

**State of Nevada Department of Transportation
Transportation Alternatives Program (TAP)**

**Program Announcement, Call for Projects, and
NDOT Guidance for Potential Applications
for 2019 - 2020 Funding**

www.nevadadot.com/tap

Transportation Alternatives Program
Federal Programs – Planning Division

Contact persons:

TAP Program Manager:
Lewis Lem, Ph.D.
Federal Programs Manager, NDOT Planning
TAP-Program@dot.nv.gov

TAP Program Administrator:
Melissa Chandler
Transportation Planning Analyst
TAP-Program@dot.nv.gov

Nevada Department of Transportation
1263 S. Stewart Street, Rm 205
Carson City, NV 89712

The **Nevada Department of Transportation (NDOT) Transportation Alternatives Program (TAP)** provides federal funds for community based smaller scale transportation projects. Examples of these projects include: pedestrian and bicycle facilities, safe routes to school projects, community improvements such as historic preservation and vegetation management, and environmental mitigation related to storm water and habitat connectivity. The Nevada Department of Transportation administers this program and projects are selected through a competitive process utilizing a selection committee.

This program announcement, call for projects, and State of Nevada Department of Transportation guidance for potential applications provides information on the following topics:

1. Authorizing Federal Legislation
2. Program Purpose
3. General Responsibilities of the Project Sponsor in the State of Nevada
4. Eligible Project Activities
5. NDOT TAP Application and Selection Process
6. Application Instructions

1. Authorizing Federal Legislation

The Transportation Alternatives Program (TAP) was established in 2012 and authorized under section 1122 of the federal “MAP 21” surface transportation authorization legislation. This program consolidated multiple programs from the 2005 Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)— including Transportation Enhancement (TE) activities and Safe Routes to School (SRTS). The MAP-21 legislation provided for a reserved portion of federal surface transportation funds to be apportioned to a State under section 104(b) of title 23 to carry out the TAP. The TAP program provides funding for programs and projects defined as transportation alternatives.

On December 4, 2015, the Fixing America’s Surface Transportation (FAST) Act as enacted by Congress was signed by the President, and TAP was replaced with the “STP Set-Aside” under the Surface Transportation Block Grant Program and is now called TAP/STP Set-aside. The STP Set-Aside provides funds “for projects or activities described in section 101 (a) (29) or 213.” The enactment of the FAST Act made minimal substantive changes to the program.

Please see the official USDOT/FHWA TA Set-Aside Implementation Guidance for more information: https://www.fhwa.dot.gov/environment/transportation_alternatives/guidance/guidance_2016.cfm

2. PROGRAM PURPOSE

The purpose of the Nevada Transportation Alternatives Program (TAP) is to create safe, accessible, attractive, and environmentally sensitive communities where people want to live, work, and enjoy recreational activities. The TAP program supports the national goals of the Department of Transportation (DOT) as shown in Table I by completing locally sponsored projects with federal funds that improve non-motorized mobility, historic preservation, scenic accessibility, Safe Routes to School programs, and environmental/vegetation management efforts.

Please see the official USDOT/FHWA TA Set-Aside Implementation Guidance for more information:
https://www.fhwa.dot.gov/environment/transportation_alternatives/guidance/guidance_2016.cfm

More information may be found at the Transportation Alternatives Data Exchange:
<http://trade.railstotrails.org//page.php?identifier=index>

3. General Responsibilities of the Project Sponsor in the State of Nevada

1. Verify eligibility of project sponsor and proposed project. Potential sponsors are encouraged to contact the NDOT Program Manager with any questions regarding eligibility of the project sponsor and the proposed project
2. Complete NDOT Statewide TAP Program application consistent with the Application Process described on the NDOT TAP Program website.
3. If the sponsor's project is recommended for funding, the sponsor's staff must work with NDOT staff to ensure that appropriate contracts are completed, and the project is included in the Statewide Transportation Improvement Program (STIP).
4. Provide written quarterly project updates and quarterly financial status reports for the project to NDOT.
5. Ensure projects are completed on time and within budget.
6. Complete a final project report that includes scope, before and after photos, final budget and duration of project.

It is the responsibility of the sponsor to comply with the National Environmental Policy Act (NEPA) and the National Historic Preservation Act (NHPA) to assess and/or mitigate effects on social, economic and environmental factors. Similarly, work involving sensitive historic structures or archaeological sites must conform to the U.S. Secretary of the Interior's standards and guidelines for archaeology and historic preservation. The sponsor must also carry out and comply with all Federal, State and local laws, and acquire environmental approvals and any required permits from the appropriate Federal, State and local agencies. Also, the sponsor must acquire building and other local permits, if applicable. Engineering and architectural designs for all facilities must comply with the Americans with Disabilities Act (ADA). The sponsor may be required to provide long-term maintenance of a constructed project, on a year-round basis, after completion.

The Nevada DOT TAP/STP Set-aside program is not a grant program but a cost reimbursement program. Prior to the initiation of any TAP/STP Set-aside project, the project must be included in the NDOT Statewide Transportation Improvement Program (STIP) and authorized by the Federal Highway Administration (FHWA). A fully executed legal agreement is also required prior to the NDOT's issuance of a Notice to Proceed (NTP). No expenses incurred prior to the issuance of the NTP will be eligible for reimbursement.

Funding through the NDOT, will provide up to a maximum of 95 percent of the project costs. The sponsor is required to provide a minimum of 5 percent of the project costs as matching funds. "In kind" matching funds may be allowable as a portion of the project cost, but must be well documented to the value of the match.

It is the project sponsor's responsibility for ensuring that the cost estimate is realistic and will fully meet the project's needs. It is recommended that the services of a licensed professional engineer, registered architect, registered landscape architect, licensed contractor, or safe routes to school coordinator (as applicable) be obtained to assist in the development of the application to ensure the accuracy of required project services and cost estimates. Costs for professional services associated with preparation of the application are not eligible for reimbursement. Any increase in state/federal/local funding will require an amendment to the original project agreement.

4. Eligible Project Activities

There are two broad types of eligible activities under the TAP Program:

- (1) Transportation infrastructure (constructed physical improvements); and
- (2) Non-infrastructure projects

Please specify on applications which broad category of eligible activity the application is submitted toward. Please see the NDOT/TAP program website for additional information on project and sponsor eligibility. (<https://www.nevadadot.com/home/showdocument?id=9383>)

Please see the official USDOT/FHWA TA Set-Aside Implementation Guidance for more information: https://www.fhwa.dot.gov/environment/transportation_alternatives/guidance/guidance_2016.cfm

More information may be found at the Transportation Alternatives Data Exchange: <http://trade.railstotrails.org//page.php?identifier=index>

5. NDOT TAP APPLICATION AND SELECTION PROCESS

Eligible sponsors may submit one application per each funding cycle (not including different entities in the same community). The NDOT proposal evaluation committee will evaluate and provide a quantitative rank of projects through a competitive process for each funding cycle. A complete set of State of Nevada statewide TAP application materials and instructions may be found at www.nevadadot.com/tap.

The scoring criteria for NDOT TAP applications may be found at:

<https://www.nevadadot.com/home/showdocument?id=9368>

The planned timeline and schedule for the NDOT TAP application review and evaluation process is:

November 2017: NDOT Release of Call for Projects.

February 26, 2018: Deadline to submit project applications on NDOT website.

Spring 2018: Selection Panel Review

Summer 2018: Notifications sent to project sponsors as to whether projects have been recommended by Selection Panel. Notifications are planned to be sent for projects recommended by selection panel and for projects not recommended by selection panel.

Federal Fiscal Year

2019 and 2020: Selected Projects expected to have completed agreement with NDOT for funding during these fiscal years.

6. Application Instructions:

The Nevada Department of Transportation TAP program requires applications to be submitted online following the instructions on the NDOT TAP program website: <https://www.nevadadot.com/projects-programs/transportation-alternatives-program>

The online application process ensures data consistency among applications and provides a fair and equal evaluation of all submitted applications. NDOT will not accept applications for the TAP program by any means other than the online application process.

The online application system allows for application materials and supporting documentation to be uploaded. The uploaded application information should include:

- (a) Project narrative describing scope of project and including need for and expected benefits of proposed project. (Limited to 5 pages)
- (b) Proposed Project Budget and Schedule (Please upload excel file showing budget and schedule)

- (c) Supplemental Information including maps, project designs, letters of support, photos, etc. (Limited to 15 pages total)

The PLANA is an online project initiation application that provides a platform for NDOT districts, counties, metropolitan planning organizations and other responsible organizations to initiate projects. The PLANA is meant to inform the NDOT planning division of a need for a project. The creation of a PLANA does not guarantee the completion or funding of a project or need, it will however help the NDOT planning division prioritize and identify needs. To access the PLANA and initiate a project please go to:

<https://estip.nevadadot.com/secure/login.asp>

To gain access select the “New to ESTIP” Link. This will send a notification to the NDOT planning division. The Planning Division will provide access to the PLANA module, and will notify new users through an email. This can take up to a week.

To start a new PLANA, select “ADD NEW PLANA” from the ‘MY PLANA LIST’ page. Once you have entered in a project title, a description of the scope and have completed the drop-down boxes within the 1st section of the PLANA form, select the ‘SAVE’ button at the bottom of the page. This will ensure your saved PLANA form is titled correctly.

Please Note: If the project is a TAP project please select the TAP option under the ‘IS THIS PART OF A CALL FOR PROJECTS’ drop down box. Please note: The ‘CONTACT INFORMATION’ box is for the contact information of the party completing the PLANA. This will allow NDOT staff the ability to contact the agency submitting the PLANA if further clarification or information is required. Only complete PLANA(s) can be processed. Please complete the entire form with as much detail as possible. Helpful links for required data are found by clicking the blue question mark next to applicable fillable fields. Tabs will appear at the top of the page once the PLANA has been saved. The ‘MAP’ tab will allow the applicant to selection project locations on a map. The ‘DOCUMENTS’ tab will allow the applicant to upload of pertinent documents. To use the map function, click the ‘MAP’ tab and zoom to the area of interest. Select blue roadway segments and blue nodes that are applicable to the PLANA project. New nodes can be added if needed. Selected roadway segments and intersections will turn red. Be sure to save the Map before leaving the Map tab.

To upload documents, such as itemized cost estimates, crash data reports, letters of support, photos, or other required documentation, select the ‘DOCUMENT’ tab and select the upload button. Complete all fields and select your document with the ‘Choose File’ button.

Once the PLANA is complete, and the applicant is ready to submit the form to NDOT select the “Submit to Planning” at the bottom of the “Plana Information’ tab. Once a PLANA has been submitted to planning it cannot be changed or edited. NDOT planning staff will be in contact if there are any questions about the PLANA and periodical updates will be sent via email as the PLANA moves through the NDOT project initiation system.

These application instructions and additional information on the application process, please see the website:

<https://www.nevadadot.com/projects-programs/transportation-alternatives-program/plana>

For application questions relating to materials submitted through the PLANA system, please contact:

Catherine Balcon,
PLANA Manager
(775) 888-7357
CBalcon@dot.nv.gov

