



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



CHRISTOPHER D. CLEMENT, SR.
COMMISSIONER

JEFF BRILLHART, P.E.
ASSISTANT COMMISSIONER

Transportation Alternatives Program Call for New Projects

Dear Potential Applicant:

The Department of Transportation (NHDOT) is starting up a competitive selection round for the federally funded Transportation Alternatives Program (TAP) projects created by MAP-21. The TAP combines many individual federal programs like, Transportation Enhancement, Safe Routes to School, and Scenic Byways to provide more flexibility. Overall funding for the TAP is approximately \$5.5M in this first round. To better manage TAP projects and to focus funding to provide choices for non-motorized use that is safe, reliable and convenient, the following guidelines have been created by the Department and will be used during this competitive selection round.

Funding Limitations:

- Minimum project limit is \$200,000 (total dollars) – (\$160,000 federal)
- Maximum project limit is \$800,000 (total dollars) – (\$640,000 federal)
- Project will require at least a 20% match provided by the applicant

Note: Projects can exceed the \$800,000 cap if other funding sources are added to the project. Projects can also request less than the minimum cap as long as other funding sources are added to keep a minimum of \$200,000 for the total project cost.

Eligible Activities

- Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation.
- Construction, planning, and design 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.
- Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users.
- Eligible Safe Routes to School program infrastructure activities under §1404 of SAFETEA-LU (20% match required)

Note: Non-profits, local advocacy groups and State Agencies are not eligible to apply for TAP funds.

Application Guidelines:

The Application process is broken into three distinct and mandatory steps.

1. Submission of a letter of interest for TAP funding
2. Attendance at a pre-application informational meeting hosted by the Department
3. Submission of the TAP application

Step 1

Submit a Letter of interest (LOI) to the NHDOT, Bureau of Planning & Community Assistance. This letter is mandatory if you want to submit an application for TAP funding under step 3. The letter must contain the following:

- Identify the municipality applying for funding;
- Identify the project contact person, mailing address, phone & email;
- Provide a brief description of the potential project for which you'll be applying for. Give detailed information like State Route number or local street name to identify the location of your project, approximate project limits and give an approximate length. (Maps are not required but are encouraged to help locate and define your project.)
- Identify possible historic, cultural or natural resources in the project limits.
- Provide information regarding which of the eligible TAP activities you believe applies to your project;
- Estimate the amount of funding necessary to complete the project in total dollars as well as your intended match percentage. All project applications require a minimum 20% match.

These letters are completely non-binding. By providing NHDOT with this information, it allows a quick check of program eligibility, project feasibility and geographical distribution of projects. The Department will send copies of the LOI to your governing Regional Planning Commission. This will ensure that all potentially interested parties are placed in the communications loop with NHDOT & your RPC to move forward to step 2.

Mail letters of interest (LOI) to: Thomas Jameson, TAP Program Manager
NHDOT Bureau of Planning & Community Assistance
John O. Morton Building
7 Hazen Drive, P.O. Box 483
Concord, NH 03302-0483

OR

Electronic Submission: Scan and email a .pdf copy of the LOI to tjameson@dot.state.nh.us.
Please put (TAP letter of interest) in the subject line.

Deadline for letters of interest will be Wednesday August 6, 2014 at 4:00pm.

These letters are **mandatory**. Letter of interest must be received by the Department on or before 4:00pm, August 6, 2014. Failure to meet this deadline will result in your potential project having to wait until the next funding cycle to apply.

Step 2

Within 2 weeks of the reception deadline for letters of interest, notification will be sent out to the project contacts identified in those letters about the mandatory TAP informational meeting.

Please Note: Each applicant must have someone that will be directly involved in the management of their project attend one of these TAP informational meetings that will be held in locations around the state. Previous LPA certification will not satisfy this eligibility requirement. In an effort to facilitate ease of attendance, NHDOT staff will select locations in those areas most convenient to the largest number of applicants.

Step 3

Any Municipality that has fulfilled both Step 1 and Step 2 are now eligible to submit an application for TAP funds. Applications will be submitted to NHDOT, Bureau of Planning & Community Assistance. These **Applications will be due on Friday September 26, 2014 at 4:00PM.** Failure to submit your application by the **4:00 PM September 26, 2014**, deadline will result in your potential project having to wait until the next funding cycle to apply. The Department will send copies of your application to your governing Regional Planning Commission for their evaluation and regional rankings.

TAP project scoring process

TAP Projects will be scored based on criteria and weightings developed by the Department's Transportation Alternatives Program Advisory Committee (TAPAC) and are listed below:

- Potential for Success
- Safety
- Socioeconomic Benefits
- Project Connectivity
- RPC/MPO Ranking
- Multi-Modal Connections

A separate scoring committee will be appointed by the Department. This committee will use the criteria and weightings developed by the TAPAC to score the submitted TAP projects.

The Department is in the process of developing the TAP applications. These should be available in a few weeks and will clearly list the criteria each application will be scored on.

If you have any questions please feel free to call or email me.

Thomas Jameson, P.E.
Program Manager
Bureau of Planning and Community Assistance
NH Department of Transportation
Phone: 271-3462
tjameson@dot.state.nh.us

Date

SAMPLE LETTER OF INTEREST

Mr. Thomas Jameson, P.E. TAP Program Manager
NHDOT Bureau of Planning & Community Assistance
John O. Morton Building
7 Hazen Drive, PO Box 483
Concord, NH 03302-0483

RE: Transportation Alternatives Program (LOI)

Dear Mr. Jameson:

Please accept this correspondence on behalf of the Town of Walkerville signaling our interest in applying for Transportation Alternatives Program funds in the recently announced application cycle.

The town has a desire to build a paved sidewalk on the south side of Sneaker Road. The proposed sidewalk will allow pedestrians to safely travel from a residential neighborhood to the town Post Office and Country Store. The proposed project is approximately 2,000 feet in length and will be 5 ft. wide. The proposed project is intended to be inside the town's right-of-way on Sneaker Rd. but some additional right-of-way may be needed to control drainage. The project will pass Shoelace Pond but no direct impacts are proposed. There are a few older farms on Sneaker Rd as well as stone walls throughout the project limits. See attached project map for details.

We estimate that the project will cost approximately \$500,000. The town will be requesting 80% federal TAP funds in the amount of \$400,000.

This project meets TAP eligible activity: Construction, planning and design 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.

The contact person for this application process will be:

John Doe, Town Administrator
8 Sneaker Road
Walkerville, NH 05515
Telephone: 555-1212, Ext. 10
Email: johndoe@townofwalkerville.org

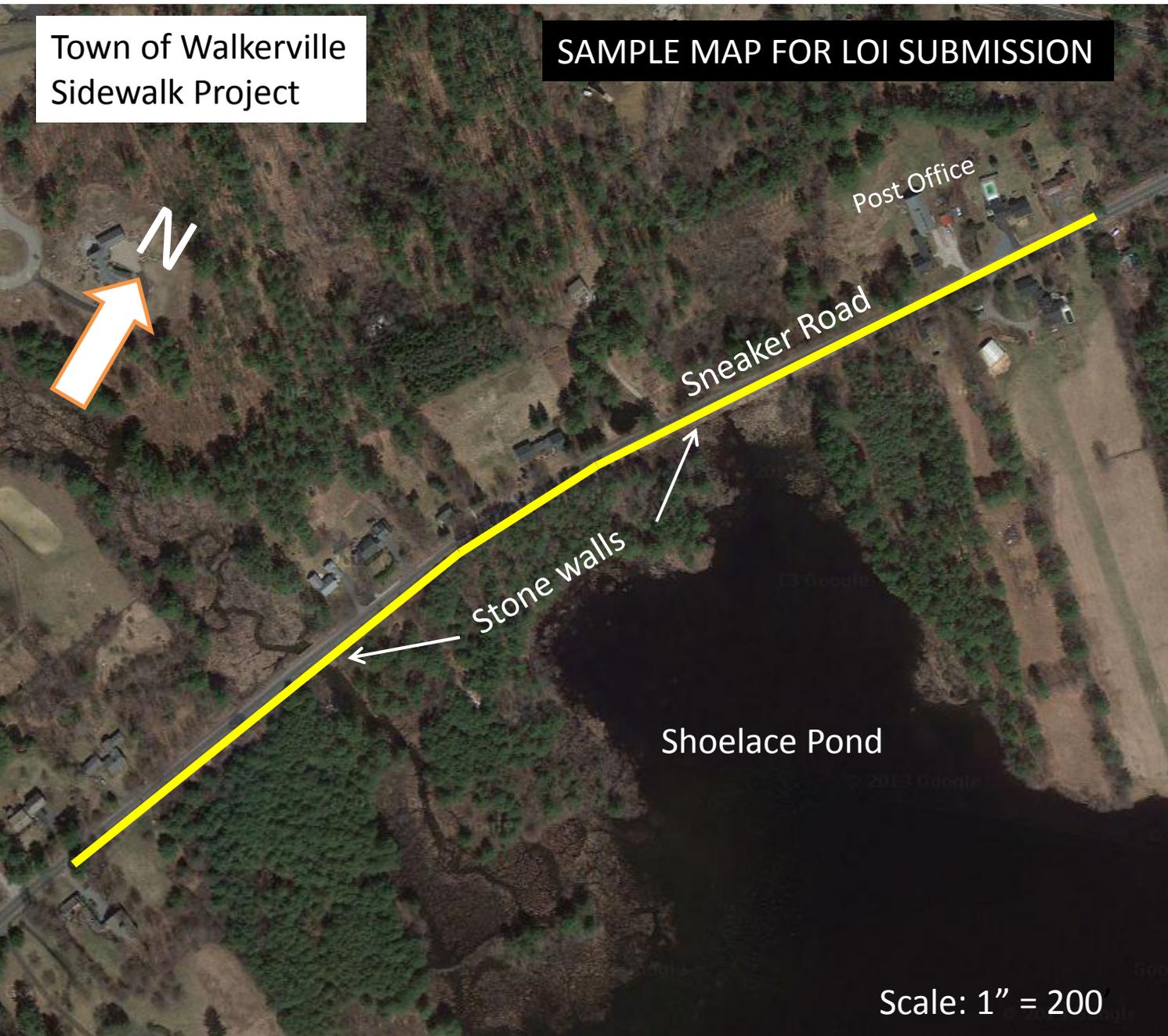
Thank you for your time and consideration.

Sincerely,

John Doe
Town Administrator

Town of Walkerville
Sidewalk Project

SAMPLE MAP FOR LOI SUBMISSION



Scale: 1" = 200