



# RGVMPO FY2023-2024 Transportation Alternatives Set-Aside Program Call Workshop #1

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**MARCH 15, 2023**

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# TASA Workshop Agenda

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## I. FY2023-2024 TA Call for Projects Overview

- A. Funding Summary
- B. Schedule of Activities
- C. Program Guide
- D. Scoring Criteria
- E. Application
  - Best Practices for Detailed Applications

## III. Local Government Project Procedures

- A. Responsible Person In Charge (RPIC)
- B. Advanced Funding Agreements
  - 30, 60, 90 checklist



# Transportation Alternatives Set-Aside 101

(also known as TA, TASA, or Category 9)

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TA represents the single largest investment in trails, walking and biking and is among the smallest line items in transportation spending.

TASA funding is suballocated to areas based upon their relative share of the state's total population:

- Areas with populations of 5,000 or less
- Areas with populations between 5,001 and 200,000
- **Urbanized areas with populations of more than 200,000\***

TASA funds must be distributed through a competitive process. No more than 80% of the eligible project costs can be reimbursed by the federal government.

**\*The Metropolitan Planning Organization (MPO) is responsible for project selection and administration in conjunction with the state DOT.**



# Transportation Alternatives Set-Aside 101

(also known as TA, TASA, or Category 9)

Federal funding for surface transportation follows a multistep process, and TASA is a reimbursement program in which *FHWA compensates states for project costs as they are incurred*.

- **Apportionment:** FHWA apportions funds to each state as determined by federal legislation.
- **Programming:** DOTs and MPOs select projects to receive funding.\*
- **Obligation:** FHWA commits to reimburse states for the federal share of the project cost.\*\*
- **Reimbursement:** FHWA reimburses states for work completed.\*\*

**Federal amounts available may be reduced through rescissions, lapsing and transfers.**

A **rescission** cancels a specified amount of unobligated funds that have already been apportioned.

To an extent, funds from TASA may be **transferred** to other transportation funding programs.

**Lapsing** applies to MAP-21-era funds, and these *funds can 'disappear'* as though they never existed.

\* RGVMPO's TAC & TPB Responsibility

\*\*Primarily Project Sponsor's Responsibility



# RGVMPO TASA Funding Summary

Amount Available	Funding Category
\$900,000	Planning Projects (minimum 10% of total funds available)
\$8,100,000	Construction Projects (maximum of 90% of total funds available)
<b>\$9,000,000</b>	<b>Total RGVMPO FY2023-2024 TASA Funds available</b>

Apportionment of Funds	Previous Fiscal Years
\$4,546,377	FY2019-2020
\$2,293,784	FY 2021-2022
<b>\$6,840,161</b>	<b>Total Funds Available FY2019-2022</b>



# RGVMPO FY2023-2024 TASA Schedule of Activities

\*Target dates

Date	Milestones
March 1, 2023	RGVMPO FY2023-2024 TASA Call for Projects Opens (12 p.m.).
March 15, 2023	RGVMPO TASA Program Virtual Workshop (Microsoft Teams).
March 22, 2023	RGVMPO TASA Program Virtual Workshop (Microsoft Teams).
March 31, 2023*	Responses to TASA Workshop questions posted.
April 26, 2023	Deadline to <i>request Technical Assistance</i> (5 p.m.).
May 31, 2023	<b>Deadline to submit application/project proposals (5 p.m.).</b>
June 2023	RGVMPO & TxDOT Staff application review (may seek clarification).
July 2023	Complete applications proceed to RGVMPO BPAC Voting Members for review.
August 2, 2023	<b>Presentations to the RGVMPO Bicycle &amp; Pedestrian Advisory Committee (BPAC).</b>
August 2023	Special RGVMPO BPAC Meeting for application evaluation and project scoring.
September 14, 2023	Recommendations presented to RGVMPO Technical Advisory Committee (TAC).
September 27, 2023*	RGVMPO Transportation Policy Board (TPB) awards/programs TASA funds.



# Submit Application

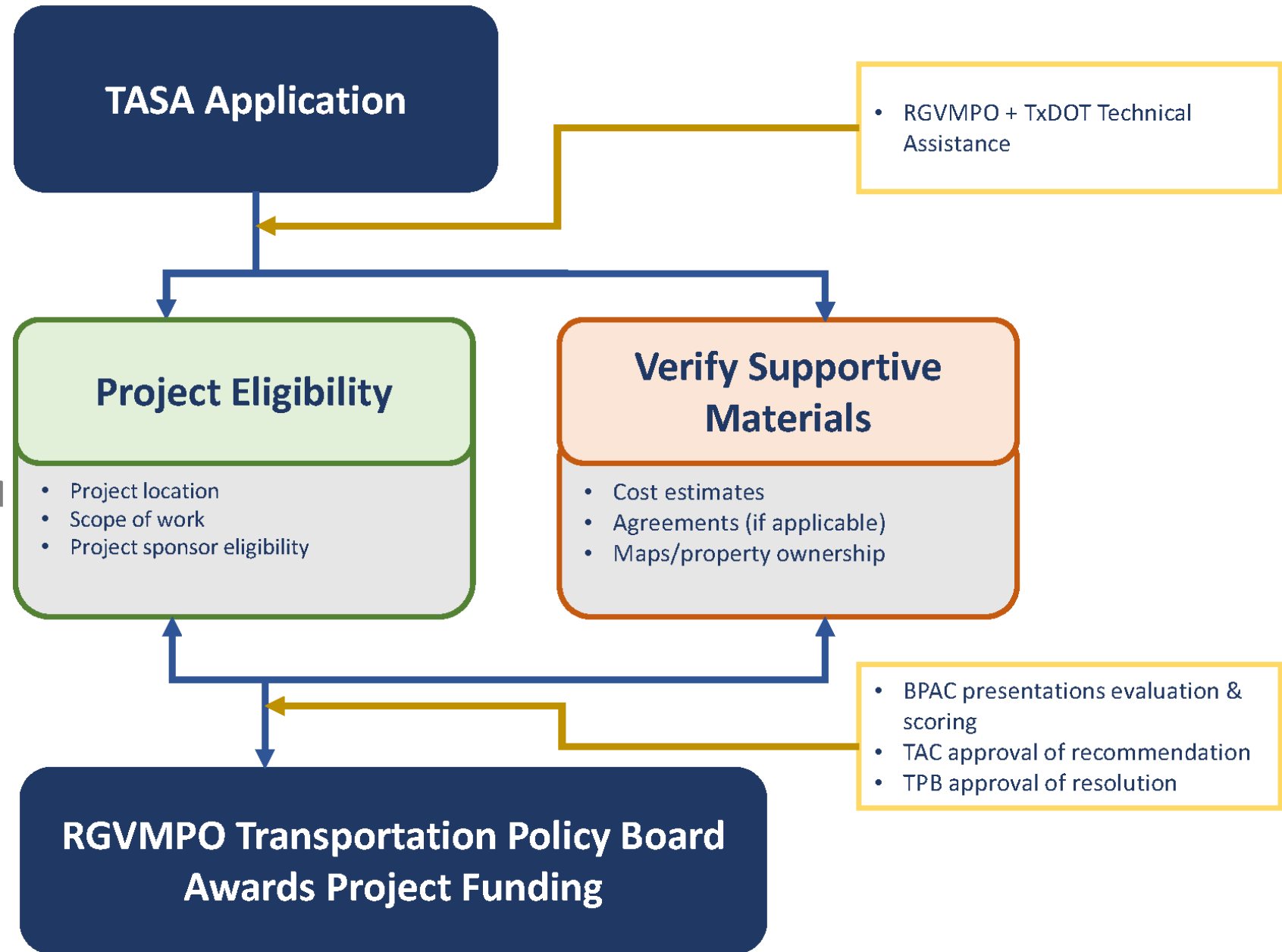
Project Sponsors submit fillable PDF application

# RGVMPO + TxDOT Review

Staff reviews submittals and may seek clarification on information or request additional documentation.

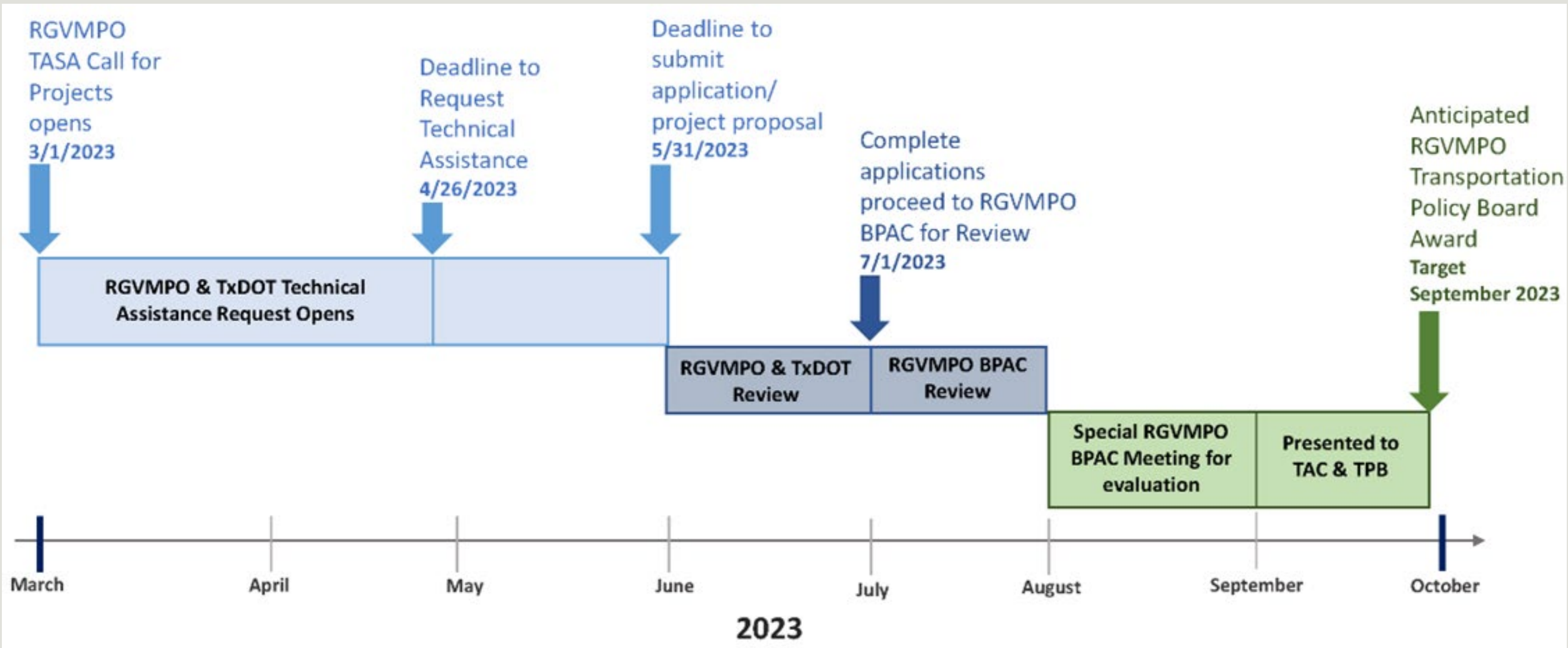
# Funding Award

Policy Board action expected Fall 2023





## • TASA CALL FOR PROJECTS TIMELINE + PROCESS •





# FY 2023-2024 RGVMPO TASA Program Call

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- A. [Summary of Funding Opportunity](#)
- B. [TASA Eligibility and Requirements](#)
- C. [Project Evaluation and Scoring Criteria](#)
- D. [Allowable Costs](#)
- E. [TASA Project Sponsor Workshop Schedule](#)
- F. [Selection of TA Projects by RGVMPO](#)  
[Transportation Policy Board](#)
- G. [Project Elimination](#)
- H. [Project Implementation](#)
- I. [Bikeway Terminology](#)
- J. [Additional Weblinks](#)
- K. [Definitions and Terminology](#)

## **TASA Program Guide**

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FY 2023-2024  
RGVMPO TASA  
Program Guide



# Eligibility and Requirements

(Pg. 4-7)

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## Eligible Project Sponsors

- A local government
- A regional transportation authority
- A transit agency
- A natural resource or public land agency
- A school district, a local education agency, or a school
- A tribal government
- A nonprofit
- Any other local or regional governmental entity with responsibility for, or oversight of, transportation or recreational trails (other than an MPO that serves a population greater 200,000 or a state agency)



# Eligibility and Requirements

(Pg. 4-7)

## Eligible Activities for *Planning* Projects:

- Feasibility studies
- Environmental assessments
- Surveying and schematics
- Detailed design plans
- ADA transition plans

## Eligible Activities for *Construction* Projects:

- Sidewalk improvements
- Bicycle infrastructure improvements
- Trails or shared use paths
- ADA upgrades
- High visibility crosswalk installations
- Curb extensions/bulb-outs
- Refuge Islands
- Infrastructure-related projects to improve safety

For additional details about the above eligible project activities, refer to 43 TAC §11.404(a)



# Eligibility and Requirements

(Pg. 4-7)

- TA funding provides 80% federal funds with a 20% minimum local match required.
- Projects selected will include the addition of a 15% TxDOT administrative fee (based on the total estimated project construction cost) for TxDOT's direct state cost associated with the department's administration and oversight of the project.
- Funds from other federal programs may be used as local funding match only when specifically authorized by federal law or regulation.
- TxDOT may in certain circumstances apply state funds to local match for projects that are on-system or fulfill ADA Transition Plan recommendations or meet eligibility requirements for Economically Disadvantaged Counties (EDC) Program funds. This will be at the discretion of the TxDOT Pharr District Office.
- TA is a reimbursement program. After a project is authorized to proceed, allowable expenses are incurred by the project sponsor and reimbursement must be requested from the department.
- If a project selected the project sponsor must provide the local funding match prior to the commencement of project activities for each phase of work as outlined in the local agreement (i.e., Advance Funding Agreement).



# Project Evaluation & Selection Criteria

(Pg. 7-10)

- May 31, 2023 Application Submittal Deadline, by end-of-day (5 PM CST).
- RGVMPO and TxDOT staff will verify the eligibility determination subject to TA Program rules based on responses from the project sponsor, the proposed construction activity, and the project location.
- **RGVMPO staff may request supplemental information, as needed, to conduct project screening.**
- Eligible project sponsors will be notified of the project's eligibility, if applicable, and asked to prepare a 10-minute presentation for the RGVMPO BPAC Meeting (Wednesday, August 2<sup>nd</sup> at 11 AM).
- Applications will be sent to RGVMPO BPAC Voting Members to begin their review prior to presentations.
- After the RGVMPO BPAC Regular Meeting in August, a Special Meeting will be held for Voting Members to complete their project evaluations and scoring. Action will be taken to approve recommendations.
- Recommendations will be taken to the RGVMPO TAC and TPB during their regular meetings in September.



# Project Evaluation & Selection Criteria

(Pg. 7-10)

Table 4: Criteria Categories Weights by Project Category

Criteria Category	Criteria Category Weights	
	Planning	Construction
Project Readiness	25%	25%
Safety Benefits	25%	25%
Equity	20%	20%
Connectivity	30%	30%
Total	100%	100%

- **PROJECT READINESS (25%):** Demonstrates the ability to advance the project to construction.
- **SAFETY BENEFITS (25%):** Demonstrates need for safety improvement(s) and appropriate safety countermeasure(s).
- **EQUITY (20%):** Enhances livability by improving active transportation access in underserved communities
- **CONNECTIVITY (30%):** Improves mode choice to destinations of interest and eliminates barriers to vulnerable road users.



# Allowable Costs

(Pg. 10-11)

- Planning activities associated with development of planning documents to assist communities develop non-motorized transportation networks.
- Preliminary engineering and design, including preparation of construction plans, specifications, and estimates (PS&E), and associated survey work.
- Environmental documentation.
- Project construction.

Amount Available	Funding Category
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# Allowable Costs

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## Non-Eligible Costs

- Environmental mitigation
- Utility adjustments
- Landscape improvements
- Acquisition of ROW and other property purchases that are not approved by TxDOT.



# Bikeway Terminology

## Shared Use Paths and Sidepaths

Can be located adjacent to roadways and physically separated from motorized vehicular traffic by a landscaped buffer or a barrier or along an independent alignment. Shared use paths are generally design for two-way travel and may also be used by pedestrians (including users of manual and motorized wheelchairs, and joggers) and other authorized motorized and non-motorized users such as skaters and eScooters. Conflict points occur between motorists and path users at intersections and driveways.



## Separated and Raised Bicycle Lanes

A bicycle lane that is physically separated from the adjacent motor vehicle traffic by vertical elements in the street buffer. They are designed to operate one-way but may also operate two-way. Vertical elements separating the bike lane from the travel lane may include continuous raised medians, flexible posts, intermittent concrete curbing, or parked vehicles. Raised bicycle lanes are distinct from the sidewalk but may be at sidewalk level.



## Bike Lane and Buffered Bike Lane

Bike lanes are one-way facilities on a roadway that typically carry bicycle traffic in the same direction as adjacent motor vehicle traffic. Bike lanes are provided for the exclusive use of bicyclists and are identified through signage, striping, or other pavement markings.

A buffered bike lane is a one-way bike lane that is separated from the adjacent motor vehicle lane or parking lane by a striped buffer area that may include chevrons, diagonal lines, or wide pavement marking stripes. When sufficient roadway width is present, or if the number of travel lanes is reduced, a buffer may be striped between a bike lane and travel lane to provide additional comfort for both bicyclists and motorists.





# Bikeway Terminology

## Bicycle Accessible Shoulder (rural)

Bike accessible shoulders are one-way facilities on a roadway that carry bicycle traffic in the same direction as adjacent motor vehicle traffic. A bike accessible shoulder is one that is at least as wide or wider than a bike lane (5-ft min) to accommodate bicyclists and paved to provide a smooth, solid surface across its width. Bike accessible shoulders are not solely for bicycle use and typically do not have bike lane markings, but they may include signage indicating the presence of bicyclists



## Shared Lane

Shared lanes (wide outside lane) are lanes that allow compatibility of operation for both motorized vehicles and bicycles. Note that although marked shared lanes are allowed in the TMUTCD for certain conditions, TxDOT as a general policy does not recommend marked shared lanes for TxDOT roadways due to the higher speed nature of TxDOT roadways as compared to local jurisdictions. Shared wide outside lanes in urbanized applications should only be used in locations with low volumes (3,000 ADT or lower) and low speeds (35 mph or less). In a rural application, shared wide outside lanes should only be used in locations with low volumes (1,000 ADT or lower) and speeds of 45 mph or less.





# Additional Weblinks

## **RGVMPO weblinks:**

RGVMPO Transportation Alternatives Set-Aside

- <https://www.rgvmpo.org/projects/active-transportation-implementation/transportation-alternatives-set-aside-program>

Active transportation Inventory Map

- <https://rgvmpo.maps.arcgis.com/apps/webappviewer/index.html?id=fa1a603b77194af39a1ca0110d6c348f>

Active Transportation Plan

- <https://rgvmpotx.prod.govaccess.org/home/showdocument?id=278>

## **TxDOT & FHWA weblinks:**

TxDOT Bicycle and Pedestrian Resource Webpage

- <https://www.txdot.gov/projects/planning/bicycle-pedestrian-planning-designing.html>

TxDOT Environmental Handbook for Public Involvement

- <http://ftp.dot.state.tx.us/pub/txdot-info/env/toolkit/760-01-gui.pdf>

Local Government Project Management Guide

- <http://ftp.dot.state.tx.us/pub/txdot/igp/procedures/guide.pdf>

TxDOT Bicycle Tourism Example Network

- [https://www.txdot.gov/apps/statewide\\_mapping/StatewidePlanningMap.html](https://www.txdot.gov/apps/statewide_mapping/StatewidePlanningMap.html)

TxDOT Bicycle and Pedestrian Count Program

- [https://www.txdot.gov/data-maps/bicycle-](https://www.txdot.gov/data-maps/bicycle-pedestrian-count-program.html)

[pedestrian-count-program.html](https://www.txdot.gov/projects/planning/bicycle-pedestrian-count-program.html)

TxDOT Roadway Design Manual

- <http://onlinemanuals.txdot.gov/txdotmanuals/rdw/rdw.pdf>

TxDOT Bicycle Accommodation Design Guidance

<https://ftp.txdot.gov/pub/txdot-info/ptn/bike-accommodation-design-guide.pdf>

FHWA TA Set-Aside Guidance

- [https://www.fhwa.dot.gov/environment/transportation\\_alternatives/guidance/](https://www.fhwa.dot.gov/environment/transportation_alternatives/guidance/)

FHWA Proven Safety Countermeasures

<https://highways.dot.gov/safety/proven-safety-countermeasures>

FHWA Complete Streets Guidance

- <https://highways.dot.gov/complete-streets>

Separated Bike Lane Planning and Design Guide (FHWA)

- [https://www.fhwa.dot.gov/environment/bicycle\\_pedestrian/publications/separated\\_bikelane\\_pdg/page00.cfm](https://www.fhwa.dot.gov/environment/bicycle_pedestrian/publications/separated_bikelane_pdg/page00.cfm)

Small Town and Rural Multimodal Networks (FHWA)

- <https://ruraldesignguide.com/>
- [https://www.fhwa.dot.gov/environment/bicycle\\_pedestrian/publications/small\\_towns/](https://www.fhwa.dot.gov/environment/bicycle_pedestrian/publications/small_towns/)

FHWA Bikeway Selection Guide

- [https://safety.fhwa.dot.gov/ped\\_bike/tools\\_solve/docs/fhwasa18077.pdf](https://safety.fhwa.dot.gov/ped_bike/tools_solve/docs/fhwasa18077.pdf)

## **Other weblinks:**

U.S. Census Data Lookup

- <https://data.census.gov/cedsci/>

Adventure Cycling Association, US Bicycle Route System (USBRS)

- <https://www.adventurecycling.org/routes-and-maps/us-bicycle-route-system/>

Safe Routes to School National Partnership

- <https://www.saferoutespartnership.org/>

National Center for Safe Routes to School

- <https://www.saferoutesinfo.org/>

AASHTO Guide for the Development of Bicycle Facilities (2012)

- <https://store.transportation.org/Item/CollectionDetail?ID=116>

Proposed Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG)

- <https://www.access-board.gov/guidelines-and-standards/streets-sidewalks/public-rights-of-way/proposed-rights-of-way-guidelines>

Texas Accessibility Information - TDLR

- <https://www.tdlr.texas.gov/>

ADA Standards for Accessible Design

- <https://www.ada.gov/law-and-regs/>



# Definitions and Terminology

(Pg. 29)c

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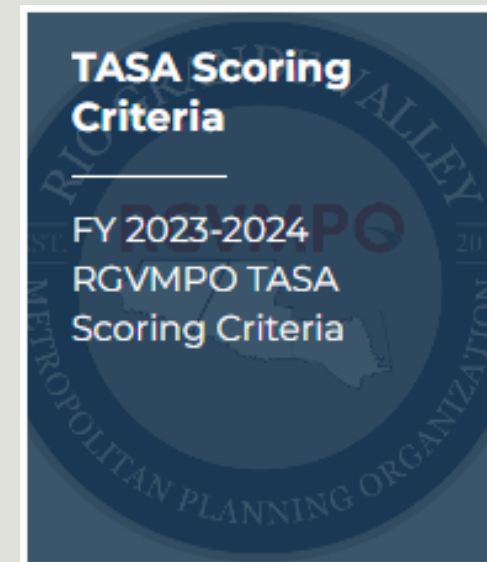
- AFA – Advance Funding Agreement
- SLOA – State Letter of Authority
- BPAC – Bicycle & Pedestrian Advisory Committee
- TxDOT – Texas Department of Transportation
- EDCP – Economically Disadvantaged Counties Program
- TAC – Technical Advisory Committee
- FHWA – Federal Highway Administration
- TPB – Transportation Policy Board
- FPAA – Federal Participation Authorization Agreement
- TIP – Transportation Improvement Program
- PS&E – Plans, Specifications, and Estimates
- TMA – Transportation Management Area



# Scoring Criteria

\*\*\* SCORING CRITERIA REVIEW \*\*\*

Criteria Category	Criteria Weights	Maximum Points
Project Readiness	25%	25
Safety Benefits	25%	25
Equity	20%	20
Connectivity	30%	30
<b>Total</b>	<b>100%</b>	<b>100</b>





# Scoring Criteria

- Criteria description and measures for construction & planning projects.

Construction & Planning Scoring Criteria			
Evaluation Criteria	Description/Factors	Evaluation Method	Evaluation Details
Project Readiness	<ul style="list-style-type: none"> <li>•Demonstrates planning/construction project funds obligating on time.</li> <li>•Demonstrates the ability to advance the project to construction immediately, if selected for funding</li> <li>•Identifies comprehensive, detailed construction/planning cost estimate.</li> <li>•Meets and/or exceeds design criteria established by UD Access Board, FHWA, AASHTO, TxDOT, and/or NACTO.</li> </ul>	Plans, Specifications, and Estimates (PS&E)	Analysis of application responses
		Environmental Documentation	Analysis of application responses
		Right-of-Way (ROW)	Analysis of application responses
		Railroad Impacts & Utility Coordination	Analysis of application responses
Safety Benefits	<ul style="list-style-type: none"> <li>•Demonstrated 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/rate	RGVMPO GIS analysis
		Proposed safety countermeasures	Analysis of application responses
		Proposed infrastructure elements	Analysis of application responses
Equity	<ul style="list-style-type: none"> <li>•Enhances livability by improving active transportation access and improves modes choice in underserved communities.</li> <li>•Provides health and environmental benefits by incorporating landscaping, sidewalk design, crossing treatments, street furniture, bike racks, or lighting to encourage pedestrian and cyclists to utilize the area.</li> <li>•New BIL requirements state the competitive process used by MPOs must prioritize project location &amp; impact in high-need areas as defined by the State, such as low-income, transit dependent, rural or other areas (23 U.S.C. 133 (h)(4)(D)).</li> </ul>	Average percent elderly	RGVMPO GIS analysis
		Average percent disabled	RGVMPO GIS analysis
		Average percent zero car household	RGVMPO GIS analysis
		Percentage living below the poverty line	RGVMPO GIS analysis
		Within a historically disadvantaged tract	RGVMPO GIS analysis
Connectivity	<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>	Implements local/regional active transportation plans.	Analysis of application responses
		Connects to existing transportation systems (Bike/Ped/Transit)	Analysis of application responses
		Connects to public buildings, schools, and parks	Analysis of application responses
		Multi-jurisdictional connections or 10+ miles in length	Analysis of application responses



# Scoring Criteria

## Project Readiness

### Construction & Planning Scoring Criteria

Evaluation Criteria	Description/Factors	Evaluation Method	Evaluation Details
Project Readiness	<ul style="list-style-type: none"> <li>• Demonstrates planning/construction project funds obligating on time.</li> <li>• Demonstrates the ability to advance the project to construction immediately, if selected for funding</li> <li>• Identifies comprehensive, detailed construction/planning cost estimate.</li> <li>• Meets and/or exceeds design criteria established by UD Access Board, FHWA, AASHTO, TxDOT, and/or NACTO.</li> </ul>	Plans, Specifications, and Estimates (PS&E)	Analysis of application responses
		Environmental Documentation	Analysis of application responses
		Right-of-Way (ROW)	Analysis of application responses
		Railroad Impacts & Utility Coordination	Analysis of application responses



# Scoring Criteria

## Safety Benefits

### Construction & Planning Scoring Criteria

Evaluation Criteria	Description/Factors	Evaluation Method	Evaluation Details
Safety Benefits	<ul style="list-style-type: none"> <li>• Demonstrated 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/rate	RGVMPO GIS analysis
		Proposed safety countermeasures	Analysis of application responses
		Proposed infrastructure elements	Analysis of application responses



# Scoring Criteria

## Equity

### Construction & Planning Scoring Criteria

Evaluation Criteria	Description/Factors	Evaluation Method	Evaluation Details
Equity	<ul style="list-style-type: none"> <li>•Enhances livability by improving active transportation access and improves modes choice in underserved communities.</li> <li>•Provides health and environmental benefits by incorporating landscaping, sidewalk design, crossing treatments, street furniture, bike racks, or lighting to encourage pedestrian and cyclists to utilize the area.</li> <li>•New BIL requirements state the competitive process used by MPOs must prioritize project location &amp; impact in high-need areas as defined by the State, such as low-income, transit dependent, rural or other areas (23 U.S.C. 133 (h)(4)(D)).</li> </ul>	Average percent elderly	RGVMPO GIS analysis
		Average percent disabled	RGVMPO GIS analysis
		Average percent zero car household	RGVMPO GIS analysis
		Percentage living below the poverty line	RGVMPO GIS analysis
		Within a historically disadvantaged tract	RGVMPO GIS analysis



# Scoring Criteria

## Connectivity

### Construction & Planning Scoring Criteria

Evaluation Criteria	Description/Factors	Evaluation Method	Evaluation Details
Connectivity	<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>	Implements local/regional active transportation plans.	Analysis of application responses
		Connects to existing transportation systems (Bike/Ped/Transit)	Analysis of application responses
		Connects to public buildings, schools, and parks	Analysis of application responses
		Multi-jurisdictional connections or 10+ miles in length	Analysis of application responses



# 3-Part Application

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## PART A

- Project Proposal = page 1
- Evaluation Questions = pages 2-3

## PART B

- Project Inform Form (PIF) = page 4      \*budget\*

## PART C

- Oversight Level Special Approval (SPA) = pages 5-8





# Part A

Project Proposal Pg: 1

## Links:

- [RGVMPO Metropolitan Area Boundary \(MAB\)](#)
- [Tutorial for creating and sharing a google map](#)

1. **Eligible Project Sponsor Category:** Please select the applicable project sponsor.

SELECT

2. **Project Type:** Please select the applicable project sponsor.  apply.

local government  
 transit agency  
 natural resource / public land agency  
 school district  
 nonprofit  
 other local/regional entity  
 historical preservation of transportation facility

Project Sponsor Name <b>Organization</b>		Date <b>Submittal</b>
Point-of-Contact Person <b>Has the authority to commit</b>		Title <b>local match amount.</b>
Phone Number <b>Direct lines only please.</b>	Email Address <b>For grant coordination.</b>	
TA Funding Request <b>Federal (80%)</b>	Local Match <b>20% (incl. DSC in budget)</b>	
Project Name <b>Simple yet descriptive. Short &amp; sweet work best for future coordination. Acronyms to use for longer names will help, or explain in narrative.</b>		
Project Description (Scope of Work) Attach location and site maps, drawings, and photographs. <i>Here's a <a href="#">tutorial for creating and sharing a google map</a> for guidance.</i>		
<ul style="list-style-type: none"> <li>• <b>Clearly and simply state what funds will be used for. The scope of work described will be used for the development of the Advance Funding Agreement.</b></li> <li>• <b>Be careful with what you're committing to deliver on. Flourishing can hurt.</b></li> <li>• <b>Attach supplemental narrative (background, benefits of project, etc.) and label.</b></li> </ul>		
Project Length <b>Miles (linear feet)</b>	Limits From <b>Street name or coordinates. Will go to MTP/TIP.</b>	Limits To

1. **Eligible Project Sponsor Category:** Please select the applicable project sponsor.

SELECT

2. **Project Type:** Please select the project type for this project. Check all that apply.

Multiuse Path or Protect Bike Lane  
 Bicycle/Pedestrian Signal or Crossing  
 Safe Routes for Non-Drivers Travel Plan Traffic Calming  
 On-Road Bicycle Improvements  
 Sidewalk  
 Historical Preservation of Transportation Facility  
 Environmental Mitigation  
 Safe Routes Promotional Activities  
 Vegetation Management  
 Removal of Outdoor Advertising  
 Bike Parking  
 Overlooks or Viewing Areas  
 Recreational Trails  
 Project is a plan/study for future construction.  
 Project will consist of construct new infrastructure and replace some existing facility.  
 Project is 100 new construction.  
 Other:



# Part A

## Evaluation Questions Pg: 2-3

**A. PROJECT READINESS:** Attach backup documentation and label first page as 'Exhibit A: Project Readiness'. If documentation is not provided it will be requested during review, prior to scoring, to verify eligibility of points.

3. Plans, Specifications, & Estimates Status

Select

4. Environmental Clearance Status

Select

5. Right of Way Status (please provide proof of property ownership or related agreements)

Select

6. Railroad & Utility Status

Select

### Options:

- 0%
- 30%
- 60%
- 90%
- 100%

Documentation to backup application response should be attached as an exhibit.

During the RGVMPO & TxDOT review period the exhibit will be reviewed to validate application response.

Questions or clarification during review will be directed to the email provided for grant coordination.



# Part A

## Evaluation Questions Pg: 2-3

### B. SAFETY:

7. Non-motorized crash count/rate **[RGVMPO GIS Analysis]**  
*RGVMPO Staff will analyze the proposed project route to determine the non-motorized crash count/rate and eligible scoring points.*
8. Proposed safety countermeasures
- Lighting
  - Signage improvements
  - Pavement marking improvements.
  - Speed management
  - Curb extensions
  - Crosswalk visibility enhancements
  - Medians and/or refuge islands Rectangular
  - Rapid Flashing Beacons (RRFB)
  - Other:
  - None
9. Proposed infrastructure elements
- Separating bicycle and pedestrians from motorized traffic (excluding side paths with more than 10 crossings/driveways per mile)
  - Safe routes for non-drivers travel plan
  - Bicycle/Pedestrian Crossing
  - On-road bicycle facilities
  - Side path with less than 10 crossings/driveways per mile
  - Traffic Calming
  - Replacement/Rehabilitation
  - Other:
  - None
10.  No Safety Improvement

### **B.7) No response required from applicant!**

RGVMPO Staff will use the information provided in the application to analyze the non-motorized crash count/rate analysis. Questions and/or results of analysis will be shared via email/POC for grant coordination.

### **B.8) Use FHWA or TxDOT resources for guidance on proven safety countermeasures.**

[FHWA Proven Safety Countermeasures](#)

### **B.9) When applicable, utilize the Program Guide's 'Bikeway Terminology' section for regional/state consistency.**

#### Recommended:

Expand on application response, provide design concepts/cross-sections and other supplemental materials with an attached and labeled exhibit. This will help reviewers when the time comes to evaluate and score applications.



# Part A

## Evaluation Questions Pg: 2-3

### C. EQUITY

*The BIL added a provision to the TA Set-Aside requiring that the competitive process used by a State or MPO include prioritization of project location and impact in high-need areas as defined by the State, such as low-income, transit-dependent, rural, or other areas (23 U.S.C. 133(h)(4)(D)).*

**11. Project Area:** Is project located in a High-Need area? (is it transit dependent, rural , low-income)

Select

Yes or No

**12. Population Impacted:** What is the potential population impacted? **[RGVMPO GIS Analysis]**

RGVMPO staff will calculate the population residing within one mile of the project scope. If the project scope is part of a connected system, that population can be included with justification from the project sponsor.

- Avg. percent elderly
- Avg. percent disables
- Avg. percent zero car household
- Percentage living below the poverty line

**13. Historically Disadvantaged Tract:** Historically disadvantage tract follows the Justice 40 initiative which includes certain qualifying census tract, tribal lands, or any territory possession of the U.S. with a poverty rate of at least 20 % as measured by the 2014-2018 5-year data series available from the American Community Survey of the Bureau of Census. Please [utilize this map](#) to answer.

Select

### Links:

- [Historically Disadvantage Tract](#)

**C.11) Request Technical Assistance by the April 26<sup>th</sup> deadline if unsure.**

**C.12) No response required from applicant!**

RGVMPO Staff will use the information provided in the application to analyze the population impacted. Questions and/or results of analysis will be shared via email/POC for grant coordination.

**C.13) Request Technical Assistance by the April 26<sup>th</sup> deadline if unsure.**



# Part A

## Evaluation Questions Pg: 2-3

### D. CONNECTIVITY

14. **Plan Consistency:** Is the project consistent with regional and local plans? Provide documentation.

- Consistent with state plans (Texas Bicycle Tourism Trails Study)
- Consistent with regional plans (County-wide; Metro-area; or District-wide).
- Consistent with local plans.
- Inconsistent with plans.

15. **Connects to existing multimodal transportation systems:** Bike/Ped/Transit stops.

- Intersects or expands on existing bicycle lanes, sharrows, trails.
- Intersects or expands on existing sidewalks, ramps, bridges.
- Proposed project is 0 to 0.5 mile to a transit stop or transfer center.
- Does not connect to existing multimodal transportation systems.

16. **Connects to public buildings, schools, and parks:**

- Proposed project is 0 to 0.5 miles from a public building (city hall, libraries, recreation centers, etc.).
- Proposed project is 0 to 0.5 miles from a school (public, charter, higher education, etc.).
- Proposed project is 0 to 0.5 miles from a park (local, state, or federal).
- Does not connect to public buildings, schools, and parks.

17. **Multi-jurisdictional connections or 10+ miles in length:**

- Connects across municipal (within city limits) *and* county jurisdictions (outside city limits).
- Connects three or more municipalities/county limits.
- Proposed project is 10 miles or more in length (spans across one city).
- Does not connect to outside city limits.

#### Recommended:

Expand on application response, provide design concepts/cross-sections and other supplemental materials with an attached and labeled exhibit. This will help reviewers when the time comes to evaluate and score applications.

D.14) Related plans can be listed and linked, with page numbers to direct reviewers to specific areas of the plan(s).

D.15) Contact appropriate transit provider for details on routes and/or bus stops. RGVMPO can assist with providing contact information.

D.16) Including visuals such as maps that highlight or color code related to public destinations will help during the review and evaluation process.

D.17) If the project is one phase or section of a larger project, it is recommended to include a narrative and/or map(s) to demonstrate the multi-jurisdictional connection.



# Part B

[Project Information Form \(PIF\) \\*budget\\* Pg: 4](#)

## Project Information Form- Part B

### Project

CSJ: Pending Funding Award

HWY: N/A

Project Limits:

County:

Functionally Classified: N/A

Project Estimate Total Amount:

Let Date: FY

Scope of Work:

Letting by: LG PROJECT SPONSOR

### Project Manager

TxDOT Project Manager (PM): TxDOT to Provide

LG PM & Contact Information:

### Sponsor

Local Government's (LGs) DUN #:

Project Sponsor:

Project Sponsor Address:

City:

County:

State:

Zip code (\*\*\*\*\*-\*\*\*\*):

Interlocal Agreement Required: select

Interlocal- Names of LGs involved:

Interlocal Agreement Executed:

Interlocal Agreement - Execution Date:

**Request Technical Assistance by the April 26<sup>th</sup> deadline if unsure.**



# Part B

## Project Information Form (PIF) \*budget\* Pg: 4

### **REQUIRED:**

Attach a budget breakdown (itemized budget) as a labeled exhibit.

Description	Funding Source	Project Cost			Reimbursement to LG
	Category 9 or Local	LOCAL GOVERNMENT'S LATEST COST ESTIMATE (3)	Let Year	Federal 80% (4)	Yes or No (5)
PS&E (Preliminary Engineering)/Survey/Geo/ Pavement Design (1)	LOCAL	\$ 20,000	FY		No
Environmental	LOCAL	\$ 5,000	FY		No
Right of Way (ROW)	SELECT	\$ 0	FY		SELECT
Utilities	SELECT	\$ 0	FY		SELECT
Construction (2)	Category 9	\$ 750,000	FY	\$ 600,000	Yes
Construction (local 100%)*	LOCAL	\$ 175,000	FY		No
Construction Engineering	Category 9	\$ 50,000	FY	\$ 40,000	SELECT
Direct State Cost (15% of total project cost):	Category 9	\$ 150,000	FY	\$ 120,000	Yes
<b>Project Total</b>		<b>\$ 1,150,000</b>			

- (1) Usually for Category 9 Planning Funded Projects. Locally Funded for Construction projects
- (2) For Category 9 Construction Funded Projects.
- (3) Please provide the total cost estimates for each phase of the project. Some of these will be \$0.
- (4) Only for the 80% Federal amount to be awarded to the project.
- (5) Only Category 9 Funds are reimbursable.

\* The Local Government is responsible for 100% of the construction costs exceeding the approved federal funding.

**Request Technical Assistance by the April 26<sup>th</sup> deadline if unsure.**



# Part C

## Oversight Level Special Approval Pg: 5-8

LG Name:	<input type="text"/>
LG Texas ID No. (TIN):	<input type="text"/>
District:	<input type="text"/>
Project Name:	<input type="text"/>

### Oversight Level Special Approval - Part C

(Local Government Agency management of project development process elements)

Local government (LG) agencies may manage elements of the project development process (environmental, right-of-way acquisition, utility relocation, design/bid document preparation, letting and award, and construction/project close-out) with written TxDOT approval. This approval is typically provided by language in the Advance Funding Agreement executed by TxDOT and the local government agency. Part A (pages 1-4) of this form is required to be completed by LG personnel.

#### Describe the following items for the proposed project or program

Project limits, type of work and any significant elements	<input type="text"/>
Preliminary estimated project costs	<input type="text"/>
Anticipated funding sources	FHWA (category 9) <input type="text"/> %    TxDOT <input type="text"/> %    Local <input type="text"/> %

LG proposes to manage the following activities for this project	To be performed by LG with its own staff?	To be performed by consultant under contract with LG?
Environmental	Select one...	Select one...
Right-of-way acquisition	Select one...	Select one...
Utility relocation	Select one...	Select one...
Design and bid document preparation	Select one...	Select one...
Letting and award	Select one...	Select one...
Construction oversight, inspection, documentation and project close-out	Select one...	Select one...
Other <input type="text"/>	Select one...	Select one...
Other <input type="text"/>	Select one...	Select one...

#### Describe LG's approach to performing the proposed management services for this project

X

**Request Technical Assistance by the April 26<sup>th</sup> deadline if unsure.**



# Part C

## Oversight Level Special Approval Pg: 5-8

In evaluating a LG request to manage elements of the project development process for projects on the State Highway System or which include TxDOT and/or FHWA funding, 43 TAC §15.52 requires TxDOT to consider six criteria. The LG is to provide information requested in Items 1 and 2 below.

### 1. Previous experience of the LG in performing the type of work proposed

Attach an audited financial statement of Local Government Agency for most recent fiscal year.

If TxDOT already has a copy of a Single Audit report or other audited financial statement for a recent year, insert the fiscal year in the box to the right (submittal of an additional audit is not required).

**\* NOT \*  
REQUIRED**

Please provide information on up to two similar, completed projects managed or performed by the LG in the past 5 years.

#### PROJECT A

Name of previously completed project			
Describe type of work			
Describe any complex items of work			
Construction cost	Estimated:		Actual:
Letting date	Scheduled:		Actual:
Contract time	Scheduled:		Actual:
LG management activities performed by LG personnel			
LG management activities performed by consultants			
Name of current LG employee contact who worked on project		Phone #	
		Email	



# Part C

Oversight Level Special Approval Pg: 5-8

## PROJECT B

Name of previously completed project			
Describe type of work			
Describe any complex items of work			
Construction cost	Estimated:		Actual:
Letting date	Scheduled:		Actual:
Contract time	Scheduled:		Actual:
LG management activities performed by LG personnel			
LG management activities performed by consultants			
Name of current LG employee contact who worked on project		Phone #	
		Email	

**2. The capability of the LG to perform the type of work proposed or to award and manage a contract for that work in a timely manner, consistent with federal, state, and Department regulations, standards, and specifications**

Please describe the LG's proposed personnel.

Name of person to serve in the position of Responsible Person in Charge	Position/ Title
---	-----------------

- a. Must be full-time employee of LG;
- b. Must be able to administer project activities (cost, time, scope, adherence to contract requirements, construction quality, etc.);
- c. Must maintain familiarity with day-to-day project operations (including project safety);
- d. Must make or participate in decisions about change orders or supplemental agreements;
- e. Must visit and review the project regularly;
- f. Must review financial processes, transactions and documentation; and
- g. Must direct his/her project staff (agency or consultant) at all stages of the project.





# Part C

## Oversight Level Special Approval Pg: 5-8



Name of person to serve as <b>Project Manager</b>		Position/ Title	
<p>a. Responsible for daily oversight of the project;</p> <p>b. Primary point of communication with TxDOT for day-to-day matters;</p> <p>c. May be same person as Responsible Person in Charge; and</p> <p>d. May be local government employee or consultant.</p>			
Project Manager's previous experience on projects of similar type, complexity and cost			
Project Manager's previous experience on TxDOT and/or FHWA-funded projects			



Name of person to serve in the position of Qualified Person		Position/ Title	
<p>a. Must have completed TxDOT-required LGPP training prior to execution of AFA;</p> <p>b. May be same person as Responsible Person in Charge or Project Manager; and</p> <p>c. May be LG employee or consultant.</p>			
Qualified Person's previous experience on projects of similar type, complexity and cost			
Qualified Person's previous experience on TxDOT and/or FHWA-funded projects			

Information submitted by:

\_\_\_\_\_

LG representative signature

\_\_\_\_\_

Date

\_\_\_\_\_

LG representative printed name

\_\_\_\_\_

LG representative title



# Local Government Project Procedures

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- Once your project has been awarded...
  - What are the program requirements you will need to meet?
  - What laws and regulations will be followed?
  - What are some resources to help you through this process?



# Local Government Project Procedures

**Local Government Projects Program**



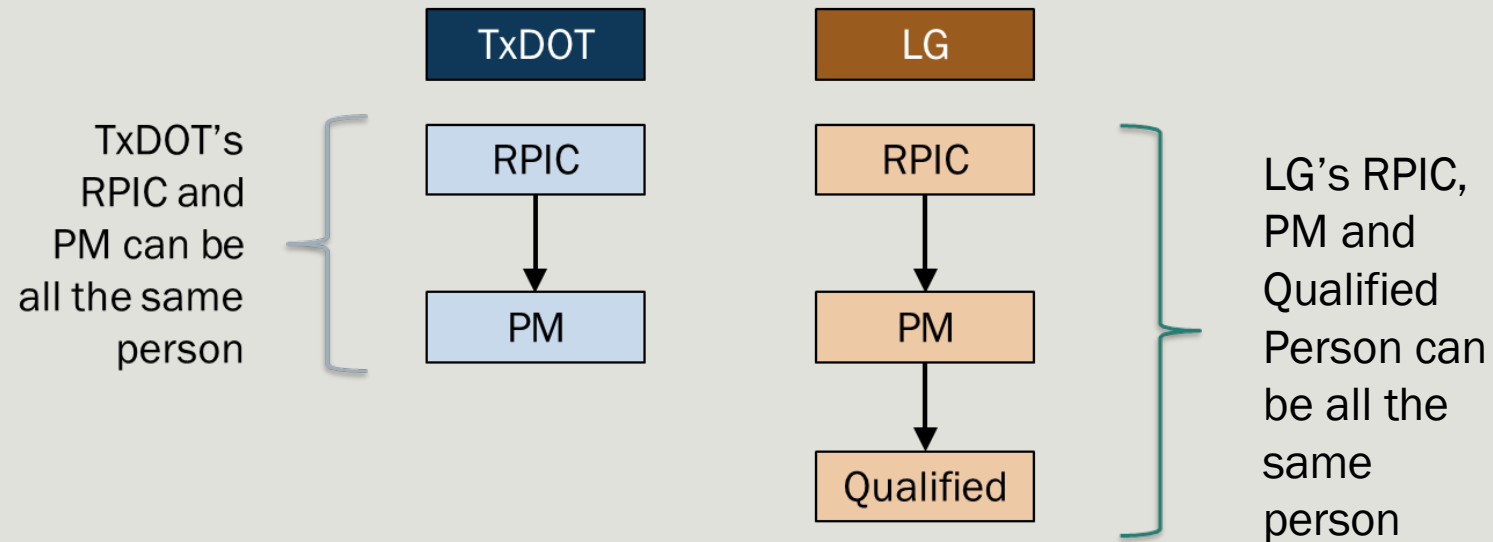
## Applicable Laws/Regulations

- Texas Administrative Code
  - Title 23 – Transportation
- Texas Constitution and Statutes
  - Texas Local Government Code
    - Title 2 – Organization of Municipal Government
    - Title 3 – Organization of County Government
  - Texas Transportation Code
    - Title 8 – Roadway Programs
- U.S. Code
  - Title 23 – Highways
  - Title 49 – Transportation
- Code of Federal Regulations
  - 23 CFR – Highways
  - 49 CFR – Transportation



# Local Government Project Procedures

## Required Project Management Structure



- *RPIC = Responsible Person in Charge*
- *PM = Project Manager*
- *Qualified = Qualified Person*



# Local Government Project Procedures

Responsible Person In Charge (RPIC)

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All local entities are required to have an individual qualified by TxDOT in Local Government Project Procedures assigned to each project being performed through an Advanced Funding Agreement. Through its Local Government Project Procedures Qualification Program, TxDOT offers a course that trains and qualifies individuals to work on these projects. Anyone working directly on or overseeing local government projects, including senior managers, project managers, consultants, and local government employees, is encouraged to complete this training. TxDOT requires all "qualified" persons to successfully complete the LGPP qualification course at least once every three years.



# TxDOT Required LGP 101 Course:

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TxDOT requires all "qualified" persons to successfully complete the LGPP qualification course prior to execution of AFA.

- Local Government Projects Frequently Used Forms & Documents

<https://ftp.txdot.gov/pub/txdot/lgp/frequently-used.pdf>

- Training & Qualification

<https://www.txdot.gov/business/resources/lgp/training-and-qualification.html>

- Training Catalog (All session availability information & Enrollment Form)

<https://www.txdot.gov/business/resources/training/training-catalog.html#?view=list&currentPage=1&courseId=LGP101&searchCourseTitle=lgp101&searchCourseCode=&sessionFilter=all>



# Local Government Project Procedures

## Advanced Funding Agreements

### LGP Development & Delivery checklist

- TxDOT will provide.

Local Government Project Development & Delivery Checklist							
Project CS#:			Project Info:				
Local Government:			TxDOT District:				
Item	Description	Not Applicable	Plans or Project Manual Page No.	Task Completion Verified By LG (insert name below):	LG Date Verified	Task Completion Verified By TxDOT (insert name below):	TxDOT Date Verified
<b>2</b>	<b>Project Initiation</b>						
2.2.4	<b>LG Project Oversight</b>						
1	Oversight Level Special Approval, Part A is completed by LG and provided to TxDOT.						
2	Oversight Level Special Approval, Part B is completed by TxDOT, including confirmation of the LG's most recent Overall Risk Score and date.						
2.3.3	<b>Responsible Person in Charge (RPIC)</b>						
1	Documentation of District RPIC assignment.						
2	Documentation of LG RPIC assignment.						
2.3.4	<b>Qualified Person</b>						
1	Documentation of LG Qualified person.						
2.3.5	<b>Initial Project Coordination</b>						
1	Documentation of Initial Project Meeting - minutes and roster.						
2	Appropriate project designation and agency information in TxDOTCONNECT resources tab.						
2.4	<b>Advance Funding Agreement (AFA)</b>						
1	LG DUNS # and Zip Code +4 provided to TxDOT district.						
2	District verifies DUNS # and forwards DUNS # and Zip Code +4 to FIN-LM.						
3	AFA map of project matches PS&E layout.						
4	Project budget and description matches TxDOT finance information (TxDOTCONNECT).						
5	Engineering design guidelines for geometrics are specified (e.g. AASHTO, TxDOT, ADAAG, etc.).						
6	Clear statement of project development responsibilities between TxDOT and LG (ROW mapping and acquisition, utility relocation, environmental, design, construction).						
7	Statement of applicability of LGPP and need for "Qualified Person."						
8	Statement of latest allowable letting date (if responsibility of LG) or risk of having funding withdrawn.						
9	Statement of milestones LG must accomplish including dates to allow project to be added to TxDOT's 24-month						
10	On MPO agreements, statement that CMAQ funds (if applicable) may be withdrawn if not committed to project that advances within a specified year.						
11	Document signed and dated by appropriate signing authority for LG and TxDOT.						
12	Statement indicating if there is any retainage withheld from LG on interim reimbursements.						
13	All amendments to AFA meet above requirements.						
2.5	<b>State Letter of Authority (SLOA)</b>						
1	SLOA for PE on file prior to commencing work.						
2	If federal aid, FPAA on file prior to commencing work.						
2.6	<b>Project Accounting</b>						
1	Appropriate invoicing frequency from LG.						
2	Appropriate review and approval of invoicing.						
<b>3</b>	<b>Non-Construction Projects</b>						
3.2	<b>Professional Services Procurement</b>						
1	TxDOT pre-approval of LG written procurement process.						
a.	Preparation of Scope (size & complexity of project).						
b.	Evaluation factors for ranking/selection of consultant.						
c.	Use of selection committee, if any, and details regarding evaluation and selection.						



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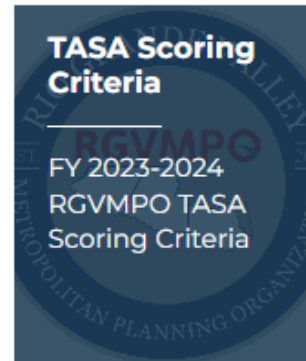
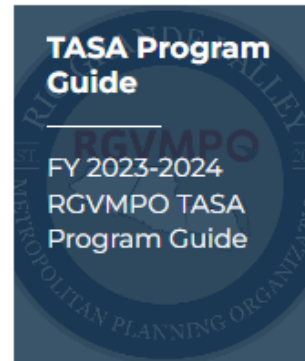
***Next Workshop Meeting***  
***• March 22, 2023 @ 1:30 PM •***

# Transportation Alternatives Set-Aside Program

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## The RGVMPPO is currently opening the FY 2023-2024 Transportation Alternatives Set-Aside (TASA) Program Call

In consultation with the Texas Department of Transportation (TxDOT), the RGVMPPO is responsible for selecting projects for TA funding, through a competitive process (23 U.S.C. 133(h)(4)(C)). A competitive process should allow project sponsors to understand the project selection evaluation criteria and how projects will be evaluated.



Email comments, feedback, or questions to Eva L. Garcia, Planner III: BikePed Program Coordinator, at [egarcia@rgvmpo.org](mailto:egarcia@rgvmpo.org), and Melany Rodriguez, GIS Specialist/Planner I, at [mrodriguez@rgvmpo.org](mailto:mrodriguez@rgvmpo.org).

### Transportation Alternative Set-Aside Workshops

- [Meeting #1 \(3.15.23\) at 1:30PM - 3PM](#)
- [Meeting #2 \(3.22.23\) at 1:30PM - 3PM](#)