



Transportation Alternatives Program Guidebook

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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. Be sure to include PDA fees in your project cost estimate.

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 nonprofit organizations who partner with an eligible public entity who sponsors the project on the behalf of the nonprofit 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:

- [Bullhead City Metropolitan Planning Organization \(BHCMPO\)](#)
- [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 \(YMPO\)](#)

[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, or tribe 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 Map of Arizona Tribal Governments under Resources on [TA website](#).

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, and connected 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

See **Project Types** page 15.



Vulnerable road user safety assessments



Historic preservation and vegetation management

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 A.**
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 Government projects located 100% on tribal lands do not require a local match. For any other Tribal Government projects not 100% on tribal lands, the tribal government 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 organizations are eligible applicants but they must partner with an eligible public entity who will sponsor the project on the behalf of the nonprofit organization (see Appendix D Guidance for nonprofit organizations),
- 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 and their consultant team will first screen the applications to ensure that the projects meet minimum federal requirements and also review the scope, schedule and budget and offer recommendations to applicants on how they can strengthen their applications (i.e. revise cost estimate or better define the project scope). Applicants can revise their application for final submission. During the project evaluation phase, TA Program Technical Advisory Committee (TAC), which is composed of representatives from across Greater Arizona, reviews the projects. 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 the 2025 funding 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 A** for unique considerations related to the TA Program.

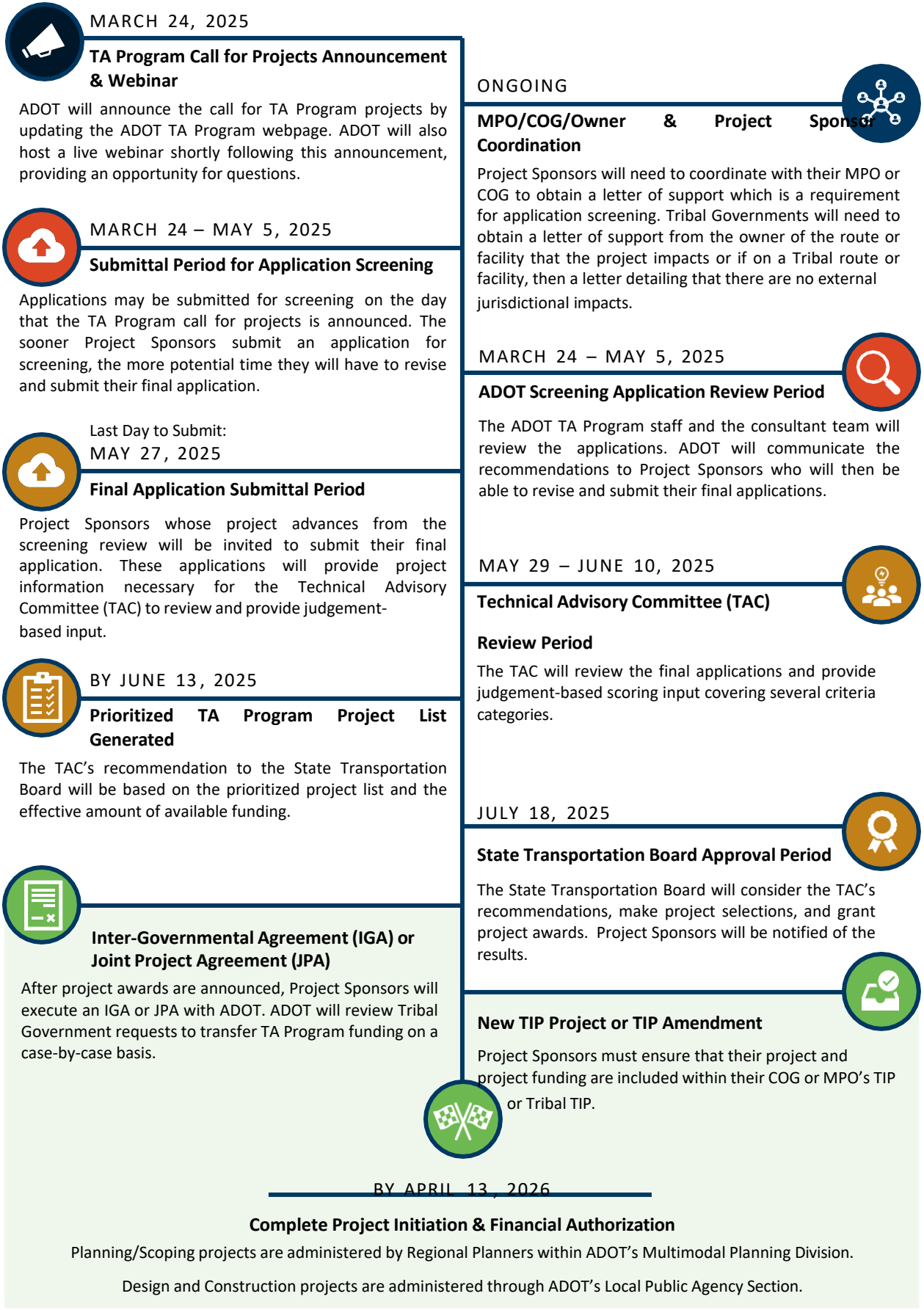
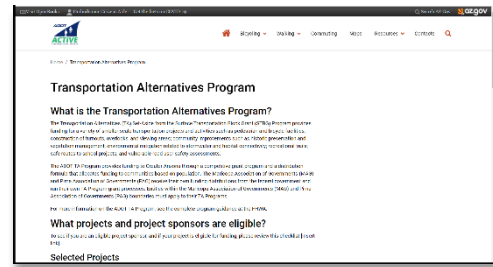


Figure 1: TA Program Process, 2023 Cycle

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 email notifications and correspondence.
- The Call for Projects launch will include but is not limited to:
 - Publishing the updated ADOT TA Program webpage,
 - Announcing and conducting at least one informational webinar,
 - Sending out a press release, and notifying stakeholders and potential project sponsors via email, and
 - ADOT will need assistance with spreading awareness through all available channels. Tribal Governments and nonprofits can help by sharing and posting social media content to their own platforms regarding the call for projects.
- Include the application link on its webpage and include it in notifications to MPOs, COGs, Tribal Governments, and its stakeholder outreach contact list.
- Notify project sponsors of their application screening review and recommendations. Project Sponsors whose project(s) advance will be invited to submit their final applications.
- Provide support to the TAC who will review and provide judgement-based scoring input.

- TAC will submit a recommended prioritized project list based on the effective amount of available funding to the State Transportation Board (STB) for approval.
- Communicate the results of the STB approval process, notify Project Sponsors of their award and begin the project initiation process (IGA agreements, TIP amendments, ...).



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 application requirements 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 an application for screening review. 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 ranges between \$10,000 to \$30,000 (and can be higher depending on the project type). An appropriate PDA fee cost will be determined by the assigned ADOT Project Manager and would likely be much lower than \$10,000. PDA fees are eligible expenses and should be included in the funding request.

Self-Administered (SA) Project. Local public agencies may request ADOT’s approval to self-administer their planning or design project under certain circumstances. By administering the project, the LPA manages the procurement/solicitation of architectural and engineering services (A&E) services using an ADOT-approved process an option where the LPSs request ADOT’s approval for each of the LPA’s (planning /design) projects to procure/solicit A/E firms using an ADOT-approved process. SA approval is on a project by project basis. For questions regarding self-administration contact the [ADOT LPA section](#).

Application Submission

Application Process

The application process has two steps, a screening step, and final submission. Once you submit your application, it will be reviewed for scope, schedule and budget. ADOT staff and consultant team may offer suggestions on how you may strengthen your application and then you will be invited to make revisions and submit your final application.

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. Alternatively, you may be ready for design and just need to revise your cost estimate.

Submission Format

Applicants will submit their application for screening via an online application portal hosted by AZGeo.

Applicants must first request an AZGeo account to access the TA Application. This will allow applicants to submit their application and return to revise and update documents in their final application.

AZGeo is the statewide data clearing house managed by the Arizona Statedand Department (ASLD). It is administered as part of the Arizona Geographic Information Council (AGIC), which is a governor-appointed council and volunteer organization benefiting the geospatial industries and data in Arizona. ASLD provides free user accounts as a service to the state. **ADOT works with ASLD/AZGEO to administer this application. It can take up to 2 weeks to receive your account information.**

1. Open the [Survey](#) by clicking on the hyperlink
2. Enter Name, Email, and Organization
3. Click **Submit**

Once the application is reviewed by ADOT, eligible projects receive an email invitation to revise their application for final submission.



Project Screening

Project Application Review

Project sponsors will be asked for the following information on the TA application for screening review.

Project Sponsor

This is the organization sponsoring the project. ADOT can only award funds to eligible public entities with which ADOT can enter into an Intergovernmental Agreement (IGA) or a Joint Partnership Agreement (JPA). Nonprofit organizations must partner with a public entity that will sponsor the project. School Districts and Natural Resource or Public Land Agencies that do not have experience managing federal grants may also opt to partner with a public entity that will sponsor the project on the organization's behalf.

Sponsor Eligibility

MPO

COG

County

Local Government

Tribal Government

Transit Agency

Natural Resource or Public Land Agency with Public Entity Sponsor

Nonprofit with Public Entity Sponsor

School District, Local Educational Agency, School with Public Entity Sponsor

Other

Planning Area

COG or MPO, or Tribal Government

Note: Applicants in MAG and PAG are ineligible as they have their own TA Programs.

Is the project located outside of the MAG or PAG planning area boundaries?

Select Yes or No

Is the ROW (right of way) phase for the project complete?

Select Yes or No

*Note: Projects can be considered if ROW is already acquired for the project, or if there is an agreement with the property owner/land management agency.***COG/MPO Letter of Support, or Tribal Self-Certifying Letter**

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, a letter of support from the route or facility owner is required. Tribal Governments are encouraged to coordinate with the applicable MPO/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. The letter can be addressed to 'Elaine Mariolle, ADOT TA Program Manager'. Upload the letter in the box below.

*Applicants will submit additional letters of support in the final application phase. Only the COG/MPO or Tribal Self-certifying letter is requested at this time.***Point(s) of Contact Information**

The Applicant Contact should be familiar with the project details and able to answer questions and provide additional information about the project upon request. In most cases the Project Applicant will also be the Project Sponsor.

In some cases, the Project Applicant will not be the Project Sponsor. For example, nonprofits may be the project applicant but they are also required to have a public entity project sponsor at the time of application submission.

Applicant

Contact Person; Organization; Job Title; Phone Number; Email

Sponsor

Contact Person; Organization; Job Title; Phone Number; Email

Project Title

Please refer to **Project Naming Guidance** in Resources on the [TA Program website](#) when creating the project title.

Character limit 100.

Project Description

The project description should explain the project scope and type of work. 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.

Character limit is 1000.

Purpose Statement

The purpose statement should explain the project's primary objective. For examples, please refer to Purpose and Needs Statement Guidance in Resources on the [TA Program website](#).

Character limit 1000.

Need Statement

Please refer to Purpose and Needs Statement Guidance in Resources on the [TA Program website](#).

Project Phase

Select from the following:

- Educational programming, non-infrastructure project
- Planning
- Scoping (*up to 60% design plans*)
- Design (*existing plans to 60% complete*)
- Final Design/Construction (*need minimum 60% design complete*)
- Construction (*100% complete plans*)

How to decide what project phase(s) (and funding category/ies) to apply for? The following scenarios illustrate some of the options and strategies a project sponsor may consider.

Scenario A: From concept to construction

The Town of Springfield would like to apply for a pedestrian activated signal in town but has no ability to begin scoping the project on their own. How can the town take their project from concept to construction in the shortest period of time and in the fewest number of application cycles in a three-year call for projects?

Beginning at the concept stage, the applicant will first need to fully develop their project by scoping and taking design to either 30% or 60% (recommended) completion in their first application. Since they will need at least 60% complete design plans to apply for construction, applying for scoping to

60% design would be the ideal option for Phase 1 in FY 2026. Allowing approximately 18 months to complete Phase 1, they could then apply for Phase 2: Final Design and Construction in FY 2028.

Scenario B: From partial design to construction

The City of Tucker has completed scoping to 10% conceptual design of their bike path project and would like to fund the remaining design and construction. They will also need two applications to complete their project. To apply for construction, the city would need to get to 60% design plans by either developing the plans on their own or applying for design to 60% complete in the first application (FY 2026). In their second application they could apply for final design and construction in either FY 2027 or FY 2028.

Project Type

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 Scope Questions

For the project type(s) selected, answer the associated questions in the text box. Character limit is 1000.

Project Type	Scope Questions
Archaeological activities relating to impacts from the implementation of a	<ul style="list-style-type: none"> • What is the archaeological integrity of the site? • Is the structure listed on the National

transportation project	(or State) Register of Historic Places? <ul style="list-style-type: none"> • 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-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation, including sidewalks, bicycle infrastructure.	<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?

	<ul style="list-style-type: none"> • How will the traveling public be informed about the facility?
Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other nonmotorized transportation users	<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?
Develop an active transportation plan	<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?
Electric bicycle Infrastructure	<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?
Environmental mitigation for stormwater management (related to highway construction or runoff)	<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

	<p>is completed</p>
<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? • Were any engineers, architects, or contractors experienced in historic rehabilitation consulted during project design? • How will the traveling public be informed about the project?
<p>Infrastructure-related projects and systems that will provide safe routes for non- drivers</p>	<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?
<p>Inventory, control, or removal of outdoor advertising</p>	<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?

	<ul style="list-style-type: none"> • 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 will 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

	<p>varying widths, please specify.</p> <ul style="list-style-type: none"> • 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>Safe routes to school non-infrastructure project</p>	<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 will 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?
<p>Shared micro mobility systems (not operational costs)</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>Transit projects</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>Vegetation management</p>	<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)
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Project Cost

Use ADOT's [Cost Estimate Form](#) to generate an estimated project cost.

Enter numbers only.

Cost Estimate Spreadsheet

Upload completed spreadsheet.

Federal TA Funding Request (USD)

Enter numbers only.

Local Match

Enter numbers only

You must meet a minimum 5.7% local match and you may pay overmatch. Tribal governments with projects 100% on Tribal land do not require a match.

Organization(s) Providing the Local Match

List organization(s).

Upload Letter(s) of Commitment for the Local Match

Projected Project Completion Date

Best estimate.

Project Location

Draw location on GIS map

In which community is your project located?

Select all that apply.

Plan Alignment

List any state and/or community transportation-related plans that the proposed project aligns with and supports.

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

Describe percent complete of design plans and provide a link or upload the most recent design plans.

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.

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

If a right-of-way acquisition was previously completed, please provide documentation that the acquisition or easement agreement process is complete (Upload file)
Character limit 2000

Community Support

Upload all letters of community support obtained for the project. These letters can be from elected officials, advocacy groups, businesses, and citizens. 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.**

Not required until final submission.

Public Outreach

Upload any evidence of outreach to the public or community pertaining to the proposed project.

Not required until final submission.

Project Application Review

ADOT staff and the consultant team 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 Application Evaluation

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.
2. The scores provided by the TAC are normalized.
3. Each project receives an overall score based on the weighted average of four criteria: (i) Technical quality of the project scope; (ii) Project schedule feasibility; (iii) Plan Alignment; and (iv) Community support.
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.
7. 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 emailed letter notification to Project Sponsors and their respective COG/MPO. 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. 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 Liaisons, 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 manager will request an ADOT Project and Federal ID numbers. 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

Much of the required information for the project initiation process was already developed for projects in the application. More information on the project initiation process can be found on the [ADOT LPA Resource Materials Webpage](#).

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 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

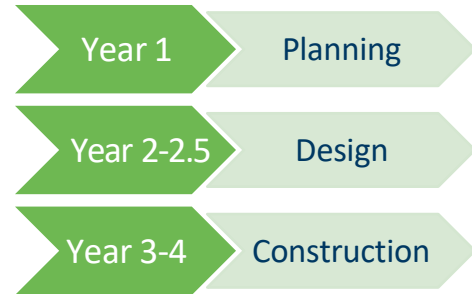
Tribal Governments can use funds under 23 U.S.C. 202 or 23 U.S.C. 203 to pay the non-Federal share of the cost of any project that is funded under title 23, or under chapter 53 of title 49, U.S.C., that provides access to or within Federal or tribal land. Tribal government projects located 100% on tribal land does not require a local match.

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, 12-18 months 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.



Appendix A – Tribal Guidance Summary

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

For projects located 100% on Tribal lands, no local match is required.

For projects not 100% on Tribal lands, 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 Project 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.

25 CFR Part 170 Tribal Transportation Program (TTP)

ADOT recommends that Tribal applicants communicate with their Bureau of Indian Affairs Regional Office to inform that agency of the Tribe's intent to apply for ADOT TA Program funding. The BIA Region Office should then verify that the proposed project is on the Tribe's TTP facility inventory, in the Tribe's TTP Transportation Improvement Program, and that the project complies with [TTP regulation requirements](#). This is also significant if the Tribal applicant proposes to have the BIA Regional Office administer the project funds and/or construction. Reference to completion of these verifications should be described in the TA Program project application.

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.

Appendix B – Guidance Summary for Nonprofit organizations, School Districts and other Non-Governmental Organizations

Appendix B Overview

Nonprofit organizations are eligible project applicants providing they partner with an eligible public entity that sponsors the project on behalf of the nonprofit organization. This is because ADOT can only enter into an IGA or a JPA with a local public agency (LPA). The LPA that will arrange for payment of the required project match and will agree to assume financial responsibility for any project cost overruns.

The following guidance may also be helpful for school districts and other entities that do not have experience managing Federal grants.

1. The Nonprofit’s Partnering Public Entity Must Be Named At Time of Application Submission

When a nonprofit selects Project Eligibility on the application the option will be “Nonprofit with Public Entity”. The next section requests the Project Contacts. The Nonprofit must include the Project Sponsor Contact information at that time for an eligible application.

This means that the nonprofit organization must work out with their partnering public entity the respective roles and responsibilities of each organization in the project before application submission, as well as which organization(s) are paying the required 5.7% project match.

2. Work with your COG/MPO From the Start

All project applicants are required to submit a Letter of Support from their COG/MPO (except for projects submitted by Tribal Governments).

Working with your COG/MPO from the start will strengthen your application in several ways:

1. You will know if your project aligns with existing transportation plans (or other upcoming plans);
2. Your COG/MPO can provide guidance on how to strengthen your application;
3. Should your project be selected for funding, your COG/MPO will be including your plan in their Transportation Improvement Plan or Work Plan. They will also be tracking the progress of your project and will be available to assist wherever possible.