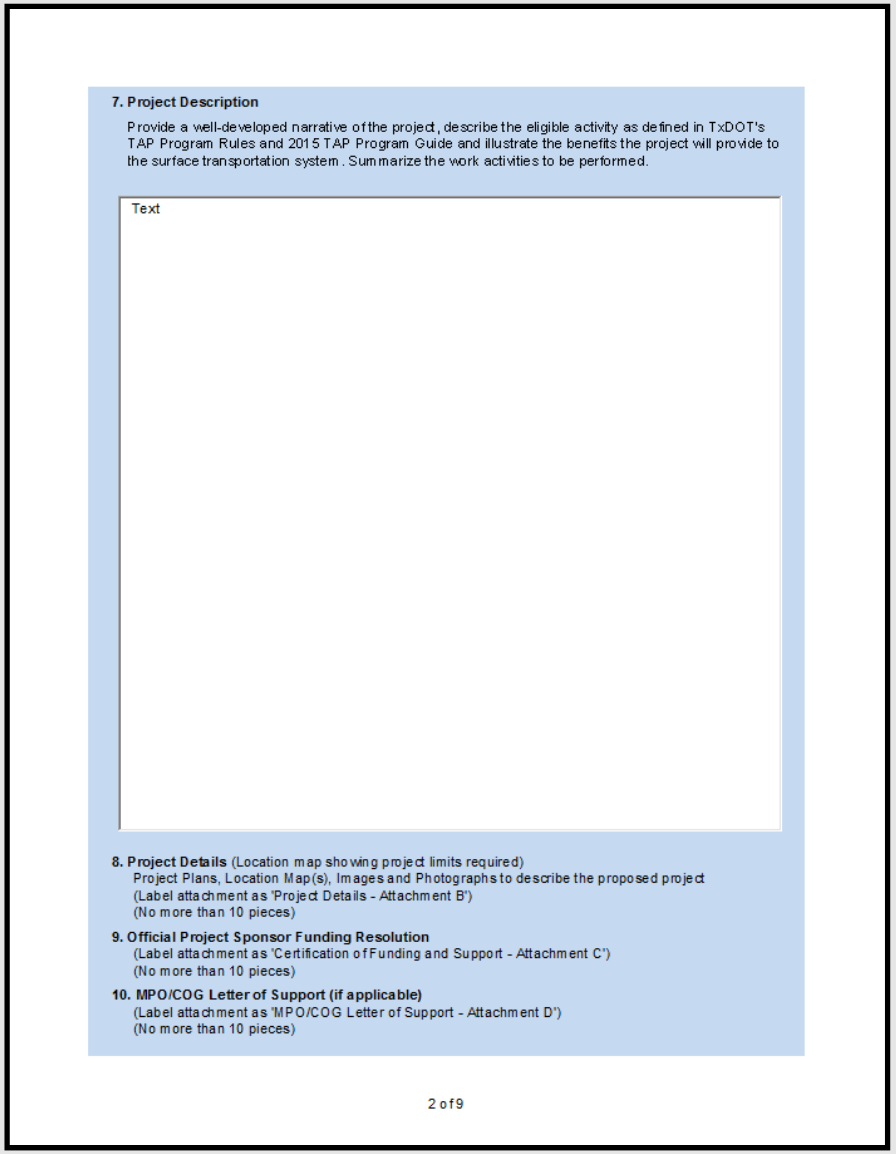
**6. Project Location Information**
County: (Choose) TxDOT District: (Choose)
If multiple locations, include primary location in text box below and provide a separate list of proposed project locations and limits. (Label attachment as 'Project Location Information - Attachment A')
Text
Project Limits (lat/long) From: Text To: Text
Project Length (feet/miles), if applicable: Text

State of Texas/Legislature
House of Representatives
District #: Text Name: Text
District #: Text Name: Text
District #: Text Name: Text
State Senate
District #: Text Name: Text
District #: Text Name: Text
District #: Text Name: Text
Federal Congressional
House of Representatives
District #: Text Name: Text
District #: Text Name: Text
District #: Text Name: Text

1 of 9

# TAP Nomination Form Page 2

- Provide a well-developed narrative of the project – include eligible activity, benefits to the surface transportation system and the work activities to be performed
- A location map showing project limits will be required for all projects
- Additional project details are optional – plans, photos, etc.
- Funding resolution – a commitment to the project's development, implementation, construction, maintenance, management and financing
- MPO letter of support – MPO's commitment to include the project in the TIP, if selected for funding



**7. Project Description**

Provide a well-developed narrative of the project, describe the eligible activity as defined in TxDOT's TAP Program Rules and 2015 TAP Program Guide and illustrate the benefits the project will provide to the surface transportation system. Summarize the work activities to be performed.

Text

**8. Project Details** (Location map showing project limits required)
Project Plans, Location Map(s), Images and Photographs to describe the proposed project
(Label attachment as 'Project Details - Attachment B')
(No more than 10 pieces)

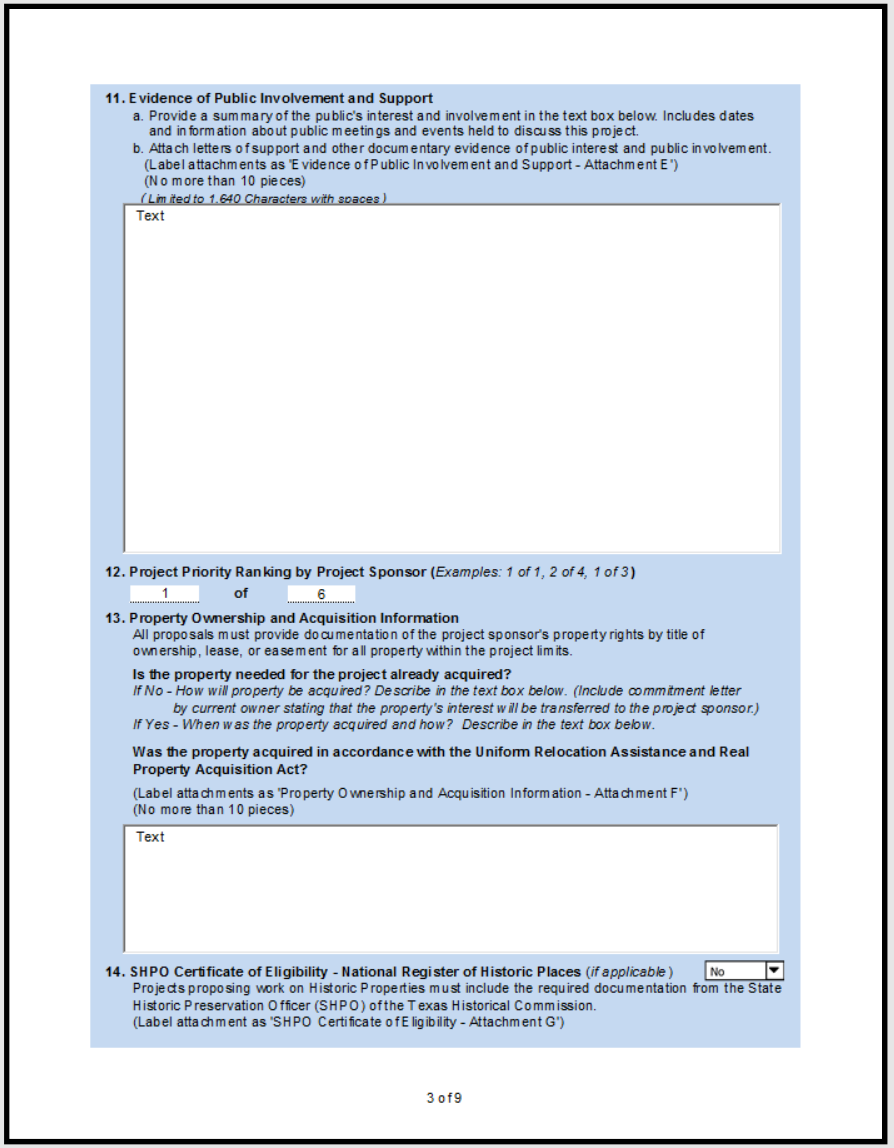
**9. Official Project Sponsor Funding Resolution**
(Label attachment as 'Certification of Funding and Support - Attachment C')
(No more than 10 pieces)

**10. MPO/COG Letter of Support (if applicable)**
(Label attachment as 'MPO/COG Letter of Support - Attachment D')
(No more than 10 pieces)

2 of 9

# TAP Nomination Form Page 3

- Evidence of public involvement - Provide a summary of the public's interest and involvement
- Documentation - city council meeting minutes, newspaper articles, public petition, advocacy meetings, etc., letters of support
- Project ranking – (1 of 1, 1 of 3) – prioritize projects when submitting more than 1 project - otherwise identify as 1 of 1
- Documentation of property rights by title of ownership, lease, or easement for all property within the project location
- SHPO and/or THC coordination, if applicable



**11. Evidence of Public Involvement and Support**

a. Provide a summary of the public's interest and involvement in the text box below. Includes dates and information about public meetings and events held to discuss this project.

b. Attach letters of support and other documentary evidence of public interest and public involvement. (Label attachments as 'Evidence of Public Involvement and Support - Attachment E')
(No more than 10 pieces)

*( Limited to 1,640 Characters with spaces )*

Text

**12. Project Priority Ranking by Project Sponsor** (*Examples: 1 of 1, 2 of 4, 1 of 3*)

1 of 6

**13. Property Ownership and Acquisition Information**

All proposals must provide documentation of the project sponsor'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?**

*If No - How will property be acquired? Describe in the text box below. (Include commitment letter by current owner stating that the property's interest will be transferred to the project sponsor.)*

*If Yes - When was the property acquired and how? Describe in the text box below.*

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

(Label attachments as 'Property Ownership and Acquisition Information - Attachment F')
(No more than 10 pieces)

Text

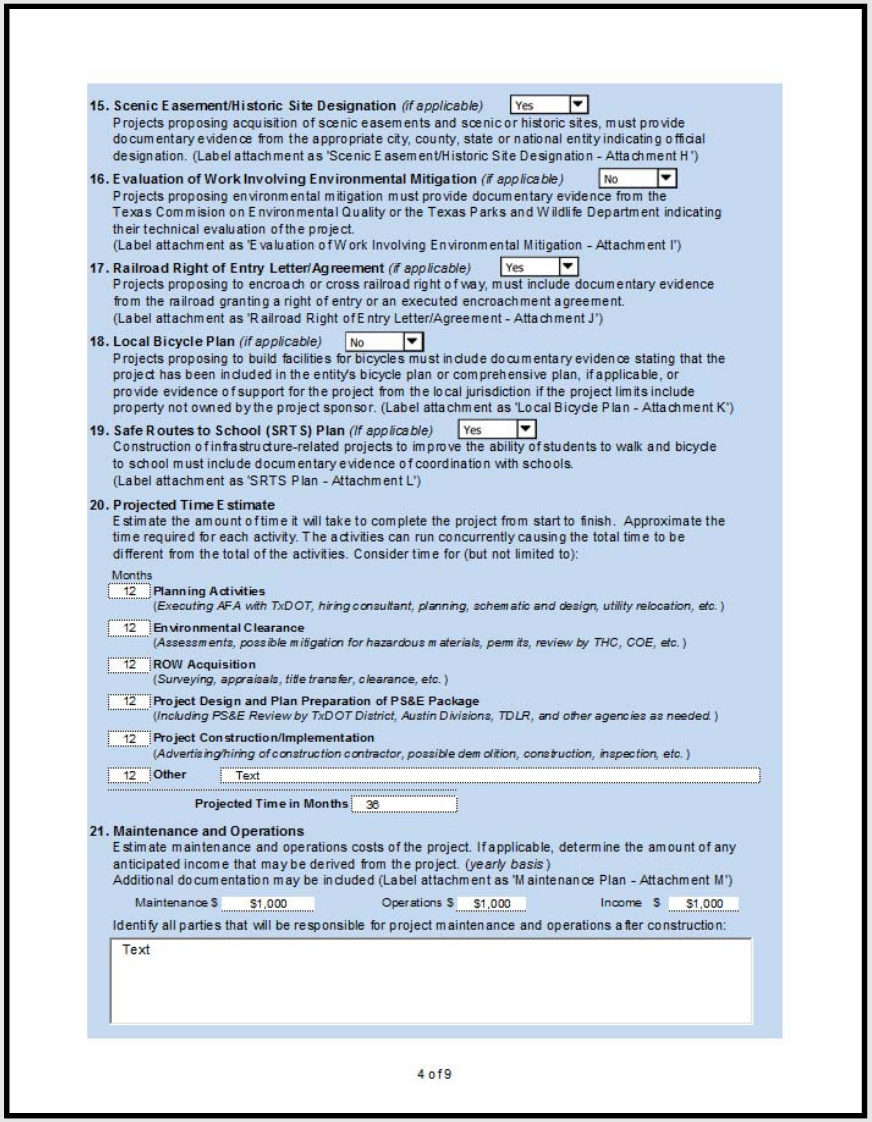
**14. SHPO Certificate of Eligibility - National Register of Historic Places** (*if applicable*) No

Projects proposing work on Historic Properties must include the required documentation from the State Historic Preservation Officer (SHPO) of the Texas Historical Commission.
(Label attachment as 'SHPO Certificate of Eligibility - Attachment G')

3 of 9

# TAP Nomination Form Page 4

- Historic site
- Environmental mitigation
- Railroad coordination
- Local – regional bike plan
- SRTS plan
- Estimated time to project completion
- Maintenance commitment



**15. Scenic Easement/Historic Site Designation** *(if applicable)* Yes
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. (Label attachment as 'Scenic Easement/Historic Site Designation - Attachment H')

**16. Evaluation of Work Involving Environmental Mitigation** *(if applicable)* No
Projects proposing environmental mitigation must provide documentary evidence from the Texas Commision on Environmental Quality or the Texas Parks and Wildlife Department indicating their technical evaluation of the project.
(Label attachment as 'Evaluation of Work Involving Environmental Mitigation - Attachment I')

**17. Railroad Right of Entry Letter/Agreement** *(if applicable)* Yes
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.
(Label attachment as 'Railroad Right of Entry Letter/Agreement - Attachment J')

**18. Local Bicycle Plan** *(if applicable)* No
Projects proposing to build facilities for bicycles must include documentary evidence stating that the project has been included in the entity's bicycle plan or comprehensive plan, if applicable, or provide evidence of support for the project from the local jurisdiction if the project limits include property not owned by the project sponsor. (Label attachment as 'Local Bicycle Plan - Attachment K')

**19. Safe Routes to School (SRTS) Plan** *(If applicable)* Yes
Construction of infrastructure-related projects to improve the ability of students to walk and bicycle to school must include documentary evidence of coordination with schools.
(Label attachment as 'SRTS Plan - Attachment L')

**20. 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

12 **Planning Activities**
*(Executing AFA with TxDOT, hiring consultant, planning, schematic and design, utility relocation, etc.)*

12 **Environmental Clearance**
*(Assessments, possible mitigation for hazardous materials, permits, review by THC, COE, etc.)*

12 **ROW Acquisition**
*(Surveying, appraisals, title transfer, clearance, etc.)*

12 **Project Design and Plan Preparation of PS&E Package**
*(Including PS&E Review by TxDOT District, Austin Divisions, TDLR, and other agencies as needed.)*

12 **Project Construction/Implementation**
*(Advertising/hiring of construction contractor, possible demolition, construction, inspection, etc.)*

12 **Other** Text

**Projected Time in Months** 36

**21. Maintenance and Operations**
Estimate maintenance and operations costs of the project. If applicable, determine the amount of any anticipated income that may be derived from the project. *(yearly basis)*
Additional documentation may be included (Label attachment as 'Maintenance Plan - Attachment M')

Maintenance $ $1,000 Operations $ $1,000 Income $ $1,000

Identify all parties that will be responsible for project maintenance and operations after construction:

Text

4 of 9

# TAP Nomination Form Page 5 & 6

- Provide a detailed cost estimate of all construction costs
- Consider the construction year - inflate costs accordingly
- Review construction costs with professionals
- Review TxDOT's Average Low Bid Unit Prices at:
  http://www.txdot.gov/business/letting-bids/average-low-bid-unit-prices.html

**22. Itemized Budget Section**

Provide a detailed cost estimate of all costructions costs, in the format provided below.

**Itemized Construction Cost Estimate:**

| |
|---|
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**Itemized Budget Section (continued)**

Provide a detailed cost estimate of all costructions costs, in the format provided below.

**Itemized Construction Cost Estimate (continued):**

| Work Activities: | Quantity | Unit | Unit Price | Amount |
|---|---|---|---|---|
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
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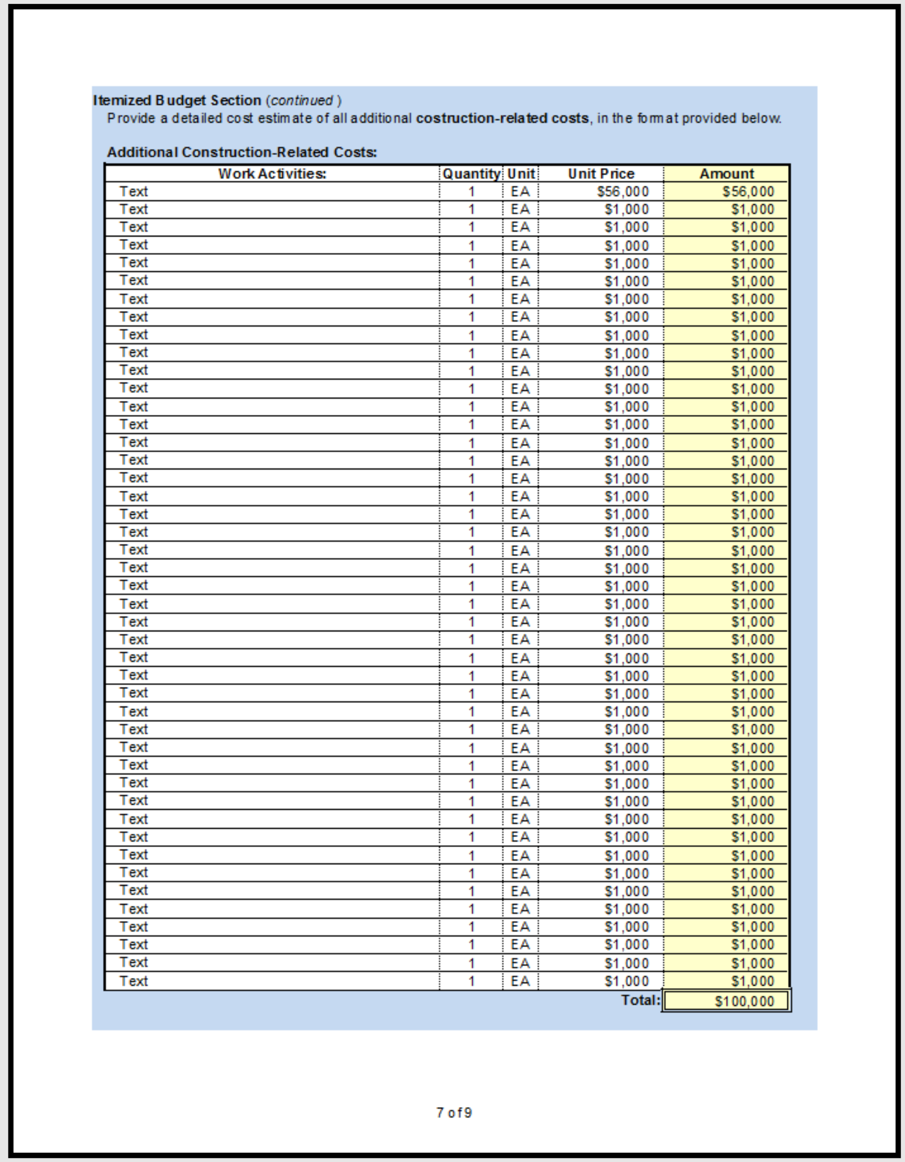
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| | | | Total: | $900,000 |

6 of 9

# TAP Nomination Form Page 7

Additional
Construction-Related Costs

- Survey work
- Soil testing
- Project management
- Construction engineering
- Cost associated with field changes approved by TxDOT
- Other items



**Itemized Budget Section** *(continued)*

Provide a detailed cost estimate of all additional **costruction-related costs**, in the format provided below.

**Additional Construction-Related Costs:**

| Work Activities: | Quantity | Unit | Unit Price | Amount |
|---|---|---|---|---|
| Text | 1 | EA | $56,000 | $56,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
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| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
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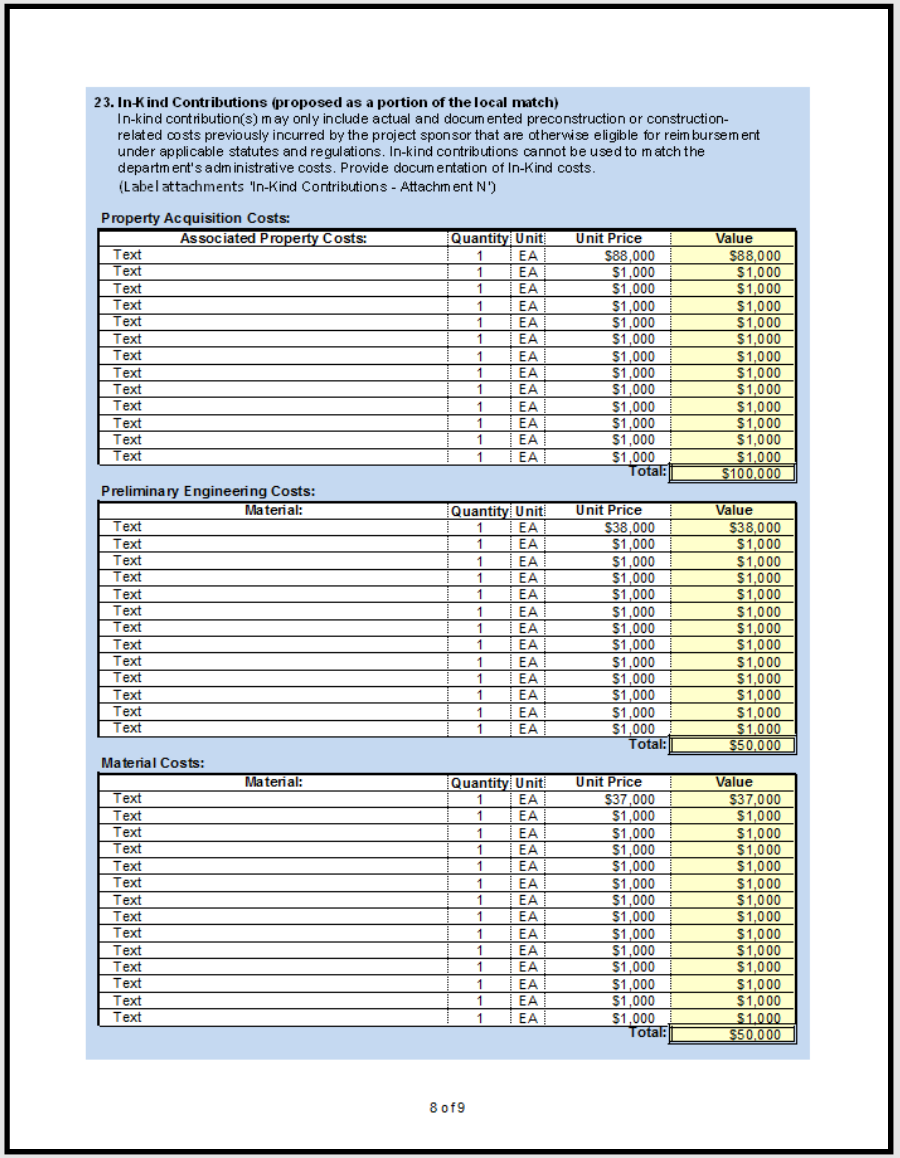
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| | | | **Total:** | $100,000 |

7 of 9

# TAP Nomination Form Page 8

- All in-kind contributions must be clearly documented on page 8 of the 2015 TAP Nomination Form with supporting documentation
- No substitutions or additional in-kind contributions will be accepted after the TAP project nomination deadline has expired – no exceptions
- In-kind cost cannot be used to match TxDOT's administrative costs.



**23. In-Kind Contributions (proposed as a portion of the local match)**

In-kind contribution(s) may only include actual and documented preconstruction or construction-related costs previously incurred by the project sponsor that are otherwise eligible for reimbursement under applicable statutes and regulations. In-kind contributions cannot be used to match the department's administrative costs. Provide documentation of In-Kind costs.

(Label attachments 'In-Kind Contributions - Attachment N')

**Property Acquisition Costs:**

| Associated Property Costs: | Quantity | Unit | Unit Price | Value |
|---|---|---|---|---|
| Text | 1 | EA | $88,000 | $88,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| | | | Total: | $100,000 |

**Preliminary Engineering Costs:**

| Material: | Quantity | Unit | Unit Price | Value |
|---|---|---|---|---|
| Text | 1 | EA | $38,000 | $38,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| | | | Total: | $50,000 |

**Material Costs:**

| Material: | Quantity | Unit | Unit Price | Value |
|---|---|---|---|---|
| Text | 1 | EA | $37,000 | $37,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| Text | 1 | EA | $1,000 | $1,000 |
| | | | Total: | $50,000 |

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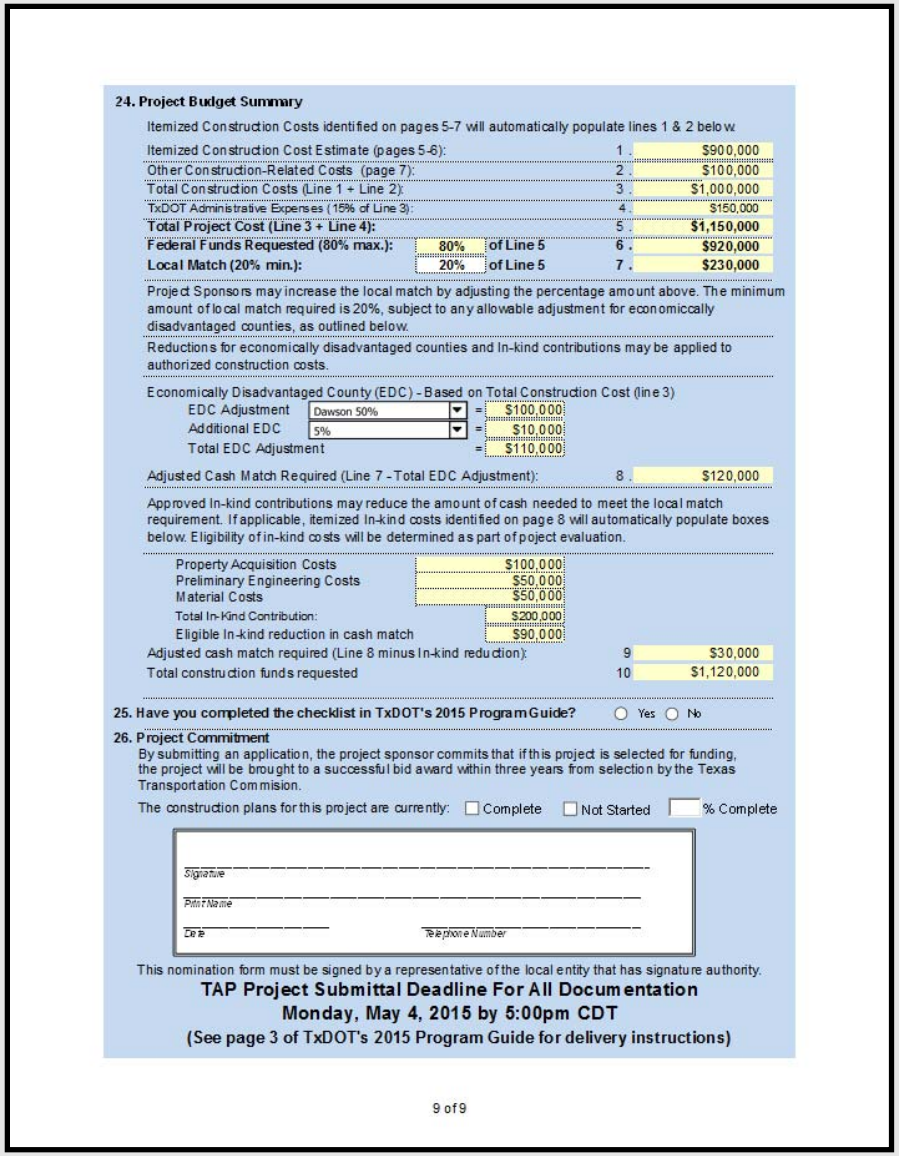
# TAP Nomination Form Page 9

Costs will be automatically populat from pages 5-8

- Total construction costs
- 15% TxDOT administrative cost - cash
- Identified in-kind contribution cost – will require TxDOT's approval for a reduction in the local match

- Economically Disadvantaged counties reduction – optional
- It is recommended that project sponsors complete the checklist on pages 23-25 of the TAP Program Guide 2015 and include with submission
- Nomination Form must be signed by an authorized representative of the LG.



**24. Project Budget Summary**

Itemized Construction Costs identified on pages 5-7 will automatically populate lines 1 & 2 below.

| | | |
|---|---|---|
| Itemized Construction Cost Estimate (pages 5-6): | 1. | $900,000 |
| Other Construction-Related Costs (page 7): | 2. | $100,000 |
| Total Construction Costs (Line 1 + Line 2): | 3. | $1,000,000 |
| TxDOT Administrative Expenses (15% of Line 3): | 4. | $150,000 |
| **Total Project Cost (Line 3 + Line 4):** | 5. | **$1,150,000** |
| **Federal Funds Requested (80% max.):** 80% of Line 5 | 6. | $920,000 |
| **Local Match (20% min.):** 20% of Line 5 | 7. | $230,000 |

Project Sponsors may increase the local match by adjusting the percentage amount above. The minimum amount of local match required is 20%, subject to any allowable adjustment for economically disadvantaged counties, as outlined below.

Reductions for economically disadvantaged counties and In-kind contributions may be applied to authorized construction costs.

Economically Disadvantaged County (EDC) - Based on Total Construction Cost (line 3)

| | | |
|---|---|---|
| EDC Adjustment | Dawson 50% | = $100,000 |
| Additional EDC | 5% | = $10,000 |
| Total EDC Adjustment | | = $110,000 |

| | | |
|---|---|---|
| Adjusted Cash Match Required (Line 7 - Total EDC Adjustment): | 8. | $120,000 |

Approved In-kind contributions may reduce the amount of cash needed to meet the local match requirement. If applicable, itemized In-kind costs identified on page 8 will automatically populate boxes below. Eligibility of in-kind costs will be determined as part of poject evaluation.

| | |
|---|---|
| Property Acquisition Costs | $100,000 |
| Preliminary Engineering Costs | $50,000 |
| Material Costs | $50,000 |
| Total In-Kind Contribution: | $200,000 |
| Eligible In-kind reduction in cash match | $90,000 |

| | | |
|---|---|---|
| Adjusted cash match required (Line 8 minus In-kind reduction): | 9 | $30,000 |
| Total construction funds requested | 10 | $1,120,000 |

**25. Have you completed the checklist in TxDOT's 2015 Program Guide?** ○ Yes ○ No

**26. Project Commitment**

By submitting an application, the project sponsor commits that if this project is selected for funding, the project will be brought to a successful bid award within three years from selection by the Texas Transportation Commision.

The construction plans for this project are currently: ☐ Complete ☐ Not Started ☐ % Complete

Signature _____

Print Name _____

Date _____ Telephone Number _____

This nomination form must be signed by a representative of the local entity that has signature authority.

**TAP Project Submittal Deadline For All Documentation**
**Monday, May 4, 2015 by 5:00pm CDT**
**(See page 3 of TxDOT's 2015 Program Guide for delivery instructions)**

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# 2015 TAP Program Guide – Nomination Checklist

Texas Department of Transportation

TRANSPORTATION ALTERNATIVES PROGRAM GUIDE

2015

## R. PROJECT NOMINATION CHECKLIST

All nominations must utilize the TAP 2015 Nomination Form available in Microsoft Windows Excel 2010 (.xlsm). Download the Nomination Format from the department's website at: *www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html*.

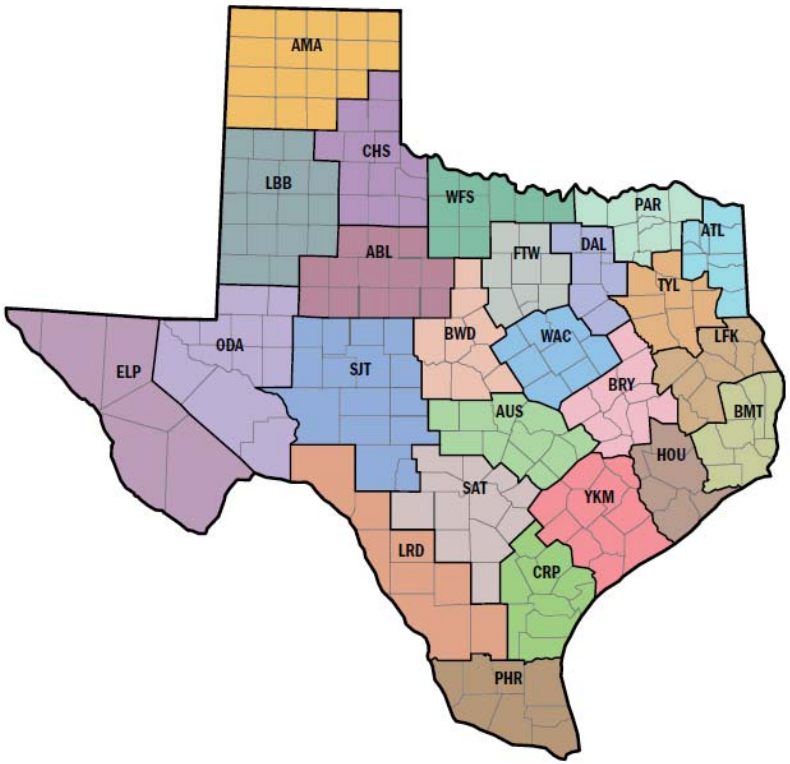
The department strongly recommends completing the following checklist and including the completed checklist as part of the project submission.

1. **Project Sponsor Name:**
2. **Project Sponsor** (Type of Organization/Agency/Authority)
   *Choose from the drop-down list of eligible project sponsors (refer to Title 23, U.S.C. §213) provided in the TAP project nomination form. A project sponsor must be eligible to receive and manage federal transportation funds. (Note: Metropolitan Planning Organizations and State Agencies are* **not** *eligible TAP project sponsors.)*
3. **Project Sponsor Contact Information**
   *The contact person must have the authority to speak on behalf of the project sponsor. This person should have working knowledge of the project and be available to answer questions. Provide the contact person's name, title, mailing address, city, zip code, daytime telephone number, and email address.*
4. **Project Name:**
   *It is recommended that you create a project name that reflects the project location as well as the type of project (Examples: Bull Creek Shared Use Path, FM 1342 Bike Lanes, SRTS for Shady Elementary).*
5. **Eligible Project Activity**
   *Choose the appropriate project activity from the drop-down list in the nomination form.*
6. **Project Location Information** (If applicable - Attachment A)
   *Identify the Texas County (drop-down selection) and TxDOT District (drop-down selection) and major project location (text box) within the project nomination form. If multiple locations are proposed include a separate list of the proposed project locations and limits.*
7. **Project Description**
   *This information should be supported by a well-developed narrative of the project, including information describing the eligible activity as defined in the TAP rules and the benefits that the project will provide to the surface transportation system. Detail the work activities to be performed.*
8. **Project Details** (Attachment B)
   - **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**
     *Photographs must be legible, clearly labeled, and convey adequate detail to clearly identify the project area in its current state. It is recommended that the location and date of the photographs be included.*
   - **Project Site Plans**
     *Site plans must be legible, clearly labeled, and drawn to scale, including dimensions that convey adequate detail about all major items of work.*
9. **Official Project Sponsor Funding Resolution** (Attachment C)
   *This document MUST include the following verbiage: The Project Sponsor supports funding this project as described in the TAP 2015 Nomination Form (including the construction budget, the department's 15% administrative costs, and the required local match) and is willing to commit to the project's development, implementation, construction,*

# 2015 District TAP Coordinators

## P. TxDOT DISTRICT MAP

To locate your TxDOT District Office visit *www.txdot.gov/inside-txdot/district.html*. The state map at this website includes hyperlinks to TxDOT's 25 District Office websites. Click on your county and the hyperlink will take you to the TxDOT District website that includes that county. Take note of the full name of the TxDOT District Office that appears at the top of the webpage. Use the TxDOT District TAP Coordinators list on the following page to identify the local TAP Coordinator for that District Office. The map below also includes hyperlinks.






## Q. TxDOT DISTRICT TAP COORDINATORS

TxDOT's District TAP Coordinator will be your first point-of-contact to discuss TxDOT's 2015 TAP Call for Projects and the project nomination process

**Abilene District Office**
Kristi Barron | 325.676.6811
4250 North Clack
Abilene, TX 79604-0150

**Amarillo District Office**
John Soto | 806.356.3267
5715 Canyon Drive
Amarillo, TX 79110-7368

**Atlanta District Office**
Deanne Simmons | 903.799.1308
701 East Main
Atlanta, TX 75551

**Austin District Office**
Bonnie Lister | 512.832.7280
7901 North IH 35
Austin, TX 78761-5426

**Beaumont District Office**
Scott Ayres, P.E. | 409.898.5743
8350 Eastex Freeway
Beaumont, TX 77708

**Brownwood District Office**
Andrew Chisholm | 325.643.0442
2495 Hwy. 183 North
Brownwood, TX 76802

**Bryan District Office**
Allison Kurwitz | 979.778.9788
2591 N. Earl Rudder Freeway
Bryan, TX 77803-5190

**Childress District Office**
Gene Garcia | 940.937.7157
7599 US 287
Childress, TX 79201-9705

**Corpus Christi District Office**
Jason Alvarez | 361.808.2495
1701 South Padre Island Drive
Corpus Christi, TX 78416

**Dallas District Office**
Godfrey Sendawula | 214.789.6266
4777 East Highway 80
Mesquite, TX 75150

**El Paso District Office**
Blanca Serrano-Rivera | 915.790.4328
13301 Gateway Blvd West
El Paso, TX 79928

**Fort Worth District Office**
Phillip Hays | 817.370.6591
2501 SW Loop 820
Fort Worth, TX 76133

**Houston District Office**
Ana Ramirez-Huerta | 713.802.5810
7600 Washington Avenue
Houston, TX 77007

**Laredo District Office**
Gustavo Elizondo | 956.712.7429
1817 Bob Bullock Loop
Laredo, TX 78043

**Lubbock District Office**
Jerry Cash | 806.748.4431
135 Slaton Road
Lubbock, TX 79404-5201

**Lufkin District Office**
Sam Skrehot, P.E. | 936.633.4397
1805 North Timberland
Lufkin, TX 75901

**Odessa District Office**
Kelli Williams | 432.498.4752
3901 East US Hwy. 80
Odessa, TX 79761

**Paris District Office**
Sydney Newman | 903.737.9285
1365 North Main Street
Paris, TX 75460-2697

**Pharr District Office**
Stephen Walker | 956.702.6142
600 West Expressway 83
Pharr, TX 78577-1717

**San Angelo District Office**
Kristan Hereford | 325.947.9242
4502 Knickerbocker Road
San Angelo, TX 76904

**San Antonio District Office**
Mark Mosley | 210.615.5812
4615 N.W. Loop 410
San Antonio, TX 78284-3601

**Tyler District Office**
Mary Fletcher | 903.510.9246
2709 West Front Street
Tyler, TX 75702

**Waco District Office**
Jim Reed | 254.867.2733
100 South Loop Drive
Waco, TX 76704-2858

**Wichita Falls District Office**
Darell Johnson, P.E. | 940.720.7840
1601 Southwest Parkway
Wichita Falls, TX 76302-4906

**Yoakum District Office**
Barbara Grahmann | 361.293.4371
403 Huck Street
Yoakum, TX 77995-2973

**TxDOT DIVISION COORDINATION**

**Public Transportation Division Office (PTN)**
Teri Kaplan, *TAP Program Manager*
3712 Jackson Avenue
Building #6, 5th Floor
Austin, TX 78731
512-374-5230
***Teri.Kaplan@txdot.gov***

# Important Web Links Reference

Potential TAP Project Sponsors must be familiar with TAP federal guidance and TxDOT's TAP rules prior to considering development of a 2015 TAP Project Nomination Package

- **TxDOT 's 2015 TAP Program Guide & Nomination Form:**
  http://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html
- **TxDOT TAP Rules (TAC, Title 43, Chapter 11, Subchapter F):**
  *http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=43&pt=1&ch=11*
- **TxDOT's Economically Disadvantaged Counties Program:**
  *www.txdot.gov/inside-txdot/division/transportation-planning/disadvantaged-county.html*
- **TxDOT's Average Low Bid Unit Prices:**
  http://www.txdot.gov/business/letting-bids/average-low-bid-unit-prices.html
- **FHWA TAP Guidance:**
  http://www.fhwa.dot.gov/map21/guidance/guidetap.cfm
- **U.S. Census Bureau Information:**
  *https://www.census.gov/geo/maps-data/maps/2010ua.html*
  *www.fhwa.dot.gov/planning/census_issues/urbanized_areas_and_mpo_tma/geographic_resources/*
- **Texas Accessibility Information-Texas Dept of Licensing and Regulation:**
  *www.tdlr.state.tx.us*
- **ADA Standards for Accessible Design:**
  http://www.ada.gov

# Questions ?

**Teri Kaplan**
TAP Program Manager
Public Transportation Division
TxDOT's Camp Hubbard Campus
3712 Jackson Avenue, Building #6
Austin, Texas 78731
(512) 374-5235
Teri.Kaplan@txdot.gov