

### **Program Overview & Funding Eligibility**

The Transportation Alternatives Program was created by MAP-21 and eliminated in name only by the FAST Act. The FAST Act replaces it with a set-aside of Surface Transportation Block Grant (STBG) funding for transportation alternatives, including on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, community improvement activities, and environmental mitigation; projects; safe routes to school projects; and projects for planning, designing, or constructing boulevards and other roadways largely in the right of way of former Interstate System routes or other divided highways.

A full list of eligible activities can be found under the Federal Highway Administration (FHWA) [Transportation Alternatives Program Guidance](#), Section E. Note that the Kentucky Department for Local Government administers funding for the state Recreational Trails Program (RTP).

In Kentucky, eligible TAP applicants are limited to local governments, transit agencies, natural resource or public land agencies, 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) the state determines to be eligible, consistent with the goals of subsection (c) of section 213 of title 23.

Nonprofits are not eligible as direct grant recipients of the funds. However, a nonprofit may partner with a city or county government, with the local government acting as the applicant.

Private organizations are not eligible for funding. However, they may partner with an eligible applicant through a Public Private Partnership (PPP) with the eligible sponsor as the applicant.

## Application Deadline, Submittal, & Selection Process

All applications must be submitted electronically. Applications and the required attachments should be saved as a .pdf file. Email applications to [KYTC.OLP@ky.gov](mailto:KYTC.OLP@ky.gov) with “TAP Application” in the subject line.

- The Office of Local Programs (OLP) will send a confirmation email once an application is received. If you do not receive a confirmation, please contact OLP to ensure receipt of the application.
- As applications are received, OLP will review the applications with FHWA and other KYTC staff to determine eligibility.
- TAP projects are subject to a competitive process, and project applications will be scored based on the information provided and the applicant’s performance history on any previous OLP projects.
- Once scored, eligible applications are then submitted for review and selection by the Governor’s Office.
- Applicants selected for funding will be notified once the final selection has taken place.
- Please contact Kim Tompkins ([Kimberly.Tompkins@ky.gov](mailto:Kimberly.Tompkins@ky.gov)) if you have any questions regarding the application process.

## General Instructions

Applicants must complete all sections of the application. Applications submitted with missing or incomplete information will be returned for corrections and the applicant will have until the end of the application cycle to return the corrected form.

Only use the application form provided (TC 20-36). Attach the required documents specified under “Required Application Attachments” below. Do not attach additional documents.

### Section 1: Applicant Information

Applicants must be one of the eligible applicants described in the FHWA TAP Guidance.

All projects receiving federal funding must complete an Application for Federal Assistance (Form 424) with the Kentucky State Clearinghouse. Once this has been submitted, the project will be assigned a State Applicant Identifier (SAI) number. Applicants must submit Form 424 on the eClearinghouse website and provide the SAI number as part of this application. **CFDA #20.205**

### **Person in Responsible Charge**

FHWA defines a Person in Responsible Charge as a full-time employee of the LPA. The responsibilities of this person can be found in 23 CFR 635.105. The person designated as the Person in Responsible Charge will be the contact for the life of the project and should be able to answer any questions regarding the project. All correspondence and other documents from the KYTC will be sent to this person. Applicants will be responsible for notifying the OLP if the Person in Responsible Charge changes.

## **System For Award Management (SAM) Requirements**

All applicants must be registered in the federal System for Award Management (SAM) before applying for funding. SAM replaces the Central Contractor Registry (CCR) previously used by the federal government. To register, go to <https://www.sam.gov/SAM/>. You are being asked on this application to provide the CAGE Code assigned to you when registering.

## **Section 2: Project Category**

All federal TAP projects must have a surface transportation relationship. Activities that fall under one of the funding categories, but do not have a surface transportation relationship, are not eligible for funding.

## **Section 3: Project Description**

A concise, yet detailed, project description is necessary. List each location for which funding is requested and describe all work to be completed using federal funds. The form for this section is designed for one project location only. If multiple locations are involved, multiple pages must be completed.

Space is provided for additional detailed information, to include side of road, direction, and other relevant information.

For example:

- *This project is for a new 5' sidewalk on the North side of Cardinal Drive from the corner of 1<sup>st</sup> street going East to 5<sup>th</sup> Street and will include...*
- *This project is for a new asphalt trail 8' wide from the South entrance of Levolour Park going West to the playground entrance of Washington Elementary, continuing West to the Bike/Ped area of Adams High School and still continuing West to the East entrance of Franklin Shopping Center.*

**Mile Points** – A “How to Depict Mile Points” video is available on the Rural and Municipal Aid webpage. <https://transportation.ky.gov/RuralandMunicipalAid/Pages/default.aspx>  
Access the map here: <http://maps.kytc.ky.gov/photolog/?config=RASR>

## **Section 4: Project Readiness**

Once a project has been selected to receive funding, and the project sponsor has been notified, the project should be ready to begin. The information requested in this section helps the reviewers determine whether the project can begin in a timely fashion and the applicant's readiness to undertake a federal-aid project.

## **Section 5: Project Cost**

The information provided in this section helps determine the amount of funding for a project. Take into account each phase of the project and all the work that will need to be completed. Review the KYTC LPA Guide to see all the requirements that must be fulfilled if the project is selected to receive funding. This should help in preparing the cost estimate. An engineer's estimate is also required as part of the application.

TAP projects require a 20% match. All forms of match must be listed. In-kind match can only be used in rare circumstances, and even if listed in the application, it must be approved by FHWA prior to completion of any work.

## **Section 6: Connectivity/Project Impact/Community Support**

Projects should positively impact the local community, should have community support, and should have no negative environmental impact. This section is designed to detail how the project contributes to the community. Please provide detailed or statistical information.

## **Required Application Attachments**

### **Attachment A – Location Map(s) of Proposed Site(s)**

The attached map must be 8 ½" x 11" and identify the site in proximity to federal, state, or local highways. For Safe Routes to School (SRTS) Projects, maps should show that the proposed project is located within 2 miles of an elementary or middle school. Identify as many of the establishments listed in Section 6 as possible. **Aerial maps are preferred.**

If the project involves acquiring a real-property interest, include the following:

- Current ownership of the property
- Plat or property sketch
- Type of title being acquired
- Identification of any improvements
- Size of tract or size of the area acquired
- Parent tract if it is a partial acquisition

### **Attachment B – Person in Responsible Charge**

Attach completed *Person in Responsible Charge* form, which is available in the KYTC LPA Guide at: <https://transportation.ky.gov/Program-Management/Documents/LPA1%20-%20Attach%203%20-%20Person%20in%20Responsible%20Charge%20Form.docx>

### **Attachment C – Detailed Engineer’s Estimate**

This estimate must be attached and will be used to assess the project construction costs.

### **Attachment D – Letter of Match Commitment**

Attach a letter from the applicant signature authority (Judge Executive, Mayor, etc.) committing the match for this project.

If cash will be used for the match, the letter must indicate, before approval and beginning of the project, the LPA has funds available.

An application asking to use in-kind match may be awarded. However, when asking to use in-kind match the project sponsor must provide detailed documentation as required by FHWA and described by OLP in separate documents. **In-kind matches are only approved in rare circumstances and must be approved by the OLP and the Federal Highway Administration (our funding source) during the Design Phase of the project and before construction can begin.**