

North Dakota

Department of Transportation

*Transportation
Alternatives
Program*

Application Instructions
For Federal Fiscal Year 2017

Prepared by:
NDDOT
Local Government Division
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www.dot.nd.gov



Transportation Alternatives Program (TAP) Application Instructions

The following pages provide instructions for applying for the NDDOT's Transportation Alternatives Program (TAP).

The use of an application form is not necessary; you may use your own word document program in preparing this application. Please follow the same order and provide the requested information as required in these instructions. Please answer all questions. Additional information you believe that will more fully explain and support your proposed project is welcomed.

The use of colored maps and photographs is encouraged to help describe your project. All information and supporting documentation must be on 8 1/2" x 11" or 11" x 17" paper.

Additional information on the TAP Program is available on NDDOT's web site <https://www.dot.nd.gov/divisions/localgov/TAP.htm>.

Projects in MPO jurisdictions (see page 4) must be submitted to the local MPO with the MPO making submittal to NDDOT. MPO submittal dates are as follows:

Bismarck – Mandan MPO	December 1, 2015
Fargo – Moorhead Metropolitan Council of Governments	December 2, 2015
Grand Forks – East Grand Forks MPO	December 1, 2015

Applications must be received by the NDDOT on December 31, 2015.

Submit TWO unbound reproducible copies of the completed application to:

Pam Wenger, TAP Manager
Local Government Division
North Dakota Department of Transportation
608 East Boulevard Avenue
Bismarck, ND 58505-0700

This application is for projects for federal fiscal year 2017 (FY 2017) (October 1, 2016, through September 30, 2017). Projects must be ready for construction during the 2017 construction season. TAP federal funds will be lost if not authorized by the Federal Highway Administration (FHWA) before September 30, 2017. Therefore, all final plans and bid documents must be submitted to the NDDOT no later than August 15, 2017. If you do not meet this date, your award of funds will be rescinded.

NDDOT welcomes all inquiries. If you have any questions or comments about the Transportation Alternatives Program or the application process, please contact Pam Wenger at pwenger@nd.gov or 701-328-4787, FAX 701-328-0310, or TTY 1-800-366-6888.

TAP Federal Funding

The Transportation Alternatives Program was authorized under Section 1122 of the current transportation bill, *Moving Ahead for Progress in the 21st Century (MAP-21)*. TAP redefines the former Transportation Enhancement activities and consolidates these eligibilities with the former Safe Routes to School program.

TAP provides funding for programs and projects defined as transportation alternatives. They include: pedestrian and bicycle facilities; safe routes to school projects; safe routes for non-drivers; community improvement activities; and environmental mitigation projects.

TAP funds will be awarded through a statewide competitive process that is reviewed by the TAP Project Selection Committee.

The TAP funds for FY 2017 are estimated to be \$810,457 for Urban projects (cities over 5,000 population) and \$597,391 for Rural projects (cities under 5,000 population and all counties).

TAP funds require matching monies. The ratio is 80% federal and 20% local. For example, a project that is estimated to cost \$150,000 would be funded at \$120,000 federal (TAP) and \$30,000 local.

It is important to note that costs incurred prior to FHWA project approval are not eligible for reimbursement. **TAP funds eligible for reimbursement include project construction costs only.**

Ineligible costs include: all planning, preliminary engineering, construction engineering, environmental impact mitigation, right of way acquisition, utilities, and those construction items that are not eligible for federal aid.

Maximum Award

The Maximum Award is as follows:

Urban projects:	\$290,000
Rural projects:	\$200,000

Urban Projects

All projects within the corporate boundaries of the following cities: Bismarck, Devils Lake, Dickinson, Fargo, Grand Forks, Jamestown, Mandan, Minot, Valley City, Wahpeton, West Fargo, and Williston.

Rural Projects

All other cities and all counties.

Eligible Project Applicants

1. City and county governments
2. Transit agencies
3. Natural resource or public land agencies
4. School districts, local education agencies, or schools
5. Tribal governments
6. Any other local or regional governmental entity with responsibility for or oversight of transportation or recreational trails.

Nonprofit Organizations

A nonprofit organization must partner with an eligible project applicant. The eligible project applicant would submit the application and be responsible for the project, if it is awarded funds.

Eligible Project Sponsors

Applications must be submitted to the NDDOT through one of the following entities:

- A Board of County Commissioners for cities under 5,000 population
- A City over 5,000 population
- Bureau of Indian Affairs
- Transit Agencies
- Federal and State Agencies

All other eligible applicants including school districts and park districts need to partner with their respective city over 5,000 population or with their respective Board of County Commissioners if in a City under 5,000 population.

All projects within the jurisdiction of a Metropolitan Planning Organization (MPO) need to be submitted to the MPO by their respective deadline for MPO approval and submittal to the NDDOT.

MPO Coordination

Projects in or near Grand Forks, Fargo/West Fargo, or Bismarck/Mandan must be coordinated with the local MPO. If you are unsure if your project is within the MPO jurisdiction, contact the MPO office in your area. MPO contact information is as follows:

Grand Forks - East Grand Forks MPO
P.O. Box 5200
Grand Forks, ND 58206-5200
701-746-2657

Fargo - Moorhead Metropolitan Council of Governments
Case Plaza Center Suite 232
1 2nd Street North
Fargo, ND 58102
701-232-3242

Bismarck - Mandan MPO
221 North 5th Street
Bismarck, ND 58506
701-355-1848

Project Development

If your project is selected for TAP funding, you will be notified of your award in the spring of 2016. Upon notification of award you should commence project development. The Local Government Division will work with you during the project development phase which typically consists of an environmental document and plan preparation.

The environmental document is a decision making tool used for project alternative selection and for obtaining environmental clearance.

The next step in project development is the preparation of a set of plans that will be used for the bidding of your project. Plans must be prepared by the proper professional; e.g., Professional Engineer, Registered Architect, or Landscape Architect. All TAP projects must be bid through NDDOT.

Project development can be completed anytime during federal fiscal year 2017. Award recipients are encouraged to work towards a plan completion date between December 1, 2016, and March 15, 2017.

Treatment of Projects

The treatment of projects means that all projects carried out using TAP funds must comply with applicable provisions in United States Code of Regulation Title 23, such as project agreements, authorization to proceed prior to incurring costs, prevailing wage rates (Davis-Bacon), Buy America, competitive bidding, and other contracting requirements, regardless of whether the projects are located within the right of way of a federal aid highway.

The TAP funds are for federal fiscal year 2017 and these funds must be authorized by the Federal Highway Administration before September 30, 2017. Therefore, all final plans and bid documents must be submitted to the NDDOT no later than August 15, 2017. If you do not meet this date your award of funds will be rescinded.

APPLICATION INSTRUCTIONS

1. Project Name

Provide the name of your project. This name will be used to identify the project; it should reflect the project scope or purpose.

2. Project Location

Fully describe the location of your project. Include a map showing the location of your project.

3. Project Contact

Name of the group or agency requesting the TAP project.

4. Contact Person

Provide the name, address, telephone number, and e-mail address of the person who is directing this project.

5. Project Sponsor

Provide the name of the governmental agency sponsoring the project. Your project must be sponsored by:

- A Board of County Commissioners for cities under 5,000 population
- A City over 5,000 population
- Bureau of Indian Affairs
- Transit Agencies
- Federal and State Agencies

All other eligible applicants including school districts and park districts need to partner with their respective city over 5,000 population or with their respective Board of County Commissioners if in a City under 5,000 population.

All projects within the jurisdiction of a Metropolitan Planning Organization (MPO) need to be submitted to the MPO by their respective deadline for MPO approval and submittal to the NDDOT.

6. Sponsoring Official

Provide the name, address, telephone number, and e-mail address of the contact person at the governmental agency sponsoring the project.

7. Project Description

Fully describe your project. This should include, but is not necessarily limited to, a description of what is planned by including typical sections, site plans, drawings, sketches, right of way requirements, etc.

8. Project Cost

Enter the estimated cost of your project. A detailed copy of the estimate and who prepared it should be provided. A maximum of 80% of eligible costs can be funded with federal aid TAP funds.

Eligible costs include: Project construction costs.

Ineligible costs include: All planning, preliminary engineering, construction engineering, environmental impact mitigation, right of way acquisition, utilities, and those construction items that are not eligible for federal aid. Also ineligible would be any construction costs incurred before the project has been approved by FHWA for funding.

THE COST ESTIMATE IS VERY IMPORTANT! IF YOUR PROJECT RECEIVES FUNDING, THE AMOUNT RECEIVED WILL BE BASED ON YOUR COST ESTIMATE. IF COSTS EXCEED THE ESTIMATE, THE SPONSOR WILL BE RESPONSIBLE FOR COVERING THE ADDITIONAL COSTS.

9. What TAP category best fits your project?

Identify the category and type of project you believe best fits your project. To be eligible for Transportation Alternatives funding, your project must fit into one of these categories and must relate to surface transportation.

- A. Construction of on-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990.
- B. Construction of infrastructure related projects that will substantially improve the ability of students to walk and bicycle to school.
- C. Construction of infrastructure related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
- D. Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other nonmotorized transportation users.
- E. Construction of turnouts, overlooks, and viewing areas.
- F. Community improvement activities, including:
 - historic preservation and rehabilitation of historic transportation facilities that are continuing to, or upon rehabilitation, function for their intended transportation purpose;

- vegetation management practices in transportation rights of way to improve roadway safety, prevent against invasive species, and provide erosion control;
 - archaeological activities relating to impacts from implementation of a transportation project; and
 - streetscape improvements and corridor landscaping.
- G. Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to:
- address stormwater management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff, including activities described in 23 U.S.C. 133(b)(11), 328(a), and 329; or
 - reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats.

10. Supporting Data

Answers to the following will help the reviewers obtain a better understanding of your project. Additional information you believe that will more fully explain and support your proposed project or activity is welcomed.

1. Is your project part of an identified recreation or transportation plan? If so, explain.
2. Is your project tied to another project? If so, please explain.
3. How does your project fit with similar projects in your community and/or region?
4. Provide documentation of governmental agencies that are in support of this project. Also, please provide documentation of support, if any, from the general public, other groups, and organizations.

11. Public Accessibility

To be eligible for consideration, **this property must be accessible to the public**. Provide the name of the entity that will be the owner of this project when it is completed.

12. Matching Funds Provided By

TAP funds require matching monies. The ratio is 80% federal and 20% local. Identify who will provide the matching funds and how these funds are to be obtained. The project sponsor must assure NDDOT that the matching funds will be available and from nonfederal sources unless applicant is a Federal or Tribal entity.

13. Will Right of Way For This Project Be Needed?

Will additional right of way be needed for your project? If so, its acquisition will have to be in accordance with federal regulations. Right of way acquisition costs are not eligible for federal aid.

14. Maintenance of This Project Will Be Provided By:

The sponsor is responsible for providing or making arrangements for maintenance of the project. Provide the name of the person, agency, or group that will maintain this project after its completion.

NDDOT will only enter into maintenance agreements with the project sponsor. If the sponsor does not wish to provide maintenance, they can develop a pass through agreement with the party requesting the project, requiring them to maintain the project. The sponsor, however, will remain responsible to ensure to the NDDOT that the project is being maintained.

15. Environmental Impacts

Impacts of projects can be both beneficial and adverse. The following is a list of some categories that must be addressed. If there are additional categories that you feel need to be addressed please add them. **If your project is selected you will be responsible to obtain necessary environmental clearances and permits.**

- Land Use - Describe changes or potential changes this project will have upon land use in the vicinity.
- Farmland - If any farmlands are to be used for this project, identify what their present usage is.
- Social - Describe the project's impact upon the neighborhood and community.
- Economic - Describe the project's economic impact.
- Relocation - Will this project require the displacement of any people or businesses?
- Wetlands - Will this project result in fill material being placed in any wetlands?
- Floodplain - Is this project within a floodplain?
- Threatened or Endangered Species - Are there any threatened or endangered species in the project vicinity?
- Cultural Resources - Are there any properties on or eligible to be on the National Register of Historic Places in the project vicinity?
- Hazardous Waste - Are there any hazardous waste sites in the area?

16. Signatures

Contact Person - This is the person identified in item 4 who will be responsible for the management and implementation of your proposed project.

Responsible Official - This is the person identified in item 6.

MPO Official - If your project is within a MPO area, the MPO Director must sign here.

17. Attachments