South Dakota Transportation Alternatives Program

Program Summary and Application Guide

Updated March 2016

U.S. Department of Transportation
Federal Highway Administration

Transportation Alternatives Program (TAP) Summary

1. Overview

The Transportation Alternatives Program (TAP) is a grant program that uses federal transportation funds, designated by Congress, for specific activities that enhance the intermodal transportation system and provide safe alternative transportation options. TAP was authorized by the Moving Ahead for Progress in the 21st Century Act (MAP-21) and signed into law in July 2012.

TAP replaces the former Transportation Enhancement Program and consolidates those eligible activities with the Safe Routes to School, Scenic Byways and Recreation Trails Programs. TAP builds upon the legacy of the Transportation Enhancement Program by expanding travel choices, strengthening the local economy, improving the quality of life and protecting the environment.

Approximately $5.3 million is available annually for TAP in South Dakota:

- Roughly $2.1 million is available through a competitive grant process administered by the South Department of Transportation (SDDOT) Office of Project Development.
- Each individual grant may be approved for a maximum of $400,000 in Federal funds, although SDDOT may approve a larger amount for phased projects. The minimum grant for infrastructure projects will be $50,000. There is no minimum for non-infrastructure projects.

2. Eligible Activities

A variety of activities are eligible for TAP funding. Eligible projects must meet one or more of these activities and must relate to surface transportation. There is no requirement for TAP projects to be located along Federal-aid highways. Eligible activities under TAP consist of:

A. ***Facilities for pedestrians, bicyclists and other non-motorized forms of transportation.***
This eligible activity includes the planning, design and construction of on-road or off-road facilities. Projects may include, but are not limited to, sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, as well as transportation projects to achieve compliance with the Americans with Disabilities Act of 1990. Off road sidewalks, bike paths and other pathways in this category are meant to serve as a safe transportation route, connecting two logical destinations and are usually a minimum of 10 feet wide.

B. ***Safe routes for non-drivers.***
This eligible activity includes the planning, design and construction of infrastructure-related projects and systems that will provide safe routes to access daily needs for non-drivers. Non-drivers may include, but would not be limited to, children, older adults and individuals with disabilities. Off road sidewalks and other pathways in this category are meant to serve as an alternate transportation route, connecting two logical destinations and are usually a minimum of 5 feet wide.

C. ***Conversion and use of abandoned railroad corridors for trails.*** Under this activity, the trails may be for pedestrians, bicyclists or other non-motorized transportation users.

D. Construction of turnouts, overlooks, and viewing areas.

E. ***Planning and implementation of community improvement activities***. Community improvement activities may include, but are not limited, to the following:

- inventory, control or removal of outdoor advertising;
- historic preservation and rehabilitation of historic transportation facilities;
- vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species and provide erosion control; and
- archaeological activities relating to impacts from implementation of a transportation project eligible under Title 23, otherwise known as a Federal Highway Administration eligible transportation project.

F. ***Environmental mitigation.*** Mitigation activities may include, but are not limited, to pollution prevention and pollution abatement activities and mitigation to:

- Address stormwater management, control and water pollution prevention or abatement related to highway construction or due to highway runoff, including participation in natural habitat and wetlands mitigation efforts related to projects funded under Title 23. These mitigation efforts may include participation in natural and wetlands mitigation banks; contributions to statewide and regional efforts to conserve, restore, enhance, and create natural habitats and wetlands; and development of statewide and regional natural habitat and wetlands conservation and mitigation plans, environmental restoration and pollution abatement, and the control of noxious weeds; and
- Reduce vehicle-caused wildlife mortality or restore and maintain connectivity among terrestrial or aquatic habitats.

G. ***Implementation of the Safe Routes to School Program*** (under section 1404 of the SAFETEA-LU) including, but not limited to:

- *Infrastructure-related projects.* Defined as the planning, design and construction of projects on any public road or any bicycle or pedestrian pathway or trail in the vicinity of schools that will substantially improve the ability of students to walk and bicycle to school. Safe Routes to School projects must be within approximately two miles of a school for kindergarten through eighth grade, 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. Off road sidewalks and other pathways in this category are meant to serve as an alternate transportation route, connecting two logical destinations and are usually a minimum of 5 feet wide.
- *Non-infrastructure-related projects.* Defined as 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.

H. ***Boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.*** Projects may include, but are not limited to, planning, design or construction of boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.

Note: The Recreational Trails Program under section 206 of title 23 is also funded under TAP. In South Dakota, the program is administered by the South Dakota Department of Game, Fish and Parks. Information on and applications for the Recreational Trails Program may be accessed at http://gfp.sd.gov/agency/partnerships/rtp.aspx).

3. Eligible Applicants

The entities listed below are eligible to apply for TAP funding. Nonprofit organizations are ineligible as direct grant recipients, but may partner with any eligible entity on an eligible TAP project.

- local governments;
- regional transportation authorities;
- transit agencies;
- natural resource or public lands 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.

4. Eligible Costs

A notice to proceed issued by SDDOT will be required prior to any expenditure by a local governmental agency. Only costs incurred after the notice to proceed are eligible for TAP funding. Any expenditure made prior to the notice to proceed will be non-reimbursable. Eligible expenses include preliminary design and construction engineering, construction costs and ROW acquisition. The acquisition of real property is subject to the Uniform Act. Any administrative, maintenance, or general planning studies are not eligible. Eligible non-infrastructure activities are explained under the Safe Routes to School portion of the Eligible Activities Section 2.

The local governmental agency will be responsible for the cost to prepare the Letter of Intent and the Application. These are non-reimbursable expenditures.

5. Reimbursement and Local Match Requirements

TAP is a reimbursement program. Project sponsors submit invoices for completed work completed after FHWA authorizes the project. Eligible costs will be reimbursed by SDDOT at 81.95%. The remaining 18.05% will be the responsibility of the applicant.

- Unlike in previous years, local match is also required on Safe Routes to School projects.
- Federal Highway funds may not be used for local match.
- Soft match, such as in-kind or donated services, materials or real property, donated by a third part may also be counted as match under certain circumstances and with prior SDDOT approval.

6. Maintenance Responsibility

The local governmental agency will be responsible for the maintenance of the completed project, even if the project is located within the SDDOT right-of-way.

7. Design and Construction Standards

Projects funded through TAP must be designed to meet SDDOT Design Standards, Federal Highway Administration requirements and AASHTO guidelines, as well as current ADA requirements. Design and construction requirements to meet these standards shall be factored into the project cost estimate. The design, plans and specifications submitted for bid letting purposes shall comply with the following, as applicable:

- South Dakota Standard Specifications for Roads and Bridges
- AASHTO Guide for Planning, Design and Operation of Pedestrian Facilities
- AASHTO Guide for the Development of Bicycle Facilities

Transportation Alternatives Program (TAP) Application Process

1. Application Schedule

- **July 15, 2016** – Letter of Intent Form to be submitted to the SDDOT. Letters must be emailed no later than 5 p.m., July 15, 2015.
- **July 15 -August 15, 2016** – Mandatory site meetings with those that submitted Letters of Intent.
- **September 30, 2016** – Deadline to submit applications due to the SDDOT. Applications must be emailed no later than 5 p.m., September 15, 2015.
- **November 1, 2015** – Deadline for Selection Committee to meet and make recommendations of project selection and funding.
- **November 2015 and beyond** – Projects must be approved for funding by the Transportation Commission and appropriate Statewide Transportation Improvement Plan action completed. Following which, agreements will be prepared with project sponsors.
- **Projects must be completed within three years**.

2. Letter of Intent

Every eligible entity must submit a Letter of Intent using the SDDOT TAP Letter of Intent form. The Letter of Intent form shall contain the contact information of the potential applicant, a brief description of the project, an estimated total cost of the project and an estimate of the funding to be requested, along with the agencies responsible for the matching funds. Letter of Intent forms must be submitted to be eligible for application for funding.

3. Mandatory Development Meeting

Following the submission of the Letter of Intent, each potential applicant will be scheduled for a mandatory development meeting with SDDOT staff, to include a site inspection, review and discussion on the eligibility of the project and an explanation of the application process and content. This meeting must be completed prior to the application deadline in order for the applicant to be approved to submit a formal application.

4. Application

Eligible entities that have submitted a Letter of Intent and have completed the Mandatory Development Meeting may submit an application using the form provided by the SDDOT prior to the application deadline. Responses shall be limited in length to the space provided on the form.

Information to be provided by the applicant shall include:

1. **Project and Contact Information** – Provide the project name and information for the person responsible for the application and the organization and person responsible for the project, if different from the applicant.

- **Project Type** – Indicate which of the eligible activities the project meets. Refer to the Eligible Activities section of this document for activity definitions.
- **Project Location** – Provide information where the proposed project is located and indicate property ownership. If the project is linear in nature, such as a sidewalk or bike path, please provide the approximate length.

- **Project Description** – Describe the project as concisely as possible. The application reviewer should be able to determine precisely what is being proposed in the first three sentences.
- **Project Relevancy to TAP Criteria** – Refer to the Application Scoring Criteria later in this document and provide the information requested. If a specific question is asked in the application, the applicant does not need to repeat the answer in the narrative sections.
- **Project Costs Form** – Complete the Project Costs Form attached.
- **Signature Page** – Signature Page to be signed by project sponsor.
- **Detailed Budget and Match to Be Provided** - Provide a budget prepared by an engineering firm or other relevant professional, including estimated cost of preliminary design, environmental review, construction cost, construction engineering, contingencies and/or non-infrastructure costs. Budget should indicate the amount of match that the applicant will be providing for the project. Minimum match required is 18.05 % of the total cost.
- **Detailed Map** – Provide a detailed map showing project location and termini.
- **Meeting Minutes** – Provide meeting minutes from public meetings if any have been held to discuss the project.
- **Letters of Support** – Attach letters of support from local citizens and organizations, as well as affected government agencies, including DOT Regional Engineer or County Highway Superintendent, if applicable.
- **Relevant Project Information** – If this project was identified in a planning study, master plan or multi-phased project, include the relevant part of those documents, as well as labeled project site photographs.
- **Resolution** – Attach the resolution recognizing the official action to sponsor this project.
- **Scope of Services** – Completed by the design consultant and submitted electronically as a word document
- **Scope of Work** – Completed by the design consultant and submitted electronically as a pdf form.
- **Submittal** –All letters of support, maps, photographs and other attachments should be scanned, in color if applicable, and submitted digitally along with the application.

5. Application Scoring Criteria

South Dakota TAP grant applications will be judged on how well they address the selection criteria. The criteria are listed below, with pointers on how to address those criteria, keeping in mind that each proposal is unique and the responses should be based primarily on the applicant's research and knowledge of the specific project.

Scoring Criteria	Points Possible
Project Type: See page 1 of the application. Award the full points possible based on the eligible activity selected on the application.	Varies
• Bike/Pedestrian/Non-Motorized Facility	10
• Safe Routes for Non-Drivers	10
• Conversion and Use of Railroad Corridors for Trails	8
• Turnouts, overlooks, and view areas	10
• Community Improvement Activities	
▪ Inventory, control, or removal of outdoor advertising	2
▪ Preservation of Historic Bridges	10

▪ Historic preservation and rehabilitation of historic transportation facilities other than bridges	2
▪ Archaeological activities relating to impacts from implementation of an eligible transportation project.	2
• Environmental Mitigation Activity	
▪ Stormwater management, pollution prevention, wetland mitigation, habitat development, etc.	1
▪ Living snow fences	10
• Safe Routes to School Infrastructure Project	10
• Safe Routes to School Non-infrastructure Project	8
• Planning, design or construction of boulevards and other roadways largely in the right-of- way of former Interstate System routes or other divided highways	1
Transportation Relevance: See Questions A.1 through A.3 of the application. Award 0 – 15 total points based on how the project addresses the following criteria:	0-15
• Does the project provide a safe alternative to vehicular travel for the community or region? • Does the project provide a safe transportation route connecting pedestrians, bicyclists, non-drivers or mobility challenged travelers to daily needs, goods and services? This could be connections to school, senior centers, shopping, government services, employment or other daily needs. • Is the project close to other transportation routes? Is it located in or near a roadway corridor or transit bus stop or route? Does it provide a link to other pedestrian or bicycle facilities?	
Compatibility with Relevant State, Regional and Local Planning See Questions B.1 through B.4. Award 0 – 10 total points based on how the project addresses the following criteria:	0-10
• Is the project compatible with relevant state, regional and local planning? Is the project identified in community or transportation master plans? Does the application cite specific references to regional or local plans? • If the project requires coordination with other entities, is there information or letters of support showing that coordination has occurred? This might include programmatic agreements or coordination with other agencies, such as the State Historic Preservation Office, the Department of Transportation or the Department of Game, Fish and Parks. • Is the project a stand-alone projects or part of larger "joint development" project? Projects being constructed as part of a larger project (roadway, park, etc.) may be given higher priority. • If the project is within one of the state's metropolitan planning areas (MPO), does the project have MPO support or comply with MPO planning efforts?	
Project Feasibility See questions C.1 through C.6 and D.1. Award 0 – 10 total points based on how the project addresses the following criteria:	0-10
• Does the project appear ready to go without any obvious pit falls? For example, the project has been planned and coordinated with land owners, railroad and other agencies. • Is the project free of any environmental concerns? Are there apparent wetland, archeological, endangered species or other adverse impacts? • Is the project free of any contingencies that could delay the project? • Is the applicant knowledgeable of the future maintenance needs and committed to maintaining the project?	

Community Support See questions E.1 through E.4. Award 0 – 10 total points based on how the project addresses the following criteria:	0-10
• Is it apparent the community has been very involved in the planning of the project? • Is there demonstrated strong community support through letters of support, attendance at public meetings, etc.? Note: Applicants are encouraged to get personalized letters from community members, as opposed to the standard letters from the City, School, Chamber, etc. • Does the community show a track record of support for similar projects? • Is the committed or anticipated local match greater than 18.05%?	
Projected Use and Public and Social Value See question F.1. Award 0 – 10 total points based on how the project addresses the following criteria:	0-10
• What level of public usage will this project receive? Are there an estimated number of students or community residents projected to use the project? • Is there a reasonable perceived value to the public or social value? • Will this project significantly impact the transportation opportunities for the projected user groups?	
Economic Conditions and Impact See questions H.1 and I.1. Award 0 – 5 total points for existing designated disadvantaged status and 0-5 points for projected economic impact, based on the following criteria:	0-10 Total
• Is this project within a disadvantaged area or will it improve transportation options for an underserved population • Is there a reasonable expectation for this project to improve the economic vitality within the project's community, region or state?	0-5 0-5
Safety and Connectivity See question J.1 through J.3. Award 0 – 15 total points based on how the project addresses the following criteria:	0-15
• Was this project designed to address safety concerns for pedestrian and bicycle travelers? Will the project improve transportation corridor safety for multiple transportation modes? • Do the starting and stopping points for the project link logical beginning and ending points? Does the project provide a safe route and connectivity to multiple destinations? • Does the project start and stop at a safe location? • If the project is requesting funding for Safe Routes to School non-infrastructure elements, will they promote safe use of the project corridor?	
Ordinances and Design See question K.1 through K.2. Award 0 – 10 total points based on how the project addresses the following criteria:	0-10
• Does the project sponsor have a snow removal ordinance? • Do they require sidewalks in new developments? • Do they require property owners to maintain existing sidewalk and, if so, has it been enforced? If not, do they have a plan to enforce maintenance in the future? • If design exceptions are requested, are they reasonable and justified requests?	

6. Transportation Alternatives Advisory Committee

The TAP Advisory Committee will be appointed by the SDDOT. The committee will review and score all applications and make project selection and funding recommendations. A committee member, who is connected in any way to a pending application, will not be allowed to vote on that application. SDDOT will have ultimate decision making power for project submission to the South Dakota Transportation Commission for their review and approval. Federal Highway Administration staff will serve as an advisory member on this committee.

7. Additional Information

If you have additional questions on the Transportation Alternatives Program or would like to visit about a particular project or community, please contact Jerry Ortbahn by phone at 605.773.3281 or by email at jerry.ortbahn@state.sd.us or visit the SDDOT TAP webpage at http://www.sddot.com/services/transalt/default.aspx

Frequently Asked Questions

1. ***If we have questions during the application process, who should we contact:***
   All questions should be emailed to the SDDOT TAP Coordinator, Jerry Ortbahn, at jerry.ortbahn@state.sd.us or call 605.773.3281.

2. ***What is the difference between the 'person responsible for the application' and the 'person responsible for the project'?***
   The 'person responsible for the application' is the person completing the application document. This may be the staff member, Council of Governments or Enhancement District staff member or other person responsible for the completion and submission of the actual digital application. This is the person we would contact in case the application was not electronically received or there were problems with the submission process. The 'person responsible for the project' refers to the sponsor's designated staff person who is responsible for answering questions on the proposed project, distributing information to the sponsor group, setting up meetings and serving as the sponsor's main contact for the sponsor organization. This may be the City Administrator, Public Works Director, Engineer, Parks Director or other sponsor staff member.

3. ***Under the Project Type section, can more than one activity be selected?***
   No. Select the one activity that is best describes the majority of your proposed project. For example, if you are requesting $100,000 for Safe Routes to School Infrastructure and $10,000 for Safe Routes to School Non-Infrastructure, you should select the Infrastructure item as your project type.

4. ***Is a bicycle or pedestrian route turnout, overlook or viewing area eligible to receive points under the Turnouts, Overlooks and Viewing Area activity?***
   No. This activity is meant for vehicular turnouts, overlooks and viewing areas off of roadway corridors, especially those located on Scenic Byway designated routes. Costs for bike and pedestrian overlooks located along a Bicycle / Pedestrian / Non-Motorized Facility or Safe Routes for Non-Drivers are eligible for funding, but would be included under those applicable activities.

5. ***Is a project proposed in an area vacated by a road re-alignment eligible for points under the Boulevards and Roadways in Former Right-of-Way activity?***
   If the proposed project is to plan, design or construct a boulevard or other roadway largely in the right-of-way of a former Interstate System route or other divided highway, it would be eligible under this activity. Projects constructed in the vacated right-of-way on an undivided state or county route would not be eligible under this activity.

6. ***Are all the surveys, walking tours and other advance data gathering still required for the Safe Routes to School activity under TAP?***
   Although these items are not required, it is recommended that these processes still be part of your project planning. The information gathered in the surveys should be highly supportive of your project and, therefore, will make the narrative in your application stronger.

7. ***Is a Safe Routes to School Non-Infrastructure component required in order to receive funding for a Safe Routes to School Infrastructure activity?***
   Although non-infrastructure components are encouraged, there is no longer a non-infrastructure percentage requirement.

8. ***Are the environmental, archaeological and other required reviews and permits required to be completed prior to the application process?***
   No, the environmental, archaeological and other such reviews are not required to be completed prior to the submittal of a TAP application. However, if a project sponsor has already completed these reviews, the findings of such may be included in support of the application.

9. ***Are the costs associated with environmental, archaeological and other required reviews and permits eligible for TAP reimbursement?***
   If the expenses are incurred after the grant agreement is signed, the costs will be eligible for reimbursement. If the sponsor has already completed these activities or choses to do so before the grant agreement is signed, the costs will not be eligible for reimbursement.

10. ***If our project is awarded a TAP grant, can we use any engineer or landscape architect we want to design our project?***
    No. The engineer or landscape architect you chose to design your TAP funded project must be selected off the South Dakota Department of Transportation's Prequalified Retainer Contract List. Selections should be made from either the Local or State Roadway Design list. If wetland delineation or other environmental needs are required on a project, a consultant or sub-consultant must be selected for that portion of the project from the State – Environmental Studies list. These lists can be found on the SDDOT website at
    http://www.sddot.com/business/design/consultant/Default.aspx

11. ***How will the project be put out for bid?***
    All TAP funded projects will be put out for bid and let through the Region or Central Office DOT bid letting process.

12. ***Who will be responsible for construction engineering? How should we determine costs?***
    The SDDOT Region, in which your project is located, will have the first option to perform the construction engineering services. If they choose not to perform the duties in house, they may select the consulting firm of their choice, which may or may not be the engineer or landscape architect who designed the project. Costs for construction engineering should be tabulated at what you see as the highest price scenario. Regardless of who performs the construction engineering services, the sponsor will be responsible for the match on the costs incurred.

13. ***Is the sponsor allowed to use donated funds, services or materials as part of their share of the project?***
    This is commonly referred to as 'soft match' and is allowed under the program. A fair market value will need to be established for all donations of services and materials, and detailed records will need to be maintained including information relative to hours worked, number of workers, quantity of material, etc. All materials and labor supplied must meet or exceed the required specifications for the project. The total of the donations will be calculated into the total cost of the project and then may be used to meet the sponsor's required match amount.

14. ***If the sponsor has the qualified manpower and equipment to construct the project themselves, would they be allowed to do so instead of putting the project out for bid?***
This is commonly referred to as 'force account' and is allowed under the program. In order for a sponsor to be approved to use force account methods to complete the project, they must first prove they have a demonstrated ability to perform the work. This includes: availability of equipment; ability to comply with design, construction and material quality standards; ability to document compliance with quality assurance requirements and the ability to meet the project schedule. In addition, the sponsor must prove that is more cost effective for the sponsor to perform the work versus the total cost using competitively bid prices. The sponsor will need to work through the TAP Coordinator for approval of this method through the Federal Highway Administration. All approved force account work must meet or exceed the materials and construction testing requirements set forth in the plans and specifications. All materials purchased for construction must be bid or quoted, as directed by the TAP Coordinator and Federal Highway Administration.

15. ***Is an Encroachment Survey required for the project? If so, is the cost reimbursable?***
For projects located within the city, county or state right-of-way, an Encroachment Survey must be completed for the side of the road on which the trail, sidewalk or other improvement is proposed. The cost of the preparation of the Encroachment Survey is reimbursable under the grant if it is completed after the grant agreement has been signed.

16. ***Will we be more successful if we ask for one large project or several small phases?***
You may request up to $400,000 in federal funds or as little as $50,000 in federal funds for your project. Based on similar grant projects, we strongly encourage you to break larger projects down into smaller, standalone phases. For example, you may ask for a total of $400,000 in funding, but the project may be comprised of four $100,000 phases with logical, destination related stopping and starting points. The first phase may go from a residential area to the swimming pool. The second phase may continue on from the swimming pool to the community park. The third phase may continue from the park to the commercial district. And, the fourth phase may connect from the commercial district to a residential district on the other side of town. In essence, it is one long linear project with a cost of $400,000, which could be constructed in pieces – but still have connectivity from one point to the next. On the cost summary sheet included within the application document, record the full cost and breakdown for the $400,000. In the required, detailed cost estimate in your attachments, include four standalone cost estimates – one for each phase.

17. ***Some of the narrative sections in the application provide a limited area for response. Are we allowed to add additional pages for narrative?***
No. Please be direct and to the point in your narrative responses, explaining the most important aspects of your project. If you have answered a question on an item elsewhere in the application, please do not repeat your answer in the narrative.

18. ***What types of attachments are required? Which others are acceptable?***
Required:
    - Detailed project budget, broken down by phases
    - Detailed map of the entire proposed project, with phases identified, so the selection team can see the connectivity of all the phases

- Labeled city or area map showing where the proposed project is located within the city or area, including other existing trail and sidewalk locations, as well as proposed trail and sidewalk improvements.
- The sponsor's documented commitment to the 18.05% minimum match. This may be included as part of the resolution.
- Meeting minutes from any applicable public meetings on the project
- Letters of Support, including a letter from the DOT Regional Engineer or County Highway Superintendent if project is in the State or County right-of-way
- Labeled Project Photographs
- A signed resolution from an eligible sponsor and the meeting minutes from the meeting at which the resolution was approved

Acceptable:

- Relevant pages from planning studies and master plans
- Safe Routes to School survey information
- Environmental, archaeological or other such review or permit documents
- Other applicable documents with advance approval from the TAP Coordinator

Note: There is no need to attach a copy of your letter of intent form.

19. Do you want handwritten signatures? Who should sign these pages?

No, we do not want handwritten signatures. The signature should be typed. Do not submit handwritten signatures. This electronic signature is stating that the signer has reviewed and approved the application or the estimate. The application should be 'signed' by the person designated by the city, county or other sponsoring organization. Typically, this will be the Mayor, City Administrator, County Commission Chair or the like. The cost estimate should be 'signed' by the engineer, landscape architect or other design professional who prepared the estimate.

Again, no handwritten signatures should be submitted. The application should be submitted completed, saved and submitted in the pdf format in which it was sent to you – making handwritten signatures impossible.

20. Other than the EA, are the Planning Districts including any other funding in the TAP budgets for administration after an award is made? Or are there not any other administration tasks other than the EA that the Districts would typically help out with?

Other than assistance with the agency/environmental clearance items, there should not be any additional administration tasks for the planning districts.

21. If the proposed project is part of an overall network, should the question on maintenance on page 5 include costs for the whole network or just the portion being proposed?

The maintenance needs, frequency and costs should be for just this portion of network. For example, if you are asking for funding for Phase 2 of a safe route for non-drivers, the maintenance costs included in the application should only address the cost to maintain Phase 2. In many cases this may be an average, such as: we receive an average of 8 snow events a year and it takes roughly 2 hours at $100 an hour to clear the snow from the route – resulting in $1600 a year for snow removal.

22. ***Page 6 asks for Source, Type and Estimated amount of matching funds. What are you looking for?***
The City may be providing all the match, in which case your answer may be 'City, General Fund, $15,000'. Or, you may have other funding sources, such as Gillette Historical Society, Cash donation, $5000…or Citizens of Gillette, Volunteer labor for clearing trees and shrubs, $500.

23. ***Can we add attachments? Are you concerned your email may not be able to handle all the applications?***
Specific attachments are required. Please review page 9 and the last page of the application titled Instructions for Submitting the Transportation Alternatives Program Application for instructions on how to submit the application and attachments. The State's email system is built to handle the submittals, however waiting until the last minute to submit is not encouraged.

24. ***Who should the letters of support be addressed to and how do we include them in the application?***

Please have your project supporters address the letters as follows:

TAP Selection Committee
c/o Jerry Ortbahn
South Dakota Department of Transportation
700 E. Broadway
Pierre, SD 57501

Do not have the letters mailed to the DOT. Have your letter writers return the letters to you, then scan the letters and attach the scans to your application, as directed for the other attachments. The SDDOT will not be responsible for any letters mailed separately to us.