

Transportation Alternatives Program Round 3 – Application Guidelines

The New Hampshire Department of Transportation (NHDOT) is starting a new competitive selection round for pedestrian and bicycling infrastructure projects under the federally funded Transportation Alternatives Program (TAP).

TAP is currently authorized under the new FAST-ACT (Fixing America's Surface Transportation System Act). Created under MAP-21 (Moving for Progress in the 21st Century), TAP combines a number of individual federal programs into a single, more flexible program. The formerly separate programs include Transportation Enhancement (TE), Safe Routes to School (SRTS), and Scenic Byways. New Hampshire's annual allocation for TAP is approximately \$3.2M (\$2.6M Federal). Two years of funding will be awarded in this round. The overall purpose of TAP is to foster non-motorized transportation infrastructure that is safe, in good physical condition, and accessible. To better manage TAP projects the following guidelines have been created by the Department for this round:

Funding Limitations:

- Minimum project limit is \$400,000 (total dollars) – (\$320,000 federal)
- Maximum project limit is \$1,000,000 (total dollars) – (\$800,000 federal)
- Project will require at least a 20% match provided by the applicant

Note: Projects can exceed the \$1,000,000 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 \$400,000 for the total project cost.

Eligible Activities:

- Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other users of non-motorized forms.
- 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 pedestrians, bicyclists, or other non-motorized transportation users.
- SRTS infrastructure activities eligible under §1404 of SAFETEA-LU (20% match required)

Note: The Department has determined that non-profits, local advocacy groups and state agencies are not eligible for TAP funds. The limit is one application per town.

Application Guidelines:

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

1. Submission of a Letter of Interest (LOI) and a map showing your project location
2. Attendance at a mandatory pre-application informational meeting hosted by the Department
3. Submission of the TAP application

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Step 1 Submission of a LOI and Map

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:

- 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. 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 required to help locate and define your project.)
- Identify possible historic, cultural or natural resources in the project limits. Also include any potential contamination areas like gas stations, landfills or dry cleaners.
- Provide information regarding which of the eligible TAP activities you believe applies to your project;
- Estimate the total amount of funding necessary to complete the project, as well as your intended match percentage. Eligible costs include design, right-of-way and construction. All project applications require a minimum 20% match, but larger matches are allowed.

These letters and map are completely non-binding. Providing NHDOT with this information enables the department to perform a check for program eligibility, feasibility and geographical distribution. 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.

The Department **requires** Electronic Submissions:

Scan and email a .pdf copy of the LOI and map to Tom.Jameson@dot.nh.gov

Please put (TAP letter of interest) in the subject line.

All communication will be via email so make sure you include the email address you want to use to correspond with the Department in your letter of interest.

Deadline for letters of interest is Friday, July 13th at 4:00pm.

Failure to meet the submission deadline will result of your application not being accepted.

Step 2 Mandatory Pre-Application Workshop

Within 2-4 weeks of the reception deadline for letters of interest, notification of the mandatory TAP informational meeting will be sent to project contacts. **Please Note: Someone who will be directly involved in the management of their project must attend one of the informational meetings that will be held in locations to be determined. Previous or current LPA certification will not satisfy this eligibility requirement.**

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Step 3: Submission of TAP Application

Any municipality that has fulfilled both Step 1 and Step 2 will be eligible to submit an application. Applications will be submitted to NHDOT, Bureau of Planning & Community Assistance. Failure to submit an application by the deadline will result in the application being delayed until the next funding cycle. The Department will send copies of your application to your governing Regional Planning Commission for their evaluation and regional rankings. Applications will be due to the Department on or before **4:00 p.m. Friday September 7, 2018.**

TAP project scoring process

The Department is in the process of updating the TAP application form and scoring criteria.

Previous criteria were: Safety; Potential for Success; Socioeconomic Benefits; RPC/MPO Ranking; and Project Connectivity.

If your project is selected, you must designate a full-time employee of your organization as the person in responsible charge. This person must have the authority to make financial decisions for your organization. This individual must also be LPA certified by the Department. Our next LPA Certification Training will be in October of 2018. It is one full day, from 8:00 a.m. to 4:30 p.m., and there is no cost. We also have a test option if a person currently holds an LPA certificate and needs to recertify.

If you have any questions on the TAP application process please feel free to call or email me. If you have questions about potential Safe Routes to School projects contact John Corrigan.

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TAP Web site: <http://www.nh.gov/dot/org/projectdevelopment/planning/tap/index.htm>
SRTS Web site: <http://www.nh.gov/dot/org/projectdevelopment/planning/srts/index.htm>