

Arkansas Transportation Alternatives Program (TAP-2020) & Recreational Trails Program (RTP-2020)



Application Seminars

Central Arkansas

February 25, 2020

CANCELED20

Webinar

April 16, 2020

Northwest Arkansas

CANCELED0

Agenda

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- Changes from Previous Years
- Changes this Year
- Funding Sources
- Guidelines
- Federal Requirements
- Eligibility
- Application Preparation
- Questions and Answers

Previous Changes

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- Existing projects that aren't progressing may get a nudge in the right direction from ARDOT
 - Projects that continue to be stalled will be subject to cancellation
- Deadlines are now being added to awarded projects
- Non-construction phases may be eligible for TAP funds on large, regionally-significant projects
- ~~● Impending 2020 Rescission~~

Changes with 2020 Cycle

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- No longer requesting SHPO coordination before project approval
- Application layout has changed
 - New or revised questions
 - No additional requirements though

--NEW--

- COVID-19 cancels two seminars
- New seminar in Webinar format
- Deadline Extended to July 1, 2020

Funding Sources

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Moving Ahead for Progress in the 21st Century Act (MAP-21)

- MAP-21 was signed into law in July of 2012, funding surface transportation programs for fiscal years 2013-2015.
 - The TAP replaced the funding from pre-MAP-21 programs including Transportation Enhancements (TE), Recreational Trails (RTP), and Safe Routes to School (SRTS), wrapping them into a single funding source.
 - Recreational Trails Program is funded through a set-aside portion of a state's TAP funds.

Fixing America's Surface Transportation (FAST) Act

- FAST Act was signed into law in December of 2015, providing surface transportation program funding for fiscal years 2016-2020.
 - Transportation Alternatives is now a set-aside of Surface Transportation Block Grant Program (STBGP) Funds.
 - Includes all projects previously eligible under the MAP-21 TAP.
 - **Assuming no new transportation bill as of October 1, 2020, funding will stay at FAST Act values under continuing resolutions**

Program Guidelines

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BASIC REQUIREMENTS

FUNDING

DESIGN

RIGHT OF WAY ACQUISITION

ENVIRONMENTAL CLEARANCE

LPA MANUAL

Basic Requirements

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- Reimbursement Program
 - No funding provided up front
- Sponsor will administer the contract
 - This is **your** project
- Follow federal requirements
 - Americans with Disabilities Act (ADA), Davis-Bacon wage rates, Disadvantaged Business Enterprises (DBE), Equal Employment Opportunity (EEO), National Environmental Policy Act (NEPA), the “Uniform Act” and other applicable provisions

Funding

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- \$500,000 maximum requested federal funding amount on all TAP and RTP projects (80% of project total).

Total Project	Federal Funds	Min. Local Share
\$625,000	\$500,000	\$125,000

- \$20,000 minimum requested federal funding amount on projects containing infrastructure components.

Total Project	Federal Funds	Min. Local Share
\$25,000	\$20,000	\$5,000

- No minimum requested federal funding amount on projects containing only non-infrastructure components.

Funding

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- You may apply for the same project under both programs, but would only receive funding from one of the programs.
- A 20 percent match will be required from the sponsor.
- Use of in-kind match:
 - Will not be permitted for TAP projects. Local match must be in cash.
 - Will be permitted for RTP projects. If force account is used for construction, some additional justification will be required.

Funding

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- **Awarded funds for infrastructure projects may only be used for project construction***
- The following will be the financial responsibility of the sponsor:
 - Preliminary engineering (design)
 - Right of way acquisition
 - Utility relocation
 - Advertising and awarding the construction contract
 - Construction engineering and inspection

* Large, regionally-significant projects may receive funding for other phases.

Funding

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- 1% ARDOT Administrative Fee on TAP projects.
 - This fee is 100% Sponsor funds and will not be counted towards the 20% match.
 - Fee is based on low bid for projects and has a maximum amount based on federal award plus the required match
 - Examples:

Project Low Bid	Awarded TAP Funds	Required Local Match	Actual Local Match	1% Fee
\$1,000,000	\$500,000	\$125,000	\$500,000	\$6,250
\$625,000	\$500,000	\$125,000	\$125,000	\$6,250
\$500,000	\$200,000	\$50,000	\$300,000	\$2,500
\$25,000	\$20,000	\$5,000	\$5,000	\$250

Design Plans

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- Design Plans will need to be certified by a Registered Professional Engineer if the project requires design of any structural components (sidewalks, asphalt trails, retaining walls, bridges, etc.)
 - Plans for natural-surface trails will not require stamped plans
- Projects which include only non-infrastructure components will not require design plans (ex: education, walking school bus, planning document)
- ARDOT design guidelines can be found at:
http://www.ardot.gov/roadway_design_division/Roadway%20Design%20Plan%20Development%20Guidelines.pdf

Federal Requirements

Acquiring Right of Way

David Steward, Right of Way Division

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1. Determine who owns the land
2. Determine how the needed land will be acquired
3. Determine the fair market value of the land
4. Offer the property owner the derived value
5. If the owners agree, have them sign appropriate documentation
6. Pay the owners the agreed upon amount
7. Prepare a deed conveying the property
8. Once all property is acquired, certify the job

David Steward
ROW Coordinator
ROW Division
(501) 569-2584

David.Steward@ardot.gov

Federal Requirements

Environmental Requirements

Don Nichols, Environmental Division

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- National Environmental Policy Act (NEPA)
- Routine documentation by ARDOT
 - Includes initial State Historic Preservation Office (SHPO) correspondence

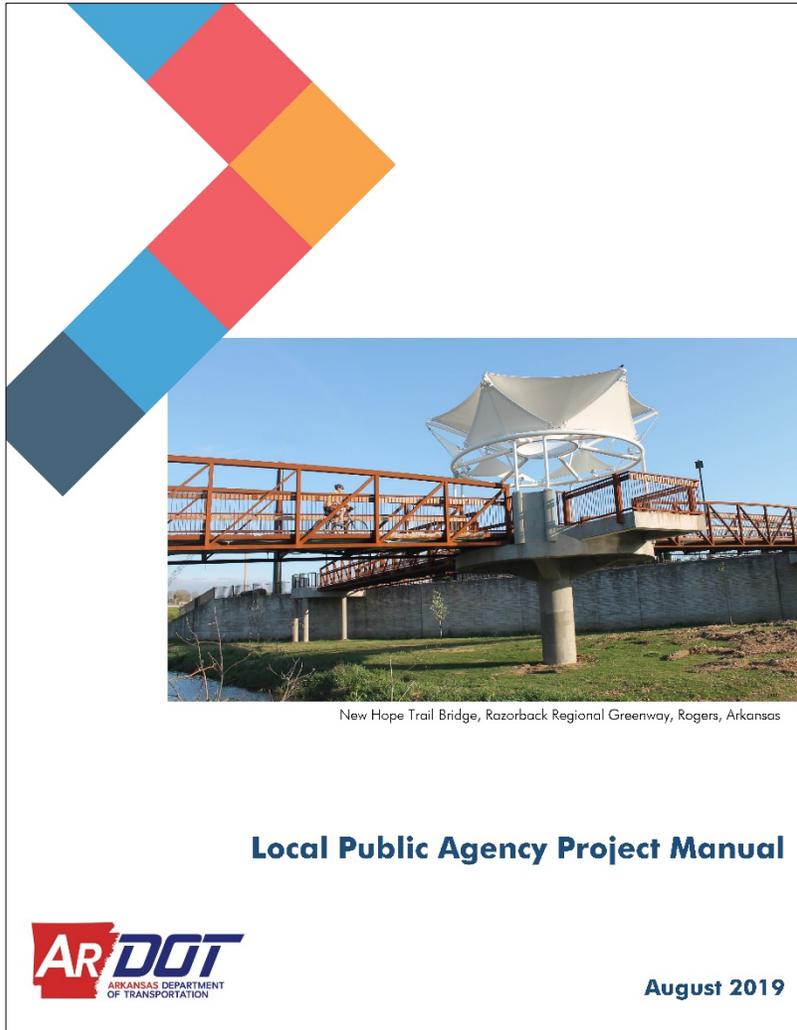
Don Nichols
Section Head
Assessments Section
Environmental Division
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Don.Nichols@ardot.gov

LPA Manual

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The Local Public Agency Project Manual is a guide for cities, counties, planning organizations, and eligible not-for-profit organizations that utilize federal funds for locally-administered transportation projects.

The procedures outlined in the manual address both state and federal requirements.



LPA Manual

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What's in it?

- Information on funding programs
 - TAP
 - RTP
 - STBGP-Attrib. (MPO awarded)
 - TAP-Attrib. (MPO awarded)
- Project development processes for these programs
- Requirements for project phases
 - Consultant Selection
 - Environmental Documentation
 - Plan Development
 - Right of Way Acquisition
 - Utility Relocation
 - Letting and Award
 - Construction and Oversight

LPA Manual

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Where is it?

New ARDOT LPA Webpage

www.ardot.gov/LPA

This is a “Living” document, so the online version will always be the most up-to-date version available.

“Buy America” Requirements

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- For steel and iron materials in Federally funded construction projects, all manufactured processes must take place domestically. Manufacturing begins with the initial melting and mixing and continues through the coating stage.
 - 23 CFR Sec. 635.410
 - Sec. 106 ARDOT Standard Specifications for Highway Construction
 - Any process which modifies the chemical content, the physical size or shape, or the final finish is considered a manufacturing process.
 - Process is defined as rolling extruding, machining, bending, grinding, drilling and coating.

Transportation Alternatives Program (TAP)

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ELIGIBLE SPONSORS

ELIGIBLE PROJECTS

Eligible TAP Sponsors

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- Must be an eligible entity as defined by 23 U.S.C. 133(h)(4)(B).
 - Local governments, including city and county governments
 - Regional transportation authorities (regional transportation planning organizations)
 - Transit agencies
 - Natural resource or public land agencies
 - School districts, local education agencies, or schools
 - Tribal governments
 - Nonprofit entities responsible for the administration of local transportation safety programs
 - Other local or regional governmental entity with responsibility for oversight of transportation or recreational trails

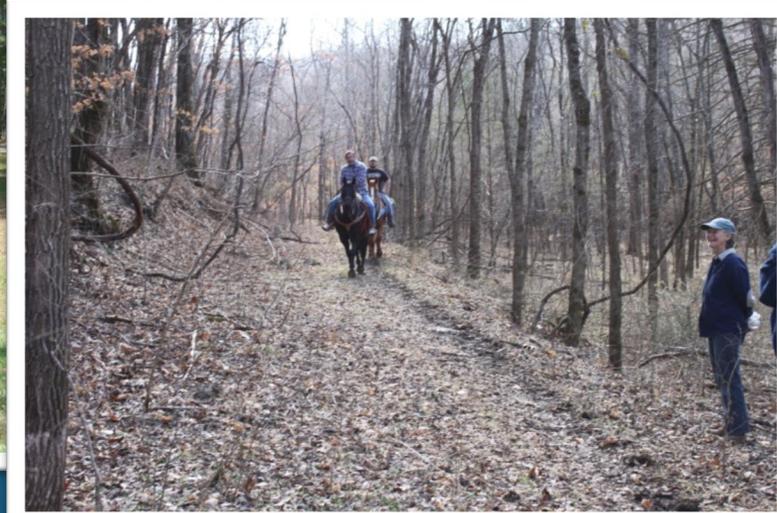
Eligible TAP Sponsors

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- State Departments of Transportation (such as ARDOT) and Metropolitan Planning Organizations (MPOs) **are not** eligible sponsors.
- Nonprofit organizations **will not** be permitted to apply directly, but will be allowed to partner with an eligible sponsor.
 - Nonprofit organizations that qualify through one of the previous eligible sponsor categories can be direct grant recipients.
- A sponsor may submit multiple applications for separate projects. These applications will need to be prioritized.

Eligible TAP Projects

- Construction of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation



Eligible TAP Projects

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- Including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, lighting and other safety-related infrastructure.



Eligible TAP Projects

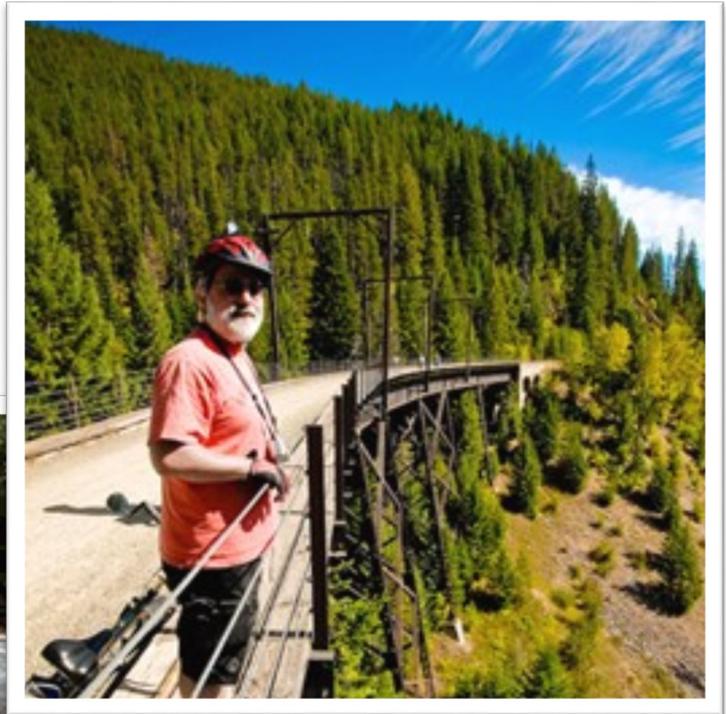
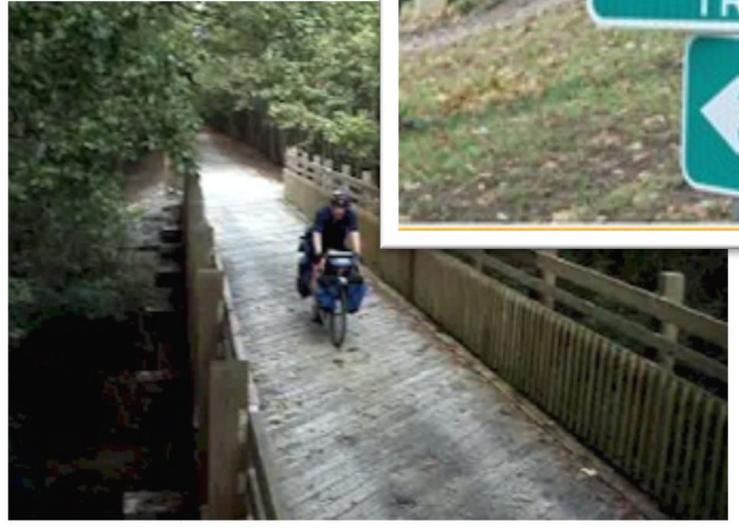
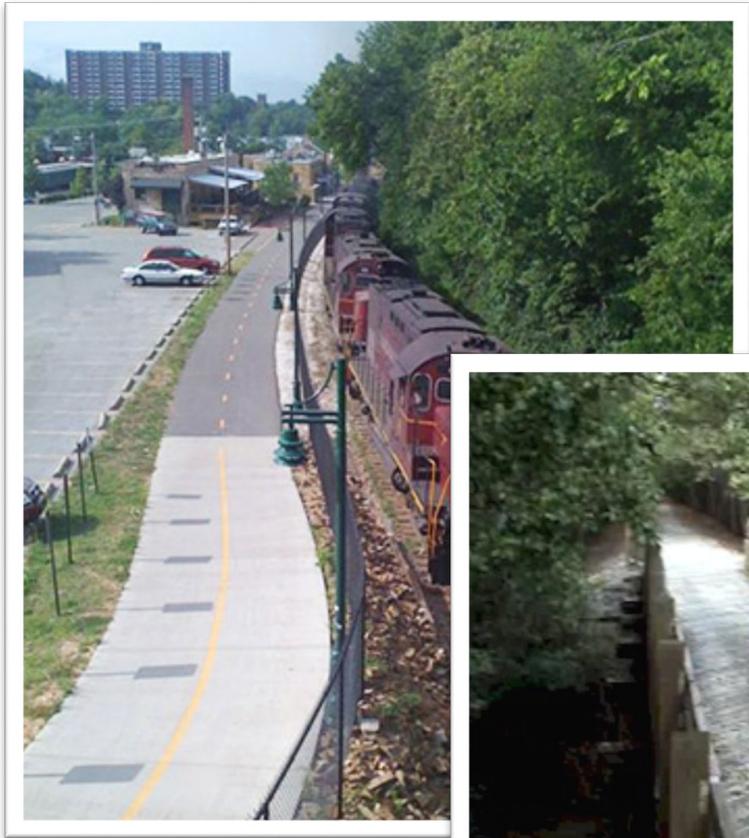
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- Construction of infrastructure-related projects and systems that will provide safe routes for non-drivers.



Eligible TAP Projects

- Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users.



Eligible TAP Projects

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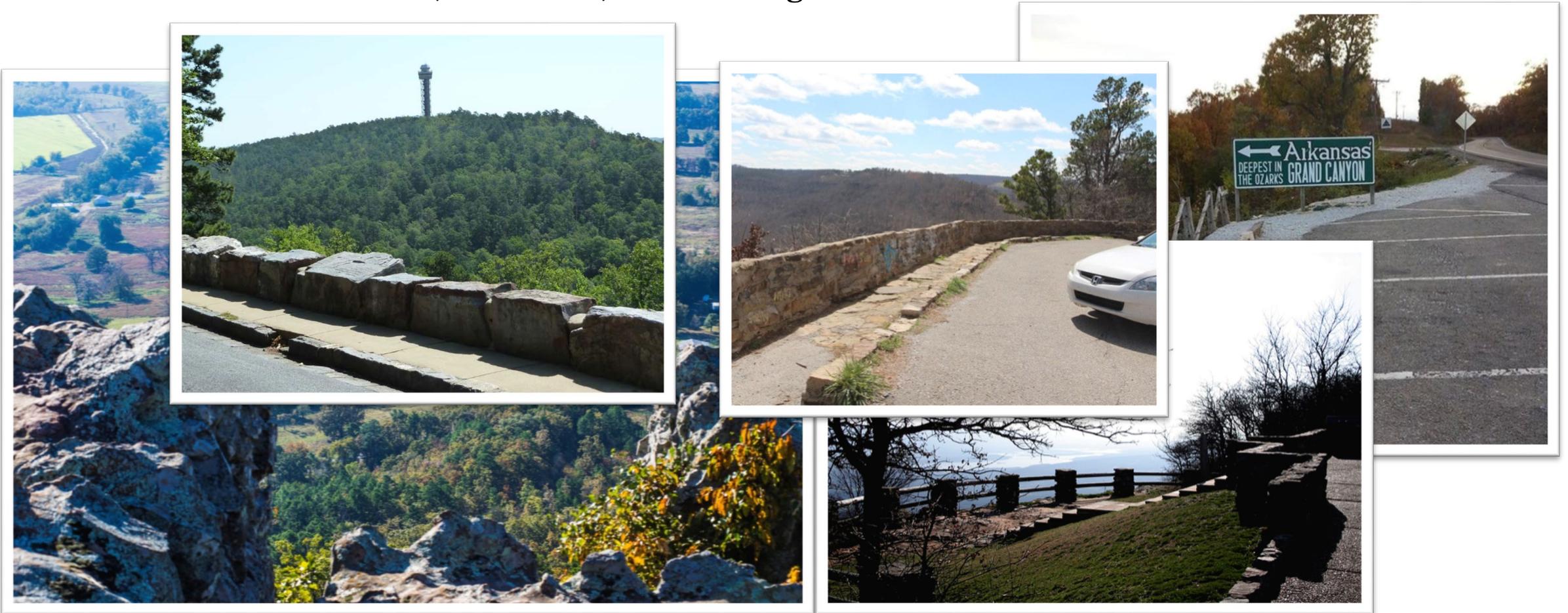
- Community improvement activities such as streetscaping, the rehabilitation of historic transportation facilities, and vegetation management practices.



Eligible TAP Projects

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- Construction of turnouts, overlooks, and viewing areas.



Eligible TAP Projects

- Any environmental mitigation activity, including pollution prevention and abatement activities.



Eligible TAP Projects

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- Safe Routes to Schools (SRTS) Infrastructure and Non-Infrastructure related projects.



Eligible TAP Projects

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- All Recreational Trails Program eligible projects and activities are eligible for TAP funds.
- Applicants may apply for funding through both programs if the project meets eligibility criteria for both.

Recreational Trails Program (RTP)

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ELIGIBLE SPONSORS

ELIGIBLE PROJECTS

Eligible RTP Sponsors

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- Must be an eligible sponsor as defined by 23 U.S.C. 206(d)(4)(A).
 - Private organizations
 - ✦ Private 501(c)(3) organizations, trail clubs, conservation organizations, private schools, colleges or universities, etc.
 - Municipal agencies
 - ✦ City or county governments, school districts, public utilities, etc.
 - State agencies
 - ✦ State parks agencies, game & fish agencies, state schools, colleges or universities, etc.
 - Federal agencies
 - ✦ U.S. Forest Service, U.S. Army Corps of Engineers, National Park Service, etc.
 - Other governmental entities
 - ✦ River authorities, planning districts, tribal governments, etc.

- A sponsor may submit multiple applications for separate projects. These applications will need to be prioritized.

Eligible RTP Projects

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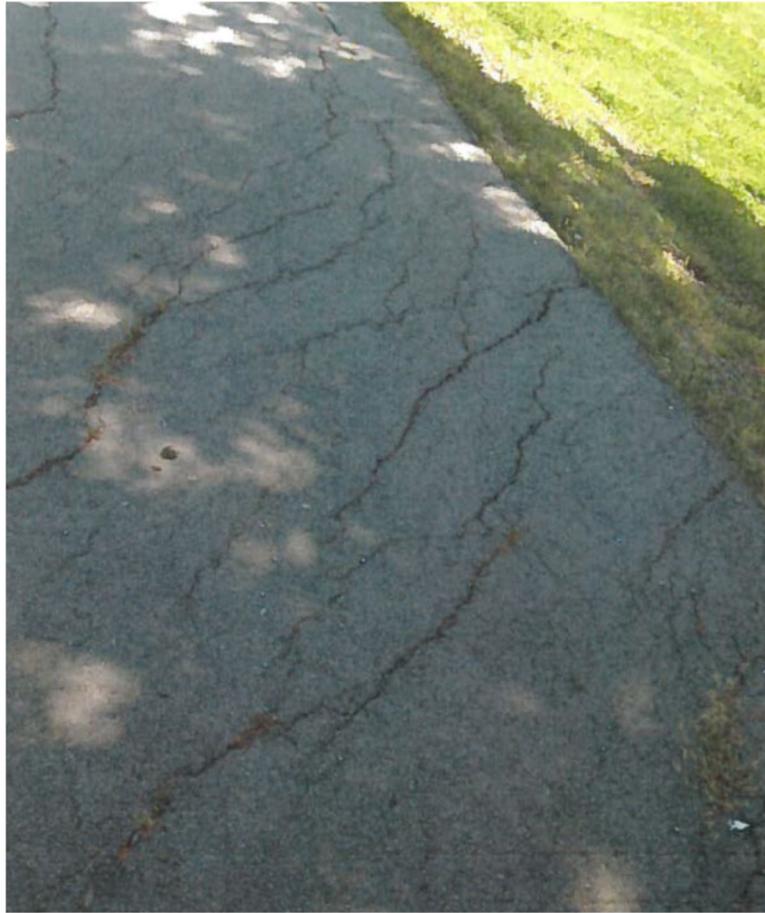
- Construction of new recreational trails.



Eligible RTP Projects

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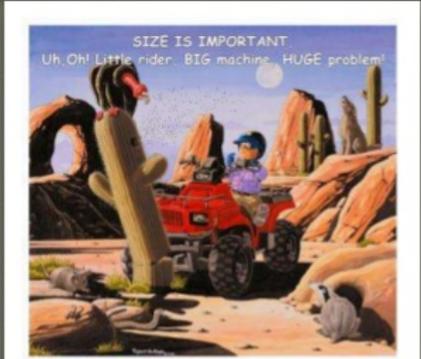
- Maintenance and restoration of existing trails.



Eligible RTP Projects

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- Educational programs to promote safety and environmental protection as related to the use of recreational trails.



Activity Book

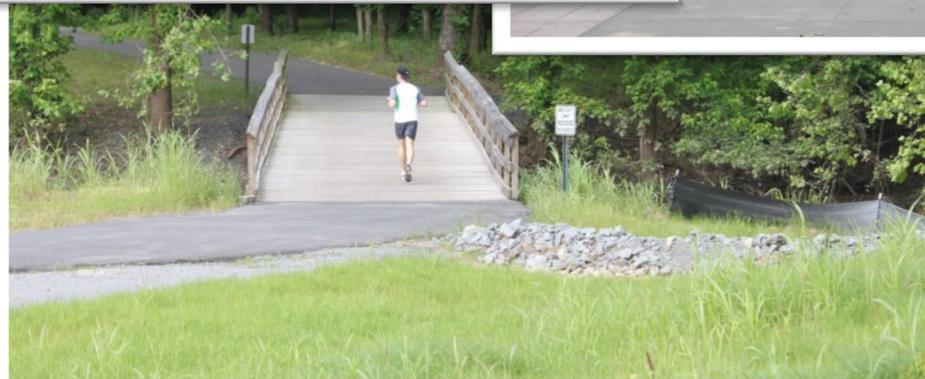
Created characters and 'a story' to go with the posters.

Additional coloring pages and word games were included.

Eligible RTP Projects

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- Development & rehabilitation of trailside, trailhead and trail linkages.



Eligible RTP Projects

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- Motorized recreational trails.
 - Definition: “Motorized” recreation – off road recreation using any motor-powered vehicle, except for motorized wheel chair.
 - Open Application
 - 30% of Apportioned Funds



Application

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FORMAT

APPLICATION QUESTIONS

MAPS

PROJECT CONSTRUCTION ESTIMATE

MAINTENANCE STATEMENT

RESOLUTION

REQUIRED SUBMITTALS

ADDITIONAL SUBMITTALS

Format

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- Application Packages for Download
 - Zip Files that include:
 - ✦ Application Form (PDF)
 - ✦ Frequently-Asked-Questions (PDF)
 - ✦ Sample Resolution (Word)
 - ✦ Project Cost Estimate Sheet (Excel)

- Fillable-form PDF
 - Adobe Reader required (free download)
 - Allows for ARDOT download of information

Application Questions

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- **General Information**
 - Project Name and Sponsor transfer to all other sheets
- **Primary Contact**
 - Primary Contact should be someone that knows about the project application
- **Legislative Information**
 - For reporting purposes only
- **Project Priority**
 - If submitting more than one project, which project(s) are most important to you

Application Questions

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- **Project Overview**
 - Detailed project overview that paints a picture of your project in words.
 - Now include existing or anticipated connectivity to other infrastructure (i.e. trailhead for existing trail, continuation of sidewalks, completion of phase 15 of trail)
- **Project Length/Width**
 - Choose Linear Feet or Miles

Application Questions

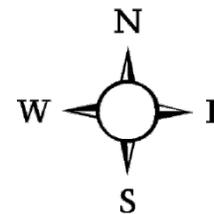
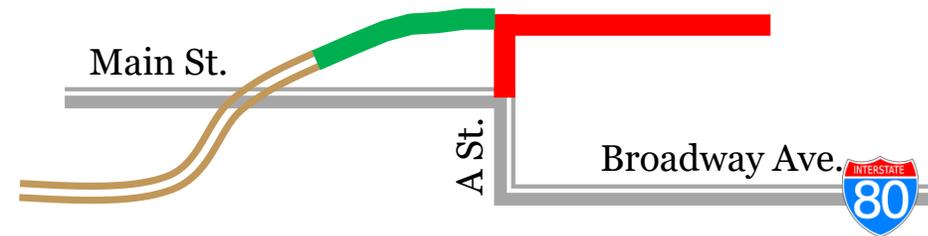
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- **Project Location**
 - Lets us know quickly where project is located
 - Latitude and Longitude in decimal degrees (34.6712,-92.3830)
- **Property Ownership**
 - Mark all that apply to your project

Maps

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- Should be legible and good enough quality to be easily-reproducible
- Should include:
 - Project Path
 - North Arrow
 - Landmarks
 - Legend, if necessary
 - Street Labels



Legend	
	New Sidewalk
	Existing Sidewalk
	New Trail
	Existing Trail

Maps

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Project Construction Estimate

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- Estimate should be itemized
 - Allows ARDOT to check for program eligibility on front end
 - Items can be consolidated (i.e. “Lighting” vs. 15 specific separate items to go with lighting)
 - “Construction” would not be a valid item. We want more detail than this. A note on this sheet also referenced common ineligible items in the FAQ.
- Application Form Limitation
 - Estimate form within the application limited to 20 items
 - Excel Sheet in Application Package may be used for submittal if more than 20 items are necessary.

Project Construction Estimate

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Item of Work		Quantity	Units	Unit Cost	Item Cost
1	Concrete sidewalk	1500	Sq. Yd.	\$ 43.00	\$ 64,500.00
2	Concrete curb and gutter	800	Lin. Ft.	\$ 27.00	\$ 21,600.00
3	Concrete driveway	130	Sq. Yd.	\$ 45.00	\$ 5,850.00
4	24" Reinforced concrete pipe culvert	250	Lin. Ft.	\$ 29.00	\$ 7,250.00
5	Pavement markings	200	Lin. Ft.	\$ 4.00	\$ 800.00
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
Total Estimated Project Construction Cost					\$100,000.00
Requested TAP Funds (Maximum 80% of Total)					\$80,000.00
Local Match (20% minimum)					\$20,000.00

Application Questions

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- Funding
 - Matching Funds source
 - ✦ RTP allows for more options
 - Project Scalability
 - ✦ If you don't get all of the requested funding, is project still a go?
 - Previous Federal funding
 - ✦ If this project or a phase of this project has received TAP or RTP funds previously, what is the current status of the project?
 - ✦ Space for ARDOT verification for Advisory Committees

Application Questions

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- **Project Category/Project Information**
 - Indicates what type of project you are proposing
 - Projects that incorporate multiple categories may be viewed more highly by the committees
 - For RTP:
 - ✦ Indicate intended user groups
 - ✦ Identify if part of a National Trail

Application Questions

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- **Project Benefits**
 - How will the community benefit from this project?
 - Who will be positively affected?
 - If a safe routes to school type project, list which specific school(s) will benefit

- **For RTP:**
 - Identify how the project will be built
 - ✦ In-house labor can be an option

Application Questions

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- Project Background

- Has there been any planning or community input in development of this project?
- Is this part of an existing:
 - ✦ Bicycle/pedestrian plan?
 - ✦ Street plan?
 - ✦ Master plan?
 - ✦ Long range plan?

Application Questions

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- Compliance (RTP-Specific)
 - How is project in alliance with SCORP?
 - ✦ Statewide Comprehensive Outdoor Recreation Plan
 - How will project accommodate users with disabilities?
 - ✦ Some trails cannot accommodate
 - ✦ Do not specifically add items to exclude disabled users
 - Will Youth Service and Conservation Corps be utilized?
 - ✦ Some extra points available
 - ✦ Organizations based in other states are still valid
 - ✦ Must have corroborating information from the organization being utilized

Application Questions

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- Construction Plans and Maintenance
 - Are Construction Plans Already Available?
 - ✦ What level or how long to get ready?
 - Who will design the project?
 - ✦ Must be a PE if structural components are included in project
 - Project maintenance after completion
 - ✦ Should be in attached statement

Maintenance Statement

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- Who will maintain the project?
- Maintenance schedule
- Inspection schedule
- Checklists

Application Questions

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- **Known Environmental Impacts**
 - Check all that apply to your project
 - No SHPO at this time
- **Adjacent Property Impacts (RTP Only)**
 - Does your project adjoin or lie within someone else's property?
 - If so, we need something in writing stating that they support this project as well
- **Sponsor Authorization and Certification**
 - Make sure whomever you have as the authorized signatory actually knows about the application

Resolution

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- Example in Application Packages
- Resolution Minimum Requirements:
 - Sponsor's governing body expresses support of the project and understands that a local match is required.
 - Sponsor understands that these are reimbursable Federal-aid funds.
 - Project maintenance required for the life of the project.
 - Gives authorization to Sponsor's CEO to enter into and execute appropriate agreements and contracts.
 - Project will remain accessible to the public for the life of the project.
 - Expresses full cooperation with the Arkansas Department of Transportation.

Required Submittals

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- ❑ Completed Application Form
- ❑ Cost Estimate Sheets, if separate from Application Form
- ❑ Resolution from Governing Body
- ❑ Project Location Map(s)
 - ❑ A draft map is shown in the application as a placeholder to indicate the information we'd like to see.
- ❑ Maintenance Statement

Additional Submittals

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- Pictures
- Plan Sheets
- Letters of Support
- Property Ownership Verification (right of way)
- SHPO Clearance (only if you already have it)

Application Submittal

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- Deadline: ~~Friday, May 1, 2020 at 4:00pm (CDT)~~
Wednesday, July 1, 2020 at 4:00pm (CDT)
 - No applications will be considered after this time

- Two options:
 - Email Submittal (preferred)
 - ✦ LFPA@ardot.gov
 - ✦ Application and additional information should be attached

 - Mail Submittal
 - ✦ Mail to:
Arkansas Department of Transportation
c/o Program Management Division
P.O. Box 2261
Little Rock, AR 72203-2261
 - ✦ Hard copy of application and all necessary attachments should be enclosed

Questions?

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- Download the Application Packages:
 - TAP: www.ardot.gov/tap/tap.aspx
 - RTP: www.ardot.gov/recreational_trails.aspx

- Contact Information:

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