



Nevada Transportation Alternatives Program (TAP)
Application Guidance for
Federal Fiscal Year (FFY) 2021-2022



Nevada Department of Transportation
Division of MultiModal Planning & Program Development
1263 S. Stewart Street
Carson City, NV 89712
(775) 888-7433

www.nevadadot.com/tap

I. PURPOSE & ELIGIBILITY

The Nevada Transportation Alternatives Program (TAP) provides federal funds for projects that improve non-motorized mobility, historic preservation, scenic accessibility, Safe Routes to School programs, and environmental/vegetation management. TAP projects may be part of an existing planned project or as a “stand alone” project. TAP funded transportation projects must be legally accessible to the general public and be maintained for use on a year round basis. Each proposed project should provide for safe, logical termini.

Eligible sponsors include, but are not limited to: Tribal Governments, School Districts, Private Schools, Governmental Agencies/Entities. Non-Profit organizations may only apply when partnered with an eligible sponsor. Proposed projects submitted by eligible sponsors will be entering into binding legal agreements for funding with the Nevada Department of the Transportation (NDOT). If a project is initiated by a non-eligible sponsor (i.e., a non-profit) the application must be submitted by an eligible sponsor.

Applications received for proposed projects located within the boundaries of a Metropolitan Planning Organization (MPO) jurisdictions (Carson Area MPO, RTC of Southern Nevada, Tahoe Area MPO and Washoe RTC) will be forwarded to the MPO as a courtesy.

II. ELIGIBLE AND INELIGIBLE PROJECTS (23 U.S.C. 133(h)(3))

There are two broad types of eligible projects:

- 1) Transportation infrastructure (constructed improvements)
- 2) Non-infrastructure projects related to SRTS and Bicycle Safety programs (kindergarten (K) through eighth (8th) grade students).

Each of these project categories will be evaluated with unique scoring and ranking criteria. Information regarding eligible and ineligible projects can be found on the FHWA website at: https://www.fhwa.dot.gov/environment/transportation_alternatives/guidance/guidance_2016.cfm#EligibleProjects

III. PROCESS

The NDOT will evaluate and facilitate the ranking of projects for each cycle. This application is available at www.nevadadot.com/tap.

NDOT TAP Application Process

- 1. The NDOT announces the application deadline for the 2021/2022 funding cycle to be May 1st 2020 at 5:00 pm PST.**
 - 2. Applications are received by the NDOT prior to the funding cycle deadline May 1st 2020 at 5:00 pm PST.**
 - 3. The NDOT determines project eligibility/ineligibility and notifies sponsor. Proposed projects/activities located within a MPO planning boundaries will be forwarded to the MPO as a courtesy.**
 - 4. All eligible applications are forwarded to the TAP Scoring Committee for review and initial scoring based on TAP Scoring Criteria. The TAP Scoring Committee consists of members from the NDOT as well as members from outside entities and groups. Infrastructure and non-infrastructure projects are scored separately using appropriate criteria.**
 - 5. The NDOT creates a ranked list of projects as scored by the TAP Scoring Committee.**
 - 6. Based on funding available and the committee rankings, a list of recommended projects is developed by the NDOT staff and forwarded to the NDOT Director for Approval.**
 - 7. Successful/Unsuccessful project sponsors will be notified of the TAP process determinations.**
 - 8. Successful projects will be listed in the Statewide Transportation Improvement Program (STIP) a legal agreement will then be developed between the sponsor and the NDOT.**
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IV. FUNDING PROVISIONS

The TAP program is not a grant program but a cost reimbursement program. Prior to the initiation, 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 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 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.

It is the project sponsor's responsibility to ensure 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 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 funding will require an amendment to the original project agreement.

Excess Costs

The sponsor may be responsible for all costs over and above the approved awarded funding amount. Funding for project costs in excess of those awarded initially will not be provided. Therefore, **obtaining realistic cost estimates** for the services/tasks to be performed is extremely important to ensure that adequate funding is provided. If the sponsor decides not to complete a project, the sponsor will be responsible to reimburse all funding provided by the NDOT.

V. SPONSOR RESPONSIBILITIES

To comply with the National Environmental Policy Act (NEPA) and the National Historic Preservation Act (NHPA), projects must have an environmental review 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 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.

Verification of Right of Way may be required

Engineering and architectural designs for all facilities must comply to the Americans with Disabilities Act.

The sponsor may be required to provide long-term maintenance of a constructed project, on a year round basis, after completion.

For the purpose of estimating project costs the NDOT has a *Project Estimation Wizard* available at <https://www.nevadadot.com/doing-business/public-involvement-information/transportation-planning>. Sponsors should carefully control increases and overruns as they may jeopardize completion of the entire project.

VI. Funding, Scope, Schedule, and Construction

Changes of project scope will be looked at on a project by project basis. It is the NDOT's intent to allow for changes if they are in the "spirit" of the original project as presented to the TAP Scoring Committee. The NDOT does not want to slow or delay any project due to scope changes. The NDOT does reserve the right to ask for additional clarification if scope changes are desired. Changes in project scope may require an additional review by the TAP Scoring Committee and/or amendment to the legal agreement.

Sponsors must be ready to oversee the development of proposed projects in coordination with the NDOT Local Public Assistance (LPA) program. Sponsors may request that the NDOT deliver the project. NDOT's ability to deliver may be based on the agency's resource availability and project timeline.

There is no minimum or maximum limitation on funding requests for the 2021/2022 call.

TAP Project Deadlines

	Infrastructure Projects Constructed through NDOT LPA# Process	Infrastructure Projects Constructed by NDOT directly	Non-Infrastructure Projects
<u>Within 15 days</u> after the sponsor receives notification that their proposed project has been selected for funding, the applicant must:	Sponsor must indicate their choice of project management		n/a
<u>Within 45 days</u> after the sponsor receives notification that their proposed project has been selected for funding, the applicant must:	Contact NDOT LPA Manager	n/a	Contact NDOT SRTS Coordinator
<u>Within 1 year</u> after receiving the funding notification the sponsor must enter into a legal agreement outlining their responsibilities:	✓	✓	✓
<u>Within 3 years</u> after receiving the funding notification, the project must be advertised for construction*	✓	✓	n/a
<u>TAP funding has a four year life and must be expended.</u>	✓	✓	✓
Sponsors are required to provide monthly updates on project status.	✓	n/a	✓

Figure 7.1

Failure to meet any of the requirements in *Figure 7.1* may result in the cancellation of the project.

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Failure to provide project updates may cause the NDOT to determine the sponsor is unresponsive and may cancel the project.

Project completion is of upmost importance to NDOT. Monthly updates to NDOT staff are needed to help ensure that the project is moving forward. If there is no response from a sponsor after being contacted by NDOT staff for a period of three months, NDOT may cancel the project.

VII. APPLICATION INSTRUCTIONS and REQUIRED ATTACHMENTS

Applications must be submitted by using the NDOT PLANA site at <https://www.nevadadot.com/projects-programs/transportation-alternatives-program/plana>. On this page you will find instructions as well as contact information regarding the PLANA site.



If a sponsor is unresponsive the approved project may be cancelled.

If additional description/information is needed it may be submitted separately. Please send to address shown on the cover of this document to the attention of the TAP coordinator.

SELECTED* FEDERAL REQUIREMENTS

- **National Environmental Policy Act (NEPA)**
- **Section 4(f) of the U.S. Department of Transportation Act**
- **Section 106 National Historic Preservation Act (NHPA) of 1966**
- **Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, As Amended**
- **Brooks Act**
- **Competitive Bidding**
- **Predetermined Minimum Wage (Davis-Bacon)**

*This list is by no means comprehensive for the full listing of federal regulations please visit <http://www.ecfr.gov/cgi-bin/ECFR?page=browse>

TRANSPORTATION ALTERNATIVES PROGRAM CONTACTS

Scott Bohemier
Transportation Alternatives Program (TAP) Manager
NDOT
1263 S. Stewart Street
Carson City, NV 89712
abohemier@dot.nv.gov
(775) 888-7433

Janie Fromm
Transportation Alternatives Program
NDOT
1263 S. Stewart Street
Carson City, NV 89712
jfromm@dot.nv.gov
(775) 888-7727

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