

## Project Sponsor

Organization  
Point of Contact  
Title  
Address  
Phone  
Email

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## Responsible Person

Name  
Title  
Address  
Address 2  
City  
ZIP Code  
ZIP+4  
Email  
Phone  
Fax

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## Project Information

Is this application requesting additional funding for an existing TA funded project with the same beginning and ending termini?

- Yes
- No

Provide UPC of existing TA project

If funding is awarded, do you want to administer the resulting TA project? The alternative is for VDOT to administer the project on your behalf.

- Yes; Provide name of the VDOT staff member that offered concurrence in your request for VDOT to administer this project
- No

Project Title

Short Description

Identify Primary Qualifying Category

- Facilities for Bicycles and Pedestrians
- Systems for non-drivers to access daily needs. This includes installation of curb ramps, crosswalks, pedestrian refuge / medians and flashing beacons in a systematic approach
- Conversion of abandoned railroad corridors for use as trails (Rails-to-Trails)

- Turnouts, overlooks and viewing areas. Project must have logical termini; this category cannot be used to create a destination / terminus
- Restoration or rehabilitation of an historic transportation structure
- Vegetation management in transportation rights of way
- Environmental Mitigation - storm water management and pollution prevention
- Environmental Mitigation - prevention of wildlife mortality
- Archeological Activities relating to impacts of a transportation project
- Billboard Removal, control and inventory
- Safe Routes to School (SRTS) - Infrastructure project
- Safe Routes to School (SRTS) - NON-Infrastructure project. This category is for non-construction projects that support the SRTS program
- Boulevards from divided highways - requires prior VDOT approval

## Project Details

*If you selected Facilities for Bicycles and Pedestrians; Systems for non-drivers to access daily needs. This includes installation of curb ramps, crosswalks, pedestrian refuge / medians and flashing beacons in a systematic approach; Conversion of abandoned railroad corridors for use as trails (Rails-to-Trails); OR Safe Routes to School (SRTS) - Infrastructure project*

What type of facility is proposed? Choose primary function:

- Sidewalk (pedestrian only)
- Shared Use Path
- Bicycle Accommodation
- Grade Separated Facility
- Safety/ Accessibility

Identify permanent safety improvements included in budget

- Crosswalks
- Pedestrian signals / beacons
- Pedestrian lighting
- Protective barrier

Approximate Project Length (L.F.)

What is the planned surface material?

- Concrete
- Asphalt
- Brick Paver
- Pervious Paver
- Compacted Aggregate
- Other
- NA

Is the proposed facility?

- New where none currently exists
- New but a similar facility exists on the other side of the road
- Rehabilitating an existing facility
- Project includes segments of both

Do the proposed termini (start / end locations) provide independent utility? This means that if no further funding or construction were performed, the proposed segment would be able to “stand alone” and benefit the community in a safe and meaningful way?

Will both ends / termini of this segment physically connect to an existing bicycle and / or pedestrian facility as part of this construction phase? This would include providing access or connection by crosswalk to an existing facility located on adjacent curb – i.e. across the street. Make sure all connections are clearly identified on the project sketch.

- Yes
- One end/terminus will connect to an existing facility
- No
- NA

Is there is evidence that the proposed location is a well-traveled route for non-drivers? If yes, provide an explanation below explaining what leads you to this conclusion.

- Yes
- No
- N/A

***If you selected Turnouts, overlooks and viewing areas:***

It is understood that the proposed overlook/viewing area is an amenity to an existing transportation facility, and is not being constructed in order to provide an eligible terminus for a trail or other pedestrian / bicycle facility. The proposed project will – select primary goal:

- Construct a new facility
- Rehabilitate an existing facility
- Expand capacity at an existing facility
- Install ADA access to a facility where none existed

Proposed facility will/is located on:

- VDOT maintained roadway or trail
- Locally maintained roadway or trail
- Federally maintained roadway or trail
- Other

Proposed facility will / is located on a designated Scenic Byway?

- Yes
- No

Proposed facility will include the following amenities:

- Parking
- Interpretive / Educational Markers
- Scenic / Historic Views
- Informational Kiosk / Location Map
- Shelters and / or picnic tables
- ADA access / experience
- None of the above

The following safety features are included in the project budget:

- Lighting

- Gates
- Emergency Call Box
- Guardrail / Railing
- Directional Signage / Pavement Striping

If located along a roadway, the proposed site has been evaluated for safe ingress / egress including the existence of adequate sight distance:

- Yes
- No
- N/A

Funding for future upkeep and maintenance will be provided by:

- Local Sources
- State Sources
- Federal Sources
- Unknown at this time

***If you selected Restoration or rehabilitation of an historic transportation structure:***

What type of transportation structure is proposed to be restored / rehabilitated:

- Train station / depot
- Bridge / Road Trace
- Lighthouse
- Ferry Terminal
- Canal including locks and / or tow path
- Railroad Office / Administration or other building
- Bus Station
- Toll Facility
- Other

Is structure currently on or eligible for the National Registry?

- Yes
- No
- Unknown

Is the structure located within a state / nationally designated historic district?

- Yes
- No

The structure must have a planned public use to justify the investment of federal funds – select the most accurate

- Tourist Attraction (includes museum)
- Welcome / Visitor Center
- Community / Meeting Space
- Local Government Operating Space
- Unknown at this time

If it is anticipated that part of the space will be used for-profit / retail space – note that this space will not be eligible for reimbursement – provide an approximate percentage of the structure to be used in this manner. If this is not planned, respond “Not Applicable”.

What is the proposed staffing plan?

- Local Government (paid staff)
- Local Organization (paid staff)
- Local Volunteers
- Combination of the above
- Unknown at this time
- Not applicable

What is the identified funding source for operating / maintenance costs?

- Local Government
- Local Organization (donations, fundraising, etc.)
- Trust / Stipend / Gift
- Unknown at this time

Planned hours of operation:

- Full-time
- Part-time
- Weekends Only
- Seasonal
- Unknown at this time
- Not applicable

Do you have a business or economic development plan?

- Yes
- No

Will this construction phase result in securing an occupancy permit (i.e. this will complete construction)?

- Yes
- No

Has a structural evaluation been made on the facility by a licensed professional engineer?

- Yes
- No

Has a hazardous materials investigation been performed on the structure?

- Yes
- No
- N/A

Have anticipated costs for mitigating any findings resulting from the hazardous materials investigation been included in the attached cost estimate?

- Yes
- No
- N/A

***If you selected Vegetation management in transportation rights of way; Environmental Mitigation - storm water management and pollution prevention; Environmental Mitigation -***

***prevention of wildlife mortality; Archeological Activities relating to impacts of a transportation project; Billboard Removal, control and inventory:***

Describe specifically how the proposed improvement will mitigate the negative impacts of the transportation system. Maximum 5,000 characters provided, if additional space is needed, please include additional narrative as an attachment (Mitigation Impacts)

The identified activity is intended to support eligible transportation projects as identified in Title 23 of the Federal Code of Regulations. The proposed TA project is an amenity for what type of transportation facility?

- Roadway
- Bridge
- Roundabout
- Trail

The proposed eligible transportation project will be administered by:

- Locality
- VDOT
- Federal Agency
- Other State Agency

Have appropriate analysis / studies been conducted to conclude that the proposed improvement would successfully mitigate the negative impacts of the transportation network?

- Yes
- No
- N/A

Identify what agencies have been coordinated with to identify the appropriate mitigation action to be taken:

- VDOT
- Department of Environmental Quality
- Department of Historic Resources
- Department of Game and Inland Fisheries
- US Forestry Service
- Other

If mitigating water pollution; identify the body of water currently being polluted by highway run-off. If this is not the case, respond "Not Applicable".

Will the proposed TA funded improvements be included in the construction plans (or have they been included) thereby alleviating the need for additional coordination and schedule impacts?

- Yes
- No
- N/A

Current Status of the eligible transportation project:

Select option

- The federal TA funding being applied for cannot replace programmed funding sources. What amount of funding has already been secured for the proposed TA mitigation improvements?
- Less than 30%

- Between 30 – 50%
- Greater than 50%

***If you selected Safe Routes to School (SRTS) - NON-Infrastructure project:***

Program Sponsor Organization

School Division

Program Title

Program Director

Provide a short description of the program

Federal TA Funding Requested

Federal TA Request

Local Match Requirement

Third Party Donations

Cash

The anticipated third-party donations plus cash match must equal the total Local Match amount required

Need for funding, select all that apply

- Local Coordinator Salary - Full Time Position
- Local Coordinator Salary - Part Time Position
- Bicycles
- Incentives / Merchandise
- Training / Training Materials
- Administrative / Office Support
- Other

If you are requesting funds for a local coordinator position, please describe the role that the person will have in your SRTS program. Include his or her role in each of the planned activities as well as how they will contribute to the sustainability of your program

If you are using funding to purchase items to support your SRTS program, list the specific items to be purchased

Provide additional information regarding the budget by answering the following questions:

How will your purchases support the program and encourage students to walk and bike to school?

How will your budget items support the Safe Routes to School mission?

How much of your budget will directly support students

Program Details

Provide the names of the schools this program serves, whether the school is designated Title 1, and the number of students in each school. Attach supporting documentation if the list is extensive.

Do you have more than 20 schools to enter?

- Yes

- No

What top five safety issues are identified in your Program Dashboard?

- Issue 1
- Issue 2
- Issue 3
- Issue 4
- Issue 5

Describe the barriers – infrastructure and non-infrastructure - that currently prevent kids from walking / biking safely to school.

Which of the barriers described above will this program address and how? In particular, how will this program improve the safety of the route(s) to school and encourage more children to walk or bike?

Describe any efforts that the school or community is currently involved in to encourage kids to walk or bike to school. This would include any efforts that fit into the five Virginia Safe Routes to School building Blocks: Equitable and Sustainable Program, Safe Streets, Welcoming Campuses, Safe Behaviors and a Supportive Culture as well as any policies the school has that promote or discourage walking or biking to school

How will this program support or enhance the efforts identified in the prior question?

List the activities that will be included in your SRTS program as identified in your Program Dashboard.

What actions will be taken to ensure that low income, and students with disabilities, can fully participate in these activities?

#### Current Travel Modes

Estimate for all students and use aggregate totals for 3 or more participating schools:

- Walk # of Student(s)
- Bike # of Student(s)
- School Bus # of Student(s)
- Family Vehicle # of Student(s)
- Carpool # of Student(s)
- Public Transit # of Student(s)
- Other # of Student(s)
- Total

Source:

Date/Month (MM-YYYY)

Was a Student Travel Tally conducted to confirm these estimates?

- Yes
- No

#### Current Travel Distance

Provide map if available – Estimate for all students and use aggregate totals for 3 or more participating schools:

- Less than 1/2 mile # of Student(s)



- 1/2 to 1 mile # of Student(s)
- 1 to 2 miles # of Student(s)
- Over 2 miles # of Student(s)
- Total

Source:

Date/Month (MM-YYYY)

Was a SRTS Parent Survey conducted by the school to Identify barriers to walking and biking to school?

- Yes
- No

## Location Details

Start Location

End Location

Utilize the mapping tool to provide a map of the project area.

## Areas Served

Based on project area, the geographic information below will auto-populate.

**Districts Served**

**MPOs Served**

**PDCs Served**

**Jurisdictions Served**

**Functional Classifications**

**Transportation Management Areas**

## Phase Estimate and Schedule

Please provide project phase schedule and cost estimate information based on guidance. Please indicate the project phases and funding amounts by phase for the candidate project. Phases typically include: Preliminary Engineering (PE), Right of Way (RW) and Construction (CN). Cost estimates by phase should be as realistic as possible – considering known information and should account for possible risk and contingencies. VDOT staff will assist applicants in the development of cost estimates by phase and Identifying the estimated VDOT oversight costs.

Phase Milestone: PE (Survey, Environmental, Design)

Phase Status

- Not Needed
- Not Started
- Underway
- Complete

If status other than “Not Needed” is selected, enter the following:

- Base Estimate

- Risks/Contingency/Unknowns (%/\$)
- Start Date

Phase Milestone: RW (Right of Way and Easement Acquisition, Utility Relocation)

Phase Status

- Not Needed
- Not Started
- Underway
- Complete

If status other than “Not Needed” is selected, enter the following:

- Base Estimate
- Risks/Contingency/Unknowns (%/\$)
- Start Date

Phase Milestone: CN (Construction, Oversight, Contingencies)

Phase Status

- Not Needed
- Not Started
- Underway
- Complete

If status other than “Not Needed” is selected, enter the following:

- Base Estimate
- Risks/Contingency/Unknowns (%/\$)
- Start Date
- End Date
- CEI (%/\$)

Total Cost Estimate (auto-calculated)

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## Funding Strategy

The TA program allows reimbursement of up to a maximum 80% of the federally eligible project costs. A current detailed cost estimate is required as an attachment to this application. Note that the below funding amounts should be based on the Total Project Cost including inflation as reflected above. When entering amounts above, note that the Base Phase Estimates should match those provided on the attached cost estimate.

Total Federal TA Funding

Total Local Match Requirement (auto-calculated)

Other Local Funding

Other Non-Local Funding

Total Project Cost (auto-calculated; may not align with auto-calculated Total Cost Estimate)

If the project is not fully funded, provide an explanation of the proposed funding strategy for full funding.

### Identify amount of federal TA funding being requested on THIS application

Federal TA Funding Request

Local Match Requirement

Prior Federal TA Awards

Local Match Required (auto-calculated)

Third-party donations (non-cash) can be applied as in-kind match if determined to be eligible project costs. These donations can be used to fulfill all or part of the 20% Local Match requirement. To qualify as match, the donations must be true donations (not paid for by the Applicant) and cannot be provided by the Applicant (recipient) or VDOT (pass-through).

Do you plan to use third-party donations other than cash, to meet all or part of the 20% local match requirement?

- Yes
- No

If third party donations are planned, the Third Party Contribution Plan must be completed and attached as part of FULL-application.

What is the plan for funding cost overruns that occur during project development?

- Fund with local sources
- Apply for additional VDOT funding sources
- Request funding assistance/ transfer from VDOT
- Combination of above
- Cannot afford overruns

If this project is awarded federal funding, the Local Match funding – at least for PE phase – will be available for use

- Within six months of CTB award
- 6-12 months from CTB award

- 12+ months from CTB award; Please explain reason for delay and provide approximate date of availability.

## Readiness to Proceed

What public participation activities have taken place for the proposed project? (Check all that apply)

- Formal public hearing
- Public / Community charrette
- Letters have been sent to all adjacent property owners
- Organization maintains a project website and / or newsletter
- Public input meetings held allowing attendees to comment

The following preliminary work has been completed to date or is currently underway. (Check all that apply)

- Feasibility/Location Study
- Coordination with VDOT staff
- Economic Development Study
- Traffic / Safety Study
- Structural Evaluation
- Hazardous Materials Investigation
- Soil Studies
- Hydraulic Studies
- Archeological Study
- None of the above

The following conceptual design work has been accomplished; producing the following: (Check all that apply)

- Conceptual drawings / site plan
- 30% Construction plans
- Cost estimate
- Master plan

Construction plans have been started?

- Yes
- No

If yes, Construction plan completion percentage?

Plans have been reviewed by VDOT staff?

- Yes
- No

It is strongly recommended that VDOT have an opportunity to review the proposed project details prior to submission of a pre-application. The following have been discussed with VDOT District staff regarding the proposed project. (Check all that apply)

- Scope of work
- Proposed termini (beginning and ending points)
- Possible environmental concerns / mitigation
- Right of Way needs

- ADA challenges
- Safety concerns
- No coordination has taken place

Who within VDOT District has participated in coordination and / or project discussions?

Specifically, has VDOT District staff had an opportunity to evaluate the proposed cost estimate?

- Yes
- No

Comments were received and included in the attached estimate?

- Yes
- No

Who within VDOT District evaluated the proposed cost estimate?

Final design will be (or has been) completed by:

- In-house staff
- Existing on-call
- Consultant firm procured specifically for this project
- Consultant firm yet to be procured

If using an existing consultant firm, was the firm hired in accordance with federal procurement guidelines (Brooks Act)?

- Yes
- No
- Unknown
- N/A

Site visit has been conducted? (Check all that apply)

- Not at this time
- Organization's design / engineering staff participated
- Consultant design firm participated
- VDOT District staff participated
- Site visit conducted within past six (6) months
- Organization has conducted multiple site visits for this project
- Data / measurements were collected while on site
- Potential Right of Way needs were identified
- Utilities identified (above and / or below ground)
- Obstructions present that will require relocation - guardrail, mailboxes, mature trees, hydrants, etc.

If utilities were identified, it is anticipated that there may be conflicts with the proposed construction and relocation will be required: (Check all that apply)

- In-plan (underground)
- Out of plan (above ground)
- Not applicable

If overhead utilities were identified within the proposed project area, how many poles do you anticipate having to relocate?

Are the anticipated relocation and / or utility coordination costs included in the Right of Way phase cost estimate?

- Yes
- No
- N/A

The following areas will require additional investigation based on the site visit: (Check all that apply)

- Drainage / Hydraulics
- Soils / Geological
- Right of Way needs
- Utilities (underground)
- Utilities (overhead)
- ADA accessibility
- Coordination with State Historic Preservation Officer (SHPO)
- Environmental Mitigation / Wetlands
- Safety Analysis
- Other

If yes to any of the above, have the anticipated costs and time to evaluate been included in the estimate and schedule?

- Yes
- No
- N/A

The inability to secure Right of Way can cause cancellation or significant construction delays. What is the current status of Right of Way on this project – select the most accurate statement:

- RW needs are unknown at this time
- The necessary RW is secured and recorded
- RW has been secured with the exception of temporary CN easements
- Anticipate RW needs but no formal evaluation performed
- RW has been formally evaluated and anticipated needs identified

Has Right of Way been evaluated by certified Right of Way specialist:

- Yes
- No
- N/A

If yes, provide name and credentials of individual performing evaluation.

Will the project encroach on or cross railroad property?

- Yes
- No

If yes, is there an agreement / written approval from the railroad included with this application:

## **Purpose and Need**

Is this project – identified by name – currently included in the local Capital Improvement Plan (CIP)?

- Yes; attach supportive evidence

- No

Is this project – identified by name – currently included in a local or regional Bicycle/Pedestrian Plan?

- Yes; attach supportive evidence
- No

What primary need is this project addressing and/or improving? (Check all that apply)

- Safety improvement for non-motorized transportation
- Fills critical gap in the existing transportation network
- Expands recreational/exercise/health opportunities
- Provides economic, community and/or tourism benefit

Is supportive documentation demonstrating the above need attached to this application? This may include safety/crash data, new connections clearly identified on a sketch, excerpts from the business plan, etc.

- Yes
- No

As a transportation related facility, this project primarily:

- Provides pedestrian/bicycle facilities for commuters to work/business/activity centers including connections to mass transit
- Provides non-motorized recreational facilities for health and exercise benefits
- Provides pedestrian/bicycle facilities for neighborhood connections to schools, shopping, and other daily needs; project sketch should identify these destinations
- Provides access to historic and/or scenic viewing areas
- Preserves local transportation history

Primary source of anticipated users for this facility; who will be using this facility?

- Surrounding residential neighborhoods/community
- Visitors to the area/tourism
- Commuters to work opportunities
- Schools along the route

Is documentation available to support the above conclusion including any data/study/analysis performed?

- Yes; attach supporting documentation
- No

This project will improve access to traditionally underserved communities

- Yes
- No
- N/A

Is there mapping data or other organized data available to support this response?

- Yes; attach supporting documentation
- No

Is this project identified by name in a regional trail plan?

- Yes; include excerpt of trail plan that specifically addresses this trail and states whether or not the specified segment is considered a priority
- No

This project constructs a new segment/phase of an existing regional trail system

- Yes; identify regional trail system being extended
- No
- N/A

Does this project go beyond extending, and actually construct a trail segment that will physically connect two or more trail systems?

- Yes; identify by name the two trails being connected by this project
- No
- N/A

## Projects Located in TMA

Describe how the project is consistent with the MPO's current long range transportation plan (LRTP). (2000 character maximum)

Describe how the project fits within local adopted master plans and specific goals of local and/or state government agencies and other organizations. Describe how the project originates from planning work conducted in the jurisdiction. Note if the project is included in any planning documents and how it supports the local land use plan. (2000 character maximum)

Describe how the project makes the region's transportation facilities safer and less intimidating for pedestrians, bicyclists, and other non-drivers. (2000 character maximum)

Describe how this project enhances transportation facilities for those with special needs, pursuant to Americans with Disabilities Act (ADA) requirements. (2000 character maximum)

Describe all public participation activities to date on the proposed project and what has been done to obtain public and community support. Please also describe any project coordination with other jurisdictions or agencies. (2000 character maximum)

### For Projects in the National Capital Region:

If your project is in the National Capital Region, please answer the following additional questions:

As a regional policy, the TPB seeks to promote the development of Transportation Alternatives in Regional Activity Centers. Is any portion of the project located within a Regional Activity Center?

- Yes
- No

Is this project located within  $\frac{3}{4}$  miles of a Metrorail (existing or under construction) or commuter rail station?

- Yes
- No



## Stations

Describe how the project creates linkages for users to transit and/or employment, as well as how the project fills a gap in the existing non-automobile transportation infrastructure.

## Status of Existing Projects

Identify project status and activities completed to date for the project / phase that is currently requesting funds. Check all activities that have been completed on this project / phase and provide additional details of the progress made utilizing the text boxes available for each activity.

### Project Initiation

Initial Project Agreement fully executed

- Yes
- No

Details (2000 character maximum)

Kick-off meeting with VDOT

- Yes
- No

Details (2000 character maximum)

### Environmental

Environmental (NEPA) document initiated

- Yes
- No

Details (2000 character maximum)

VDOT performing environmental coordination

- Yes
- No

Details (2000 character maximum)

Preliminary plans have been submitted to DHR for review

- Yes
- No

Details (2000 character maximum)

Environmental document complete and no adverse effect (Or MOA executed)

- Yes
- No

Details (2000 character maximum)

### Preliminary Engineering for current phase in development

RFP for design services developed

- Yes
- No

Details (2000 character maximum)

Design underway

- Yes
- No

Details (2000 character maximum)

50% Plans submitted for VDOT review

- Yes
- No

Details (2000 character maximum)

90/100% Plans submitted for VDOT review

- Yes
- No

Details (2000 character maximum)

Final plans and bid document submitted to VDOT

- Yes
- No

Details (2000 character maximum)

### **Right of Way**

No property or easements required

- Yes
- No

Details (2000 character maximum)

R/W plans/ survey complete

- Yes
- No

Details (2000 character maximum)

Appraisal(s) complete

- Yes
- No

Details (2000 character maximum)

All required property acquired/secured

- Yes

- No

Details (2000 character maximum)

R/W certification complete

- Yes
- No

Details (2000 character maximum)

### **Project Resources**

Additional funding is available to complete project if this request is not fully funded – no additional TA funding will be requested.

- Yes
- No

Details (2000 character maximum)

Additional TA funding will be requested if this request is not fully funded.

- Yes
- No

Details (2000 character maximum)

Provide any additional information that might help establish the progress made to date. (This may include fundraising, public meetings/charettes, significant donations, or other milestones met. (2000 character maximum)