

ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT

INTEROFFICE MEMORANDUM

December 1, 2014

TO: Mr. Kevin Thornton, Assistant Chief Engineer - Planning

FROM: Benjamin Browning, Assistant Division Head, Program Management Division ^{BB}

SUBJECT: Administrative Guidance for the Transportation Alternative Program

Listed below is the recommended guidance for administration of the Transportation Alternatives Program (TAP) and the Recreational Trails Program (RTP). Upon your concurrence, we will proceed with a solicitation for projects as noted below and will administrate these projects according to this guidance.

- Funding
 - A 20 percent match will be required from the eligible 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.
 - Federal funds provided can only be used for project construction. Preliminary Engineering, Environmental, Right-Of-Way, and Construction Inspection will be the responsibility of the eligible sponsor.
 - Plans which include the design of structural components must be stamped by a Registered Professional Engineer. Plans which include the design of only non-structural components must be stamped by a Registered Professional Engineer or a Licensed Architect. Plans which include the design of only non-infrastructure components will not require either.
 - There will be no minimum requested funding amount on projects containing only non-infrastructure components. Projects containing infrastructure components will have a minimum requested funding amount of \$20,000. All TAP and RTP projects will have a maximum requested funding amount of \$500,000.
- Applicants
 - Must be an eligible sponsor as defined by 23 U.S.C. 213(c)(4)(B).
 - Nonprofit organizations will not be permitted to apply directly, but will be allowed to partner with an eligible sponsor.
 - An eligible sponsor may submit multiple applications. If multiple applications are submitted, the eligible sponsor must prioritize their applications.

- TAP and RTP Project Selection Process
 1. A solicitation for project applications will begin on December 1, 2014 and will end on April 1, 2015.
 2. Potential applicants will be notified of this solicitation by email, letter, advertisement in applicable publications and a notice on our website.
 3. Two seminars will be held to inform potential eligible sponsors of TAP and RTP requirements and responsibilities. The first seminar will be held in January 2015 and the second will be held in February 2015.
 4. The Program Management Division (PM) will review all applications for eligibility. Applications which meet the eligibility requirements will be forwarded to the TAP Advisory Committee (TAPAC), the Safe Routes to School Advisory Committee (SRTSAC) or the Arkansas Recreational Trails Advisory Committee (ARTAC) for scoring.
 - a. The TAPAC will consist of the following personnel:
 - i. A representative from the Arkansas Department of Health
 - ii. A representative from the Arkansas Municipal League
 - iii. A representative from the Association of Arkansas Counties
 - iv. A representative from Bike Walk Arkansas
 - v. A representative from the Arkansas State Chamber of Commerce
 - vi. A representative from the FHWA
 - vii. The Division Head of PM
 - viii. A representative from the Local Federal-aid Project Administration Section of PM
 - b. The SRTSAC will consist of the following personnel:
 - i. A representative from the Arkansas Department of Education
 - ii. A representative from the Arkansas Department of Health
 - iii. A representative from the Arkansas Municipal League
 - iv. A representative from Bike/Walk Arkansas
 - v. A representative from the Arkansas State Chamber of Commerce
 - vi. A representative from the Arkansas Safe Schools Association
 - vii. A representative from the FHWA
 - viii. The Division Head of PM
 - ix. A representative from the Local Federal-aid Project Administration Section of PM
 - c. The ARTAC will consist of ten members, nine of whom are appointed by the Governor representing various types of trail users. The tenth member will be the Division Head of the PM.
 5. TAPAC, SRTSAC and ARTAC will review the applications and submit their recommendation for project selection through PM to the Director.
 6. Upon the Director's approval of project selection, PM will prepare a Minute Order for the Arkansas Highway Commission to approve the recommended projects.
 7. Upon Commission approval of the projects, notification letters will be sent to the eligible sponsors indicating award of funds.
 8. PM will schedule a meeting with each eligible sponsor to whom funds were awarded and discuss the program process.

9. An Agreement of Understanding will be prepared by PM. The eligible sponsor and the Department will both sign the Agreement of Understanding.
10. From this point forward, project development and construction will follow the required Federal-Aid program process.
11. The eligible sponsor will submit an administration fee of one percent when requesting concurrence in award.



Kevin Thornton
ACE – Planning

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