

**Arkansas Transportation
Alternatives Program
(TAP-2025)
&
Recreational Trails Program
(RTP-2025)**



**Virtual Informational
Seminars**

February 19, 2025

March 4, 2025



Agenda

2

- General Information
- Guidelines
- Eligibility
- Federal Requirements
- Application Preparation
- Questions and Answers

General Information

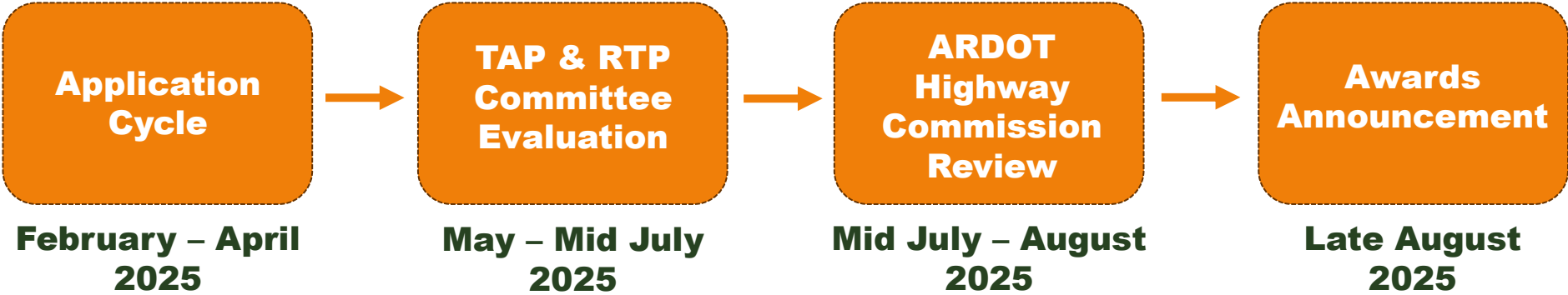
3

- **Online Application**
 - All applications will be considered for both programs
- **ARDOT Guidance**
 - All Phases will be eligible for funding
 - On-call Consultants will be made available
 - 1 % Administration Fee for all projects
 - Eligible Sponsors now include small Metropolitan Planning Organizations
 - In-Kind Matching Eligibility for RTP eligible projects

General Information

4

- Application Cycle Timeline



Funding Sources

5

Infrastructure Investment and Jobs Act (IIJA)

- IIJA was signed into law in Nov. of 2021, funding surface transportation programs for fiscal years 2022-2026
 - Transportation Alternatives is a set-aside of Surface Transportation Block Grant Program (STBGP) Funds
 - Recreational Trails Program is funded through a set-aside portion of a state's TAP funds

Program Guidelines

6

ELIGIBLE SPONSORS & PROJECTS

BASIC REQUIREMENTS

FUNDING

DESIGN

RIGHT OF WAY ACQUISITION

ENVIRONMENTAL CLEARANCE

LPA MANUAL

Transportation Alternatives Program (TAP)

7

ELIGIBLE SPONSORS

ELIGIBLE PROJECTS

Eligible TAP Sponsors

8

- Must be an eligible entity as defined by 23 U.S.C. 133(h)(4)(A).
 - Local governments, including city and county governments
 - Regional transportation authorities (regional transportation planning organizations)
 - Transit agencies
 - Natural resource or public land agencies
 - School districts, local education agencies, or schools
 - Tribal governments
 - Metropolitan Planning Organizations (MPOs) that serve an urbanized area with a population of 200,000 or fewer
 - A local or regional governmental entity with responsibility for oversight of transportation or recreational trails
 - Nonprofit 501(c)(3) Organizations will be able to apply as the official Sponsor only for RTP eligible projects under both programs. Nonprofits are also eligible to apply for non-RTP eligible projects provided that there is a partnership with an eligible government agency that is willing to act as the official Sponsor. Nonprofits that apply using this arrangement should clearly articulate the role and responsibilities of the respective parties in the application.

Eligible TAP Sponsors

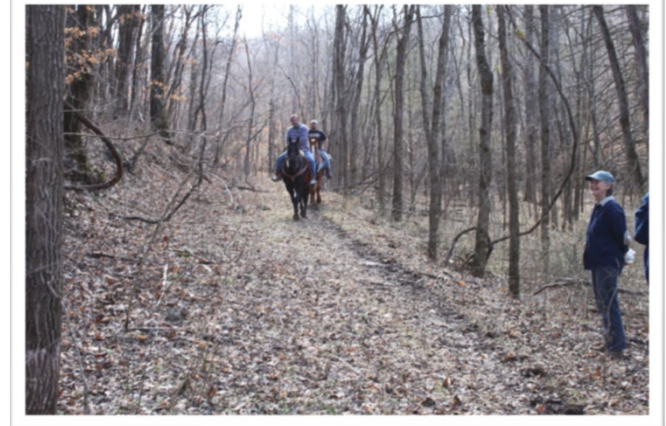
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- State Transportation Departments (such as ARDOT) and Metropolitan Planning Organizations with a population of more than 200,000 **are not** eligible sponsors. Small MPOs are now eligible.
- Nonprofit 501(c)(3) Organizations will be able to apply as the official Sponsor only for RTP eligible projects under both programs.
Nonprofits are also eligible to apply for non-RTP eligible projects provided that there is a partnership with an eligible government agency that is willing to act as the official Sponsor. Nonprofits that apply using this arrangement should clearly articulate the role and responsibilities of the respective parties in the application.
- A sponsor may submit multiple applications for separate projects. These applications will need to be prioritized.

Eligible TAP Projects

10

- Construction of on-road and off-road trail facilities for pedestrians, bicyclists, and other non-motorized forms of transportation.



Eligible TAP Projects

11

- Including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, lighting and other safety-related infrastructure.



Eligible TAP Projects

12

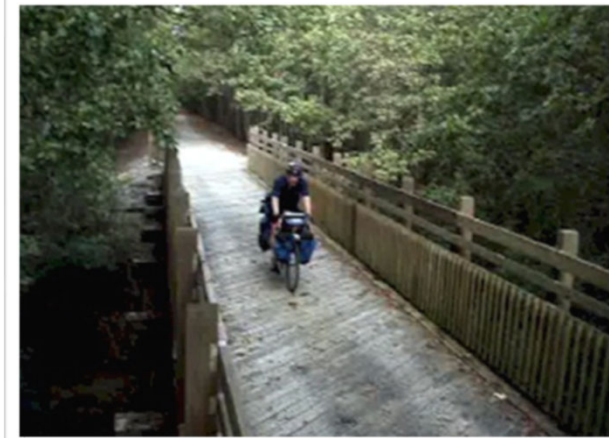
- Construction of infrastructure-related projects and systems that will provide safe routes for non-drivers.



Eligible TAP Projects

13

- Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users.



Eligible TAP Projects

14

- Community improvement activities such as streetscaping, the rehabilitation of historic transportation facilities, and vegetation management practices.



Eligible TAP Projects

15

- Construction of turnouts, overlooks, and viewing areas.



Eligible TAP Projects

16

- Any environmental mitigation activity, including pollution prevention and abatement activities.



Eligible TAP Projects

17

- Safe Routes to Schools (SRTS) Infrastructure and Non-Infrastructure related projects.



Eligible TAP Projects

18

- All Recreational Trails Program eligible projects and activities are eligible for TAP funds.

TAP – What's Not Eligible

19

- Roadway improvement projects, unless specifically for nonmotorized uses (e.g. adding a bike lane)
- Bridge replacement projects, unless for pedestrians or for historic structures
- General recreation and park facilities, campgrounds, or sports fields (trails in these areas are eligible)
- Playground equipment, picnic tables, decorative fountains, pavilions
- Fancy or ornate entrance/name signs or welcome signs

Recreational Trails Program (RTP)

20

ELIGIBLE SPONSORS

ELIGIBLE PROJECTS

Eligible RTP Sponsors

21

- Must be an eligible sponsor as defined by 23 U.S.C. 206(d)(4)(A).
 - Private organizations
 - ✦ Private 501(c)(3) organizations, trail clubs, conservation organizations, private schools, colleges or universities, etc.
 - Municipal agencies
 - ✦ City or county governments, school districts, public utilities, etc.
 - State agencies
 - ✦ State parks agencies, game & fish agencies, state schools, colleges or universities, etc.
 - Federal agencies
 - ✦ U.S. Forest Service, U.S. Army Corps of Engineers, National Park Service, etc.
 - Other governmental entities
 - ✦ River authorities, planning districts, tribal governments, etc.

- A sponsor may submit multiple applications for separate projects. These applications will need to be prioritized.

Eligible RTP Projects

22

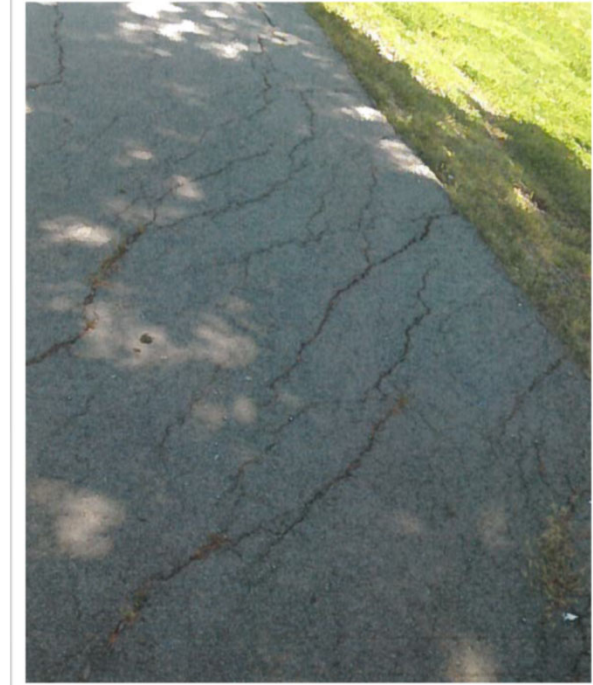
- Construction of new recreational trails.



Eligible RTP Projects

23

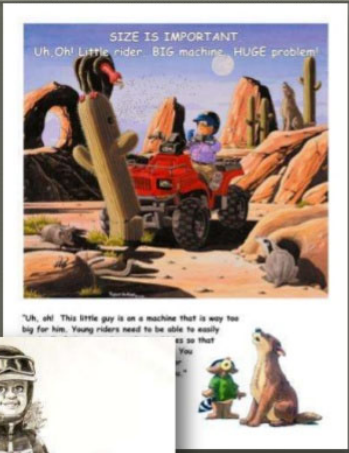
- Maintenance and restoration of existing trails.



Eligible RTP Projects

24

- Educational programs to promote safety and environmental protection as related to the use of recreational trails.



Activity Book

Created characters and 'a story' to go with the posters.

Additional coloring pages and word games were included.

Eligible RTP Projects

25

- Development & rehabilitation of trailside, trailhead and trail linkages.



Eligible RTP Projects

26

- Motorized recreational trails.

- Definition: “Motorized” recreation – off road recreation using any motor-powered vehicle, except for motorized wheel chair.
- Open Application
- 30% of Apportioned Funds



RTP – What's Not Eligible

27

- Equipment purchase or maintenance costs
- Ornate landscaping beyond what is necessary to repair construction damage
- General recreation and park facilities, campgrounds, or sports fields (trails in these areas are eligible)
- Playground equipment, picnic tables, decorative fountains
- Sidewalk projects

TAP & RTP

28

BASIC REQUIREMENTS

Basic Requirements

29

- Reimbursement Program
 - No funding provided up front
- Sponsor will administer the contract
 - This is your project
- Follow federal requirements
 - Americans with Disabilities Act (ADA), Davis-Bacon wage rates, Disadvantaged Business Enterprises (DBE), Equal Employment Opportunity (EEO), National Environmental Policy Act (NEPA), the “Uniform Act” and other applicable provisions

TAP & RTP

30

FUNDING

Funding

31

- A 20 percent match will be required from the sponsor.
- Use of in-kind match:
 - Will be permitted for RTP eligible projects. If force account is requested, some additional justification will be required during project development.

Funding

32

- \$500,000 maximum federal funding request for all TAP and RTP projects (80% of project total).

Total Project	Federal Funds	Min. Local Share
\$625,000	\$500,000	\$125,000

- \$20,000 minimum federal funding request for projects containing infrastructure components.

Total Project	Federal Funds	Min. Local Share
\$25,000	\$20,000	\$5,000

- No minimum requested federal funding amount on projects containing only non-infrastructure components.

Funding

33

- **All phases are eligible**

- Preliminary engineering (design)
- Right of way acquisition
- Utility relocation
- Advertising and awarding the construction contract
- Construction
- Construction engineering and inspection

Funding

34

- **Pre-Construction Phases**
 - **ARDOT On-Call Consultants**
 - ✦ Available upon request
 - ✦ Must be on a phase that has not started yet
 - ✦ ARDOT *handles* procurement process

 - **Other Consultants**
 - ✦ Must be on a phase that has not started yet
 - ✦ Sponsor is responsible for procurement process
 - ✦ ARDOT *reviews* procurement process

Funding

35

- 1% ARDOT Administrative Fee on TAP & RTP projects.
 - This fee is 100% Sponsor funds and will not be counted towards the 20% match.
 - 1% fee is waived for nonprofit using in-kind match
- Examples:

Project Cost	Awarded TAP or RTP Funds	1% Admin Fee
\$1,000,000	\$500,000	\$5,000
\$500,000	\$200,000	\$2,000

TAP & RTP

36

DESIGN

Design Plans

37

- Design Plans will need to be certified by a Registered Arkansas Professional Engineer if the project requires design of any structural components (sidewalks, asphalt trails, retaining walls, bridges, etc.)
 - Plans for natural-surface trails will not require stamped plans
- Projects which include only non-infrastructure components will not require design plans (ex: education, walking school bus, planning document)
- ARDOT design guidelines can be found at:
<https://www.ardot.gov/divisions/roadway-design/guidelines-manuals/>

“Build America Buy America” Requirements

38

- When Federal-aid funding is used on infrastructure projects, materials used to build the projects should be made in the United States.
- Requires that all iron, steel, manufactured products, and construction materials used in covered infrastructure projects are produced in the United States.
- 23 CFR Sec. 635.410
- Sec. 106 ARDOT Standard Specifications for Highway Construction

TAP & RTP

39

RIGHT OF WAY ACQUISITION

Federal Requirements

Acquiring Right of Way

Sonya Washington, Right of Way Division

40

1. Determine who owns the land
2. Determine how the needed land will be acquired
3. Determine the fair market value of the land
4. Offer the property owner the derived value
5. If the owners agree, have them sign appropriate documentation
6. Pay the owners the agreed upon amount
7. Prepare a deed conveying the property
8. Once all property is acquired, certify the job

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ROW Coordinator
ROW Division
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TAP & RTP

41

ENVIRONMENTAL CLEARANCE

Federal Requirements

Environmental Requirements

Don Nichols, Environmental Division

42

- National Environmental Policy Act (NEPA)
- Routine documentation by ARDOT
 - Includes initial State Historic Preservation Office (SHPO) correspondence

Don Nichols
Section Head
Assessments Section
Environmental Division
(501) 569-2281
Don.Nichols@ardot.gov

Environmental Impacts

43

Known Environmental Impacts to Identify

- Endangered Species
- Lakes/Rivers/Streams
- Displacees
- Wetlands
- Floodplain/Floodway
- Landfills
- Federal Lands
- Historic Structures

TAP & RTP

44

LPA MANUAL

LPA Manual

45

The Local Public Agency Project Manual is a guide for cities, counties, planning organizations, and eligible not-for-profit organizations that utilize federal funds for locally-administered transportation projects.

The procedures outlined in the manual address both state and federal requirements.



New Hope Trail Bridge, Razorback Regional Greenway, Rogers, Arkansas

Local Public Agency Project Manual



March 2021

LPA Manual

46

What's in it?

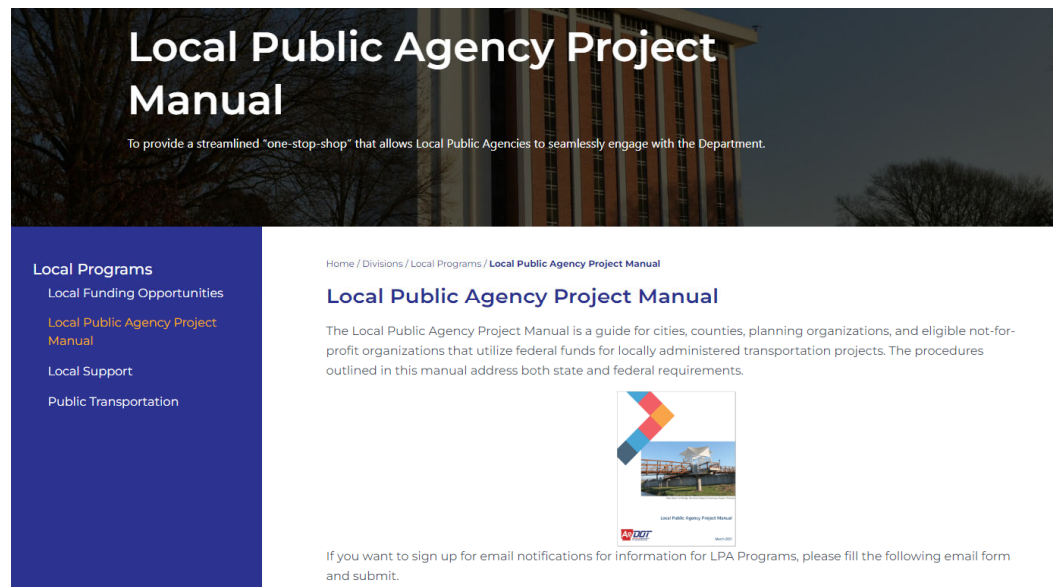
- Information on funding programs
 - TAP
 - RTP
 - STBGP-Attrib. (MPO awarded)
 - TAP-Attrib. (MPO awarded)
- Project development processes for these programs
- Requirements for project phases
 - Consultant Selection
 - Environmental Documentation
 - Plan Development
 - Right of Way Acquisition
 - Utility Relocation
 - Letting and Award
 - Construction and Oversight

LPA Manual

47

Where is it?

ARDOT LPA Webpage
www.ardot.gov/LPA




Local Public Agency Project Manual

To provide a streamlined "one-stop-shop" that allows Local Public Agencies to seamlessly engage with the Department.

Home / Divisions / Local Programs / **Local Public Agency Project Manual**

Local Public Agency Project Manual

The Local Public Agency Project Manual is a guide for cities, counties, planning organizations, and eligible not-for-profit organizations that utilize federal funds for locally administered transportation projects. The procedures outlined in this manual address both state and federal requirements.



If you want to sign up for email notifications for information for LPA Programs, please fill the following email form and submit.

Application

48

FORMAT

REQUIRED SUBMITTALS DOCUMENTS

APPLICATION WALK-THROUGH

QUESTIONS

Format

49

- Application is online.
 - New software - *Submittable*
 - Create a *Submittable* account
 - Application can be saved
 - Upon completion and submission of the application, a confirmation email will be sent
 - Application will be reviewed by staff

www.ardot.gov/TAP

www.ardot.gov/RTP

Transportation Alternatives Program (TAP)

Local Programs Division
Email: LocalPrograms@ardot.gov
Phone: (479) 360-7161



News and Upcoming Events:

2024 TAP Awarded Projects Kickoff Meeting Registration Below

In Person – Wednesday, February 26, 2025 at 1:00 p.m.

Virtual – Thursday, February 27, 2025 at 10:00 a.m.

The 2025 TAP application cycle is now open!

The application cycle will close on Wednesday, April 30, 2025 at 4:00 p.m. CDT.

[Apply Here](#)

▼ 2025 TAP Application Information Sessions

Please use the links below to register for an information session. Both sessions will feature identical content.

- [Wednesday, February 19, 2025 at 9:30 a.m. \(Register\)](#)
- [Tuesday, March 4, 2025 at 1:30 p.m. \(Register\)](#)

▼ 2025 TAP Application

Please use the link below to fill out the application. If applying for more than one project, a separate application will need to be completed each time.

- [2025 Application Link](#)
- [2025 Sample Resolution](#)
- [2025 Example Map](#)

The 2025 TAP application cycle will close Wednesday, April 30, 2025 at 4:00 p.m. CDT.

Required Submittals

50

- ❑ Completed Application
 - ❑ Resolution from Governing Body
 - ❑ Project Location Map(s)
 - ❑ A draft map is shown in the application as a placeholder to indicate the information we'd like to see.
 - ❑ Maintenance Statement
-
- Deadline: **Wednesday, April 30, 2025 at 4:00pm (CDT)**
 - No applications will be considered after this time

Additional Submittals

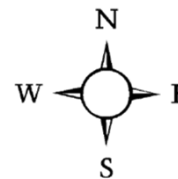
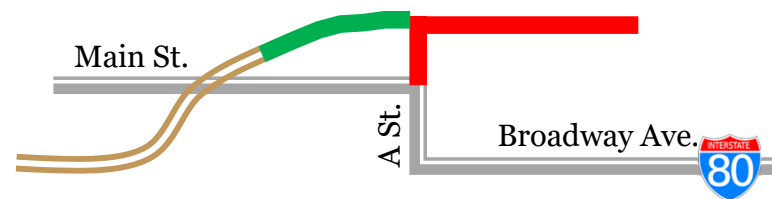
51

- Pictures
- Plan Sheets
- Letters of Support
- Property Ownership Verification (right of way)
- SHPO Clearance (only if you already have it)

Maps

52

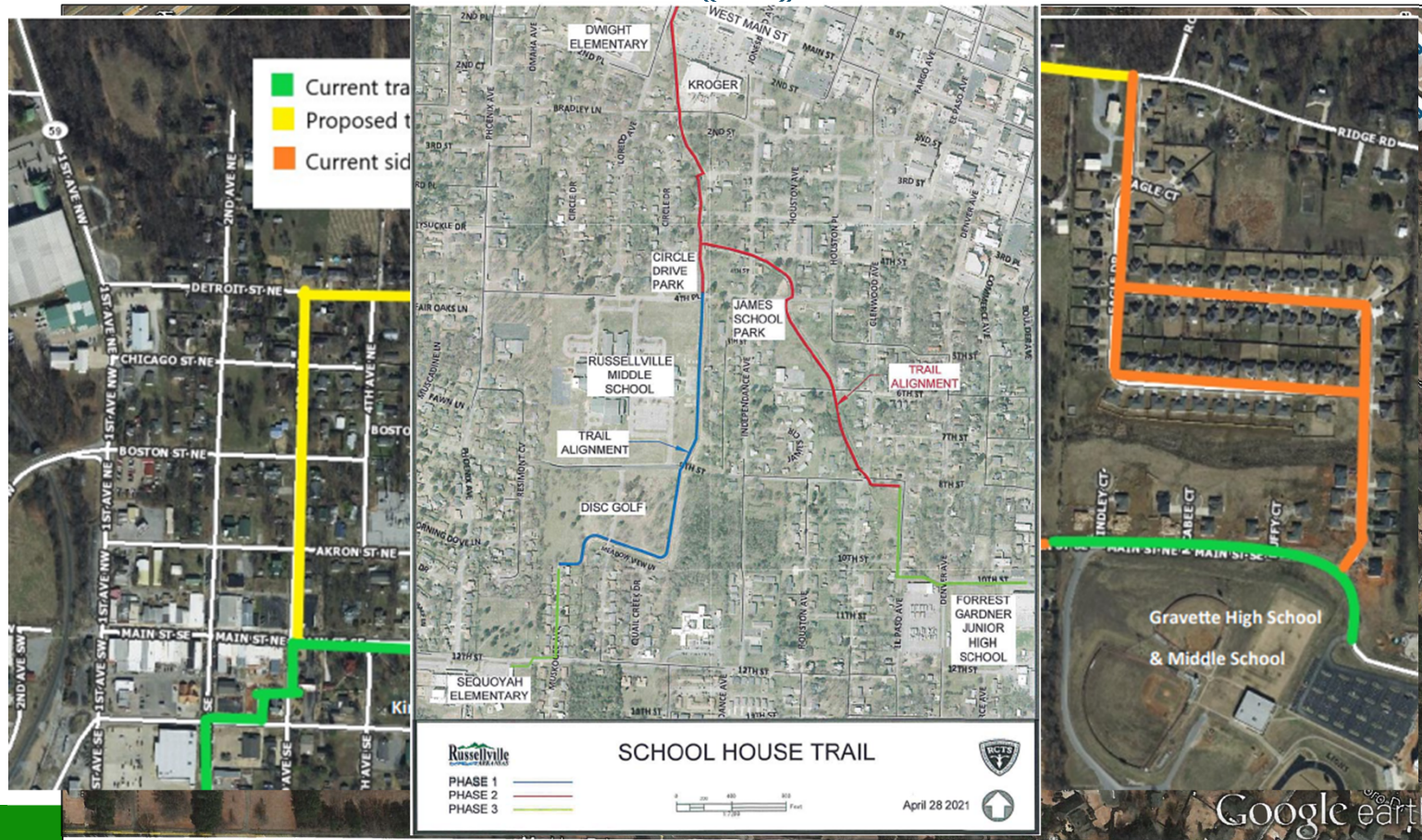
- Should be legible and good enough quality to be easily-reproducible
- Should include:
 - Project Path
 - North Arrow
 - Landmarks
 - Legend, if necessary
 - Street Labels



Legend	
	New Sidewalk
	Existing Sidewalk
	New Trail
	Existing Trail

Maps

53



Cost Estimate Sheets

54

- Fill in the amount for the requested phase
- Put \$0 for all other phases not requested through Federal funds

Estimated Budget by Project Phase

	A	B	C	D	E
1	Phases	Total	Requested Federal Amount (80% maximum)	Local Share (20% minimum)	Notes (see below)
2	Preliminary Engineering/Design	0	0	\$	1
3	Environmental Documentation	0	0	\$	2
4	Right of Way Acquisition	0	0	\$	1
5	Utility Relocation	0	0	\$	1
6	Construction	0	0	\$	
7	Construction Engineering/Inspection	0	0	\$	1
8	Sub Totals	0	0	0	3
9		% Federal (80% maximum)	#VALUE!		

Notes:

- 1) If you already have a consultant working with you on a phase of your project then you do not qualify for Federal Funds. If Federal funds are not going to be used for this phase of the project, ARDOT does not need to know how your consultant is procured. If you do have Federal funds from another source, please ensure that all requirements are followed for those funds. You will need to follow the Local Agency Consultant Procurement procedures established by ARDOT.
- 2) ARDOT will handle routine environmental documentation for TAP & RTP projects. However, should anything additional be required (i.e. archeological studies, endangered species studies/relocation, wetland mitigation, U.S. Army Corps of Engineers permitting, etc.) it will be the responsibility of the Sponsor.
- 3) Sponsors may apply for a minimum of \$20,000 and a maximum of \$500,000 in Federal funds. This Federal funding will be part of an 80/20 funding split, with the Sponsor to be responsible for a minimum 20% match. For example: if your project is estimated to cost \$250,000, you may request \$200,000 in Federal funds and would be required to provide the additional \$50,000 as the local match. If applying for the maximum of \$500,000 the City will be responsible for the local match of \$125,000 and any costs above \$625,000. Any construction costs over \$500,000 will be the full responsibility of the Sponsor.
- 4) Federal funds will not be allowed for use on this item. The administrative fee is 1% of the awarded federal amount and is due when requesting concurrence in award for a project. The administrative fee pays for ARDOT's costs associated with oversight and assistance for your project, including design reviews, environmental documentation, and construction oversight.
- 5) Please ensure that the Federal share that is auto-calculated in Row 9 Column C is equal to or less than 80%.

Cost Estimate Sheets

55

- Estimate should be itemized
 - Allows ARDOT to check for program eligibility on the front end
 - Items can be consolidated (i.e. “Lighting” vs. 15 specific separate items to go with lighting)
 - “Construction” would not be a valid item. We want more detail than this.

Project Detail Estimate

	A	B	C	D	E
1				Total Est. Construction Cost	#VALUE!
2				Requested Federal Funds (80% maximum)	Requested Federal F
3				Local Match (20% minimum)	#VALUE!
4				% Federal (80% maximum)	#VALUE!
5	Item of Work	Quantity	Units	Unit Cost	Item Cost
6				\$	#VALUE!
7				\$	#VALUE!
8				\$	#VALUE!
9				\$	#VALUE!
10				\$	#VALUE!

Item of Work: This field is for you to enter each separate item anticipated for the project (i.e. rocks, sand, reinforced concrete pipe, etc).
Quantity: This field is for you to enter how many of this particular item you estimate will be needed for this project.
Units: This field is for you to specify what units (i.e. lbs, LF, tons, CY) the item on this row will be measured in.
Unit Cost: This field is for you to enter the cost of each unit for the particular item on this row.
Item Cost: This field will auto-calculate the total cost for each particular item.

Resolution

56

- Example on TAP and RTP websites and *Submittable*
- Resolution Minimum Requirements:
 - Sponsor's governing body expresses support of the project and understands that a local match is required.
 - Sponsor understands that these are reimbursable Federal-aid funds.
 - Project maintenance required for the life of the project.
 - Gives authorization to Sponsor's CEO to enter into and execute appropriate agreements and contracts.
 - Project will remain accessible to the public for the life of the project.
 - Expresses full cooperation with the Arkansas Department of Transportation.

SAMPLE RESOLUTION

RESOLUTION NO. _____

A RESOLUTION EXPRESSING THE WILLINGNESS OF

SPONSOR NAME

TO UTILIZE FEDERAL-AID TRANSPORTATION ALTERNATIVES PROGRAM OR RECREATIONAL TRAILS PROGRAM FUNDS

WHEREAS, *Sponsor Name* understands Federal-aid Transportation Alternatives Program or Recreational Trails Program Funds are available at 80% federal participation and 20% local match to develop or improve *Project Name*, and

WHEREAS, *Sponsor Name* understands that Federal-aid Funds are available for this project on a reimbursable basis, requiring work to be accomplished and proof of payment prior to actual monetary reimbursement, and

WHEREAS, this project, using federal funding, will be open and available for use by the general public and maintained by the applicant for the life of the project.

NOW THEREFORE, BE IT RESOLVED BY *SPONSOR'S GOVERNING BODY* THAT:

SECTION I: *Sponsor Name* will participate in accordance with its designated responsibility, including maintenance of this project.

SECTION II: *Title of Sponsor's CEO/CAO* is hereby authorized and directed to execute all appropriate agreements and contracts necessary to expedite the construction of the above stated project.

SECTION III: *Sponsor's Governing Body* pledges its full support and hereby authorizes the Arkansas Department of Transportation to initiate action to implement this project.

THIS RESOLUTION adopted this _____ day of _____, 20__.

Signed: _____
Name of Sponsor's CEO/CAO

ATTEST: _____
(SEAL)

Notes:

- "Sponsor Name" is the name of the Agency (i.e. the City of XXX, Universal County, the Arkansas Department of Trails)
- "Sponsor's Governing Body" is the group of individuals that make the final financial decisions for the Agency (i.e. City Council, Quorum Court, Board of Directors, Commission)
- "Sponsor's CEO/CAO" is the person in charge of the day-to-day activities at the agency (i.e. Mayor, City Manager, County Judge, Executive Director, etc.)
- "Project Name" is the name of the project from the application

Maintenance Statement

57

- Who will maintain the project?
- Maintenance schedule
- Inspection schedule
- Checklists

Application Walk-Through

58

Recreational Trails Program (RTP)

Local Programs Division

Email: LocalPrograms@ardot.gov

Phone: (479) 360-7161



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[Apply Here](#)

Questions?

59

- Application:

- TAP: www.ardot.gov/tap
- RTP: www.ardot.gov/rtp

- Contact Information:

Local Programs Division

Grant Procurement

(479) 360-7161

LocalPrograms@ardot.gov