



# 2025 Transportation Alternatives Call for Projects

## [Detailed Application \(DA\) Instructions for NON-INFRASTRUCTURE Project Categories](#)

**Deadline to Submit DA: June 20, 2025**

### A. INTRODUCTION

TxDOT's **2025 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 instruction on completion of 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, location map(s), 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 2025 TA Detailed Application and the 2025 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>. **NOTE: Projects seeking TA funding from different project categories will have different 'looking' applications.** 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.

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**NOTE:** *Frequently Asked Questions for Step 2 will be posted on TxDOT's [webpage](#) by **May 23, 2025**. To submit a question, email [BikePed@txdot.gov](mailto:BikePed@txdot.gov) by **May 16, 2025**.*

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### [Downloading and using the Detailed Application](#)

TxDOT's 2025 TA Detailed Application is a MS Excel file (.xlsm) that will be sent to each project sponsor individually via email. Best practices for using this file include:

- Project Sponsors should download the file to their local machine and rename the file according to the TxDOT provided Project ID. NOTE: Files saved to clouds, servers, or other shared spaces may experience issues.
- After 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” to complete the application.
- Fill-in the application. If Project Sponsors need technical support with downloading or completing the Detailed Application, please email [bikeped@txdot.gov](mailto:bikeped@txdot.gov).

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**Screen Scale Note:** TxDOT’s 2025 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%.

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## 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 detailed application submitted 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 2025 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%                |
| <b>Total</b>                 | <b>100%</b>               | <b>100%</b>  | <b>100%</b>          | <b>100%</b>        |

\*Additional points may be added to Large Scale projects based on the Transformative Elements score.

**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"> <li>Demonstrates need for safety improvement and appropriate safety countermeasures</li> <li>Provides safer and/or less intimidating accommodations for walking, bicycling, and other non-motorized travel</li> </ul>  | Non-motorized crash count   | TxDOT GIS analysis                |
|                              |   | Non-motorized crash rate  | TxDOT GIS analysis                |
|                              |   | Documented safety hazards and/or PSAP segments <sup>1</sup>                     | Analysis of application responses |
|                              |   | Professional judgement of countermeasure appropriateness <sup>1</sup>           | Analysis of application responses |
|                              |   | Proposed infrastructure elements  | Analysis of application responses |
| Connectivity & Accessibility | <ul style="list-style-type: none"> <li>Improves active transportation access to destinations of interest such as business districts, downtown, centers of business activity, high density residential, and/or employment centers</li> <li>Supports multi-modal connections</li> <li>Eliminates barriers to pedestrians, bicycle riders, and wheelchair users</li> <li>Supports investments in local/interregional tourism, especially Texas Bicycle Tourism Trails</li> </ul> | 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 <sup>2</sup>   | TxDOT GIS analysis                |
|                              |   | Employer density <sup>2</sup>   | TxDOT GIS analysis                |
| Project Readiness            | <ul style="list-style-type: none"> <li>Demonstrates the ability to advance the project to construction immediately, if selected for funding</li> <li>Identifies comprehensive, detailed construction cost estimate</li> <li>Meets and/or exceeds design criteria established by US Access Board, FHWA, AASHTO, TxDOT, and/or NACTO</li> <li>Past project sponsor performance on previous projects that TxDOT provided oversight</li> </ul>                                    | Professional judgement rating of project constructability/feasibility           | Analysis of application responses |
|                              |   | Professional judgement rating of shovel readiness                               | Analysis of application responses |
| Geographic Balance           | <ul style="list-style-type: none"> <li>Enhances livability by improving active transportation access and improves mode choice in underserved communities</li> <li>Supports smaller communities (Large Scale only)</li> <li>Balances distribution in areas underrepresented in prior TA awards (Community Based, Network Enhancements, and Non-Infrastructure project categories)</li> </ul>   | Average percent zero car household  | TxDOT GIS analysis                |
|                              |   | Average percent unemployed  | TxDOT GIS analysis                |
|                              |   | Average percent disabled  | TxDOT GIS analysis                |
|                              |   | Average percent elderly   | TxDOT GIS analysis                |
|                              |   | Population size (Large Scale only)  | TxDOT analysis                    |
|                              |   | TxDOT District underrepresented in 2023 TxDOT TA award                          | TxDOT analysis                    |
| Community Support & Planning | <ul style="list-style-type: none"> <li>Public outreach demonstrates positive community support</li> <li>Established community partnerships commit to collaboratively implement project</li> <li>Project demonstrates a link to formal transportation planning efforts (e.g., ADA Transition Plan)</li> <li>Demonstrates commitment to provide the local match</li> </ul>  | 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 |

<sup>1</sup> Criterion includes roadway segments identified as Potential Pedestrian Crash Risk or as a Targeted Analysis Density Tier of Low, Medium, High, or Very High by the Texas Pedestrian Safety Action Plan. For appropriate countermeasures project sponsors can reference proposed countermeasures featured in PSAP.

<sup>2</sup> 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 PARTNERING GOVERNMENTS/ PROJECT SPONSORS

Please list any other partnering governments/project sponsors. To be considered partnering governments/project sponsors an entity must be contributing to the project. For example, providing a portion of the local match 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 partnering governments/project sponsors” field, insert which TxDOT District and the specific contact person with which the Project Sponsor has been communicating. For example, “TxDOT Houston District – Joe Smith”.
- Letter from local project sponsor(s) requesting TxDOT sponsorship – Label **C - Project Sponsor Resolution**
- Letter of Concurrence from TxDOT District Engineer – Label **C - Project Sponsor Resolution**
- TxDOT District Engineer and local project sponsor(s) signatures on Detailed Application

Even if a TxDOT District agrees 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 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 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. Project descriptions are limited to 500 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 2025 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 any part of the project is located within a Metropolitan Planning Organization (MPO) by clicking on the drop-down arrow and select *Yes* or *No*. If yes, please select which MPO by clicking on the drop-down arrow.

Map of MPO and TMA boundaries:

<https://txdot.maps.arcgis.com/apps/instant/sidebar/index.html?appid=4f51dc8c26594005b7e09a7be703d4ad>

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. Projects that are individually listed in an MPO TIP MUST be added at the earliest opportunity to avoid project development delays that could put TA funds at risk of lapse. 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.

TRANSPORTATION ALTERNATIVES (TA), SAFE ROUTES TO SCHOOL (SRTS), and ADA TRANSITION PLANS

- a) Indicate if the project is being implemented as part of a Safe Routes to School plan or program by clicking on the drop-down arrow and select *Yes* or *No*.
- b) Indicate if the project or a substantially similar project was previously submitted to TxDOT as part of a previous TA Call for Projects. Select a response by clicking on the drop-down arrow and selecting *No prior submittal* or *2023 TA*.

**Project Details**

**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.
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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 **polygons** 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              | <a href="https://support.google.com/mymaps/answer/3024454?hl=en&amp;ref_topic=3188329">https://support.google.com/mymaps/answer/3024454?hl=en&amp;ref_topic=3188329</a>                 |
| Add places to your map        | <a href="https://support.google.com/mymaps/answer/3024925?hl=en">https://support.google.com/mymaps/answer/3024925?hl=en</a>   |
| Draw points and lines         | <a href="https://support.google.com/mymaps/answer/3433053?hl=en&amp;ref_topic=3024924">https://support.google.com/mymaps/answer/3433053?hl=en&amp;ref_topic=3024924</a>                 |
| Add/save directions           | <a href="https://support.google.com/mymaps/answer/3502610?hl=en&amp;ref_topic=3024924">https://support.google.com/mymaps/answer/3502610?hl=en&amp;ref_topic=3024924</a>                 |
| Share, download, or print map | <a href="https://support.google.com/mymaps/answer/3109452?hl=en&amp;co=GENIE.Platform=Desktop">https://support.google.com/mymaps/answer/3109452?hl=en&amp;co=GENIE.Platform=Desktop</a> |

ProjectSponsor\_ProjectName  
1 view  
Last edit was seconds ago

Add layer **Share** Preview

Project Location  
Individual styles  
Project Location

**1** Map Name should include project sponsor and project name (e.g. *Amarillo\_ActiveTranspPlan*)

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

### ACTIVE TRANSPORTATION PLAN TYPE

Select the type of planning document that best matches the applicant’s intended plan type.

### PLANNING AREA

Select the project planning type that best matches the project planning area by selecting either *Community Wide* (matches the boundary of a city or county), *Small Area Plan* (a smaller area within a city), *Corridor Plan* (along a major corridor in your community), or *Other*.

### EXISTING ACTIVE TRANSPORTATION PLANS

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.

### **PROPOSED SCOPE OF WORK** (required)

TxDOT requires project sponsors to submit a proposed scope of work for the planning document. Select the type of planning document that best matches the applicant’s intended plan type. This proposed scope of work will be reviewed as part of project evaluation and, if the project is awarded TA funding, this proposed scope of work may be utilized to develop a funding agreement. A template with typical planning project elements is included as **APPENDIX A: PLANNING DOCUMENT – SCOPE OF WORK TEMPLATE** for your reference. Project sponsors submitting Detailed Applications for the Non-Infrastructure Project Category should customize and expand upon the elements within Appendix A and submit with the Detailed Application, labeling as **B- Proposed Scope of Work**.

### **Geographic Balance**

TxDOT is interested in how the project improves access to everyday destinations for underserved communities. TxDOT will analyze census data to determine if the project will improve access for seniors, individuals with disabilities, people without private vehicles, or low-income communities. For more information refer to Table 4 in the [2025 TxDOT TA Program Guide](#).

## 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, constructing, maintaining, managing, and financing the project (where applicable). This attachment should be labeled **C-Project Sponsor Resolution**. Example resolutions with required language are 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 **C - Project Sponsor Resolution**
- **Letter of Concurrence from TxDOT District Engineer** – Label **C - 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.

- a. Collaborating partners. TxDOT is interested in successful implementation of active transportation planning documents. Interagency or public/private/nonprofit partnerships indicate a supportive community network working toward a common goal to achieve successful outcomes. In the box provided, list all collaborating partners and their role in developing/implementing the proposed project.
- b. 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 **D- Public Outreach and Support**. (max 10 pages)

**Proposed Scope of Work** – Planning documents require successful public and stakeholder involvement to reflect community priorities. TxDOT is interested in funding projects that will have active public and stakeholder involvement tasks during the development of the planning document. TxDOT will review the Project Sponsor's Proposed Scope of Work and evaluate the proposed scope elements related to public involvement as part of each applicant's Community Support and Planning evaluation score.

## Safety

TxDOT is most interested in funding non-infrastructure projects where non-motorized crashes occur. Therefore, TxDOT staff will analyze the total non-motorized crashes and the non-motorized crash rates within the proposed planning area.

**Proposed Scope of Work** – TxDOT is also interested in planning documents that envision safer and better-connected active transportation networks throughout Texas communities. TxDOT will review each Project Sponsor's Proposed Scope of Work for the Planning Document project and provide a professional judgement score on the proposed safety elements therein.

## Connectivity and Accessibility

### BARRIER ELIMINATION

Will the proposed planning document consider eliminating travel barriers for individuals with disabilities, pedestrians, bicyclists, and other non-drivers? Enter a number next to each barrier type to specify whether how many existing barriers to travel the project mitigates, allowing safe crossings of that barrier by individuals with disabilities, pedestrians, bicyclists, and other non-drivers of all ages and abilities. If the eliminated barrier type is not listed, check other and enter the barrier type. Please clearly label eliminated barriers on **Map 2 – Connectivity**.

|                                |              |                                |                              |                                |                |                                |          |
|--------------------------------|--------------|--------------------------------|------------------------------|--------------------------------|----------------|--------------------------------|----------|
| <input type="text" value="0"/> | ADA barriers | <input type="text" value="0"/> | Four lane or larger roadways | <input type="text" value="0"/> | Waterbody(ies) | <input type="text" value="0"/> | Railroad |
| <input type="text" value="0"/> | Other        | <input type="text"/>           |                              |                                |                |                                |          |

Be sure that elements checked under are addressed in the proposed budget and other areas of the application such as, Railroad Support/Right-of-Entry Letter. For ADA barriers only count each type of ADA barrier that is being eliminated. For example, if your project includes curb ramps that would count as one barrier, and accessible pedestrian signals would count as another barrier. Even if the project includes multiple curb ramps and accessible pedestrian signals as part of your project you are eliminating two types of barriers as part of the project.

**Proposed Scope of Work** – TxDOT is interested in funding non-infrastructure projects that contribute to increased connectivity and accessibility. Therefore, TxDOT will review Project Sponsor's Proposed Scope of Work for the Planning Document project and provide a professional judgement score on the proposed connectivity and accessibility elements therein.

## Project timeline

Estimate the number of months it will take to complete this project (from project initiation through planning document adoption). Estimate the time required for each activity listed in the application. Several activities may be accomplished concurrently; as a result, the **Total Project 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 **Project Timeline** in the 2025 TA Detailed Application.

- **TIP/STIP and Advance Funding Agreement (AFA) (minimum 6 months)**  
Project sponsors with projects located within the boundaries of an MPO will be required to submit their project to the MPO for inclusion in the local Transportation Improvement Program (TIP), a process that can take days (for grouped projects) or several months (for individually

listed projects). For projects that are individually listed, the project must be listed in the local TIP before the project can be added to the STIP. For projects located outside the boundaries of an MPO, the local TxDOT District will be responsible for including the project in the department's rural TIP and STIP.

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 2025 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.

- **Procurement of Consultant**

(minimum 3 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.

- **Other** – Describe briefly in the detailed application any additional project milestones not already identified.

- **Plan development and adoption** – 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>. Chart A below shows the level of detail expected.

Time estimates provided by the project sponsor in the detailed application should be reasonable projections; however, these time estimates may need to be adjusted based on project activities. For selected projects, an appropriate timeline will be agreed upon between the department and the project sponsor and made part of the local agreement.

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

**Chart A**

| TASKS                   | 2025 | 2026 |    |    |    | 2027 |    |    |
|-------------------------|------|------|----|----|----|------|----|----|
|                         | Q4   | Q1   | Q2 | Q3 | Q4 | Q1   | Q2 | Q3 |
| <b>STIP</b>             |      |      |    |    |    |      |    |    |
| <b>AFA</b>              |      |      |    |    |    |      |    |    |
| <b>LGPP Training</b>    |      |      |    |    |    |      |    |    |
| <b>Plan Development</b> |      |      |    |    |    |      |    |    |

**Itemized Budget Section**

PLAN ELEMENTS

Projects eligible for award under the 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.

With as much detail as necessary, provide a plan development cost estimate.

- |   |  |
|---|--|
| <input type="checkbox"/> existing plan/policy review                        | <input type="checkbox"/> needs assessment                              |
| <input type="checkbox"/> existing conditions assessment                     | <input type="checkbox"/> data collection                               |
| <input type="checkbox"/> infrastructure recommendations and user typologies | <input type="checkbox"/> project prioritization and/or recommendations |
| <input type="checkbox"/> visioning and goal/objective/priority setting      | <input type="checkbox"/> policy recommendations                        |
| <input type="checkbox"/> public and stakeholder involvement                 | <input type="checkbox"/> implementation strategy                       |
| <input type="checkbox"/> other: <input type="text"/>                        |  |

PLAN DEVELOPMENT COST ESTIMATE

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 are not allowable for 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). All costs and estimates will be rounded up to the nearest \$1,000.

For projects eligible for TDCs, the project sponsor can select the entity name from the dropdown below. For more information about TDCs, please refer to the Program Guide, page 15.

Project Sponsors not applying for TDCs have an opportunity to increase their local match. Additionally, some TxDOT Districts may choose to participate financially with local Project Sponsors. If TxDOT District has volunteered to contribute funding toward the project, this also can be entered on the Project Budget Summary page (TxDOT Optional Discretionary Funds) as a percentage of the Total Project Cost Estimate. If a Detailed Application features a percentage in “TxDOT Optional Discretionary Funds”, then the Project Sponsor must attach a letter from TxDOT District partners expressly stating their financial commitment.

The MS Excel 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 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 2025 TA Program Guide 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) 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 Friday, June 20, 2025**. 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.

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 2025 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 2025 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** (2025 TA Detailed Application, signature page, and attachments, with a file size of 50MB or less).

### Project Submission to the Department:

The complete 2025 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, 2025. Example Project ID:

- **P\_1\_X\_PAR\_RedRiverCo-1\_SafeRoutestoSchoolsPlan.pdf**
- **P\_3\_T\_TYL\_Tyler-2\_TylerActiveTransportationPlan.pdf**

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.

- **P\_1\_X\_PAR\_RedRiverCo-1\_[newshortname].pdf**
- **P\_3\_T\_TYL\_Tyler-2\_[newshortname].pdf**

### **Box.com Instructions:**

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

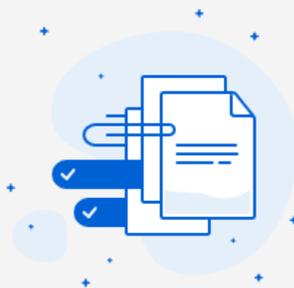
<https://txdot.app.box.com/f/2051ab18f4684f6690495d16181f3a0a>

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 Details (Project Sponsor Name, Project Name, and Contact Name)**  
Provide the name of the sponsoring entity (e.g. city or county name), the Project Name, and the name of the primary contact person.  
*For example: City of Pflugerville, Bicycle Master Plan, Judith Jones*
2. **Project Sponsor email address**  
Enter the project sponsor email address.  
*For example: MayorJones@Pflugerville.gov*
3. **Upload the Detailed Application form in Excel format (.xlsm) and Combined PDF (Detailed Application form, signed funding page, and attachments)**  
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 and .pdf files should be named using the Project ID provided by email from TxDOT on or about April 16, 2025. PDF upload should feature all attachments combined into a single, 8 1/2 x 11 color PDF (max 50 megabytes).
4. **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 10 business days following the final June 20<sup>th</sup> 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 2025 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** - Proposed Scope of Work
- **C** - Project Sponsor Resolution
- **E** - Project Timeline

### Additional attachments that may be necessary:

- **A** - MPO TIP Letter
- **D** - Public Outreach and Support

The Department recommends completing the checklist below to ensure a complete detailed application package is submitted.

### Detailed Application Checklist:

- Required: A completed **2025 TA Detailed Application** in Microsoft Windows Excel (.xlsm) format with 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 2025 TA Detailed Application (required)
  - Signed copy of 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 **J- MPO TIP Letter** - No more than 2 pages.
- Attachment B** – Proposed Scope of Work (required)

Project sponsors must develop a proposed scope of work for the planning document. This will be reviewed as part of project evaluation. A template with typical planning project elements is included in **Appendix A** for your reference.

Label attachment(s) as **B- Proposed Scope of Work** - No more than 15 pages.

**Attachment C** – Project Sponsor Resolution (required)

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

**Attachment C** - 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 **C- Project Sponsor Resolution** - No more than 10 pages.

**Attachment D** – Public Outreach and Support (as applicable)

Refer to **Public Involvement and Support**.

Attachment D may include:

- Additional information about collaborating partners
- letters of support from stakeholders elected officials, community leaders, bike/ped stakeholders, school officials, PTA, affected/adjacent property owners, etc. (as needed)

Label attachment as **D- Public Outreach and Support** - No more than 10 pages.

**Attachment E** - Project Timeline (required)

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

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

## APPENDIX A: PLANNING DOCUMENT – SCOPE OF WORK TEMPLATE

Projects awarded Transportation Alternative funds under the Non-Infrastructure project category should be using funding to develop planning documents to assist communities in developing non-motorized transportation networks. The below template features minimum planning project scope elements. Project sponsors submitting Detailed Applications for the Non-Infrastructure Project Category should customize and expand upon the elements below and submit with the Detailed Application, labeling as C- Proposed Scope of Work.

### Purpose

Provide a simple statement communicating the goals of the project and impact to the community being served.

### Project Area

Clearly describe the name and boundaries of project area. If the project boundaries are the same as your jurisdiction, please state this. If the project boundaries are different than the jurisdictional boundaries, please describe boundaries of the project.

### Existing Conditions Analysis

To propose recommendations, a planning document must first assess existing conditions. Please describe the nature and level of detail of the existing conditions analysis. Please include anticipated data sources (i.e., roadway GIS, Census demographics, etc.) and analysis methodologies (e.g., Bicycle Level of Service, roadway safety audits, community survey, traditional crash analysis, etc.).

### Stakeholder Engagement

Please describe the types of stakeholder engagement that this planning document will utilize to obtain community feedback, build community trust, and develop buy-in for the eventual recommendations.

### Other

As necessary, please describe additional analyses, scope items, and other elements to be feature in the planning document.

### Timeline and deliverables

For each of the tasks described in the scope of work provide the following:

1. the period of time during which the task will be performed,

### *Detailed Application Instructions*

2. the deliverables resulting from each task, and
3. the due dates of the deliverables.

### **Recommendations**

Please describe the types of recommendations which the plan may suggest. Will the planning document include an implementation strategy, identify specific capital improvements (e.g. new shared use paths along arterials leaving downtown), new programmatic solutions (e.g., new programs to educate school-age children), and/or suggest locations for future analysis (e.g., further analysis of pedestrian crossings and signal timing)?

### **Agreement to adopt the completed planning document**

Please include a statement affirming that the planning document resulting from the award of federal Transportation Alternative funding will be adopted by the Governing Body of the Local Government by resolution, ordinance, or commissioners court.