



2023 Transportation Alternatives (TA) Call for Projects Preliminary Application (PA) INSTRUCTIONS

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

- Step 1** Preliminary Application (PA): When completed, the PA will provide high-level project information to determine eligibility. A separate application is required for each project. Project Sponsors will be contacted by their local TxDOT District to schedule a meeting to discuss their proposed project. Project Sponsors will receive notification to advance to step 2.
- Step 2** Detailed Application (DA): Project sponsors will complete a *Detailed Application* for each eligible project. When completed, the DA will provide detailed project information, including a written scope of work, location map(s), project layout and context, photograph(s), typical section(s), a comprehensive cost estimate, project timeline, property information, overview of potential environmental concerns, and a commitment for local government project funding.

The **Preliminary Application (Step 1) INSTRUCTIONS** below provide additional information and guidance for completing the Preliminary Application. The Program Guide describes program requirements and guidelines for TxDOT's 2023 TA Program Call. Detailed Application and instructions will be provided at the conclusion of Step 1.

Project Sponsor

1. Contact information

Fill in project sponsor contact information. Applicants should use the "Other partnering entities" field to identify entities partnering together to sponsor the project.

2. Identify population area (based on project location)

Population size should be based on the 2020 U.S. Census population for the jurisdiction or area in which the proposed project is located. Project sponsor population should be confirmed by searching the US Census website, here: <https://data.census.gov/cedsci/>.

3. Is the project within the boundaries of a Metropolitan Planning Organization (MPO)?

If the project is within a MPO boundary, is the project within a Census Urbanized Area greater than 200,000, designated as a [Transportation Management Area](#)?

- [Map of TMA and MPO boundaries](#)
- [List of Texas MPOs](#)

Projects located within a [transportation management area](#) (TMA) (Census urbanized area with population greater than 200,000) are not eligible for TxDOT's Community Based Project category.

Projects, or substantially similar projects, previously submitted in a metropolitan planning organization (MPO) administered TA Call for Projects can be submitted for TA funding under this program call as long as the MPO TA call for projects is not occurring concurrent with the TxDOT TA Call for Projects. In other words, a **project** that is currently being considered for funding by an MPO **cannot** be submitted to this Call for Projects.

Project Information

4. Project name

It is recommended to include the project location and facility type in the project name (examples: Main Street/US 79 Sidewalks, Delwood Elementary separated bike lanes, and White Oak Bayou SUP); use logical abbreviations where appropriate to reduce the length of the project name, such as “SUP” for Shared Use Path.

5. Eligible project type

A project may include multiple project types; select all that apply. It is understood that sidewalks, shared use paths, and bikeways will include appropriate intersection treatments. Eligible project types include:

- [Bikeway improvements](#) (infrastructure serving primarily bicyclists)
- [Shared use path improvements](#) (infrastructure serving bicyclists and pedestrians)
- [Pedestrian improvements](#) (infrastructure primarily serving pedestrians)
- [Improvements for non-motorized transportation safety](#) (examples include traffic calming measures, pedestrian or bicycle signals, pedestrian refuge islands, curb extensions, bicycle parking, etc.) **Select this option only when the project does not include a bikeway, sidewalk, or shared use path.**
- [Planning document](#) (to assist communities in developing non-motorized transportation networks)
- [Other bicycle, pedestrian, or micromobility infrastructure installations](#) (bike share kiosks, bicycle and/or pedestrian counters, traffic signal improvements to support active transportation modes, etc.)
- [Boulevard improvements to enhance pedestrian, bicyclist and transit access](#) (Construction of boulevards and other roadways that are located primarily in the right-of-way of divided highways and that improve access for bicyclists, pedestrians, and transit users and do not reduce on-system roadway capacity unless such a reduction has the prior approval of the department). For more information about boulevards related to TA projects please reference [FHWA's definition and guidance](#).
- [Other](#)

Additional descriptions of each eligible project type are found in the 2023 TA Program Guide.

6. Project location (Check all that apply) Project location notes: Projects or components of projects located entirely within school or park property that are for internal circulation only are not eligible for TxDOT's TA funding.

7. Provide a Google map link

Applicants must create a simple [Google digital map](#) and provide a map link in the PA. For assistance, please view this google map link [tutorial video](#) and the below web links. Minimum requirements include:

1. Map Name must include project sponsor's name and project name.
2. Map settings must be changed to enable link sharing.
3. Map must at least feature a starting and ending point for the proposed project.
4. Do NOT include existing or future facilities that are not part of the proposed project.

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

The screenshot shows the Google Maps interface for a project. At the top, the map name is 'ProjectSponsor_ProjectName'. Below it, a message says 'All changes saved in Drive'. There are three buttons: 'Add layer', 'Share', and 'Preview'. The 'Share' button is circled in red. Below the buttons, there is a list of layers: 'Project Location' (checked), 'Individual styles', 'Starting Point', and 'Ending Point'. Three numbered callouts point to specific elements: 1 points to the map name, 2 points to the 'Share' button, and 3 points to the 'Starting Point' and 'Ending Point' layers.

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

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

3 A minimum of two places/points are required from each applicant: starting point and ending point. More complicated projects may necessitate drawing lines and/or shapes.

8. Preliminary Scope of work

Provide a brief description of the proposed project, which includes the **project location, limits, facility type, and width**. Major construction items, such as bicycle/pedestrian bridges, or elements that would affect automobile traffic patterns (new signals, new medians, road diets, traffic calming, etc.) should be included. An example Scope of Work:

Proposed project will construct a 10-foot-wide shared use path (SUP) along the north side of US 171 from Main St to 4th Street in Uvalde, TX. The proposed SUP will include a pedestrian island, crosswalks, a Pedestrian Hybrid Beacon, and signage to traverse a 5-lane highway intersection. Additional signage and crosswalks will be added to cross two other local streets.

9. Project Category

TxDOT administers statewide TA program funds that are available to communities of any population size anywhere in the state, as well as TA funds suballocated for projects located outside the smoothed boundary of Census Urbanized Areas greater than 200,000 in population, that have been identified as Transportation Management Areas (TMAs). Projects located outside TMAs (i.e., in nonurban, small urban, and medium urban areas) are eligible for all project categories in TxDOT's 2023 TA Call for Projects. Because communities located inside TMAs are eligible to apply for TA funds from their MPO, they are only eligible to apply for three of the four project categories: Large Scale Active Transportation Infrastructure, Active Transportation Network Enhancements, and Active Transportation Non-Infrastructure.

Refer to TxDOT's 2023 TA Program Guide for information about eligible activities, types of work, and allowable costs.

Federal TA funds require a 20% local match. Refer to TxDOT's 2023 TA Program Guide for information about opportunities for local match reduction. The following table provides a summary of TxDOT's 2023 TA Project Categories.

Project Category	Eligible Activities	TDC eligibility	Eligible Population Areas	Local Match (without TDCs)	Target Project Funding Amounts
Community-Based Infrastructure	Preliminary Engineering & Construction	<input checked="" type="checkbox"/>	Population Areas <200,000, outside TMA	20%	\$250,000 to \$5M per project
Large Scale Active Transportation Infrastructure	Preliminary Engineering & Construction	<input checked="" type="checkbox"/>	Any Population Areas	20%	\$5M to \$25M per project
Active Transportation Network Enhancements	Construction/installation projects to enhance bike/ped infrastructure with limited or no design and no ROW acquisition	<input checked="" type="checkbox"/>			\$250,000 minimum for cities <200,000; \$1M min otherwise
Active Transportation Non-Infrastructure	Non-motorized planning documents (e.g., Pedestrian or Bike Safety Action Plans)	<input checked="" type="checkbox"/>			\$100,000 minimum

10. Project costs

Provide a planning-level cost estimate for:

- preparation of active transportation plan(s); Active Transportation Non-Infrastructure projects only
- preparation of construction plans, specifications, and estimates
- preparation of environmental documentation
- acquiring right-of-way¹
- construction

Refer to TxDOT's 2023 TA Program Guide for information about eligible activities, types of work, and allowable costs. Attach details of the cost estimate to the PA email submittal. Label the cost estimate **Attachment A in the upper right-hand corner.**

11. Local match

Federal TA funds require a 20% local match unless the community the project is located in is eligible for - Transportation Development Credits (TDC). For additional details, see TxDOT's 2023 TA Program Guide.

12. Transportation Development Credits

If a project sponsor's project is in a FY2023 Economically Disadvantaged Counties Program (EDCP) county or the project is in a community with a population less than 200,000 that meets certain economic criteria, they are eligible to use Transportation Development Credits that allow for 100% federal TA funds to be applied to the project in lieu of a local match. Reference [this map](#) to determine eligibility. For additional information, please refer to TxDOT's 2023 TA Call for Projects Program Guide.

13. Project Complexity

These questions allow TxDOT to better understand potential project issues that may lead to project delays. Better understanding of potential issues before the project is scoped and a detailed cost

¹ Right-of-way acquisition will be assessed on a case-by-case basis as approved by TxDOT. ROW acquisition must facilitate project execution within TA Program obligation requirements and be supported by affected property owners

estimate is developed will help the project sponsor prepare a more competitive Detailed Application. Responses **will not** impact project eligibility or scoring.

Preliminary Application Submission Deadline/Delivery Requirements

Preliminary Applications must be submitted in the form prescribed by the department in accordance with the program rules and the program guide. The complete project nomination package must be received by the department no later than **5:00 p.m., CDT, on Friday, January 27, 2023**. A separate and complete Preliminary Application, with attachments, is required for each TA project proposed. Supporting documents must be clearly labeled with the Project Name and Project Sponsor in the upper right-hand corner and in 8 ½" X 11" format. TxDOT's 2023 TA Preliminary Application Form is available at: <https://www.txdot.gov/business/grants-and-funding/bicycle-pedestrian-local-federal-funding-programs.html>

Preliminary Application Package:

1. The original 2023 TA Preliminary Application completed in PDF and delivered to the department in its original PDF format.
2. A separate PDF of the preliminary project cost estimate (if available).

Project Submission to the Department:

Submit your completed 2023 TA Preliminary Application package to TxDOT using the department's online Box.com. <https://txdot.app.box.com/f/43e86a31f3364b099b4f72b7746f9d00>

After clicking the above link, follow the instructions to submit the Preliminary Application components to TxDOT.

1. **Project Sponsor Name**
Provide the name of the sponsoring entity (e.g. city or county name).
For example: City of Round Rock
2. **Project Name**
Enter the project name.
For example: Green St Pedestrian Bridge over Big Creek
3. **Contact Name**
Provide the name of the primary contact person.
For example: Edna Jones
4. **Project Sponsor email address**
Enter the project sponsor email address.
For example: MayorJones@RoundRock.gov
5. **Upload the Preliminary Application (One PDF)**
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.
6. **Upload Preliminary Project Cost Estimate (if available)**
Combine all supplemental files into one. 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.
7. **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. Again, submit only one complete TA Preliminary Application package per Dropbox submission.

Success! Your files have been submitted.

