

# ARKANSAS TRANSPORTATION ALTERNATIVES PROGRAM (TAP) NON-INFRASTRUCTURE FREQUENTLY ASKED QUESTIONS -- FFY 2021

■ ***Is there a deadline for submitting a TAP Non-Infrastructure application?***

The deadline for submitting a 2021 TAP Non-Infrastructure application is June 1, 2021 at 4:00 p.m. (CDT).

■ ***Who can apply for the TAP?***

Under 23 USC 213(c)(4)(B), the eligible entities to receive TAP funds are:

- local governments;
- regional transportation authorities;
- transit agencies;
- natural resource or public land agencies;
- school districts, local education agencies, or schools;
- tribal governments; and
- any other local or regional governmental entity with responsibility for oversight of transportation or recreational trails (other than a metropolitan planning organization or a State agency) that the State determines to be eligible, consistent with the goals of subsection (c) of section 213 of title 23

■ ***Can nonprofit organizations apply for the TAP?***

Nonprofit organizations are not eligible as direct grant recipients for TAP funds unless they qualify through one of the eligible entity categories (e.g., where a nonprofit organization is a designated transit agency or a school). However, nonprofits are eligible to partner with any eligible entity on an eligible TAP project.

■ ***Can an applicant apply for more than one project or program?***

If a sponsor wishes to apply for more than one project or program, separate applications for each must be submitted and they must be prioritized by the applicant.

■ ***How do I fill out and send in the application?***

The application this year is a fillable PDF form. You should be able to type directly into the form and save it to your own computer. Read the questions in the application carefully. Determine what information is required and provide the information in the space provided. Use the application in the form received.

**Do not skip any questions** on the application. Do not omit the budget sheet(s).

The fillable form includes space for 20 items on the budget sheet. If you have more than 20 items in your construction cost estimate, please use the Excel© sheet provided with the application. This Excel© sheet also includes a tab for you to utilize when trying to determine your overall budget for the program, not just the construction phase.

Please submit an electronic copy of the application and required attachments to [LFPA@ardot.gov](mailto:LFPA@ardot.gov). If necessary, a physical copy of the original application with attachments will be accepted. Any physical copies should be mailed to the address on the application packet.

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- ***Do I need to include proof of support for the program?***  
It is not necessary to provide copies of letters from individuals supporting your program unless they are indicating a financial commitment to the project as requested in the application; however, they may be submitted if you so choose.
- ***Is there a required match for my program?***  
The TAP requires matching local funds of at least 20% of the program costs. Additional consideration may be given to programs whose match exceeds the minimum required. This is a cash match; donations of land, labor, or time **will not** count towards this 20%.
- ***Is there a minimum funding request?***  
There will be no minimum requested funding amount on programs containing only non-infrastructure components.
- ***Is there a maximum funding request?***  
All TAP projects will have a maximum requested federal funding amount of \$500,000. This would mean a total program cost of \$625,000 including the required local match; however, providing a match greater than 20% for a larger program is also acceptable.
- ***If another organization is donating to the program can they write a check directly to ARDOT?***  
No. Any local match must be received from the sponsor.
- ***Are resolutions accepted after the application deadline?***  
Exceptions may be granted on a case by case basis for extenuating circumstances. Please make every possible effort to submit the resolution with the application.
- ***Are there any other costs that need to be accounted for?***  
On all TAP projects, a 1% administrative fee will be required based on the program cost. The fee will be calculated as 1% of the TAP award plus required match.
  - ***What is the purpose of the administrative fee?***  
The administrative fee pays for ARDOT's costs associated with oversight and assistance for your program. This pays for design reviews, environmental documentation and construction oversight.
  - ***Can I use some of the awarded federal funds to pay this fee?***  
No. TAP funds may only be used for construction costs.
  - ***When is the administrative fee due to ARDOT?***  
The administrative fee should be submitted to ARDOT once a notice to proceed on the program has been issued.

# ARKANSAS TRANSPORTATION ALTERNATIVES PROGRAM (TAP) NON-INFRASTRUCTURE FREQUENTLY ASKED QUESTIONS -- FFY 2021

- ***Why might my program scope be reduced?***

The TAP Advisory Committee (TAPAC) may choose to reduce the program scope for multiple reasons. Exclusion of ineligible items or available funding constraints are common examples. Having the program scope broken into phases will assist the TAPAC in selecting the most appropriate funding amount if funding constraints are encountered.

- ***If all the requested funds are not received can the local match be increased rather than the program scope decreasing?***

Yes.

- ***Would a bicycle share program be eligible for funding under TAP?***

Yes, for construction/installation costs only.

- ***What expenses qualify for reimbursement under the TAP?***

For non-infrastructure programs or projects, it will be determined on a case by case basis what is eligible for reimbursement.

- ***What expenses do not qualify for reimbursement under the TAP?***

Design, right of way acquisition, and utility relocation are some examples of expenses which are not eligible for reimbursement. In addition, advertising costs incurred during the bid process, general recreation and park facilities, playground equipment, welcome signs, sports fields, campgrounds, picnic amenities, decorative fountains, and pavilions are also not eligible for reimbursement.

- ***Does my program need to be in compliance with the Americans with Disabilities Act (ADA)?***

Yes, all federally funded programs require ADA compliance. However, if applicable, some design exceptions may be allowed on a case by case basis

- ***Does the TAP require projects to follow the Buy America Act?***

Yes. The Buy America Act applies to all projects receiving TAP funding.

- ***What if program costs increase after funds have been awarded?***

Since the amount of the TAP award does not increase if the program costs increase, the percentage of the local cash match will increase. The sponsor is responsible for increased costs, regardless of the cash match identified in the original TAP application and the Agreement of Understanding.