



2023 Transportation Alternatives Call for Projects

Detailed Application (DA) Instructions for NON-INFRASTRUCTURE Project Categories

Deadline to Submit DA: June 5, 2023

A. INTRODUCTION

TxDOT's 2023 TA Call for Projects involves a two-step application process:


- Step 1** Preliminary Application (PA): When completed, the PA provides high-level project information to determine eligibility and funding opportunities. A separate application is required for each project. Project Sponsors meet with local TxDOT District staff to discuss proposed projects. Project Sponsors receive notification to advance to step 2 and complete the *Detailed Application* for each eligible project.
- Step 2** Detailed Application (DA): When completed, the DA provides detailed project information, including a written scope of work, a comprehensive cost estimate, project timeline, and a commitment for local government project funding.

The following Detailed Application Instructions are exclusively for projects applying to the Active Transportation Non-Infrastructure Project Category. If interested in Detailed Application Instructions for any of the other three project categories, please download the "Detailed Application Instructions for Infrastructure Project Categories from the department's website. These instructions are intended to work in conjunction with TxDOT's 2023 TA Detailed Application and the 2023 TA Program Guide located on the department's website at: <https://www.txdot.gov/business/grants-and-funding/bicycle-pedestrian-local-federal-funding-programs.html>. Each topic in the Detailed Application is presented below with additional guidance and examples, where appropriate. Contact your local [TxDOT District TA Coordinator](#) for further clarifications.

NOTE: Frequently Asked Questions for Step 2 will be posted on TxDOT's [webpage](#) by May 5, 2023. To submit a question, email BikePed@txdot.gov by April 24, 2023.

Downloading the Detailed Application

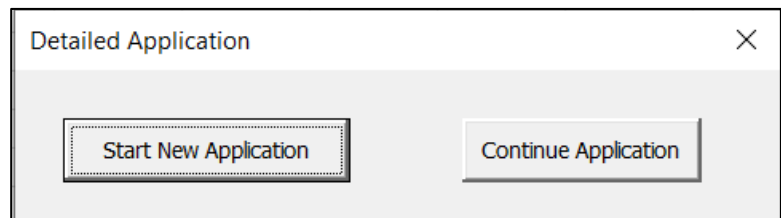
While TxDOT's 2023 TA Detailed Application remains Microsoft Excel based, the Detailed Application looks slightly different from previous Calls for Projects. Many Project Sponsors will first obtain the MS Excel file (.xlsm) via email. Project Sponsors must download the file to My Documents and rename the Project ID provided to the project sponsor by email from TxDOT on or about March 29, 2023. MS Windows security settings may indicate the following security message.


 **SECURITY RISK** Microsoft has blocked macros from running because the source of this file is untrusted. [Learn More](#)

To remedy this message, Project Sponsors must close the file and instead download the file to My Documents. Files saved to clouds, servers, or other shared spaces may continue to see this warning depending on the system security settings on individual networks. After saving the file to the local machine and opening the Detailed Application file, Project Sponsors may see a yellow security warning stating that “Macros have been disabled”. Project Sponsors must click the button to “Enable Content” to edit the detailed application. Additionally, a message may appear asking if the file comes from a trusted source. Project Sponsors should click “Yes” in order to complete the application.

Completing the Detailed Application

First click the “Start Application” button, then “Start New Application” on the window that appears. If using a multiple monitor setup, be alert for this window to possibly appear on alternate screens. Begin the application by completing project information fields and click necessary buttons to fill-in the Excel form. Once the applicant identifies the Project Category and finishes the first page, the subsequent Detailed Application pages will change based on the Project Category selected. In this way, projects seeking funding for Non-infrastructure Active Transportation documents will not answer the same questions as those seeking Large Scale Active Transportation infrastructure funding. Because applicants of various Project Categories will respond to different prompts and questions, the instructions in this document will not correspond to question numbers but instead the names of the prompts themselves.



On the bottom of each page, applicants can save their progress prior to completing the application by clicking the “Save Progress” button or they can save the MS Excel file through standard processes (by clicking File then Save or clicking the  button). After clicking “Save Progress”, applicants must click “OK” on the window that appears in order to proceed. Once the file is reopened, the applicant should click “Continue Application”.



Screen Scale Note: TxDOT’s 2023 Transportation Alternatives Detailed Application has been formatted to work with a variety of screen resolutions. However, project sponsors with workstations with display settings scaled to 200% may experience some text overlap or hidden features. On Windows based workstations, please right-click on the desktop, select Display Settings, scroll down to “Scale and layout”, then adjust the scale below 200%.

If Project Sponsors need technical support with downloading or completing the Detailed Application, please email bikeped@txdot.gov.

Project Modifications

It is anticipated that projects will be refined between the preliminary and detailed applications based on the discussion with the district, further evaluation of site constraints, cost estimation, and local priorities. However, **a project submitted in a detailed application in Step 2 should be *substantially the same* project that was initially submitted in a preliminary application in Step 1.**

Examples of acceptable project refinements could include:

- splitting a project into two phases or geographic areas
- expanding or reducing project size in response to requests from TxDOT

Maps

The project sponsor is asked to create several maps to demonstrate the proposed project's benefits to the active transportation system and the community. Project maps can be made simply. Hand-drawn sketches or maps made in PowerPoint, Google Earth, or other free software applications can be just as effective as maps developed using sophisticated software. Maps should be uncrowded, clearly marked, and legibly labeled. Maps should be zoomed in enough to clearly see the location of marked features, such as the locations of safety hazards, connecting facilities, or barriers. Include important street names or landmarks, especially streets along the proposed route and at each endpoint. If a map becomes too busy, then divide the information into two maps.

Project Evaluation and Selection

TxDOT's 2023 TA Program Guide introduces the project evaluation process and selection criteria for the TA funding program. The detailed application is organized to gather specific project details to aid in a technical feasibility review and project evaluation to identify projects for potential award by the Texas Transportation Commission. The evaluation process is intended to identify quality projects that will benefit communities across the state by enhancing the pedestrian and bicycling environment.

Responses to questions in the detailed application, including supporting maps and documents, will be used to evaluate projects based on their benefits to the transportation system and the community. As stated in the Program Guide, scores for each criteria measure will be weighted and weights uniformly applied to eligible projects based on Project Category (see Exhibit 1). Projects will be evaluated against the criteria categories and weights outlined in the Program Guide and repeated in Exhibit 2.

Exhibit 1: Criteria Categories Weights by Project Category

Criteria Category	Criteria Category Weights			
	Community Based	Large Scale*	Network Enhancements	Non-Infrastructure
Safety	25%	25%	20%	30%
Connectivity & Accessibility	25%	25%	20%	30%
Project Readiness	25%	25%	35%	-
Geographic Equity	15%	15%	15%	20%
Community Support & Planning	10%	10%	10%	20%
Total	100%	100%	100%	100%

*Additional points may be added to Large Scale Active Transportation Infrastructure based on Transformative Elements of projects.

Exhibit 2: Transportation Alternatives Evaluation Criteria Categories, Descriptions, and Measures

Criteria Category	Criteria Description	Criteria Measures	Evaluation Details
Safety	<ul style="list-style-type: none"> ▪ Demonstrates need for safety improvement and appropriate safety countermeasures ▪ Provides safer and/or less intimidating accommodations for walking, bicycling, and other non-motorized travel 	Non-motorized crash count	TxDOT GIS analysis
		Non-motorized crash rate	TxDOT GIS analysis
		Documented safety hazards	Analysis of application responses
		Professional judgement of countermeasure appropriateness	Analysis of application responses
		Proposed infrastructure elements	Analysis of application responses
Connectivity & Accessibility	<ul style="list-style-type: none"> ▪ Improves active transportation access to destinations of interest such as business districts, downtown, centers of business activity, high density residential, and/or employment centers ▪ Supports multi-modal connections ▪ Eliminates barriers to pedestrians, bicycle riders, and wheelchair users ▪ Supports investments in local/interregional tourism, especially Texas Bicycle Tourism Trails 	Connects to bicycle, pedestrian, and/or transit infrastructure	Analysis of application responses
		Connects to active transportation destinations	Analysis of application responses
		Eliminates barriers	Analysis of application responses
		Along long-distance bike route	Analysis of application responses
		Population density*	TxDOT GIS analysis
		Employer density*	TxDOT GIS analysis
Project Readiness	<ul style="list-style-type: none"> ▪ Demonstrates the ability to advance the project to construction immediately, if selected for funding ▪ Identifies comprehensive, detailed construction cost estimate ▪ Meets and/or exceeds design criteria established by US Access Board, FHWA, AASHTO, TxDOT, and/or NACTO ▪ Past project sponsor performance on previous 	Professional judgement rating of project constructability/feasibility	Analysis of application responses
		Professional judgement rating of shovel readiness	Analysis of application responses
Geographic Equity	<ul style="list-style-type: none"> ▪ Enhances livability by improving active transportation access and improves mode choice in underserved communities 	Average percent zero car household	TxDOT GIS analysis
		Average percent unemployed	TxDOT GIS analysis
		Average percent minority	TxDOT GIS analysis
		Average percent disabled	TxDOT GIS analysis
		Average percent elderly	TxDOT GIS analysis
Community Support & Planning	<ul style="list-style-type: none"> ▪ Public outreach demonstrates positive community support ▪ Established community partnerships commit to collaboratively implement project ▪ Project demonstrates a link to formal transportation planning efforts (e.g., ADA Transition Plan) ▪ Demonstrates commitment to provide the local match 	Professional judgement of supporting documentation of community support	Analysis of application responses
		Professional judgement of alignment with local planning documents (if provided)	Analysis of application responses

* Criterion only applies to Community Based TA Medium Urban projects and Large Scale Active Transportation projects.

B. DETAILED APPLICATION INSTRUCTIONS

Applicant Information

PROJECT SPONSOR NAME

Insert the name of the public entity sponsoring the project in the box provided. If partnering with a TxDOT District, please enter the local government contact information as the Project Sponsor.

JURISDICTION POPULATION (based on the 2020 U. S. Census)

Using information from the **2020 Decennial U.S. Census**, type the population of the jurisdiction in the box provided. Select the smallest population area where the project is located (e.g., city, Census Designated Place, village, or unincorporated area). 2020 Decennial U.S. Census at <https://data.census.gov/>

TYPE OF ORGANIZATION/AGENCY/AUTHORITY

In the box provided below this topic, click on the down arrow and select the project sponsor's "Type of organization" from the dropdown menu.

PROJECT SPONSOR CONTACT INFORMATION (Authorized Representative)

Insert the project sponsor primary contact person's name, title, mailing address, city, zip code, telephone number, and email address in the boxes provided. Additionally, boxes are provided for the project sponsor's physical address, main telephone number, and website (if available).

The project sponsor's 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 able to answer questions. Consultants or non-profit representatives should not be listed here.

OTHER SPONSORING ENTITIES

Please list any other sponsoring/partnering entities. To be considered sponsoring/partnering an entity must be contributing to the project. For example, providing a portion of the local match, providing ROW, or managing a phase of the project. If another entity is supportive of the project but is not contributing they can provide a letter of support for the community support section, but would not be listed in this section.

If the project is also being sponsored by the TxDOT District, then the Detailed Application (Step 2) is required to include the following documentation of TxDOT's commitment to sponsor a project:

- In the "Other Sponsoring Entities" field, insert which TxDOT District and the specific contact person with which the Project Sponsor has been communicating. For example, "TxDOT Lufkin District – John Smith".
- Letter from local project sponsor(s) requesting TxDOT sponsorship – Label B - Project Sponsor Resolution

- Letter of Concurrence from TxDOT District Engineer – Label B - Project Sponsor Resolution
- TxDOT District Engineer and local project sponsor(s) signatures on Detailed Application

Although a TxDOT District may agree to sponsor a project on behalf of a local entity, an adopted resolution from the project sponsor’s governing board is still a required attachment to the detailed application.

Project Category

Select the Active Transportation Non-Infrastructure project category.

TxDOT reviewed all preliminary applications for eligibility by project category based on preliminary application responses. TxDOT informed all project sponsors of the funding programs for which they are eligible and the corresponding project category for each project by email during the week of March 29, 2023.

Project Description

PROJECT NAME

In the box provided next to this topic, provide the same project name that was provided in the preliminary application. If the project was modified after submitting the preliminary application, then adjust the project name accordingly.

PROJECT DESCRIPTION

In the box provided, provide a brief description of the proposed planning document, which includes the project location, limits, and major elements included. Explain why this planning document is important to your community. Project descriptions are limited to 800 characters.

PROJECT LOCATION INFORMATION

In the box next to **TxDOT District**: click on the down arrow and select the district where the project is located. Refer to topic J of the 2023 TA Program Guide to identify the **TxDOT District**. In the box next to **Texas County**: click the down arrow and select the county where the project is located.

Note: If a project involves more than one District, select the “Multiple Districts”. If a project involves more than one county, select the “Multiple Counties”.

METROPOLITAN PLANNING ORGANIZATION (MPO)

Indicate if the project is located within a **Metropolitan Planning Organization (MPO)** by clicking on the drop-down arrow and select Yes or No.

Map of MPO and TMA boundaries:

<https://txdot.maps.arcgis.com/apps/webappviewer/index.html?id=eb6b53d80aef46a3a9f5c28dd4248597>

List of Texas MPOs: <https://www.texasmpo.org/texas-mpos/>

Metropolitan Planning Organization (MPO) Transportation Improvement Program (TIP) Inclusion Letter

If this project is located within the boundaries of an MPO, include a letter from the MPO to the project sponsor indicating their willingness to immediately include the project in the MPO's TIP, as either a grouped project or individually listed, if funded. Most agencies request a minimum of 30 days to review a project proposal and provide a letter of support. Contact agencies early to allow sufficient time to receive a response.

Label attachment as **A- MPO TIP Letter** - No more than 2 pages.

DETAILED PROJECT LOCATION

Most projects seeking funding in the active transportation non-infrastructure project category will be proposing city-wide planning documents. If your planning document limits are the same as your city boundaries, please write the name of the city in the space provided. If your planning document limits are NOT the same as your city boundaries, please provide a shared [Google digital map](#) and provide a map link in the DA in the space provided.

The Google map should only include the polygon(s) that represent the proposed project.

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- **DO NOT** include other additional map elements in the Google map, as this map will be used to conduct GIS analysis based on the project location.
 - **DO** update the Google Map if your project limits changed since Step 1.
-

Minimum requirements for the Google map include:

1. Map Name must include project sponsor's name and project name identified in Item 1 and Item 5 of the detailed application.
2. Map settings must be changed to enable link sharing.
3. Map must only feature the **polygon(s)** representing the project's location.

This map is ONLY used to identify location of proposed investments. Project sponsors may use map attachments to identify other additional project elements.

TxDOT has created a [tutorial video for creating and sharing a google map](#). Additional Google tutorial web links are also provided below.

Google Map Tutorials:

Create a new map	https://support.google.com/mymaps/answer/3024454?hl=en&ref_topic=3188329
Add places to your map	https://support.google.com/mymaps/answer/3024925?hl=en
Draw lines and shapes	https://support.google.com/mymaps/answer/3433053?hl=en&ref_topic=3024924
Add/save directions	https://support.google.com/mymaps/answer/3502610?hl=en&ref_topic=3024924
Share, download, or print map	https://support.google.com/mymaps/answer/3109452?hl=en&co=GENIE.Platform=Desktop

ProjectSponsor_ProjectName
Last edit was seconds ago

Add layer **Share** Preview

Project Location
Individual styles

South St Shared Use Path

Base map

1 Map Name should include project sponsor and project name (e.g. *SanAngelo_GreenSt_SUP*)

2 Click “Share”:
1) Click slider to “Anyone with this link can view”; and
2) Copy Google map link for pasting into DA form.

3 The map must feature **ONLY** the **polygon(s)** showing the project limits.

Details

PROJECT DETAILS

In the box next to **Active Transportation Plan type**, select the type of planning document that best matches the applicant’s intended plan type.

Provide further details about the plan’s study area by selecting either Community Wide (matches the boundary of a city or county), Small Area Plan (a smaller area within a city), or Corridor Plan (along a major corridor in your community).

TxDOT would like to know if the Project Sponsor already has any existing Active Transportation Plans, please select Yes or No.

If yes, select which modes are covered in your community’s existing Active Transportation Plans by clicking the corresponding checkbox.

Lastly, if the project sponsor indeed already has an active transportation plan adopted in their local community, then take this time to ensure that it has been added to the **Active Transportation Plan Inventory (ATPI)**. For more information, visit <https://www.txdot.gov/projects/planning/bicycle-pedestrian-planning-designing/plan-inventory-tool.html>.

Geographic Equity

TxDOT is interested in how the project improves access to everyday destinations for underserved communities. TxDOT will analyze US Census data to determine if the project may improve access for seniors, individuals with disabilities, racial or ethnic minorities, people without private vehicles, or low-income communities.

Community Support and Planning

Project Sponsor Resolution

An adopted resolution from the project sponsor’s governing board is a required attachment to the detailed application. The resolution should declare support of the project, commit to providing the local match (if any), commit to entering into an Advance Funding Agreement with TxDOT (if selected), and commit to developing, implementing, managing, and financing the project (where applicable). Additionally, the resolution should declare a clear intent to adopt resulting planning documentation. This attachment should be labeled **B-Project Sponsor Resolution**. A sample resolution is available on TxDOT’s TA funding webpage.

If the project is also being sponsored by the TxDOT District, then the Detailed Application (Step 2) is required to include the following documentation of TxDOT’s commitment to sponsor a project:

- **Letter from local project sponsor(s) requesting TxDOT sponsorship – Label F - Project Sponsor Resolution**
- **Letter of Concurrence from TxDOT District Engineer – Label F - Project Sponsor Resolution**
- **TxDOT District Engineer and local project sponsor(s) signatures on Detailed Application**

Public Involvement and Support

Public involvement is an important indicator of project demand and eventual project success. Preference is given for public involvement that has occurred in the last 5 years.

- a. Provide a brief summary of the public engagement activities for this project with supporting documentation in an attachment labeled **C- Public Outreach and Support**. Tables and bulleted list examples are provided below. Select Yes or No from the dropdown to indicate that you have attached a summary of public engagement.

Chart Example:

Date	Event	Outcome
12/31/2021	Public Meeting - SRTS Plan	Presented proposed Milam ISD SRTS Plan to community; general public support; meeting summary attached
2/14/2022	Open House - Milam MS Trail	Presented trail project to neighborhood; 12 citizens attended; all in support of project; meeting handout attached
3/17/2022	Website and online survey - Milam MS Trail project	50 citizens visited website and took survey; 88% supported the project; survey attached

Bullet List Example:

Detailed Application Instructions

- 7/15/2022 Presentation to Milam ISD PTA - MISD passed resolution supporting project (resolution attached)
 - 7/17/2022 Presentation to Whispering Oaks Neighborhood Association (WONA) – WONA passed a resolution in support of project (resolution attached)
 - 7/20/2022 Presentation to Milam City Council - ordinance supporting the project (ordinance attached)
 - 7/27/2022 News article - described community presentations and local support (article attached)
 - 2/14/2022 Letter from Congressman Johnson - expressed support for project (letter attached)
 - 2/16/2022 Letter from Downtown Business Alliance - supports project (letter attached)
- b. Interagency or public/private/nonprofit partnerships indicate a supportive community network working toward a common goal to achieve successful outcomes. In the blank provided, list all collaborating partners and their role in developing/implementing the proposed project. If an entity other than the project sponsor will be responsible for implementing the plan after development, attach a letter from the responsible party committing to implementation and label it **D – Implementation Documentation**
- c. Letters of Support. Attach letters of support from stakeholders including elected officials, community leaders, bicycle/pedestrian interest groups, school officials, PTA, adjacent property owners, etc.

Label attachment(s) as C- Public Outreach and Support. (max 10 pages)

Safety

TxDOT is interested in projects that respond to documented safety issues. TxDOT will analyze crash records based on the shared Google Map provided to determine the documented bicycle and/or pedestrian crash count and rate in proximity to the proposed project.

Additionally, TxDOT is interested in the safety hazards, countermeasures, and infrastructure elements that are going to be addressed or included in your plan. Please include a map labeled **Map 1 – Safety** that shows the planning area boundary and identifies the top 5 safety concerns your plan will address.

The Federal Highway Administration has developed guidance for planning documents attempting to create safer, more resilient and more forgiving transportation networks that mitigate potential safety hazards. For more information on safety countermeasures, review the following resources:

- [Focused Approach to Safety](#)
- [Safe System Approach](#)
- [Safety Action Plans](#)

- [Bicycle Road Safety Audits](#)

Identified safety hazards and countermeasures

Select all of the safety hazards your non-infrastructure planning document will address.

SAFETY	
16. Identified bicycle and/or pedestrian safety hazards and countermeasures	
a. What pedestrian and bicycle safety hazards will your non-infrastructure planning document address?"	
Hazards	
<input type="checkbox"/> Lack of facilities	<input type="checkbox"/> Mid-block crossings
<input type="checkbox"/> Lack of lighting	<input type="checkbox"/> ADA accessibility
<input type="checkbox"/> Speed	<input type="checkbox"/> Safety around schools
<input type="checkbox"/> Unsafe crossings	<input type="checkbox"/> High crash areas

Select any countermeasures included in your planning document to address hazards.

b. Does your non-infrastructure planning document include any of the following?	
Countermeasures	
<input type="checkbox"/> General safety action plan	<input type="checkbox"/> Safe routes to school
<input type="checkbox"/> Vision zero plan	<input type="checkbox"/> Safety campaigns
<input type="checkbox"/> Roadway audits	<input type="checkbox"/> Hotspot crash analysis
<input type="checkbox"/> Speed management plans	<input type="checkbox"/> Systemic analysis

Check all of the safety infrastructure elements proposed within the planning document.

Infrastructure Elements

Bicycle and pedestrian facilities that are well designed provide enhanced safety. Check all the potential infrastructure elements which will be addressed by your non-infrastructure planning document.

Select those potential infrastructure elements which will be addressed by your non-infrastructure planning document.		
<input type="checkbox"/> sidewalks	<input type="checkbox"/> shared use paths	<input type="checkbox"/> active transportation at transit stops
<input type="checkbox"/> separated or protected bicycle infrastructure	<input type="checkbox"/> signalized intersections	<input type="checkbox"/> traffic calming elements
<input type="checkbox"/> Barriers caused by railroad, highway, or water		
<input type="checkbox"/> active transportation adjacent to schools		

Connectivity and Accessibility

CONNECTIVITY TO MULTIMODAL TRANSPORTATION

TxDOT is interested in increasing safe travel opportunities for all users. Communities that plan that leverage ex

Transit - Select the appropriate response in the dropdown menu to specify whether the proposed plan will include the consideration of transit's nexus to active transportation within

your community. Select “no fixed route transit in our community” if the proposed plan will not involve transit because there is no fixed route transit operating in the project area.

Bicycle - Select the appropriate response in the dropdown menu to specify whether the proposed plan will include an element related to safe bicycle transportation.

Micromobility - Select the appropriate response in the dropdown menu to specify whether the proposed plan will include an element related to safe micromobility transportation.

Pedestrian - Select the appropriate response in the dropdown menu to specify whether the proposed plan will include an element related to safe pedestrian transportation.

BARRIER ELIMINATION

Select the appropriate response in the dropdown menu to specify whether the proposed plan will attempt to mitigate the listed barriers and provide safer access by individuals with disabilities, pedestrians, bicyclists, and other non-drivers of all ages and abilities.

Demand

For non-infrastructure planning documents proposed in Small Urban, Medium Urban, and Metropolitan areas, TxDOT is interested in projects that improve access to higher density residential and/or employment centers. These characteristics have been shown to indirectly relate to higher rates of bicycle and pedestrian users. TxDOT will analyze US Census data to determine whether projects are located in areas with higher residential and employment density.

Project Timeline

Estimate the number of months it will take to complete the planning document (from award through completed document). Estimate the time required for each activity listed in the application. Several activities may be accomplished concurrently; as a result, the **Total Project Development Time Estimate** may be less than the total of the time estimated for each activity.

Provided on the following pages are guidelines to help project sponsors develop their timeline chart and enter the estimated time for each activity listed in topic **25. Project Timeline** in the 2023 TA Detailed Application.

- **Procurement of Consultant**
(minimum 4 months) Federal Procurement Requirements must be followed when the Local Government is reimbursed with federal dollars. When procuring professional services, the local government must submit federally compliant procurement procedures to TxDOT for review and approval or adopt TxDOT’s procurement process. Local governments must follow federal requirements for advertisement. In addition, contracts between the local government and consultants must include applicable federal requirements, and be submitted to TxDOT for review and approval, prior to execution.

- Advance Funding Agreement (AFA)** (typical 6-12 months)
 As part of negotiating the AFA, project sponsors will be expected to become qualified in accordance with TxDOT’s Local Government Project Program (LGPP), undergo a risk assessment which will be initiated by TxDOT, and provide information to receive a Special Project Approval to oversee elements of the project (as applicable). Additional information on Local Government qualifications, Risk Assessment, and the Special Project Approval is available at the following website: <http://www.txdot.gov/government/programs/local-government-projects.html>. Refer also to TxDOT’s 2023 TA Program Guide. The department will draft the AFA for execution by the project sponsor’s governing board (e.g., city council or commissioners court) and the department. Upon full execution of the AFA, the department will provide written authorization to the project sponsor to proceed with project development.
- Other** – Describe briefly in the detailed application any additional project milestones not already identified.
- Plan development** – Time required to complete planning documents will vary depending on type of planning document, stakeholders involved, size of community, and/or plan complexity.
- Total Projected Time Estimate in Months**

Due to an overlap of some project activities, the total projected time estimate could be less than the total of the time estimated for each individual project activity. Below is an example timeline: Chart A which simply outlines milestone activities. Example **Chart A** will be available on the department’s website at:

<https://www.txdot.gov/business/grants-and-funding/bicycle-pedestrian-local-federal-funding-programs.html>.

In addition to completing item **Project Timeline** of the Detailed Application, project sponsors must provide a timeline chart as an attachment. **Chart A** below shows the level of detail expected.

Label attachment(s) as **D- Project Timeline** - No more than 2 pages.

Chart A

TASKS	2023	2024				2025		
	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3
STIP								
AFA								
LGPP Training								
Plan Development								

Itemized Plan Budget Section

Plan Elements

Projects eligible for award under the Active Transportation Non-infrastructure project category can vary greatly from safe routes to school plans narrowly focused on specific users in specific geographic areas, to regionally oriented safety action plans. To better identify the scale and scope of the proposed planning document, please select those planning elements that are anticipated for inclusion in the proposed plan. Check all those that apply.

Plan Development Cost Estimates

A well-developed budget demonstrates an understanding of the scope of work proposed. This information helps the project sponsor gain a better understanding of the project costs and activities and minimize project overruns.

Notes:

For funded projects, the project sponsor is responsible for 100% of the cost overruns above the awarded amount. Recent rule revisions may allow additional federal funds to be applied to a project with overruns, but only if there is available funding. Per 43 TAC § 11.411

(d) The commission will award an amount of TA Set-Aside funds for each project. If program funds remain or are returned to the program due to cost underruns, the responsible division administering the program may apply those funds to project overruns based on:

- (1) justification of overruns;
- (2) timing of request;
- (3) availability of funds;
- (4) a reasonable expectation of the ability of the project sponsor to complete the project; and
- (5) if overrun requests exceed available funds, the criteria applicable to the use of state funds under §11.406(b) of this subchapter (regarding eligibility for TDCs).

Other Plan Development Cost Estimate Notes:

- Any costs incurred by the project sponsor before project selection or before authorization to proceed by TxDOT are not eligible for reimbursement. An eligible cost may include only actual and documented costs incurred by the project sponsor for plan development.
- If the project sponsor will be hiring a consultant engineer or architect, the hiring process **MUST** meet federal procurement requirements outlined in the [LGP Management Guide, Chapter 4 Preliminary Engineering and Design](#). Some of the requirements include TxDOT approval of the procurement process, documentation, and contract. State and federal regulations must be followed for costs to be eligible for consideration for reimbursement.

- Contingency costs is not allowable for Active Transportation Non-infrastructure projects.
- As plan development should begin within a year of award, the Department does not apply inflation adjustments to plan development cost estimates.
- Contract administration is an allowable cost for project sponsors.

Budget Summary

Project Budget Summary

The project Budget Summary on will automatically fill-in total plan development costs on line 1. A 15% cost for TxDOT's Direct State Costs for project oversight will automatically fill-in on line 2 (based on the *Total Plan Development Cost Estimate* on line 1).

For projects eligible for TDCs, the project sponsor can select the entity name from the dropdown. For more information about TDCs, please refer to the Program Guide, page 10.

The Excel nomination form will automatically calculate total project costs, as well as local, state, and federal participation amounts. Review the costs on the Project Budget Summary page in conjunction with the Signature Page.

Signature Page

Cost Participation Summary

The cost participation summary for federal, state, local cash participation, and total project value/estimated cost will automatically populate on the top of the Signature Page.

Project Commitment

Recipients of federal funds must comply with numerous state and federal requirements. In this section, the Project Sponsor certifies that they are aware of certain aspects of these procedural requirements. Refer to TxDOT's 2023 TA Program Guide and TxDOT's 2023 TA Detailed Application Instructions appendices for additional information about these requirements.

By submitting an application, the project sponsor commits to executing the local agreement (i.e., AFA) and forwarding to the department its local match (if applicable) for the planning phase of work within one year of selection.

Note: TA funding is time-sensitive; each project must receive a Federal Project Authorization Agreement (FPAA) for PS&E within three years from the date of selection by the commission or the project may be terminated.

The application must be exported to PDF and then signed by a representative of the local government who has signature authority. In addition to signing the form, print the signatory's name, title, date, and telephone number. The Department accepts digital signatures as well as signatures inked in pen and scanned back into the submitted PDF.

If your TxDOT District has agreed to sponsor the project on your behalf the TxDOT District Engineer will also need to sign the detailed application. Please provide the district engineer a minimum of **2 weeks** before the detailed application deadline to review and sign.

C. DETAILED APPLICATION SUBMITTAL DEADLINE/DELIVERY INSTRUCTIONS

Detailed Applications must be submitted in the form prescribed by the department in accordance with the program rules as detailed below. The complete detailed application package must be received by the department, via TxDOT's Box.com file sharing service, no later than **5:00 p.m., CDT, on Monday, June 5, 2023**. A complete application, with attachments, is required for each project proposed. Supporting documents must be in 8 ½" X 11" formats. Label attachments in the upper right-hand corner as prescribed in the Detailed Application Instructions above and in the Detailed Application. The 2023 TA Detailed Application is available at:

<https://www.txdot.gov/business/grants-and-funding/bicycle-pedestrian-local-federal-funding-programs.html>

Note: The department recommends submitting Detailed Application(s) to TxDOT's Box.com file sharing service early to ensure delivery before the submission deadline.

Detailed Application Package:

1. The original 2023 TA Detailed Application completed in Microsoft Windows Excel (.xlsm) and delivered to the department in its original .xlsm format.

Deliverable 1: One Excel file in its original format.

The completed 2023 TA Detailed Application plus all of the application's supporting documents converted to an Adobe Portable Document Format (PDF) and combined into one complete file. The complete PDF file **MUST** include a copy of the Signature Page signed by an authorized representative of the local government. All original documents must be provided in a color Adobe PDF format 8 ½" X 11".)

Deliverable 2: One complete PDF file in color (2023 TA Detailed Application, signature page, and attachments, with a file size of 50MB or less).

Project Submission to the Department:

The complete 2023 TA application package (Excel file plus PDF file) must be submitted to TxDOT using the department's Box.com file sharing service.

File Name:

To allow the Department to match detailed applications to an eligible preliminary application, the PDF and Excel files must be labeled with the Project ID provided to the project sponsor by email from TxDOT on or about March 29, 2023. Example Project ID:

- C_2_ABL_Abilene-1_OldAnsonRdWalkability.pdf
- C_1_DAL_Corsicana-1_BowieOaklawn13thSidewalks.xlsm

NOTE: While using the naming convention above will work for the vast majority of projects, if the project proposed in the detailed application has been refined from that which was proposed in the preliminary application, a modification to the file name may be created by the project sponsor. In these situations, new file names must include all text and numbers before the abbreviated project name and then a short file name created by the project sponsor to reflect the modified project as demonstrated below.

- C_2_ABL_Abilene-1_[*new short name*].pdf
- C_1_DAL_Corsicana-1_[*new short name*].xlsm

Box.com Instructions:

Submit your project to TxDOT's Box.com by clicking the following file request link:

<https://txdot.app.box.com/f/4a977c88e9104e8fb74411b2b61e8ba7>

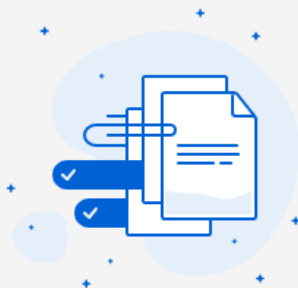
The above web address is provided as a hyperlink in the PDF version of this program guide. After clicking the above link, follow the instructions to submit the Detailed Application components to TxDOT.

1. **Project Sponsor Name and Contact Name**
Provide the name of the sponsoring entity (e.g. city or county name) and the name of the primary contact person.
For example: City of Round Rock, Judith Jones
2. **Project Sponsor email address**
Enter the project sponsor email address.
For example: MayorJones@RoundRock.gov
3. **Upload the Detailed Application form in original Excel format (.xlsm)**
Either (1) use the "Select Files" button to locate the files on your computer to open and load; or (2) Drag and drop files into the upload box. The .xlsm file should be named using the Project ID provided by email from TxDOT on or about March 29, 2023.
4. **Upload Combined PDF (Detailed Application form, signed funding page, and attachments)**
The .pdf file should be named using the Project ID provided by email from TxDOT on or about March 29, 2023. Combine all files into a single, 8 1/2 x 11 color PDF (max 50 megabytes). Either (1) use the "Select Files" button to locate the files on your computer to open and load; or (2) Drag and drop files into the upload box.
5. **Click Submit**

Once you have clicked the **Submit** button, file upload progress can be viewed, followed by a confirmation screen similar to the image below. **In the 5 business days following the final June 5th**

deadline, the project sponsor submittal email address will receive a follow-up email confirmation that the files were officially received by the department.

Success! Your files have been submitted.



D. DETAILED APPLICATION CHECKLIST

Below is a list of required attachments that **MUST** be included as part of the TA 2023 detailed application package and additional attachments that may be necessary. The need for *additional attachments* should be determined by the characteristics of the project, its location, and the status of project development.

Required attachments:

- **B** - Project Sponsor Resolution
- **C** - Public Outreach and Support
- **E** - Project Timeline
- **Map 1 – Safety (top 5 safety concerns)**

Additional attachments that may be necessary:

- **A** - MPO TIP Letter
- **D** - Implementation Documentation

The department recommends completing the checklist on the following pages to ensure a complete detailed application package is submitted.

Detailed Application Checklist:

- Required:** A completed **2023 TA Detailed Application** in Microsoft Windows Excel (.xlsm) format with all text boxes filled-in and dropdown selections completed. Type N/A for not applicable, where appropriate.
- Required:** A single, color PDF document that includes:
 - Completed 2023 TA Detailed Application (required)
 - Signed copy of the Signature Page (required)
 - Required attachments
 - Additional attachments that may be necessary
- Attachment A** – MPO TIP Letter (as applicable)

Refer to **MPO Transportation Improvement Program (TIP) Inclusion Letter**. Attach a letter from the MPO if the project is located within the boundaries of an MPO.

Label attachment(s) as **A- MPO TIP Letter** - No more than 2 pages.
- Attachment B** – Project Sponsor Resolution (required)

Refer to **Project Sponsor Resolution**. Attach the commitment from the Project Sponsor

Attachment B - may also include (if a TxDOT District agrees to sponsor on behalf of a local entity):

 - Letter from local project sponsor(s) requesting TxDOT sponsorship
 - Letter of Concurrence from TxDOT District Engineer

Label attachment as **B- Project Sponsor Resolution** - No more than 10 pages.
- Attachment C** – Public Outreach and Support (required)

Refer to **Public Involvement and Support**.

Attachment G may include:

 - public engagement summary (required)
 - letters of support from stakeholders elected officials, community leaders, bike/ped stakeholders, school officials, PTA, affected/adjacent property owners, etc. (as needed)
 - supporting documentation of public outreach (as needed)

Label attachment as **C- Public Outreach and Support** - No more than 10 pages.
- Attachment D** – Implementation Documentation (as applicable)

Refer to **Public Involvement and Support**.

Label attachment(s) as **D- Implementation Documentation** - No more than 2 pages.
- Attachment E** – Project Timeline (required)

Detailed Application Instructions

Refer to **Project Timeline**. Attach a chart documenting the project development and implementation timeline.

Label attachment(s) as **E- Project Timeline** - No more than 2 pages.

- Map 1 – Safety – show planning area boundary and identify the top 5 safety concerns address by the planning document**

APPENDIX A:

Additional Safety Countermeasures Resources

<https://safety.fhwa.dot.gov/provencountermeasures/>

https://www.fhwa.dot.gov/innovation/everydaycounts/edc_4/step.cfm

https://safety.fhwa.dot.gov/ped_bike/tools_solve/fhwasa18041/fhwasa18041.pdf

https://safety.fhwa.dot.gov/ped_bike/step/docs/STEP_Guide_for_Improving_Ped_Safety_at_Unsig_Loc_3-2018_07_17-508compliant.pdf

<http://www.pedbikeinfo.org/>