



STAFF REPORT

Report To: Board of Supervisors

Meeting Date: 7/7/16

Staff Contact: Nicki Aaker and Cortney Bloomer

Agenda Title: For Possible Action: To approve Carson City Health and Human Services applying for Federal Transportation Alternatives/STP Set-aside funding through the Nevada Department of Transportation in an amount not to exceed \$250,000 annually for the period lasting October 1, 2016 to September 30, 2019 to continue and expand the Western Nevada Safe Routes to School Program. (Nicki Aaker, naaker@carson.org and Cortney Bloomer, cbloomer@carson.org)

Staff Summary: This funding opportunity will continue and expand the Western Nevada Safe Routes to School Program to increase active transportation and improve bicycle and pedestrian safety for children and families in Carson City and the surrounding area.

Agenda Action: Formal Action/Motion

Time Requested: 10 min.

Proposed Motion

I move to approve Carson City Health and Human Services applying for Federal Transportation Alternatives/STP Set-aside funding through the Nevada Department of Transportation in an amount not to exceed \$250,000 annually for the period lasting October 1, 2016 to September 30, 2019 to continue and expand the Western Nevada Safe Routes to School Program.

Board's Strategic Goal

Quality of Life

Previous Action

Previously, at the Board of Supervisors meeting on June 21, 2012, the Board approved Carson City Health and Human Services acceptance of a 2-year contract with the Nevada Department of Transportation to receive Federal Transportation funding to establish and deliver the Western Nevada Safe Routes to School Program. The funding was renewed in 2014.

Background/Issues & Analysis

The Western Nevada Safe Routes to School Program provides bicycle and pedestrian safety education and encouragement, as well as engineering support, program evaluation, and technical assistance, to schools and partner organizations in Carson City and neighboring Lyon, Douglas, and Storey Counties. Carson City Health and Human Services has been administering the Western Nevada Safe Routes to School Program since 2012.

Applicable Statute, Code, Policy, Rule or Regulation

N/A

Financial Information

Is there a fiscal impact? Yes No

If yes, account name/number: 275-6881-441-06-25

Is it currently budgeted? Yes No

Explanation of Fiscal Impact: This funding is provided by reimbursement, so initial costs will be incurred by the city and reimbursed by the Nevada Department of Transportation. Additionally, there is a 5% match requirement that needs to be met with this funding source. This requirement will be fulfilled through both cash match (storage space and city vehicle useage) and in-kind match (volenteer hours).

Alternatives

To deny Carson City Health and Human Services permission to apply for Federal Transportation Alternatives/ STP Set-aside funding through the Nevada Department of Transportation to continue and expand the Western Nevada Safe Routes to School Program.

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

Nevada Transportation Alternatives Program (TAP)/Surface
Transportation Program (STP) Set-Aside
Guidance for 2016 - 2018 Funding



www.nevadadot.com/tap

Transportation Alternatives Program
Nevada Department of Transportation
1263 S. Stewart Street, Rm 205
Carson City, NV 89712
(775) 888-7124



Crystal Bay Pedestrian Improvements

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I. INTRODUCTION

Background

The Transportation Alternatives Program (TAP)/Surface Transportation Block Grant (STBG) Set-Aside provides federal funds for community based small scale transportation projects. Examples of these projects include: pedestrian and bicycle facilities, safe routes to school projects, community improvements such as historic preservation and vegetation management, and environmental mitigation related to storm water and habitat connectivity. The Nevada Department of Transportation administers this program and projects are selected through a competitive process utilizing a selection committee.

This guidebook provides the following information:

1. Program Purpose
2. Eligibility requirements
3. Roles and responsibilities for NDOT and the project sponsor
4. Selection process to provide transparency and guidance as projects are developed
5. Application instructions

Authorizing Legislation

The Transportation Alternatives Program was established in 2012 and authorized under section 1122 of MAP-21. This program consolidated three programs from the 2005 Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)—Transportation Enhancement (TE) activities, and Safe Routes to School (SRTS). Under MAP-21, Federal law provided for the reservation of funds apportioned to a State under section 104(b) of title 23 to carry out the TAP. The TAP provided funding for programs and projects defined as transportation alternatives.

On December 4, 2015 the Fixing America’s Surface Transportation (FAST) Act was enacted and TAP was replaced with the “STP Set-Aside” under the Surface Transportation Block Grant Program and is now called TAP/STP Set-aside. The STP Set-Aside provides funds “for projects or activities described in section 101 (a) (29) or 213.” The enactment of the FAST Act made minimal changes to the program.

II. PROGRAM PURPOSE

The purpose of the Nevada Transportation Alternatives Program (TAP) is to create safe, accessible, attractive, and environmentally sensitive communities where people want to live, work, and recreate. The TAP program supports the national goals of the Department of Transportation (DOT) as shown in Table I by completing projects with federal funds that improve non-motorized mobility, historic preservation, scenic accessibility, Safe Routes to School programs, and environmental/vegetation management.

Nevada Transportation Alternatives Program (TAP) /STBG Set-aside

Table I: Relationship of the TAP/STP Set-aside to the Department of Transportation’s National Goals

Goal Area	National Goal	TAP Considerations
Safety	To achieve a significant reduction in fatalities and serious injuries on all public roads	Improve safety for all project users
Infrastructure condition	To maintain the highway infrastructure asset system in a state of good repair	Maintain good to excellent pavement quality on shared-use paths and key bicycle facilities: ensure accessible pedestrian facilities and maintain adequate striping (and width) for on-street bicycle facilities
Congestion reduction	To achieve a significant reduction in congestion on the National Highway System	Reduce vehicle travel by providing non-motorized alternatives
System reliability	To improve the efficiency of the surface transportation system	Expand bicycle infrastructure in congested urban core areas to provide a more reliable alternative to driving and the development of a fully connected network for both bike and pedestrians
Freight movement and economic vitality	To improve the national freight network, strengthen the ability of rural communities to access national and international trade markets, and support regional economic development	Improve non-driver access to jobs, education, services and community amenities
Environmental sustainability	To enhance the performance of the transportation system while protecting and enhancing the natural environment	Reduce emissions future construction, land use dedicated to vehicles, and energy use by encouraging non-motorized travel Improve storm water management, vegetation management, and ecological performance of the transportation system

*Established in MAP21 (<http://www.fhwa.dot.gov/tpm/about/goals.cfm>)

TAP/STP Set-aside also supports other important local and national priorities such as:

- **Ladders of Opportunity**—Ladders of Opportunity aims to ensure a better quality of life by revitalizing neighborhoods; providing people with safe, reliable, and affordable connections to employment, education, services, and other opportunities; and creating pathways to jobs through improved transportation

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connections. TAP-funded projects can make communities more attractive and also provide safe first- and last-mile infrastructure to connect people to jobs and other opportunities.

- **Equity**—Lower-income Americans rely on walking and bicycling to reach public transportation and jobs, yet too often live in neighborhoods with limited access to sidewalks and bikeways. TAP-funded projects can help improve the equity of the transportation system.
- **Health**—TAP/STP Set-aside-funded projects support active transportation and encourage physical activity, helping to improve public health and reduce health care costs.
- **Livability**— TAP/STP Set-aside -funded community improvement activities focused on control of outdoor advertising, historic preservation, archeology, and environmental mitigation can make communities more attractive places to live and work. Pedestrian and bicycle facilities also make important contributions to livability.
- **Connectivity**— TAP/STP Set-aside -funded projects can help fill critical gaps in pedestrian and bicycle infrastructure, providing safe, continuous facilities for local trips and to access longer-distance trips by public transportation.

Most TAP/STP Set-aside projects will contribute to one or more of the goal areas in Table I. These goals areas are included in the TAP scoring criteria shown in Appendices A and B.

III. ELIGIBILITY

Sponsors

Eligible sponsors include:

- Local governments
- Tribal Governments
- Regional Transportation Authorities
- Transit Agencies
- Natural resource or public land agencies
- School Districts, local education agencies, or schools;
- Local or regional governmental entity with responsibility for oversight of transportation or recreational trails that the State determines is eligible
- Nonprofit entities responsible for the administration of local transportation safety programs

If you submit more than one application please make sure your agency has the capacity to deliver these projects within the three year timeframe. If you have any questions regarding sponsor eligibility contact the TAP/STP Set-aside Program Manager.

General responsibilities of the Sponsor

1. Verify eligibility of project sponsor and proposed project. Potential sponsors are encouraged to contact the NDOT Program Manager with any questions regarding eligibility.

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2. Complete TAP application in accordance with the Application Process described in Section V of this document.
3. If the sponsor's project is selected attend project kick off meeting to determine appropriate contracts are completed and the project is included in the Statewide Transportation Improvement Program (STIP).
4. Provide monthly updates on project status to NDOT.
5. Attend quarterly project status meetings with NDOT.
6. Ensure projects are completed on time and within budget.
7. Complete a final report that includes scope, before and after photos (not necessarily applicable to non-infrastructure projects), final budget and duration of project. This report will be reviewed by the selection committee.

Activities

There are two broad types of eligible activities:

- 1) Transportation infrastructure (constructed improvements); and
- 2) Non-infrastructure projects (efforts related to Education, Encouragement, Enforcement and Evaluation) that effect kindergarten (K) through eighth (8th) grade students. Each of these project categories will be evaluated with unique scoring and ranking criteria shown in Appendices A and B. Additional TAP STP Set-aside Guidelines and Selection Criteria's shown in Appendix C. Additional information Appendix's D – H. The following is a list of potential projects eligible for TAP funds:

Transportation Infrastructure:

Construction of scenic overlooks, vehicle turnouts and viewing areas - Communities develop the scenic and historic character of highways. These projects make the travel experience educational and attract tourists to local roads.

Scenic Beautification- Projects such as streetscape, corridor landscaping, junkyard screening and removal may be eligible.

Traffic calming improvements related to improving the roadway environment for non-motorized users. This may include speed humps, chicanes, speed tables, raised intersections, chokers, closures, road reconfiguration, neighborhood traffic circles, etc. Traffic calming can result in:

- slower motor vehicle speeds
- reduce collision frequency/severity
- reduced cut-through traffic
- increased safety for all modes
- reduced need for law enforcement
- calmer street environments, and
- increased access for all transportation modes.

Inventory, control, or removal of outdoor advertising - This category includes billboard inventories and removal of illegal and nonconforming billboards. Inventory control may include, but not be limited to,

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data collection, acquisition and maintenance of digital aerial photography, video logging, scanning and imaging of data, developing and maintaining an inventory and control database, and hiring of outside legal counsel.

Planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways

Historic preservation and rehabilitation of historic transportation facilities –This category includes the preservation of buildings and facades in historic districts; restoration of historic buildings for transportation-related purposes; and access improvements to historic sites, as well as restoration of railroad depots, bus stations and lighthouses; rehabilitation of rail trestles, tunnels, bridges and canals.

Archaeological Planning and Research - This category is limited to research on sites relating to impacts from implementation of a transportation project eligible under United States Code of Federal Regulations Title 23 – Highways. This category is not for routine excavations.

Archaeological activities relating to impacts from implementation of a transportation project are eligible.

Vegetation Management - Vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control.

Environmental mitigation activities, including pollution prevention and pollution abatement activities and mitigation to:

- address storm water management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff, including activities described in 23 U.S.C. 133(b)(11), 328(a), and 329; or
- reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats.

Bicycle Facilities - may include facilities such as; separated share-use paths, bicycle lanes, signage on bicycle boulevards, pavement markings and colorings, innovative treatments, and bicycle network gap closures. Also eligible are; bicycle parking racks, bicycle lockers, designated areas with safety lighting, and covered bicycle shelters, and projects related to making bicycling a safer and more appealing alternative for non-drivers.

On all bicycle facility projects proponents are encouraged to develop projects using available applicable guidance (i.e. American Association of State Highway Transportation Officials (AASHTO), National Association of City Transportation Officials (NACTO), Institution of Transportation Engineers (ITE), etc.)

Pedestrian Facilities-such as bulb-out crossings, sidewalks, raised crosswalks, raised intersections, median refuges, pedestrian signals, lighting, enhanced mid-block crossings, sidewalk furnishings and trash receptacles, etc.

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All pedestrian facility projects should be designed and constructed based on appropriate published guidance (i.e. AASHTO, NACTO, ITE, etc.) and must be compliant with the Americans with Disabilities Act (ADA) of 1990.

Conversion and use of abandoned railroad corridors for trails - for pedestrians, bicyclists, or other non-motorized transportation users. This category is meant to convert abandoned railroad corridors to trails to help expand travel and recreational opportunities within communities. Converted rail corridors make ideal trails because of their flat grade, long length, and intact right-of-way. Rail-trails, as these types of trails are called, help to encourage physical activity and reduce air pollution.

Non-Infrastructure:

Safe Routes to School (SRTS)

Activities include Archaeological Planning and Research, Planning and Design for Non-motorized Transportation and programs that substantially improve the ability of kindergarten through 8th grade students to walk and bicycle to/from school include:

- secure bike areas/skateboard and scooter parking
- walking/bicycling encouragement programs (e.g. crossing guard equipment)
- traffic enforcement
- education programs related to bicycling and walking
- public awareness campaigns
- safe routes training
- Regional Safe Routes to School Coordinators

If a project is a SRTS type project it is important to have coordination with the SRTS coordinator, the school district and other SRTS stakeholders.

- In Clark County: Sherie Moore, skmoore@interact.ccsd.net or 702-799-6560
- In Washoe County: MJ Cloud, mcloud@washoeschools.net or 775-333-3782
- In Western Nevada including; Carson City Douglas, Storey and Lyon Counties: Cortney Bloomer, cbloomer@carson.org or 775-283-7525
- All other areas of the state: Tim Rowe, trowe@dot.state.nv.us or 775-888-7357

Applications received for proposed projects located within the boundaries of a Metropolitan Planning Organization (MPO) jurisdiction (Carson Area MPO, RTC of Southern Nevada, Tahoe Area MPO and Washoe RTC) NDOT will coordinate with the appropriate MPO for review and inclusion in the RTIP. The NDOT Program Manager will contact the sponsor if this occurs.

It is recommended that projects have a requested funding amount of maximum soft cap of \$750,000. Should you have a project that is more than this amount please contact the Program Manager.

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Project must receive federal authorization within three years of the date the project sponsor is notified of project selection. If the project is not authorized within three years of the notification, the project will be rescinded and the sponsor will have to reapply.

Ineligible Activities

This is not a comprehensive list but listed below are some activities that will not be funded with federal TAP monies and are the sponsor's responsibility.

- Visitor/Welcome Centers and Transportation Museums (pedestrian walkways and bikeways that provide access to these facilities are eligible)
- Historic Preservation of non-transportation facilities
- Bicycle and Pedestrian Safety and education programs targeted at populations other than K-8th grade students
- Acquisition of scenic easements or scenic or historic sites
- Archaeological planning and research as part of mitigation for highway projects
- Operation of historic transportation facilities

IV. TAP/STP Set-aside APPLICATION PROCESS

Eligible sponsors may submit one application per each funding cycle (not including different entities in the same community). The NDOT will evaluate and facilitate the ranking of projects through a competitive process for each cycle. This application is available at www.nevadadot.com/tap.

NDOT TAP/STP Set-aside Application Process

#1 The NDOT announces the application deadline for the funding cycle.

#2 Applications are received by the NDOT by the funding cycle deadline approximately six weeks.

#3 The NDOT determines project eligibility/ineligibility and notifies sponsor approximately two weeks.

#4 Proposed projects/activities located within a MPO planning boundaries will be forwarded to the MPO. The NDOT Program Manager will contact the sponsor if this occurs.

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#5 Based on the applications received by the NDOT, the Carson Area MPO will identify (in writing) one priority infrastructure project from within their respective planning boundaries to receive bonus points. These bonus points are applied due to the extensive, federally required, planning efforts of these MPOs.

#6 All applications are forwarded to the TAP Scoring Committee members for review and initial scoring based on TAP Scoring Criteria. Infrastructure and non-infrastructure projects are scored separately using appropriate criteria.

#7 Project sponsors may request a presentation at the TAP Scoring Committee meeting. Scoring Committee members may modify their scores based on the presentations and discussions. Scores are turned into NDOT staff at the end of the meeting.

#8 A 10% point bonus (10 points, based on a 100 point scoring maximum) is added, by NDOT Staff, to the average score of the identified Carson Area MPO (as identified in #5 above).

#9 The NDOT creates a ranked list of projects based off the score by the TAP Scoring Committee including bonus point calculations.

#10 Ranked projects are reviewed by TAP staff and selected based on their scores and available funding.

#11 Based on funding available, a list of recommended projects is developed by the NDOT staff and forwarded to the NDOT Director for Approval.

#12 Project sponsors are notified of the NDOT Director's determination.

#13 NDOT will initiate a project kick off meeting to explain requirements and ensure the project is ready to be included in the STIP.

#14 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.

V. FUNDING PROVISIONS

The Nevada TAP/STP Set-aside program is not a grant program but a cost reimbursement program. Prior to the initiation of any TAP/STP Set-aside project, 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 also 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 a maximum of 95 percent of the project costs. The

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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, but must be well documented to the value of the match.

It is the project sponsor's responsibility for ensuring 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 application to ensure the accuracy of 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/local funding will require an amendment to the original project agreement.

For the purpose of estimating project costs the NDOT has a cost wizard tool available at http://www.nevadadot.com/About_NDOT/NDOT_Divisions/Planning/TAP_Docs.aspx (go to the Project Estimate Wizard link in the right side column of the page). Sponsors should carefully control increases and overruns as they may jeopardize completion of the entire project.

Should the project sponsor have questions or need assistance with the estimate please contact the NDOT Program Manager for assistance.

Additional Costs

The sponsor is 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 are extremely important to ensure that adequate funding is provided. A contingency is recommended but the funds are specific to each project and cannot be transferred to another project. If the sponsor decides not to complete a project, the sponsor will be responsible to reimburse all TAP expenditures to NDOT.

Right of Way and NEPA

Projects that involve acquisition of right of way or a National Environmental Policy Act (NEPA) document generally require additional funding and time to complete. If your project involves Right of Way or NEPA please contact the NDOT Program Manager before applying to discuss the status of the needs and current status of the project. Right of Way includes temporary construction easements or permissions to construct and utilities (relocation). NEPA is required on all projects to some degree. Please add a minimum of \$10,000 for Environmental activities. This may increase due to location, environmental conditions and/or historic relevance. Although RW is not required on all projects a minimum of \$5,000 needs to be added to the cost estimate for Utilities and \$5,000 for Acquisition totaling \$10,000 per application for staff review. If further acquisition is needed the additional funding will need to be added. (See below)

If the applicant does not identify the need for Right of Way or NEPA prior to the application process, the application will be rescinded and the sponsor will need to reapply.

Project Completion

1. After a project is selected, if a sponsor and or NDOT determine that the project will not be completed within the specified time frame the project is withdrawn. The funding from that project will go back through the competitive process or be assigned to the next project on the Selection Committee's ranked project list.
2. If it is determined through monthly updates and status meetings that a project is not making sufficient progress and there is a risk of losing funding NDOT may cancel that project. The funding from that project will go back through the competitive process or be assigned to the next project on the Selection Committee's ranked project list.

VI. SPONSOR RESPONSIBILITIES

It is the responsibility of the sponsor to comply with the National Environmental Policy Act (NEPA) and the National Historic Preservation Act (NHPA) 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 also 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.

Engineering and architectural designs for all facilities must comply with the Americans with Disabilities Act (ADA).

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 **Cost Wizard** tool available at www.nevadadot.com/tap, (go to the documents/info page). Sponsors should carefully control increases and overruns as they may jeopardize completion of the entire project.

VII. Funding, Scope and Deadlines

Maximum project/program funding will be limited to \$750,000 per project

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.

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Surface Transportation Block Grant Program Suballocation and Transportation Alternatives Suballocation percentage breakdown flow charts are found in Appendix D.

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Table II TAP/STP Set-aside 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 30 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 and TAP STP Set-aside Program Manager
<u>Within 9 Months</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/STP Set-aside must be given a Notice to Proceed within three years.</u>	✓	✓	✓
Sponsors are required to provide quarterly updates, to the Program Manager, on project status. NDOT will develop a project status form which will be provided	✓	n/a	✓
Sponsors are required to participate in quarterly status update meetings with NDOT	✓	n/a	✓
Within, 3 months of the project becoming operable, the implementing agency must provide a final delivery report to NDOT that includes:	✓	n/a	n/a

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<p>The scope of the completed project as compared to the programmed project, before and after photos documenting the project, the final costs as compared to the approved project budget, its duration compared to the project schedule in the project application and the benefits of the project to the community.</p>			
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* This requires having plans, specifications, estimates, certifications (e.g., rights-of-way, environmental, cultural, etc.) and other required documents completed and submitted and approved by the NDOT in order to advertise for construction.

#Local Public Agency (LPA)

Project Completion

Project completion is of utmost 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. Failure to meet any of the requirements listed in Table II may result in the cancellation of the project.

VIII. APPLICATION INSTRUCTIONS AND REQUIRED ATTACHMENTS

Applications must be submitted by using the NDOT Project Initiation Form (PIF) found at www.nevadadot.com/tap .

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)

This act identifies requires Federal agencies to disclose and consider, through an Environmental Assessment and, sometimes, through an Environmental Impact Statement, any significant effect a project may have on the environment (including cultural, natural, social and historical resources). Except in unusual circumstances, a TE project will be processed as a categorical exclusion (CE). A CE does not mean that no environmental work is required, only that there is not a significant environmental effect; therefore, less documentation is required.

Section 4(f) of the U.S. Department of Transportation Act

The FHWA cannot approve a project that uses land from a Section 4(f) resource (publicly owned parks, recreation areas, wildlife and waterfowl refuges, and national, state, or local historical sites) unless the project sponsor is also the owner/administrator of the park, or FHWA determines that no feasible

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alternative exists. In such a case, all efforts must be made to minimize harm to the resource. Note that this Section does not apply to restoration, rehabilitation or maintenance of historic transportation facilities if the work does not adversely affect the resource's historic qualities.

Section 106 National Historic Preservation Act (NHPA) of 1966

Federal agencies are required to consider the potential effects of a project on a property that is listed in or eligible for the National Register of Historic Places.

Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, As Amended

This act provides requirements for real property acquisition and provides for relocation payments. Note that all TAP/STP Set-aside projects are subject to the Act except those that do not involve acquisition of additional property or relocations.

Brooks Act

Federally assisted consultant contracts for engineering and design services must use qualification-based selection procedures, which disallow price as a factor in the selection process.

Competitive Bidding

Construction projects must be advertised and awarded to the lowest responsible and responsive bidder through open competitive bidding.

Predetermined Minimum Wage (Davis-Bacon)

The minimum prevailing wage rate must be paid to all workers on Federal-aid highway projects that exceed \$2,000. Note that if the project is a transportation facility and is eligible solely on function (e.g., restoration of a railroad station, an independent bike path, etc.), then this Act does not apply unless the project is physically located within the existing right-of-way of a Federal-aid highway.

Non-Infrastructure Activities

Education, Encouragement, Enforcement and Evaluation activities must comply with the safe routes to school program under section 1404 of Safe Accountable Flexible Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU).

All state regulations and statues must also be followed, unless exempt, in the administration, development and implementation of projects under this program.

*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>

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TRANSPORTATION ALTERNATIVES PROGRAM/STP SET-ASIDE CONTACT

Coy Peacock
Transportation Alternatives Program (TAP)/STP Set-aside Manager
NDOT
1263 S. Stewart Street
Carson City, NV 89712
cpeacock@dot.state.nv.us
(775) 888-7124

www.nevadadot.com/tap





APPENDIX B

Transportation Alternatives Program

STP Set-aside Scoring Criteria

(NON-INFRASTRUCTURE Projects only)

Summary Sheet

Project Name _____

Project Sponsor _____

Evaluator _____ Total Score _____

<i>Criteria</i>	<i>Possible Points (80 max.)</i>	<i>Points Awarded</i>
1. Reduction of Vehicle Dependence Program	10	
2. Student Safety Education	10	
3. Public Support / Community Values	10	
4. Knowledge and Skills	10	
5. Program Performance	10	
6. Improves Safety of the Transportation System for Non-Motorized Users	10	
7. Local Agency Approval	10	
8. Meet National Goals-safety, congestion reduction, system reliability, freight movement, economic vitality, environmental sustainability	10	
	TOTAL POINTS >>	

Instructions: Please use whole numbers. Zero can be used and 10 points is the maximum awarded per question.

Please note: Non-infrastructure funding may only be used for projects affecting students in grades K-8. Funding is not eligible for any other age group. In addition, funding is only allowed for activities related to education, encouragement, enforcement and evaluation. Non-infrastructure funding may also be used for planning activities only as it relates to student trips to and from school by foot or bike.

Additional information can be found on the TAP webpage at www.nevadadot.com/tap

DRAFT

Transportation Alternatives/STP Set-aside Program Scoring Criteria

Worksheets

Criteria <u>Non-Infrastructure</u>	Points
<p>1)Reduction of Vehicle Dependence Program</p> <p>*Does this project reduce the number of vehicular trips to and from school only as it relates to student trips to and from school by foot or bike. (grades K-8 students)?</p> <p>The proposed program or plan <u>will</u> reduce the number of vehicular trips to and from school (8-10 points).</p> <p>The proposed program or plan <u>may</u> reduce the number of vehicular trips to and from school (4-7 points).</p> <p>The proposed program or plan <u>will not</u> reduce the number of vehicular trips to and from school (0-3 points).</p>	
<p>2) Student Safety Education</p> <p>Will the proposed activities significantly improve the safety education of students (grade K-8) using non-motorized modes of transportation?</p> <p>The proposed program or plan <u>will</u> significantly improve safety education, of students walking or bicycling to/from school (8-10 points).</p> <p>The proposed program or plan <u>may</u> significantly improve safety education, either real or perceived, of students walking or bicycling to/from school (4-7points).</p> <p>The proposed program or plan <u>will not</u> significantly improve safety education, either real or perceived, of students walking or bicycling to/from school (0-3 points).</p>	

<p>3) Public Support / Community Values</p> <p>Does this project have documented support (i.e. with support letters, through meetings and/or included in bike and pedestrian studies/plans, school district transportation and/or safety plans and/or complete streets plans)?</p> <p>The proposed program or plan has <u>strong</u> support from the community (8-10 points).</p> <p>The proposed program or plan has <u>limited</u> support from the community (4-7 points).</p> <p>The proposed program or plan has <u>minimal</u> support from the community (0-3 points).</p>	
<p>4) Knowledge and Skills</p> <p>Will the project improve the knowledge and skills needed for students to safely walk and bike to school?</p> <p>The proposed program or plan <u>will</u> improve knowledge and skills to create a better walking and bicycling environment (8-10 points).</p> <p>The proposed program or plan <u>may</u> improve knowledge and skills to create a better walking and bicycling environment (4-7 points).</p> <p>The proposed program or plan <u>will not</u> improve knowledge and skills to create a better walking and bicycling environment (0-3 points).</p>	
<p>5) Program Performance</p> <p>Will the results of this program be evaluated and documented (This can only be evaluated, under the objectives of SRTS, based on mode shift on trips to and from school)?</p> <p>The proposed program or plan <u>will</u> provide for a process to determine performance (6-10 points).</p> <p>The proposed program or plan <u>will not</u> provide for a process to determine performance (0-5 points).</p>	

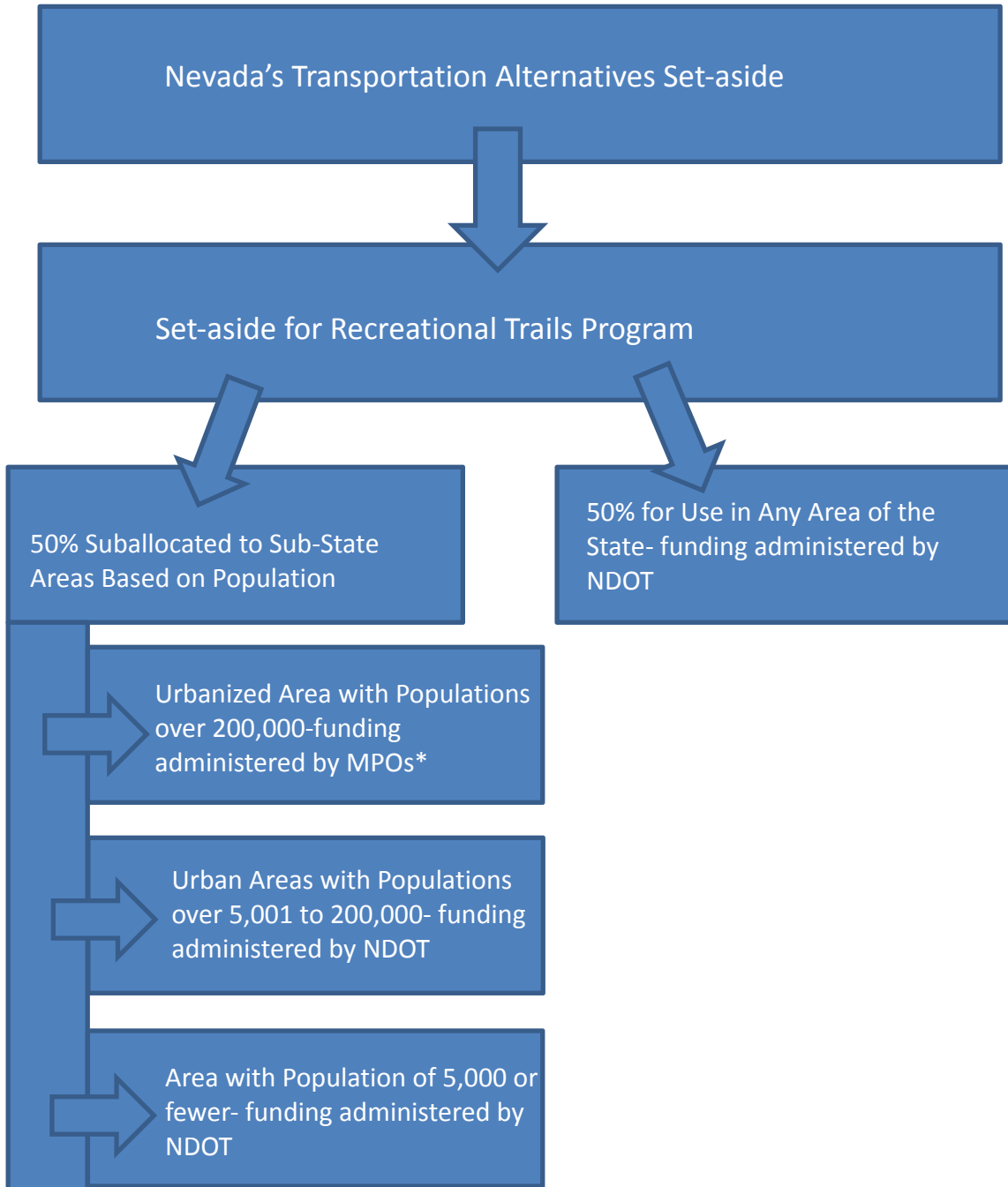
<p>6) Level of Local Match</p> <p>Does this program have a larger than required local match?</p> <p>The proposed program or plan <u>will have</u> a significantly larger local match than required (8-10 points).</p> <p>The proposed program or plan <u>will have</u> limited additional local match than required (4-7 points).</p> <p>The proposed program or plan <u>will have</u> the local match required (0-3 points).</p>	
<p>7) Local Agency Approval</p> <p>Does this program or plan have documented support from their local agency(s) (this includes non-profit programs, school district programs and law enforcement initiatives)?</p> <p>The proposed program or plan has <u>strong</u> support from their local agency(s) (8-10 points).</p> <p>The proposed program or plan has <u>limited</u> support from their local agency(s) (4-7 points).</p> <p>The proposed program or plan has <u>minimal</u> support from their local agency(s) (0-3 points).</p>	
<p>8. Meet National Goals-for safety, infrastructure, congestion reduction, system reliability, freight movement, economic vitality, and environmental sustainability</p> <p>Does the project meet National Goals-safety, infrastructure, congestion reduction, system reliability, freight movement, economic vitality, environmental sustainability</p> <p>The proposed project meets three or more of the National Goals (8-10 points)</p> <p>The proposed project meets two or more of the National Goals (4-7 points)</p> <p>The proposed project meets at least one of the National Goals (0-3 points)</p>	

* Please note the concept of “perceived” safety is a key component in the FHWA Safe Routes National Training Program. Many times safety programs will have to target issues that may, or may not, be documented, but per FHWA and SRTS these “perceived” issues may be greater hindrances to kids walking and biking than actual safety messaging. Please see national SRTS training curricula developed by the FHWA.



APPENDIX C

TRANSPORTATION ALTERNATIVES SUBALLOCATION



* This funding is sub allocated to RTCSNV, RTC Washoe and TMPO who conduct a competitive process separate from NDOT to utilize funds within their planning boundaries



APPENDIX D

Additional Transportation Alternatives Program

STP Set-aside Scoring Criteria

Eligible Non-infrastructure Activities

SAFETEA-LU specifies that eligible non-infrastructure activities are *activities to encourage walking and bicycling to school, including*

- **public awareness campaigns and outreach to press and community leaders,**
- **traffic education and enforcement in the vicinity of schools,**
- **student sessions on bicycle and pedestrian safety, health, and environment, and**
- **funding for training, volunteers, and managers of safe routes to school programs. (Section 1404(f)(2)(A))**

The above categories are broad in nature. There are several sources of information available nationally that provide further guidance on non-infrastructure activities, such as the National Highway Traffic Safety Administration's (NHTSA) [Safe Routes to Schools: Practice and Promise](#), and NHTSA's [Safe Routes to School Toolkit](#).

Existing SRTS programs have used non-infrastructure funds for the following purposes:

- Creation and reproduction of promotional and educational materials.
- Bicycle and pedestrian safety curricula, materials and trainers.
- Training, including SRTS training workshops that target school- and community-level audiences.
- Modest incentives for SRTS contests, and incentives that encourage more walking and bicycling over time.
- Safety and educational tokens that also advertise the program.
- Photocopying, duplicating, and printing costs, including CDs, DVDs, etc.
- Mailing costs.
- Costs for data gathering, analysis, and evaluation reporting at the local project level.
- Pay for substitute teacher if needed to cover for faculty attending SRTS functions during school hours.
- Costs for additional law enforcement or equipment needed for enforcement activities.
- Equipment and training needed for establishing crossing guard programs.
- Stipends for parent or staff coordinators. (The intent is to be able to reimburse volunteers for materials and expenses needed for coordination and efforts. The intent is not to pay volunteers for their time. In some cases, however, a State may permit paying a stipend to a "super volunteer" to coordinate its local program(s). This is an important possibility to keep open for low-income communities. It may be beneficial to set a limit on the maximum value of a stipend, such as \$2000/school year.)

- Costs to employ a SRTS Program Manager, which is a person that runs a SRTS program for an entire city, county, or some other area-wide division that includes numerous schools. (Program Managers may coordinate the efforts of numerous stakeholders and volunteers, manage the process for implementation at the local or regional level, and may be responsible for reporting to the State SRTS Coordinator.)
- Costs to engage the services of a consultant (either non-profit or for-profit) to manage a SRTS program as described in the prior bullet.

https://www.fhwa.dot.gov/environment/safe_routes_to_school/guidance/#toc123542199

Eligible Infrastructure Projects

SAFETEA-LU specifies that eligible infrastructure-related projects include *the planning, design, and construction of infrastructure-related projects that will substantially improve the ability of students to walk and bicycle to school, including*

- *sidewalk improvements,*
- *traffic calming and speed reduction improvements,*
- *pedestrian and bicycle crossing improvements,*
- *on-street bicycle facilities,*
- *off-street bicycle and pedestrian facilities,*
- *secure bicycle parking facilities, and*
- *traffic diversion improvements in the vicinity of schools. (Section 1404(f)(1)(A))*

Given the general guidelines established in the legislation, each State DOT will be responsible for determining the specific types of infrastructure projects that are eligible for this program. Below is a list of potential infrastructure projects that some States have used for existing SRTS or related programs. This list is not intended to be comprehensive; other types of projects that are not on this list may also be eligible if they meet the objectives of reducing speeds and improving pedestrian and bicycle safety and access.

- **Sidewalk improvements:** new sidewalks, sidewalk widening, sidewalk gap closures, sidewalk repairs, curbs, gutters, and curb ramps.
- **Traffic calming and speed reduction improvements:** roundabouts, bulb-outs, speed humps, raised crossings, raised intersections, median refuges, narrowed traffic lanes, lane reductions, full- or half-street closures, automated speed enforcement, and variable speed limits.
- **Pedestrian and bicycle crossing improvements:** crossings, median refuges, raised crossings, raised intersections, traffic control devices (including new or upgraded traffic signals, pavement markings, traffic stripes, in-roadway crossing lights, flashing beacons, bicycle-sensitive signal actuation devices, pedestrian countdown signals, vehicle speed feedback signs, and pedestrian activated signal upgrades), and sight distance improvements.
- **On-street bicycle facilities:** new or upgraded bicycle lanes, widened outside lanes or roadway shoulders, geometric improvements, turning lanes, channelization and roadway realignment, traffic signs, and pavement markings.
- **Off-street bicycle and pedestrian facilities:** exclusive multi-use bicycle and pedestrian trails and pathways that are separated from a roadway.

- **Secure bicycle parking facilities:** bicycle parking racks, bicycle lockers, designated areas with safety lighting, and covered bicycle shelters.
- **Traffic diversion improvements:** separation of pedestrians and bicycles from vehicular traffic adjacent to school facilities, and traffic diversion away from school zones or designated routes to a school.

Planning, design, and engineering expenses, including consultant services, associated with developing eligible infrastructure projects are also eligible to receive infrastructure funds.

https://www.fhwa.dot.gov/environment/safe_routes_to_school/guidance/#toc123542197

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Appendix E

Eligible Project Sponsors



Under 23 U.S.C. 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.

State DOTs and MPOs are not eligible entities as defined under 213(c)(4)(B) and therefore are not eligible project sponsors for TAP funds. However, State DOTs and MPOs may partner with an eligible entity project sponsor to carry out a project.

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). Nonprofits are eligible to partner with any eligible entity on a TAP project, if State or local requirements permit.

- Local government entities include any unit of local government below a State government agency, except for a Metropolitan Planning Organization. Examples include city, town, township, village, borough, parish, or county agencies.
- Regional transportation authorities are considered the same as the Regional Transportation Planning Organizations defined in the statewide planning section (23 U.S.C. 135(m)).
- Transit agencies include any agency responsible for public transportation that is eligible for funds under the Federal Transit Administration.
- Natural resource or public land agencies include any Federal, Tribal, State, or local agency responsible for natural resources or public land administration. Examples include:
 - State or local park or forest agencies
 - State or local fish and game or wildlife agencies
 - Department of the Interior Land Management Agencies
 - U.S. Forest Service

- School districts, local education agencies, or schools may include any public or nonprofit private school. Projects should benefit the general public, and not only a private entity.

Appendix F

Eligible Categories



Infrastructure Projects

- Bicycle and Pedestrian Facilities for Non- Drivers (including children, older adults, and individuals with disabilities)
- ADA Improvements
- Storm Water Management
- Non-Motorized Safety Infrastructure
- Safe Routes to School related projects (must be within 2 mi of a K-8 school)
- Traffic Calming
- Lighting
- Historic Preservation & Rehabilitation of Historic Transportation Facilities
- Vegetation Management Practices
- Inventory, Control and Removal of Outdoor Advertising
- Wildlife Mortality Mitigation
- Restoration and Maintenance of Habitat Connectivity
- Boulevard Conversion / Divided Highways
- Scenic Turnouts, Overlooks, and Viewing Areas
- Conversion of Abandoned Railway Corridors for use by bicycles, pedestrians and other non-motorized users

Non-Infrastructure Programs

- Archaeological Planning and Research
- Planning and design for non-motorized Transportation
- Safe Routes to School related projects (must be within 2 mi of a K-8 school):
 - Projects that will substantially improve the ability of students (grades K-8) to walk and bicycle to school
 - Traffic diversions
 - Secure bicycle parking facilities
 - Regional Safe Routes to School Coordinators
 - Walking /Bicycling Encouragement programs
 - Education programs related to bicycle/pedestrian safety, health, and the environment
 - SRTS Training for volunteers and managers
 - Traffic Education and Enforcement
 - Public Awareness Campaigns

Source:

<http://www.fhwa.dot.gov/map21/guidance/guidetap.cfm>

Transportation Alternatives Program (TAP)
STP Set-aside Non-Infrastructure Supplemental Questionnaire

Appendix H



Project Name _____

Project Sponsor _____

County _____

The purpose of these questions is to provide us with sufficient information for the scoring committee to use with the scoring criteria to accurately rank your submitted TAP/STP Set-aside projects. This first section is for Non-Infrastructure projects/programs only. (Please see Appendix B for possible points) (Please attach more sheets if necessary)

1) *How may this project/plan reduce vehicle dependence? i.e. Will this project potentially reduce the number of vehicular trips to and from school (K-8)? Please explain.*

2) *Will the proposed activities significantly improve safety education of students walking and biking to/from school (K-8)? Please explain.*

3) *Does this project/plan have documented public/community support (i.e. attach support letters, meeting minutes and/or included in bike and pedestrian studies/plans, school district transportation and/or safety and/or complete streets plans)? Please explain.*

4) *Will the project/plan improve the knowledge and skills needed for students to safely walk and bike to school (K-8)? Please explain.*

Transportation Alternatives Program (TAP)
STP Set-aside Non-Infrastructure Supplemental Questionnaire

- 5) *Will the results of this program be evaluated and documented to assess program performance (This can only be evaluated, under the objectives of SRTS, based on mode shift on trips to and from school? Please provide details related to all modes (e.g., vehicular traffic, transit, pedestrians and bicyclists).*

- 6) *How will this project/program improve safety for non-motorized users?*

- 7) *Does this program or plan have documented support from their local agency(s) (this includes non-profit programs, school district programs and law enforcement initiatives)?*

- 8) *Does this program or plan meet National Goals-for safety, congestion reduction, system reliability, freight movement, economic vitality and/or environmental sustainability?*
