



North Central Texas  
Council of Governments

## 2025 TRANSPORTATION ALTERNATIVES CALL FOR PROJECTS FOR NORTH CENTRAL TEXAS REGION

# SAFE ROUTES TO SCHOOL APPLICATION PLANNING



Project Sponsor: \_\_\_\_\_

Project Title: \_\_\_\_\_

**Applications due: January 17, 2025 by 5:00PM**

**IMPORTANT:** Federal Bipartisan Infrastructure Law (BIL) funds has very specific requirements for grants management along with detailed reporting. If you are unfamiliar with Federal regulations and grant requirements, or have not received federal funds administered by TxDOT in the past, please review the documents associated with this Call for Projects to determine if your agency is willing, and has the institutional capacity, to comply with the required terms and conditions.

**Applications must be received by 5:00 pm, Central Standard Time, on Friday, January 17, 2025.**

The North Central Texas Council of Governments (NCTCOG) must have the submitted application “in hand” at the NCTCOG offices by the January 17, 2025 application deadline. A postmark by the established deadline does not constitute an on-time application. In addition, supplemental information, other than administrative clarifications, will not be accepted after the application deadline. Applications failing to include any of the requested documentation may be considered incomplete and will be evaluated based on the information provided.

Applications submittals must consist of one (1) original hard copy (including attachments) and one (1) electronic copy of all files on a USB drive.

Application packages should be mailed or hand-delivered to:

Mail:

North Central Texas Council of Governments  
Transportation Department  
Attn: Shawn Conrad  
P.O. Box 5888  
Arlington, Texas 76005-5888

Physical location:

North Central Texas Council of Governments  
Transportation Department  
Attn: Shawn Conrad  
616 Six Flags Drive  
Arlington, Texas 76011

The information in this application is public record. Therefore, applicants should not include information regarded as confidential.

1. **Project Title:** \_\_\_\_\_

2. **Name of Project Sponsor:** \_\_\_\_\_

**3. Type of Sponsor**

- Local Government
- School District, Local Education Agency, or School
- Regional Transportation Authority
- Transit Agency
- Natural Resource or public land agency
- Tribal Government
- Nonprofit entity
- Other local or regional government entity with responsibility for oversight of transportation or recreational trails

**4. Contact Information**

Provide the name and contact information for the representative of the Project Sponsor familiar with the project and authorized to answer questions.

Contact Person Name: \_\_\_\_\_

Title: \_\_\_\_\_ Department: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: Texas

Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**5. Project Location**

- a. Geographic area(s) in which Safe Routes to School (SRTS) Plans will be developed (ex: city, school district, neighborhoods, etc.). Include a map showing the schools included and the overall planning area as **Attachment A**.
- b. Schools served: List the name and address of the schools for which SRTS plans will be developed. (Limited to 300 characters, including spaces.)

## **6. Project Description**

Describe existing conditions and provide a clear description of the project purpose, location, project elements, and the scope of work. Vague descriptions may result in lower evaluation scores and lower ranking. The description should be consistent with the project map and the itemized costs listed in ***“Attachment (D) – Project Budget Summary.”*** (limited to 2,000 characters including spaces).

## **7. Problem Identification and Project Objective/Solution**

- a.** Describe the existing conditions of the project site and any problem(s) to be addressed through the development of SRTS plans. Include a description of the obstacles (physical or perceived) to walking or bicycling to school and current hazards facing children who walk or bicycle to the schools. (limited to 1,500 characters including spaces)

- b. Include documentation (e.g., photos of safety issues, crash reports, health data, maps, etc.) that provides evidence of the identified problem in **“Attachment (A) – Project Maps and Exhibits.”**

## 8. Potential to Increase Walking and Bicycling

- a. Total school enrollment for all schools: \_\_\_\_\_
- b. Percentage of students in total school enrollment that live within two miles of school:  
\_\_\_\_\_

*Possible data sources: school principal, school district administrator or transportation department.*

## 9. Equity

Percent of students that are economically disadvantaged in the area containing all schools for which plans will be developed: \_\_\_\_

Data Source: TEA School Report Cards ([https://rptsrv1.tea.texas.gov/perfreport/src/src\\_srch.html](https://rptsrv1.tea.texas.gov/perfreport/src/src_srch.html))

## 10. Plan Elements

- a. Which of the following elements related to existing conditions/current issues assessment will the SRTS plans for each school include? Select all that apply.  
*\*Parent survey and student travel tally template forms can be accessed from the [saferoutesinfo.org](http://saferoutesinfo.org) SRTS Guide website at [http://guide.saferoutesinfo.org/evaluation/ways\\_to\\_collect\\_information.cfm](http://guide.saferoutesinfo.org/evaluation/ways_to_collect_information.cfm)*
  - Background and history about school neighborhood
  - School demographics summary
  - Existing infrastructure review of elements including but not limited to school zones, crossing guards, signage, and roadway crossings
  - Summary of arrival and dismissal procedures resulting from onsite observations
  - Parent survey to identify issues related to students walking/biking to school
  - Student travel tally for assessment of current student travel modes
  - Pedestrian safety audit of the surrounding neighborhood assessing existing infrastructure and identifying primary walking routes for students
  - Stakeholder/neighborhood outreach
- b. What data will be collected to review existing conditions around each school?
  - Crash data
  - Traffic volumes
  - Speed data
  - Traffic circulation patterns
  - Other

- c.** Will the plans include a list of the issues identified through the existing condition review and data collection?
- Yes
  - No
- d.** Will the plans use maps with labels to visualize the existing barriers to safely walking and biking to/from school?
- Yes
  - No
- e.** Will the plans contain recommendations to address the issues identified, including mapping of the type and location of improvements needed?
- Yes
  - No
- f.** Check below the types of infrastructure for which you will develop Engineering recommendations that will be included as part of the plan:
- Sidewalks
  - Crosswalks
  - Curb ramps
  - Crossing Safety Improvements (median pedestrian refuge island, curb extensions, etc.)
  - Pedestrian improvements (lighting, landscaping, etc.)
  - Pedestrian or bicycle signalization
  - On-street bicycle facilities (bike lanes, shared lane markings, etc.)
  - Shared-use path/trail
  - Bicycle parking
  - Traffic calming
  - Signage and wayfinding for pedestrians and bicyclists
  - Other: \_\_\_\_\_
- g.** Check below the types of programmatic recommendations that will be developed and included as part of the plan:
- Safety education for pedestrians
  - Safety education for motorists
  - Safety education for parents
  - Enforcement to address distracted driving
  - Enforcement to address illegal parking
  - Enforcement to address speeding in school zones
  - Encouragement for students to walk and bike to school
  - Encouragement for parents to allow or assist their children walking or biking to school
- h.** Will the plans include an outreach effort for gathering stakeholder/community member input?
- Yes
  - No

i. Which of the following six Es of SRTS will your plans address? Note: it is recommended that each plan addresses all six Es.

- Engineering (Infrastructure)
- Education
- Encouragement
- Enforcement
- Equity
- Evaluation

j. Funding

- Will the plans include opinions of probable construction cost for implementation of recommendations that are developed through the planning process?
  - Yes
  - No
- Will the plans include recommendations for funding strategies for implementation?
  - Yes
  - No

k. Other

In the box below, please list any additional elements proposed to be included in the SRTS plans which are not listed above. (limited to 300 characters including spaces)

**11. Planning Process:**

- a. Describe the proposed process for developing the SRTS plans such as how data will be collected, how issues will be identified, how public engagement will be conducted, and how stakeholders/community will be informed of the results. (limited to 750 characters, including spaces)

b. Coordination with relevant cities, schools, and ISDs

- i. Has any coordination with relevant cities, schools, and/or ISDs already been established to date regarding SRTS planning?
  - Yes
  - No
- ii. Are the relevant cities, schools, and/or ISDs supportive of the proposed SRTS plans?
  - Yes
  - No
- iii. Is there a plan for the relevant cities, schools, and/or ISDs to coordinate with each other during and after the proposed SRTS plans completion? If so, please describe. (limited to 500 characters, including spaces)

- iv. A letter of support from the ISD superintendent (or, if the project is primarily benefiting a private school, a top school system administrator) must be included in the application package for each school for which a plan will be developed. Label attachment as “**Attachment (B) – Community Support**” for printed copies and electronic copies included in the USB drive.

Is a letter of support from the ISD superintendent or top school system administrator for each school for which plans will be developed included in “**Attachment (B) – Community Support**” of this application?

- Yes
- No

- v. A letter of support from the school principal or designee of each school for which plans will be developed must be included in the application package for each school for which a plan will be developed. Label attachment as “**Attachment (B) – Community Support**”

Is a letter of support from the school principal or designee of each school for which plans will be developed included in “**Attachment (B) – Community Support**” of this application?

- Yes
- No



- vi. You may **optionally** provide up to five additional letters of support. Include them in “**Attachment (B) – Community Support.**” Are additional letters of support provided?
  - Yes
  - No
- c. Describe any existing or recent activities that demonstrate the school or community’s commitment to encouraging walking and bicycling, including when they occurred (e.g., Walk to School Days, Walking School Buses, Safety Programs, etc.). (Limited to 500 characters, including spaces)
  
- d. Plan adoption: include a statement affirming that the planning document resulting from the award of Transportation Alternative funding will be adopted by the Governing Body of the Local Government by resolution, ordinance, or commissioners court. Label as “**Attachment (F) - Plan Adoption.**”

## 12. Schedule and Budget

- a. Project Schedule. Complete and attach the Project Schedule for all application submittals. For additional information on completing the project schedule, refer to the Application Guide.  
Has the Project Schedule been completed?
  - Yes **[Required]**
  - No

Label as “**Attachment (C) – Project Schedule**” for printed copies and electronic copies included on the USB drive.

- b. Project Budget Summary. Complete and attach the Project Budget Summary for the project.
  - Check here if the Project Budget Summary has been completed **[Required]**

Partial funding may be offered to applicants to fully maximize funding awards. If partial funding is available, will your agency accept the funding?

- Yes
- No

Label as “**Attachment (D) – Project Budget Summary**” for printed copies and electronic copies included on the USB drive.

### **13. Funding Commitment**

Supporting documentation signed by an individual with signature authority is required to confirm the availability of the local match contribution if TA Set-Aside funds are awarded. The letter or resolution of funding commitment should identify the funding source of the local match (i.e., cash or TDCs). a template is available for download on the **Call for Projects Webpage**.

Label the supporting documentation as “***Attachment (E) – Funding Commitment***” for printed copies and electronic copies included on the USB drive.

#### 14. Project Commitment

By submitting an application, the Project Sponsor confirms each of the following items; otherwise, the application will be deemed incomplete.

**[Required]**

The Project Sponsor commits that the reported planning timeline is realistic, and

- The Project Sponsor commits that if this project is selected for funding, an agreement with TxDOT will be executed within one year of project selection (by May 2028). It is the responsibility of the Project Sponsor to contact TxDOT District staff to begin the process of developing an agreement, and
- The Project Sponsor commits that if this study is selected for funding the project will advance to planning within three years (or less) of the funding award by the RTC or the funding may be reprogrammed, and
- The Project Sponsor commits that if this project is selected for funding the project will be implemented as approved by the Regional Transportation Council and as included in the project agreement with TxDOT, and
- The Project Sponsor agrees the planning document will be adopted by the Governing Body of the Local Government, and
- The Project Sponsor acknowledges Transportation Alternatives is not a grant and the funds are provided on a cost reimbursement basis.

The Application form must be signed by a representative of the Project Sponsor that has signature authority.

Signature \_\_\_\_\_ **To sign please click fill & sign**

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

NCTCOG reserves the right to award partial funding based on project-specific factors.

**Ranking by Project Sponsor**

There is no limitation for the number of applications that may be submitted by an eligible project sponsor. However, Project Sponsors submitting more than one application must rank the projects by priority.

Priority Ranking of this Project: #\_\_\_\_ out of #\_\_\_\_ (total number of all project applications submitted by the Project Sponsor for this Call for Projects)

**FINAL SUBMISSION DUE DATE FOR ALL DOCUMENTATION**  
**Friday, January 17, 2025, by 5:00 pm CST**

## Safe Routes to School Application Submittal Checklist

Check all that apply and are included in the application package (both hard copy and USB drive). Items noted as **[Required]** must be checked and included with the application, or the application will be deemed incomplete and not scored. Label each attachment according to the list below.

- One (1) signed original Application (including all attachments) **[Required]**
- Electronic copy of application and all attachments on a USB drive **[Required]**
- PDF of the Application Form and all attachments in folders labeled according to the submittal checklist
- Microsoft Excel file of the Project Schedule
- Microsoft Excel file of the Project Budget Summary and itemized cost sheets
  
- Attachment (A) – Project Maps and Exhibits [Required]**
- Project Location Map (show the location of the schools for which plans will be developed)
- Materials such as the project site plan, maps, pictures, exhibits, data, diagrams, etc. to supplement the project description, explain existing conditions, or demonstrate project need (if applicable)
- Attachment (B) – Community Support [Required]**
  - Letter of Support from School District Superintendent **[Required]**
  - Letter of Support from School Principal **[Required]**
  - Additional Letters of Support (if applicable)
- Attachment (C) – Project Schedule [Required]**
- Attachment (D) – Project Budget Summary [Required]**
- Attachment (E) – Funding Commitment [Required]**
- Attachment (F) – Plan Adoption [Required]**