

# ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT

## INTEROFFICE MEMORANDUM

May 1, 2017

**TO:** Mr. Kevin Thornton, Assistant Chief Engineer – Planning

**FROM:** Jared D. Wiley, Division Engineer – Program Management JDW

**SUBJECT:** Administrative Guidance for the Transportation Alternatives Program and the Recreational Trails Program

Listed below is the recommended updated guidance for administration of the Transportation Alternatives Program (TAP) and the Recreational Trails Program (RTP). Upon your concurrence, we will administer these projects according to this guidance.

- Funding
  - A 20 percent match will be required from the eligible sponsor.
  - Use of in-kind match:
    - Will not be permitted for TAP projects. Local match must be in cash.
    - Will be permitted for RTP projects.
  - Federal funds provided can only be used for project construction on infrastructure projects. Preliminary Engineering, Environmental, Right of Way Acquisition, and Construction Inspection will be the responsibility of the eligible sponsor.
  - Plans which include the design of structural components (including asphalt and concrete sidewalks) must be stamped by a Registered Professional Engineer. This will not be required for plans which include the design of only non-infrastructure components.
  - There will be no minimum requested funding amount on projects containing only non-infrastructure components. Requests for funding for infrastructure projects may not exceed \$500,000 Federal per project per cycle. Infrastructure projects estimated at less than \$20,000 Federal will not be considered.
  - Administration funds:
    - No administration fees will be required from eligible sponsors for RTP projects. The RTP allows for 7% of the annual apportioned funding to be used to administer the projects.
    - TAP projects will require the eligible sponsor to submit a check for one percent of the low-bid construction amount (not to exceed the TAP funding amount plus required matching local funding) to reimburse the Department for administration of the project. The TAP does not allow for administration funding.

- Applicants
  - Must be an eligible sponsor as defined by 23 U.S.C. 133(h)(4)(B).
  - Nonprofit organizations will not be permitted to apply directly, but will be allowed to partner with an eligible sponsor.
  - An eligible sponsor may submit multiple applications. If multiple applications are submitted, the eligible sponsor must prioritize their applications.
  - An eligible sponsor for both the TAP and RTP may apply for funding through both programs but will only be funded through one program in the application cycle.
  
- TAP and RTP Project Selection Process
  1. A solicitation for project applications will occur every year in which funding is available.
  2. Potential applicants will be notified of this solicitation by email, letter, advertisement in applicable publications and a notice on our website.
  3. Two seminars will be held to inform potential eligible sponsors of TAP and RTP requirements and responsibilities during the application cycle.
  4. The Program Management Division (PM) will review all applications for eligibility. Applications which meet the eligibility requirements will be forwarded to the TAP Advisory Committee (TAPAC), the Safe Routes to School Advisory Committee (SRTSAC) or the Arkansas Recreational Trails Advisory Committee (ARTAC) for scoring.
    - a. The TAPAC will consist of the following personnel:
      - i. A representative from the Arkansas Department of Health
      - ii. A representative from the Arkansas Municipal League
      - iii. A representative from the Association of Arkansas Counties
      - iv. A representative from the Arkansas Department of Parks and Tourism
      - v. A representative from the FHWA
      - vi. The Division Head of PM
      - vii. A representative from the Local Federal-aid Project Administration Section of PM
    - b. The SRTSAC will consist of the following personnel:
      - i. A representative from the Arkansas Department of Education
      - ii. A representative from the Arkansas Department of Health
      - iii. A representative from the Arkansas Municipal League
      - iv. A representative from the Arkansas Department of Parks and Tourism
      - v. A representative from the Arkansas Safe Schools Association
      - vi. A representative from the FHWA
      - vii. The Division Head of PM
      - viii. A representative from the Local Federal-aid Project Administration Section of PM
    - c. The ARTAC will consist of ten members, nine of whom are appointed to represent various types of trail users. The tenth member will be the Division Head of PM.
  5. TAPAC, SRTSAC and ARTAC will review the applications and submit their recommendation for project selection through PM to the Director.
  6. Upon the Director's approval of project selection, PM will prepare a Minute Order for the Arkansas Highway Commission to approve the recommended projects.

7. Upon Commission approval of the projects, notification letters will be sent to the eligible sponsors indicating award of funds.
8. PM will schedule a meeting with eligible sponsors to whom funds were awarded and discuss the program process.
9. An Agreement of Understanding will be prepared by PM and signed by both the eligible sponsor and the Department.
10. From this point forward, project development and construction will follow the required Federal-aid program process.
11. The eligible sponsor will submit the administration fee of one percent when requesting concurrence in award.



Kevin Thornton  
Assistant Chief Engineer – Planning

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