TA Set-Aside Application System Instructions

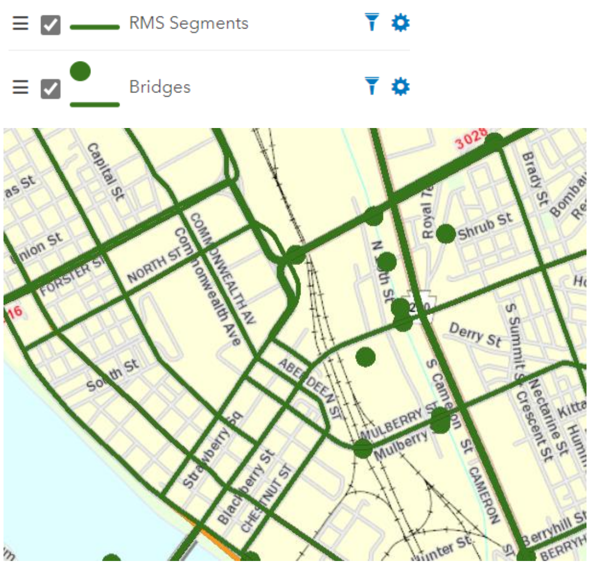
Browser Compatibility - The application process utilizes a Microsoft product called InfoPath, which works best when viewed and manipulated in **Google Chrome** or **Microsoft Edge**. Internet Explorer is not recommended.

1. Click Create New Item at top left of screen.
2. A new window will appear and allow you to Select Item Type (Create New 2021 Application).
3. Enter the project title and click OK.
4. Fill out Overview information which includes Sponsor Information, Project Description and Project Location. Clicking (+) opens menu items and (-) will minimize. Please be sure all items are opened to review required information. Red (*) asterisk indicates mandatory fields required for application submittal. Black (*) asterisk indicates fields that will be auto populated by the application system. The application will auto save and can be closed and returned to at any time. To locate a previously started application click My Assignments.
5. Create a Proposal Area Map

   The PennDOT TA Set-Aside application allows users to define a project area by using a mapping selection tool named *Proposal Area Designer*. *The Proposal Area Designer* is accessed by clicking on the map under the **Project Location** portion of the application. For reasons that are later described in this document, it is important to create a map that represents the proposed project as accurately as possible.

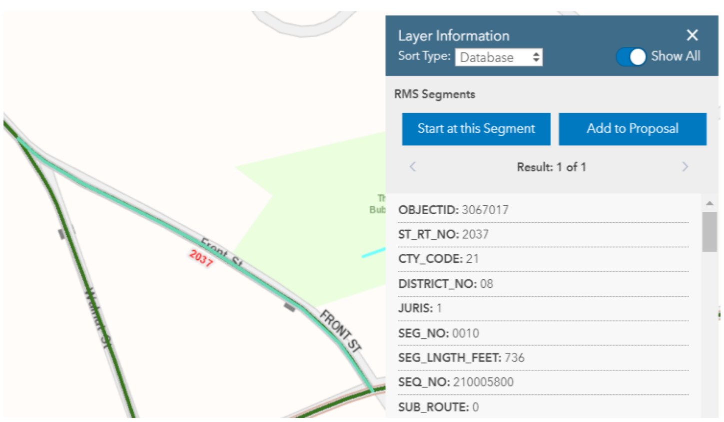
Project Location Use the map below to draw your project location. Please contact your Planning Partner or District contact with questions about using this tool.

Clicking the map within the application creates a new separate tab, titled *Proposal Area Designer.* In this tab, you will be able to add your project area to the map which will become part of the application. The map is then scored based on the environmental layers included on the map. The state road and state and local bridge layers are visible at larger scales. They will appear when zoomed to a specific location.



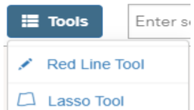
Selecting Project Area

The mapping includes state roads and state bridges by default. They can be added to your project area through the **Layer Information** box or the **Lasso Tool**. To add a road or bridge using the **Layer Information** box, click on a route segment or bridge on the map. The selection will be highlighted, and a **Layer Information** box popup will appear on the screen.

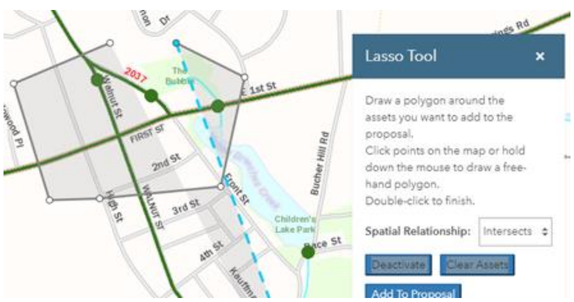


Select **Add to Proposal** and then click the **X** to close the layer information box. The selected feature changes to red. Multiple roadway segments may be added to the project area by selecting beginning and ending segments. First, click on a road and click **Start at this Segment** in the **Layer Information** box. Next, click on another section of the same road. Then, click **End at**

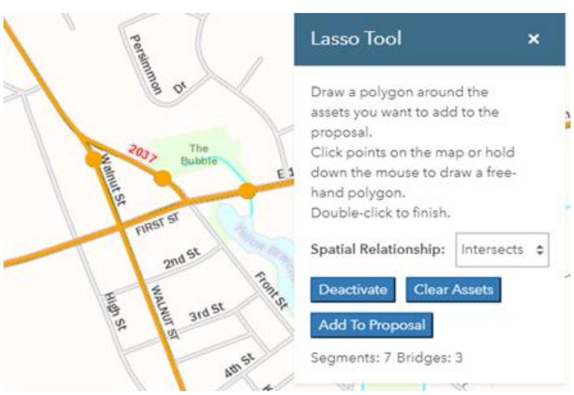
this Segment in the **Layer Information** box. Both sections you selected, plus sections in between, will be highlighted in red.



The **Lasso Tool**, located in drop-down under the **Tools** button in the top ribbon (upper-right of screen), creates a project area by drawing a polygon (lasso). **The Lasso Tool can only be used when your project area is on a state road or state or local bridge.** The Spatial Relationship selection has two options, **Intersects** or **Contains**. **Intersects** causes any features that are touching or inside the lasso to be highlighted. **Contains** highlights only features that are completely within the lasso. To make a lasso, hold down the left mouse button and draw a shape on the screen. A lasso may also be drawn by repeating the actions of clicking the left mouse button to add a vertex (point), and then dragging the mouse to create a line. Double clicking the left mouse button will complete the drawing.



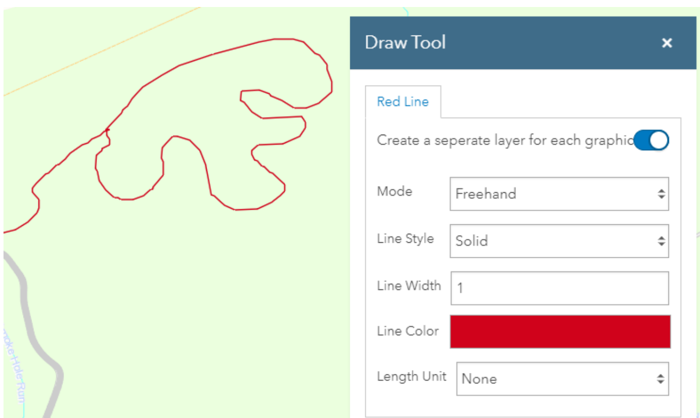
When the polygon is completed the selected roads/bridges will be orange.



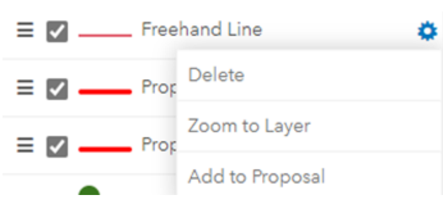
Click  and the roads/bridges will turn red. The **Lasso Tool** may be turned on and off with Deactivate and assets may be cleared before they are added to the project area with Clear Assets.

Creating Custom Features

Projects that do not include state roads or bridges, such as trails, will need to be created by the user. To add these types of features to the project area using the **Red Line Tool**, in the **Tools** dropdown, is the most straightforward option. In the tools pop-up, there are options to draw by **Click**, **Freehand** or **Hybrid** methods. Some trial and error will likely be required to determine the best drawing option. Double clicking the left mouse button will complete the line. See **Removing Features** below to delete excess lines.

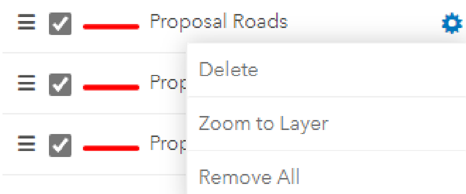


When the drawing is complete, the new line layer will be visible in the contents pane. The line feature may be added to Proposed Red Lines Layer by clicking the gear icon next to the line layer and selecting **Add to Proposal**.

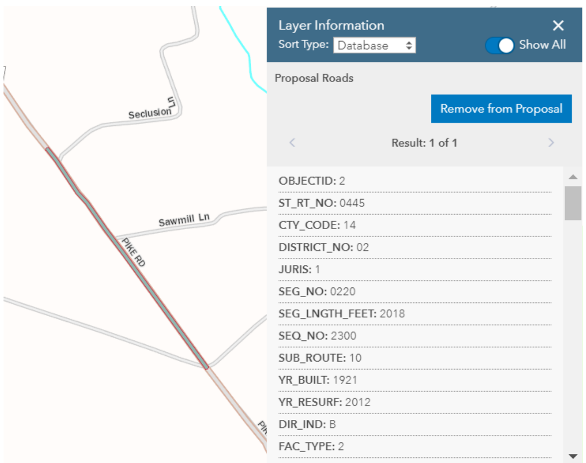


Removing Features

Proposed features may be removed from the map several different ways. The ✖ Clear Proposal Features button, in the center of the top ribbon, will clear all proposed features from the map. Clicking on the **gear** icon by the layer in the contents pane and selecting **Remove All** works in the same manner as the as the **Clear Proposal Features** button. Be careful not to select **Delete**. It will delete the layer from the contents pane. The layers can only be restored by refrehing the application which will cause the loss of all other additions.



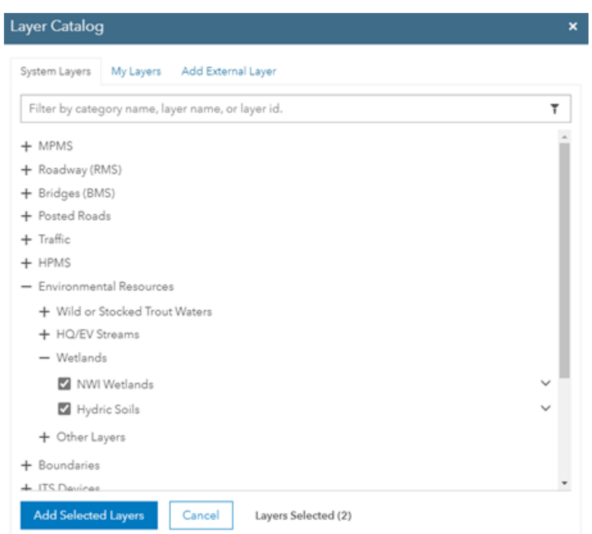
Individual features may be removed by clicking on the feature and selecting **Remove from Proposal** in the popup.



Adding Layers (Optional)

The *Proposal Area Designer* has several default layers in the contents pane that may be used as references or added to **Proposal Features**. Additional layers may be added with the 

button in the top ribbon but this step is not required. The headings can be expanded and layers may be turned on / off with the check boxes and clicking Add Selected Layers.



As previously stated, It is advisable **not to delete layers** until desired mapping is completed. Refreshing the page will restore the defualt layers, but **user created layers will be lost**.

Saving and Scoring

The next step is saving and scoring the map. The project area is scored based on potential environmental concerns. Selecting **Save and Score** on the top ribbon initiates the scoring process. A series of green and blue boxes will appear in the upper-right corner. This indicates scoring is in process and when the process is completed. To view the scores, click **Scores...** button on the top ribbon.

Scores

Asset Count: 1

By Asset | By Category

	Type	Cty	Route	Seg Bgn	Off Bgn	Seg End	Off End	BrKey	Score
+	RMS	22	0443	0160	0000	0000	0000		10

The scores are categorized by asset or category. Clicking the **+** next to an asset, opens the score descriptions for each layer. The layers may be added to the map for reference.

Closing Proposal Area Designer

Once the project is saved and scored the *Proposal Area Designer* tab in the browser can be closed or you can toggle to return to the application tab.

6. The fields below the map should automatically populate except for the Project Location Description. If the fields are not populated, click the refresh button next to the website address.
7. Fill in further details for the Project Location Description.
8. Scores will be present under the Environmental section.

Environmental

Please describe the actions necessary to further investigate the potential impact and any planned mitigation efforts.

Potential impacts to wild or stocked trout streams score*

0

Potential for impacts to High Quality/EV Streams?*

8

Potential for impacts to wetlands?*

10

Potential temporary or permanent impacts (use) to resources protected under Section 4(f)?*

1

If scores are not present, click the refresh button again. The higher the score the more likely the resource may be present or impacted. Click on the black comment cloud to add additional information regarding those resources.

A score will not be entered for **Potential impacts to federally proposed, candidate or listed threatened and endangered species** as this information is only available through the Pennsylvania Natural Heritage Program. If this information is known, click the black comment cloud and enter a comment. If the information is not known, leave this section blank.

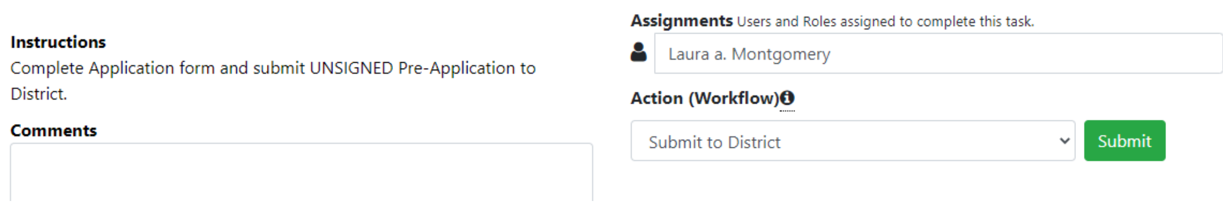
9. Fill out the Conceptual Engineering, General Criteria and Area of Emphasis sections. The General Criteria and Area of Emphasis sections have point values associated with them and will be used by the Selection Committee to score the application.
10. Attach the Construction Cost Estimate by clicking on the paper clip. This is a required attachment.

Project Construction Cost Estimate 0

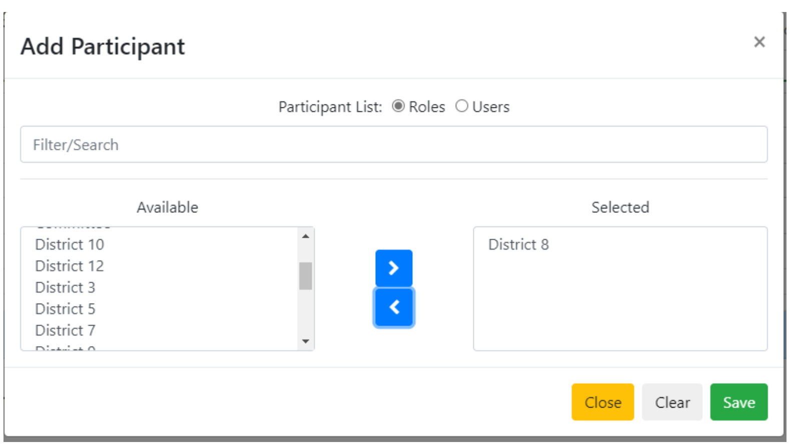
11. Fill out the Project Phase Costs Estimate section. Provide Local Estimated Costs for all Pre-Construction phases and indicate Funding Source(s). Calculate Pre-Construction Total which includes Preliminary Engineering, Final Design, Right-of-Way and Utilities.
12. Enter the amount of TA Set-Aside funds requested in the Construction section. It is a requirement to add a percentage for Construction Inspection based on the Construction

estimate. It is recommended that a Contingency and Inflation factor also be added. Calculate the Construction Total.

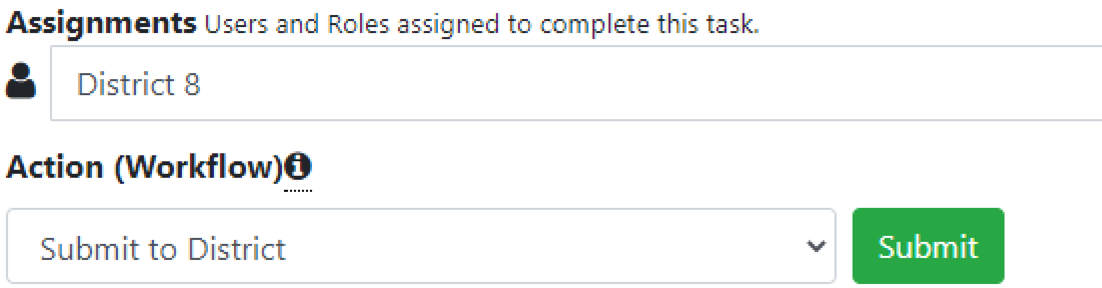
13. Attach any pertinent attachments to support the application. The only required attachment is the Cost Estimate.
14. In the Terms & Conditions section enter appropriate information if a Connects Meeting was held. If a Connects Meeting was not held, hold off on this section as it will be completed in future steps.
15. The next step is submitting the application to the District for a Pre-Application review. After submission, a meeting will be held with PennDOT and the Planning Partner to review the pre-application. At the bottom of the page, click on the Assignments box.



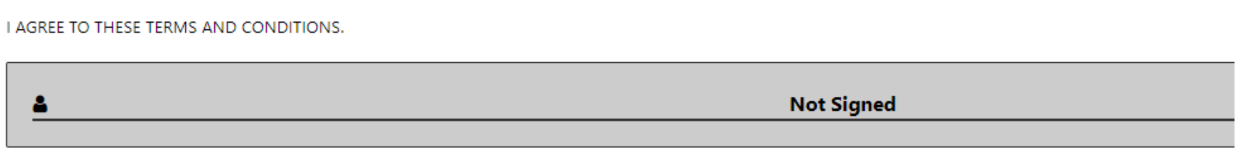
A separate box will open to add participant. Select the District where the project is located from the available list and click the > arrow. If your name is in the Selected box, select it and click the < arrow to remove it. Click save.



16. Click the Action (Workflow) drop down at the bottom of the screen and select Submit pre-application to District and click submit. This will send the pre-application to the TA Set-Aside Coordinator at the appropriate PennDOT District Office for review.



17. The District TA Set-Aside Coordinator will set up a meeting with the applicant and the Planning Partner to discuss the proposed project in more detail.
18. The District may add information to the application or adjust the project location map at this time. The applicant cannot edit the application once it has been submitted to the District. The District will note in the application if the meeting also served as a PennDOT Connects meeting and include the date within the Terms & Conditions section of the application.
19. Once the revisions are complete, the District will close out this review step and return the application to the applicant. The applicant will receive an email notifying them that the application has been returned.
20. Click the link in the email notification or login to the TA Set-Aside application. Click the My Assignments at the top and click on your application. Make any additional edits to the application based on the coordination with the District TA Set-Aside Coordinator. Add any additional information to the application that resulted from the meeting.
21. Once the application is finalized, read the terms and conditions, and click the gray signature block at the bottom of the application. Enter the email address and password that you use to log into the TA Set-Aside application system and click Sign Form. **The application cannot be modified once it is signed.**



22. Submit final application. At the bottom of the page click the Assignments box. A separate box will open to add participant. Select the Program Administrator from the available list and click the > arrow. If your name is in the Selected box, select it and click the < arrow to remove it. Click save.
23. Under Action (Workflow) at the bottom of the screen select Submit finalized application from the drop down and click submit. This officially submits the application to PennDOT.