

ADOT

**Transportation
Alternatives
Program
Guidebook**

July 2023



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Definitions and Acronyms

ADOT Project Development Administration (PDA) Fees – ADOT PDA fees are an eligible TA Program expense and do not constitute an added Project Sponsor cost above the federally required local match. The purpose of PDA fees is to cover ADOT administrative costs associated with implementing the project through such activities as project management, coordination, and environmental document review,

Bipartisan Infrastructure Legislation (BIL) – Current Surface Transportation Authorization Act, provides the basis for FHWA programs and activities through September 30, 2026. It is also referred to as the Infrastructure Investment and Jobs Act (IIJA).

Council of Governments (COG) – A COG is a regional body with voluntary membership that provides a forum for regional transportation planning, collaboration, and decision making in regions comprising several counties with a total contiguously urbanized population of less than 50,000. COGs work with ADOT and other partners to facilitate cross-agency regional transportation discussions and develop transportation plans and programs for their regions as outlined in the JPA and the Work Program (WP). Arizona has four COGs. COGs are the primary communications channel between ADOT and the rural local governments. Tribal governments coordinate with ADOT through ADOT’s tribal planning coordinators. Greater Arizona’s COGs are listed below:

- [Central Arizona Governments \(CAG\)](#)
- [Northern Arizona Council of Governments \(NACOG\)](#)
- [Southeastern Arizona Governments Organization \(SEAGO\)](#)
- [Western Arizona Council of Governments \(WACOG\)](#)

[Click here to see a state map with all MPO and COG Regions](#) and [here to see a list of MPO and COG contacts](#)

Eligible Costs – costs directly associated with the planning, design, and construction of the project, including necessary safety items. Other items unavoidably required for the primary purpose of the project, which is to improve the efficiency and safety of travel, may be considered part of the eligible costs. These items may include utility relocation, sidewalks, ADA ramps and safety features.

Eligible Entities – Entities eligible for the TA Program include local governments, Tribal Governments, regional transportation authorities, transit agencies, natural resource agencies, public land agencies, school districts, schools, local education agencies, and non-profit organizations who partner with an eligible public entity who sponsors the project on the behalf of the non-profit organization.

Federal Highway Administration (FHWA) – A division of the US Department of Transportation specializing in highway transportation.

Greater Arizona – ADOT defines Greater Arizona as areas of the State that are outside of the Maricopa Association of Governments (MAG) and Pima Association of Governments (PAG) MPO planning boundary areas.

Infrastructure Investment and Jobs Act (IIJA) – Federal Legislation that regulates the TA Program. It is also referred to as the Bipartisan Infrastructure Law (BIL).

Intergovernmental agreement (IGA) – IGAs are legally binding documents between the state and government agencies that define the obligations of all parties involved in a project; they must be executed before federal funding authorization is obtained.

Joint Project Agreement (JPA) – Agreements between the state and nongovernment agencies are JPAs.

Metropolitan Planning Organization (MPO) – An MPO is a governmental entity required in urban areas with a population of 50,000 persons or more. The MPO is charged with providing a comprehensive regional transportation planning process for the designated planning area. MPOs work with ADOT and other partner agencies to develop federal- and state-required transportation plans and programs for their regions. An MPO ensures federal spending on transportation occurs through a comprehensive, continuous, and cooperative (3-C) planning process. Greater Arizona’s MPOs are listed below:

- [Central Yavapai Metropolitan Planning Organization \(CYMPO\)](#)
- [Flagstaff Metropolitan Planning Organization \(FMPO\)](#)
- [Lake Havasu Metropolitan Planning Organization \(LHMPO\)](#)
- [Sun Corridor Metropolitan Planning Organization \(SCMPO\)](#)
- [Sierra Vista Metropolitan Planning Organization \(SVMPO\)](#)
- [Yuma Metropolitan Planning Organization \(YMPO\)](#)
- [Bullhead City Metropolitan Planning Organization \(Pending\)](#)

[Click here to see a state map with all MPO and COG Regions](#) and [here to see a list of MPO and COG contacts](#)

Project Sponsor – the Arizona local public agency, MPO, tribe, or non-profit (via an eligible public partner) with which ADOT will enter an IGA for the TA Program project.

Recreational Trails Program (RTP) – RTP is a FHWA program that funds the development and maintenance of recreational trails and trail-related facilities for both non-motorized and motorized recreational trail uses (e.g., hiking, bicycling, in-line skating, equestrian use, cross-country skiing, snowmobiling, off-road motorcycling, all-terrain vehicle riding, four-wheel driving, or using other off-road motorized vehicles).

Safe Routes to School (SRTS) – SRTS programs aim to make it safer for students to walk and bike to school, and encourage active transportation where safety is not a barrier.

Surface Transportation Block Grant (STBG) Program – a category of funding under the federal aid highway program. Provides flexible funding that may be used by States and localities for projects to preserve and improve the conditions and performance on any Federal-aid highway, bridge and tunnel projects on any public road, pedestrian and bicycle infrastructure, and transit capital projects, including intercity bus terminals.

Stakeholder(s) - An individual or group that has an interest in any decision or activity of the TA Program.

Statewide Transportation Improvement Plan (STIP) – a federal, fiscally constrained, required document that provides the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) a listing of all projects that are candidates for federal-aid or regionally significant projects that are using federal-aid.

Transportation Improvement Program (TIP) – a federal, fiscally constrained, required document (49 U.S.C. § 5303 (j)) for all metropolitan planning organizations (MPOs), and statutorily required for COGs. The TIP, also known as a short-range plan, lists all transportation projects in an MPO's metropolitan planning area and COG region that seek federal transportation funding within at least a four-year horizon.

Tribal Transportation Improvement Program (TTIP) a federal, fiscally constrained, required document administered through the Bureau of Indian Affairs and approved by FHWA.

Transportation Alternatives Program (TA Program) - The Transportation Alternatives (TA) Set-Aside from the Surface Transportation Block Grant (STBG) Program provides funding for a variety of generally smaller-scale transportation projects.

Tribal Government - Tribal Governments are sovereign governments that operate apart from state or federal governments. The Tribal Governments are federally recognized by the U.S. government as a formal nation, and each relates to the U.S. as a separate and independent nation. **See Appendix C for a summary of considerations specific to Tribal Governments and [see a map of Tribal Governments in Arizona compared to MPO and COG boundaries here.](#)**

Document Purpose

This document is a resource for stakeholders and entities that are interested in understanding and/or applying for funding through the Arizona Department of Transportation (ADOT) Transportation Alternatives Program (TA Program).

Program Overview

What is the Transportation Alternatives Program?

Under the Bipartisan Infrastructure Law (BIL)'s Surface Transportation Block Grant (STBG) Program, the Transportation Alternatives (TA) Set-Aside provides funding for projects that help States build a variety of generally smaller-scale alternative transportation projects that achieve safer, connected, and equitable on-and off-road networks for all users.

[Click here for FHWA's TA Program Guidance](#)

What types of projects are eligible for TA Program funding?



Pedestrian and
bicycle facilities



Safe routes to school
projects



Construction of
turnouts, overlooks,
and viewing areas



Environmental
mitigation related to
stormwater and
habitat connectivity



Recreational trails



Vulnerable road user
safety assessments



Historic preservation
and vegetation
management

See Appendix A
for an additional
list of eligible
project types.

What types of activities are eligible for TA Program funding?



**Planning
/ Scoping**



Design



Construction



**Educational
Programming**

TA Program funding may be used for planning / scoping, design, construction, and some types of educational programming. ADOT is committed to supporting the ability for communities to apply for TA Program funding. Making TA Program funding available for planning / scoping projects can help turn ideas into projects. After completing the planning / scoping phase of a project, Project Sponsors are encouraged to apply for design funding to help advance the project towards construction.

What makes a project eligible for TA Program funding?

1. It must be an eligible project and contain only eligible expenses in accordance with the [TA Set-Aside Implementation Guidance as Revised by the BIL \(see page 21\)](#).
2. The project must be located outside of the Maricopa Association of Governments (MAG) and Pima Association of Governments (PAG) MPO planning boundary areas. MAG and PAG administer their own competitive TA Programs. For Tribal Governments with boundaries that fall both within and outside of the MAG and PAG MPO planning area boundaries, only projects outside of the MAG or PAG boundary would be eligible for ADOT's TA Program. **See Appendix C.**
3. Meet minimum screening requirements to ensure the project's scope, schedule and budget are reasonably developed to warrant further evaluation. All eligible entities must submit a letter of support from an MPO/COG as part of the screening requirement. For Tribal Governments, they are encouraged to coordinate with MPOs/COGs, but the required letter of support will come from the route or facility owner. If the Tribal Government sponsored project is on a tribal route or facility, the Tribal Government project sponsor will submit a self-certifying letter that the project has no external jurisdictional impacts.
4. Include the required local match in accordance with the federal sliding scale rule for Arizona. According to FHWA Notice 4540.12, most local or Tribal Government projects in Arizona are eligible for funding at 94.3 percent maximum federal share and 5.7 percent minimum local match, with some exceptions. Tribal Governments can use funds under 23 U.S.C. 202 or 23 U.S.C. 203 to pay the non-Federal share of the cost of any project that is funded under title 23, or under chapter 53 of title 49, U.S.C., that provides access to or within Federal or tribal land.
5. Include ADOT Project Development Administration (PDA) fees, which are an eligible project cost. Once assigned, the ADOT Project Manager will help determine the PDA fee amount depending on the type of project.
6. Have no need for a right-of-way acquisition phase or have right-of-way acquisitions complete prior to applying to the TA program, in accordance with [federal acquisition processes](#). This does not include temporary construction easements or other construction access required to construct the project.

Who is eligible for TA Program funding?

Under the BIL (23 U.S.C. 133 (h) (4) (A)), entities eligible for the TA Program include:

- Local governments,
- Tribal governments,
- Regional transportation authorities,
- Transit agencies,
- Natural resource or public land agencies (federal, state, local, or tribal),
- School districts, local education agencies, or schools,
- MPOs that serve an urbanized area with a population of 200,000 or fewer,
- Nonprofit entities are eligible but must partner with an eligible public entity who will sponsor the project on the behalf of the non-profit organization,
- Any other local or regional governmental entity with responsibility for or oversight of transportation or recreational trails (other than a metropolitan planning organization that serves an urbanized area with a population of over 200,000 or a State agency) that the State determines to be eligible, and
- A State, at the request of an eligible entity.

Who Selects TA Program Projects?

There are several groups that are involved in the project prioritization, recommendation, selection, and award process. ADOT staff review the screening applications to ensure that the projects meet minimum federal requirements and can successfully progress through the federal-aid process. Projects that pass the screening step will advance to the evaluation step. Evaluation applications are reviewed by the TA Program Technical Advisory Committee (TAC), which is comprised of representatives from across Greater Arizona. The TAC provides judgment-based scoring input that helps generate a prioritized project list. This prioritized list is compared with the effective amount of available TA Program funding. Projects above the available funding threshold become the TAC's recommended list of TA Program projects. The TAC's recommended projects are sent to the State Transportation Board for consideration, selection, and project awards.

What is the TA Program process?

Figure 1 on the following page provides a high-level overview of the TA Program process and a 2023 cycle timeline. This timeline reflects the first TA Program cycle and may not be representative of future cycles. Additional details for each process action item are provided in the proceeding sections. Tribal Governments are encouraged to also review **Appendix C** for unique considerations related to the TA Program.

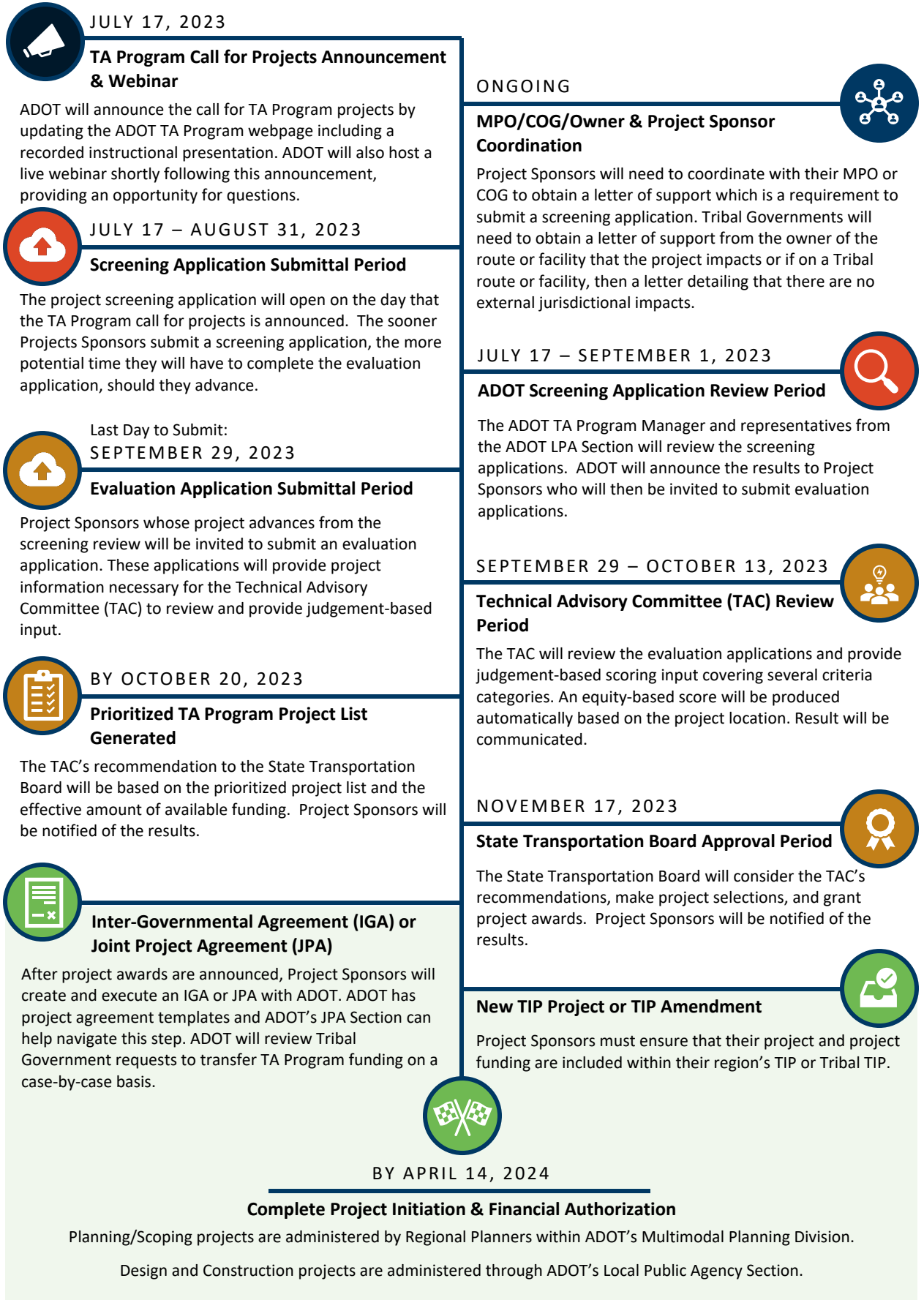
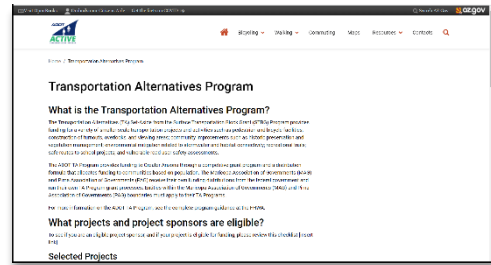


Figure 1: TA Program Process, 2023 Cycle

Call for Projects

ADOT is committed to a transparent TA Program process, ensuring that stakeholders understand what they need to do and when they need to do it is critical to achieving transparency. It will also be important for prospective Project Sponsors to understand the application process and how projects are assessed. [For the most up-to-date information please see ADOT's TA Program website.](#)



The following sections detail the TA Program process and highlights available resources:



Communications and Outreach

Communications

The TA Program involves working with a large, statewide group of stakeholders. Keeping these stakeholders informed is critical to building a transparent TA Program process. During the call for projects, ADOT will conduct the following external communication actions to help position prospective Project Sponsors for success:

- Prepare a list of TA Program stakeholder contacts who should receive e-mail notifications and correspondence.
- The Call for Projects launch will include but is not limited to:
 - Publishing the updated ADOT TA Program webpage with a pre-recorded instructional presentation,
 - Announcing and conducting at least one informational webinar,
 - Sending out a press release, posting on ADOT social media platforms, and notifying stakeholders and potential project sponsors via e-mail, and
 - ADOT will need assistance with spreading awareness through all available channels. MPOs, COGs, and Tribal Governments can help by sharing and posting social media content to their own platforms regarding the call for projects.
- Include the screening application link on its webpage and include it in notifications to MPOs, COGs, Tribal Governments, and its stakeholder outreach contact list.

- Notify project sponsors, MPOs and COGs, of the screening review results. Project Sponsors whose project(s) advance will be invited to submit evaluation applications.
- Provide support to the TAC who will review and provide judgement-based scoring input.
- Communicate the results of the evaluation review and submit a recommended prioritized project list based on the effective amount of available funding to the State Transportation Board approval process.
- Communicate the results of the approval process and notify Project Sponsors that they can begin developing project agreements, TIP amendments, and start the project initiation process.



Application Coordination, Support, and Submissions

TA Program Project Coordination

Project Sponsors will need to coordinate with their respective MPOs and COGs to review potential projects for TA Program submittal. MPOs and COGs are knowledgeable of ADOT’s screening and evaluation criteria and can help determine whether a project is qualified and developed enough to be worth submitting to a competitive process. If a project is not yet ready for submission, the MPO or COG can provide advice on action steps to further develop the project so that it may be more competitive during the next TA Program cycle. **An MPO or COG letter of support is required to submit a screening application. For Tribal Governments, they are encouraged to coordinate with MPOs/COGs, but the required letter of support will come from the route/facility owner. If the Tribal Government sponsored project is on a tribal route or facility, the Tribal Government project sponsor can submit a self-certifying letter that the project has no external jurisdictional coordination impacts.**

Project Development Support

ADOT does not have the capacity to provide special project development support resources. However, the TA Program can provide funding to a project planning/scoping phase to help ensure communities with fewer resources are able to start new projects. ADOT PDA fees are also an eligible expense to further reduce the number and type of hurdles that potential Project Sponsors may encounter. ADOT PDA fees cover the administrative costs associated with implementing the project such as project management, coordination, and environmental document review. Currently, the presumptive typical amount is a minimum of \$10,000 but this can vary by project type. For example, if a Project Sponsor submits a programming project, an appropriate PDA fee cost will be determined by the assigned ADOT Project Manager and would likely be much lower than \$10,000.

Application Submission

Application Process

The application process has two steps, a screening step, and an evaluation step. There are several benefits to this two-step process. If your project ultimately receives an award, it can advance more quickly and easily through the project initiation process. The screening step can save some

effort for Project Sponsors whose projects do not advance by not having to navigate the full process to be informed of the result.

If your project does not advance past the screening step, there are still options to see your project through. For example, if you submitted a design project but did not have enough information to produce an accurate cost estimate, you may want to consider submitting a planning/scoping project instead. It is better to make sure your project is well developed, because by federal requirement this is a competitive program.

Submission Format

Applicants will submit the project screening application via an online application portal available on ADOT's TA Program webpage. For projects that advance to the evaluation step, Project Sponsors will receive an e-mail that includes a link to access the online evaluation application portal.



Project Screening

Project Screening Application

Project Sponsors will be asked for the following information on the TA Program project screening application. The complete project screening application can be viewed in **Appendix A – Project Screening Application**.

Project Sponsor Information

Project Sponsors will be asked to identify their eligible entity type. If the Project Sponsor is not an MPO or COG, the Project Sponsor must include a letter of support from the MPO or COG corresponding to the project area. If the Project Sponsor is an MPO or COG, they will need to submit a letter of support from the route or facility owner. Tribal Governments are encouraged to coordinate with MPOs/COGs, but the required letter of support will come from the route or facility owner. If the Tribal Government sponsored project is on a tribal route or facility, the Tribal Government Project Sponsor can submit a self-certifying letter that the project has no external jurisdictional coordination impacts. MPOs and COGs are knowledgeable of the project screening and evaluation criteria used to assess projects. While not a guarantee, the MPO or COG review can help ensure that project applications meet the minimum screening criteria and have a better chance competing.

Applicant Information

Project sponsors will need to identify a contact person at their organization and provide their job title, phone number, and email address.

General Project Details

Project sponsors will be asked to provide the project title, project scope description, purpose and need explanation, and project location. Project sponsors will also be asked to identify the project type(s), **see Appendix A** for a list of typical eligible project types.

Project Schedule

Develop and upload a realistic project schedule that contains the anticipated program year for the project and anticipated years for design and construction if relevant.

Project Cost

Project Sponsors will need to enter the TA Funding Request (USD) and their Local Match (USD), both of which will be used to calculate the total project cost. Project Sponsors will also need to identify the organizations that will be providing the local match (if applicable).

Lastly, project sponsors must upload a Project Budget. Project sponsors are encouraged to use ADOT's [Cost Estimate Tool](#) for guidance.

Project Screening Review

ADOT staff will review the screening applications. As noted previously, this review ensures that the project will be ready for implementation and meets federal funding timeline constraints.



Project Evaluation

Project Evaluation Application

For projects that advance past the screening step, Project Sponsors will need to provide the following information in the project evaluation application. To save time, applicable information previously entered through the screening step will automatically transition to the evaluation step. The complete project evaluation application can be viewed in **Appendix B – Project Evaluation Application**.

Community Support

Support letters from local or community groups, other regional organizations, and/or state agencies are encouraged and will be accepted as part of the application package. Evidence of public involvement, such as informational brochures, public meeting minutes, or newspaper articles are not required, but support the application. **Please combine all supporting documents into ONE PDF and upload.**

Equity

The equity criteria will be automatically calculated based on the project location identified during the screening step. Two components comprise the project's equity assessment including the median household income of the project's travel shed and disadvantage indicator's based on the federal government's [Climate and Economic Justice Screening Tool](#).

Project Evaluation Review

The TA Program Technical Advisory Committee (TAC) is the group responsible for reviewing evaluation applications. The purpose of this review is to reflect the intent of ADOT's TA Program based on the stakeholder outreach conducted during the TA Program development phase. Each project will be assessed based on the evaluation criteria selected as part of the TA Program development process.

The project evaluation steps include:

1. The TAC reviews project evaluation applications and provides judgement-based input. Projects are scored automatically for the equity criteria.
2. The scores provided by the TAC are normalized and combined with the automated normalized equity scores.

3. Each project receives an overall score based on the weighted average of all criteria.
4. A prioritized project list is generated from this project-scoring process, compared with the effective amount of available TA program funding, and the results are communicated to the TAC, Project Sponsors, and MPOs/COGs. Projects above the funding threshold become the TAC’s recommended projects.
5. This recommended project list is then sent to the Arizona State Transportation Board for consideration, selection, and project awards.
6. Awarded projects are announced.

In addition to evaluating candidate projects, the TAC may also provide recommendations for ongoing improvements to the TA Program from one funding cycle to the next.



Project Award Approval

Once projects have been selected and awarded by the State Transportation Board, ADOT will provide an e-mailed letter notification to Project Sponsors. The TAC, MPOs/COGs and public will also be made aware of the STB’s actions through updates on the ADOT TA Program webpage.



Project Initiation and Delivery

Once a project is selected for TA Program funding, Project agreements are executed, and after being programmed in respective TIP/TTIPs, Project Sponsors will need to follow the ADOT Project Initiation processes. By default, TA Program projects will be administered by ADOT but in close coordination with the Project Sponsor. ADOT will review the opportunity to transfer TA Program funds directly to Tribal Governments on a case-by-case basis. The ADOT Project Manager and the Project Sponsor will need to collaborate to carry out project delivery action steps which are highlighted below.

Intergovernmental Agreements (IGA) and Joint Project Agreements (JPA)

Project Sponsors will have an executed IGA or JPA with ADOT. The ADOT Joint Project Agreement (JPA) Section can help navigate this step, their webpage can be found [here](#). IGAs are legally binding documents that define the obligations of all parties involved in a project; they must be executed before federal funding authorization is obtained. The IGA outlines LPA and ADOT roles and responsibilities, project financing based on the cost estimate developed during programming and scoping, and the estimated costs for ADOT to administer the project.

Project Initiation

Planning & Programming

Planning and programming projects will be administered through ADOT’s Multimodal Planning Division (MPD). Project Sponsors will work with ADOT Regional Planners and Tribal Planning Coordinators, who will serve as the ADOT MPD Project Manager, to initiate their planning or programming projects.

Design & Construction

Before design and construction project work can begin, the Project Sponsor will prepare and submit a Project Initiation request to the ADOT LPA Section to request an ADOT Project and Federal ID numbers. Projects Sponsors will work with their assigned ADOT LPA Project Manager. Supporting documents include but not necessarily limited to:

- Project scoping form
- Project cost estimate
- Project/draw schedule
- A copy of the TIP/TTIP reflecting the programming

Project Initiation request forms and supporting documentation forms can be found on the [ADOT LPA Resource Materials Webpage](#) and [a presentation about ADOT LPA Section's project initiation process is available here](#). Much of the required information for this project initiation process was already developed for projects during the screening step.

Matching Funds

ADOT will invoice the Project Sponsor for the 5.7 percent local matching funds after the IGA/JPA has been executed.

In-Kind Match

In-kind matches are allowed for all project sponsors upon ADOT approval. The project sponsor will need to provide documentation of how the in-kind will be calculated, submit an in-kind worksheet with their invoice, and keep records of those contributing the in-kind hours.

Using Federal Fund as Local Match

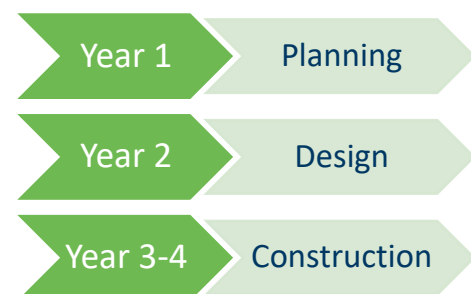
Tribal Governments can use funds under 23 U.S.C. 202 or 23 U.S.C. 203 to pay the non-Federal share of the cost of any project that is funded under title 23, or under chapter 53 of title 49, U.S.C., that provides access to or within Federal or tribal land.

Project Bid Advertisement and Award for Construction Projects

Projects will be advertised for bid when Environmental Clearance, Right-of-Way (funded outside of the TA Program) and Utility Clearances are approved, the PS&E package is approved, and matching funds have been provided. The project is advertised, bid open, bids reviewed and certified and the project awarded by the State Transportation Board. This process requires a minimum of 2 months.

Project Duration

The total duration of a TA Program project, including all phases, is a maximum of four years. The typical breakdown of the phases is one year for planning, one year for development/design, and two years for construction, however the timeline on any given TA Program project may vary. Project Sponsors will need to submit an accurate project phase schedule through the screening application process. This timeline may be refined once an ADOT MPD or LPA Project Manager has been assigned to the project.



Appendices

Appendix A – Project Screening Application

The Project Screening Application consists of the following sections: project sponsor, point of contact information, general project details, estimated schedule, and project cost.

Project Sponsor

Organization Sponsoring the Project: *Enter organization name*

Sponsor Eligibility: *Select from the dropdown menu*

- MPO
- COG
- County
- Local Government
- Tribal Government
- Transit Agency
- Natural Resource
- School District, Local Education Agency, or School
- Other

Planning Area: *Select from the dropdown menu*

- Central Arizona Governments
- Central Yavapai MPO
- Flagstaff MPO
- Lake Havasu MPO
- Maricopa Association of Governments
- Northern Arizona COG
- Pima Association of Governments
- Sierra Vista MPO
- Southeastern Arizona Government Association
- Sun Corridor MPO
- Tribal Government
- Western Arizona COG
- Yuma MPO

Letter of Support: *If the project sponsor is not a Council of Government or Metropolitan Planning Organization, the preliminary application must include a letter of support from the Council of Government or Metropolitan Planning Organization within the project area. For Tribal Governments, they are encouraged to coordinate with MPOs/COGs, but the required letter of support will come from the route/facility owner. If the Tribal Government sponsored project is on a tribal route or facility, the Tribal Government project sponsor can submit a self-certifying letter that the project has no external jurisdictional coordination impacts.*

Applicant Information

Provide information for the primary contact person. This person should be familiar with the project details and able to answer questions and provide additional information for the project upon request.

- Contact Person
- Organization
- Job Title
- Phone Number
- Email Address

General Project Details

Project Title: Choose a brief title descriptive of the project activities and location

Project Description: Applications must provide enough detail in the project description for ADOT reviewers to quickly establish eligibility and easily understand the project purpose and need

Purpose Statement: Provide a purpose statement for the project, the reason why the project activity is being proposed. Please refer to the [Purpose and Need Guidance](#) for examples.

Project Need: What is the need (or problem) being addressed by the project? The need for the project must be aligned to its purpose. Please refer to the [Purpose and Need Guidance](#) for examples.

Project Category: Select one that best applies to the project

- This project is for a non-infrastructure activity
- This project is for an initial study to achieve up to 30% Plan, Specification, & Estimate (PS&E)
- This project is for the design, construction, and/or restoration of an eligible activity, for which 30% PS&E has already been achieved.

Project Type: Select those that apply from below

- Archaeological activities relating to impacts from implementation of a transportation project
- Boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways
- Construction of turnouts, overlooks, and viewing areas
- Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation, including sidewalks, bicycle infrastructure-related projects and systems that will provide safe routes for non-drivers
- Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other nonmotorized transportation users
- Education Programs (transportation related)
- Electric bicycle infrastructure
- Environmental mitigation for stormwater management (related to highway construction or runoff), wildlife mortality, or habitat connectivity
- Historic preservation and rehabilitation of historic transportation facilities
- Inventory, control, or removal of outdoor advertising

- Planning Studies (Scoping)
- Recreational trail projects (including maintenance and restoration)
- Safe routes to school projects
 - Infrastructure
 - Non-infrastructure
- Safety Assessments
- Shared micro-mobility systems (not operational costs)
- Transit projects
- Vegetation management

Project Location: *Draw approximate project location. If the proposed project is a plan or a program, draw a polygon around the population area it is primarily expected to serve (the application contains an Esri mapping tool for this question).*

Is the project located outside of the MAG and PAG planning boundaries?

- Yes
- No

Estimated Schedule

Enter the expected program year for the project, including program years for planning (scoping < 30% PS&E), design, and construction as relevant.

Project Cost

TA Funding Request (USD): *Enter numbers only*

Local Match (USD): *Enter numbers only*

Total Project Cost: *Automatically calculated*

Percent Local Match: *Automatically calculated*

Organization(s) Providing Local Match

Letter of Commitment for Local Match: *Please upload a letter of commitment from the organization to provide a local match*

Upload Project Budget: *Upload a project budget using ADOT's [Cost Estimate Form](#)*

Appendix B – Project Evaluation Application

A unique link will be provided to complete the project The Project Evaluation Application. The application consists of five sections: project information review, scope, community support, and plan alignment.

Project Information Review

The following fields will be automatically filled based on the information entered in the project screening application.

- Project Title
- Sponsor
- Project Description
- Total Project Cost
- Project Category
- Project Type

Scope

Facility Type: What type of facility (or facilities) will be constructed? (This question will appear if project category is ‘This’ project is for the design, construction, and/or restoration of an eligible activity, for which 30% PS&E has already been achieved’)

- Bicycle Facilities
- Pedestrian Facilities
- Transit Facilities
- Other

Depending on the project type, the following scope questions will appear:

Project Type	Scope Questions
Archaeological activities relating to impacts from the implementation of a transportation project	<ul style="list-style-type: none"> • What is the archaeological integrity of the site? • Is the structure listed on the National (or State) Register of Historic Places? • How did activities at this location affect surface transportation and vice versa? • What, specifically, will be researched or documented? • Will a professional historian or archaeologist be involved with the project? • How will the traveling public be informed about the archaeological significance of the site?
Boulevards and other roadways largely in the right-of-way of former Interstate System	<ul style="list-style-type: none"> • What will be the connections or destinations at either end of the facility? • What will be the predicted demand for the facility? (Modeling data is not required) • What will be the length and width of the facility? If the project will have varying widths, please specify. • What type of surface is proposed for the facility?
Construction of turnouts, overlooks, and viewing areas.	<ul style="list-style-type: none"> • Describe how the design and site plans are compatible with the natural, historical, or cultural qualities of the area. • How will the traveling public be informed about the project?
Construction, planning, and design of on-road and off-	<ul style="list-style-type: none"> • What will be the connections or destinations at either end of the facility?

<p>road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation, including sidewalks, bicycle infrastructure.</p>	<ul style="list-style-type: none"> • What will be the predicted demand for the facility? (Modeling data is not required) • What will be the length and width of the facility? If the project will have varying widths, please specify. • What type of surface is proposed for the facility? • Describe any proposed structures. • Will there be limited operational hours? • How will the traveling public be informed about the facility?
<p>Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other nonmotorized transportation users</p>	<ul style="list-style-type: none"> • Has the rail corridor been authorized for abandonment? Are abandonment proceedings pending? • What easements or deed restrictions are in effect? • Describe any boardwalk, bridge, or other existing or proposed structures that will be part of this project. • What will be the trail connections at either end of the facility? • What will be the length and width of the facility? • What type of surface is proposed for the facility? • How will the traveling public be informed about the project?
<p>Develop an active transportation plan</p>	<ul style="list-style-type: none"> • What existing plans or efforts will the plan align with and/or further enhance? • Will a Technical Advisory Committee be established for the plan and who are likely committee members? • How will a diverse range of stakeholders across the planning area be encouraged to engage with and shape the plan? • What are the expected outcomes of the plan?
<p>Electric bicycle Infrastructure</p>	<ul style="list-style-type: none"> • What destinations and connections will the infrastructure serve? • What will be the predicted demand for the facility? (Modeling data is not required) • Describe the proposed structures. • What will be the operational hours? • How will the traveling public be informed about the facilities?
<p>Environmental mitigation for stormwater management (related to highway construction or runoff)</p>	<ul style="list-style-type: none"> • What is the source of water pollution? • What pollutants are in the water? • Is there any planned construction for this highway or roadway corridor? • What construction activities will be required for the mitigation project? • What vegetation management strategies will be used? • Define how the water quality will benefit after the project construction is completed
<p>Environmental mitigation for wildlife mortality, or habitat connectivity</p>	<ul style="list-style-type: none"> • Is there documentation of wildlife mortality caused by vehicle incidents?
<p>Historic preservation and rehabilitation of historic transportation facilities</p>	<ul style="list-style-type: none"> • Is the structure listed on the National (or State) Register of Historic Places? • What is the current condition of the facility or structure? • Describe the historical significance of the structure to surface transportation. • Is there a preservation easement in place? Who holds it? • What will be the future use of the facility?

	<ul style="list-style-type: none"> • Were any engineers, architects, or contractors experienced in historic rehabilitation consulted during project design? • How will the traveling public be informed about the project?
Infrastructure-related projects and systems that will provide safe routes for non-drivers	<ul style="list-style-type: none"> • What will be the connections or destinations at either end of the facility? • What will be the predicted demand for the facility? (modeling data is not required) • What will be the length and width of the facility? If the project will have varying widths, please specify. • What type of surface is proposed for the facility? • Describe any proposed structures. • Will there be limited operational hours? • How will the traveling public be informed about the facility?
Inventory, control, or removal of outdoor advertising	<ul style="list-style-type: none"> • Where are the billboards or other advertising located? • Who owns the billboards or other advertising? • Who owns the property where the billboards are located? • Are the billboards or other advertising signs considered illegal or in conflict with local ordinances or mandates? • Are controls in place to prohibit new signs from being erected after the removal of existing signs?
Recreational trail educational programs	<ul style="list-style-type: none"> • Who will administer the activities or programs? • What groups of people will be reached? What are their safety needs? • How will the activities or program be marketed? • How long with the program last? • Will this project enhance, supplement, or coordinate with any existing programs or events? • What evaluation methods will help determine if the project activities are successful?
Recreational trail projects (including maintenance and restoration)	<ul style="list-style-type: none"> • What will be the connections or destinations at either end of the facility? • What will be the predicted demand for the facility? (Modeling data is not required) • What will be the length and width of the facility? If the project will have varying widths, please specify. • What type of surface is proposed for the facility? • Describe any proposed structures. • Will there be limited operational hours? • How will the traveling public be informed about the facility?
Safe routes to school infrastructure project	<ul style="list-style-type: none"> • What will be the connections or destinations at either end of the facility? • What will be the predicted demand for the facility? (Modeling data is not required) • What will be the length and width of the facility? If the project will have varying widths, please specify. • What type of surface is proposed for the facility? • Describe any proposed structures. • Will there be limited operational hours? • How will the traveling public be informed about the facility?
Safe routes to school non-infrastructure project	<ul style="list-style-type: none"> • Who will administer the activities or programs? • What groups of people will be reached? What are their safety needs?

	<ul style="list-style-type: none"> • How will the activities or program be marketed? • How long with the program last? • Will this project enhance, supplement, or coordinate with any existing programs or events? • What evaluation methods will help determine if the project activities are successful?
Shared micro mobility systems (not operational costs)	<ul style="list-style-type: none"> • What destinations and connections will the infrastructure serve? • What will be the predicted demand for the facility? (Modeling data is not required) • Describe the proposed structures. • What will be the operational hours? • How will the traveling public be informed about the facilities?
Transit projects	<p>What destinations and connections will the infrastructure serve? What will be the predicted demand for the facility? (Modeling data is not required) Describe the proposed structures. What will be the operational hours? How will the traveling public be informed about the facilities?</p>
Vegetation management	<ul style="list-style-type: none"> • How will the project address or improve safety? • What best practices will the project use for vegetation management?
Vulnerable road user safety assessment	<ul style="list-style-type: none"> • Will the assessment take place pre-construction, during construction, or on an existing road or path? • What are the most pressing current or potential safety issues encountered by vulnerable road users at the location? Describe which users are most affected (i.e., children, transit users, bicyclists, agricultural traffic, etc.) • Who will be on the assessment team? What are their areas of expertise (design, traffic, maintenance, construction, enforcement personnel, first responders, human factors, etc.)? • How many field reviews will occur and what conditions will be reviewed (i.e., night, day, rain)

Community Support

Letters of Support: *Upload all letters of support obtained for the project. You may upload more than one file.*

Public Outreach: *Upload any evidence of outreach to the public or community pertaining to the proposed project. You may upload more than one file.*

Plan Alignment

Transportation Related Plans: *List any state and/or community transportation-related plans that the proposed project aligns with and supports.*

Project Alignment: *Describe how the proposed project aligns with each plan identified above. Include a description of your project's alignment to each plan's goals, objectives, and/or identified solutions as relevant.*

Design *(This section will appear if project category is 'This' project is for the design, construction, and/or restoration of an eligible activity, for which 30% PS&E has already been achieved')*

For projects applying for TAP funds for construction, project sponsors must identify the project status of all aspects of projects that would involve any construction, rehabilitation, and mitigation.

PS&E Percent Complete *(Enter numbers only)*

Proposed project progress as measured by percent PS&E completed by the end of the project *(Enter numbers only)*

Design Plans: *If relevant, the sponsor must include one full set of the most recent design plans with the application package (Upload file)*

Right-Of-Way *(This section will appear if project category is 'This' project is for the design, construction, and/or restoration of an eligible activity, for which 30% PS&E has already been achieved')* Right-of-way acquisition is not an eligible TA program activity or expense.

Right-of-Way Acquisition: *If a right-of-way acquisition was previously completed, please provide documentation that the acquisition or easement agreement process is complete (Upload file)*

Appendix C – Tribal Guidance Summary

Appendix C Overview

ADOT recognizes the status of Tribal Governments as sovereign governments that operate apart from state or federal governments. Therefore, there are several areas where TA Program guidance differs between Tribal Governments and all other eligible entities. While the Guidebook notes these differences, this appendix provides a summary of Tribal Government TA Program considerations together in one place.

Tribal Governments that Extend Beyond the MAG or PAG regions

For Tribal Governments that exist both within the MAG or PAG region and within the Greater Arizona region, whether to apply to the MAG, PAG or ADOT’s Greater Arizona TA Program is based on the project location:

- Any eligible project located within MAG or PAG is eligible for TA Program funding through MAG or PAG's TA Program.
- Whereas any eligible project located outside of the MAG or PAG regions is eligible through ADOT's TA Program.
- Otherwise, ADOT will coordinate with involved parties to determine the best course of action on a case-by-case basis. For example, if a portion of a project in Greater Arizona crosses into the MAG or PAG region.

Currently, this only applies to Tohono O’odham Nation which overlaps with the MAG, PAG, and Greater Arizona regions. The table below provides a comparison between Tribes & Native Nations, MPOs, and COGs:

Tribes & Native Nations	MPO	COG
Ak-Chin Indian Community		CAG
Cocopah Indian Tribe	YMPO	
Colorado River Indian Tribes		WACOG
Fort McDowell Yavapai Nation	MAG	
Fort Mojave Indian Tribe		WACOG
Fort Yuma Quechan Indian Tribe	YMPO	
Gila River Indian Community	MAG	
Havasupai Tribe		NACOG
Hopi Tribe		NACOG
Hualapai Indian Tribe		NACOG, WACOG
Kaibab Band of Paiute Indians		NACOG, WACOG
Navajo Nation		NACOG
Pascua Yaqui Tribe	PAG, MAG	
Pueblo of Zuni		NACOG
Salt River Pima-Maricopa Indian Community	MAG	
San Carlos Apache Tribe		CAG, SEAGO
San Juan Southern Paiute Tribe		NACOG
Tohono O’odham Nation	PAG, MAG	CAG
Tonto Apache Tribe		CAG
White Mountain Apache Tribe/Fort Apache		NACOG, CAG
Yavapai-Apache Nation		NACOG
Yavapai-Prescott Indian Tribe		NACOG

Screening Application Letter of Support or Self-certifying Letter

While ADOT encourages coordination between Tribal Governments and corresponding MPOs and COGs, ADOT will not require Tribal Governments to secure a letter of support from an MPO or COG, unlike other eligible entities. Instead, ADOT will require that the Tribal Government either:

1. Submit a letter of support from the owner of a route or facility wholly or partially impacted by a proposed TA Program project if the route or facility is not under Tribal Government ownership/jurisdiction, or
2. If the project is on a Tribal route or facility, then the sponsoring Tribal Government must submit a self-certifying letter that there are no external route or facility impacts.

Local Match

Only Tribal Governments will be able to use federal funding to cover the 5.7 percent local match requirement. Tribal Governments can use funds under 23 U.S.C. 202 or 23 U.S.C. 203 to pay the non-Federal share of the cost of any project that is funded under title 23, or under chapter 53 of title 49, U.S.C., that provides access to or within Federal or Tribal land.

Programming

Unlike other eligible entities, Tribal Governments have several options to program a TA Program in ADOT's STIP, these options include:

1. Through the Tribal Transportation Improvement Program process,
2. Through the appropriate corresponding MPO or COG Transportation Improvement Program process, or
3. Working with ADOT to add the project directly to the STIP.

ADOT will coordinate with Tribal Governments to find the best way to program projects.

ADOT 202(a)(9) Intergovernmental Funds Transfer Agreements (IFTA) Process

After the State Transportation Board makes project awards, Tribal Governments may request ADOT to consider transferring project funds through the 202(a)(9) Intergovernmental Funds Transfer Agreement (IFTA) process.