

# Frequently Asked Questions

## Transportation Alternatives Program (TAP)

### 2020 Call for Projects

If you have questions about the TAP application process, scoring criteria, or anything else related to the TAP Call for Projects, please check below to see if it has already been asked. We plan to update this list on a regular basis. If you don't find your question below, don't hesitate to email us at [tap@ewgateway.org](mailto:tap@ewgateway.org).

#### **NOTICE: Application submittal instructions have changed.**

Due to COVID-19, East-West Gateway's offices are currently closed until further notice. Because of this, we are unable to accept mail or in-person deliveries, including hard copies of applications and physical means of submitting the electronic copies (CD or USB drive). Completed applications should be submitted electronically, including scanned signature pages and necessary attachments, to [TAP@ewgateway.org](mailto:TAP@ewgateway.org). If you have questions about the application, contact EWG staff at [TAP@ewgateway.org](mailto:TAP@ewgateway.org).

Application fees should still be submitted by mail by September 10, 2020 to:

East-West Gateway Council of Governments  
Attention: Transportation Planning Department – TAP  
Gateway Tower  
One Memorial Drive, Suite 1600  
St. Louis, MO 63102-2451

#### **Q1: Who do I send a request for a letter of coordination if my project is on a transit route?**

A letter of support is only required if there is an impact to transit (i.e., bus stop improvements are part of a project).

Send requests to:

- Bi-State Development/Metro – Jessica Gershman, Assistant Executive Director
- Madison County Transit District – S.J. Morrison, Executive Director
- St. Clair County Transit District - Ken Sharkey, Managing Director

A transit letter is not required if the project does not include transit improvements.

## **Q2: Can federal funds be used for local match?**

Federal funds are generally not allowed to be used for local match, with the exception of funds from Federal Land Management Agencies (such as the Forest Service or National Park Service) or HUD Community Development Block Grants. In all cases, confirm with MoDOT or IDOT prior to using any federal funds as local match.

## **Q3: If your project includes sidewalk slab replacements, does that trigger Americans with Disabilities Act (ADA) compliance on the entire sidewalk within the project limits?**

Make sure to draft the scope of work so that it specifies what will be constructed. All new sidewalk must be ADA compliant. If the scope includes repairs to sections of sidewalk along the limits then ADA mandates that all the sidewalk be made ADA compliant. This will make your project costs increase due to potential right-of-way acquisition.

## **Q4: Are ADA transition plans required to submit an application?**

The ADA requires public agencies with 50 or more employees to have an ADA transition plan. EWG does not require a transition plan to apply for funds.

## **Q5: Where can I find out more information about ADA requirements?**

FHWA offers a Question and Answer on the Americans with Disabilities Act (ADA). You can review this information at the following link:

[https://www.fhwa.dot.gov/civilrights/programs/ada/ada\\_sect504qa.cfm](https://www.fhwa.dot.gov/civilrights/programs/ada/ada_sect504qa.cfm).

## **Q6: There are no safety countermeasures included in my project. Should I still attach crash reports?**

If you are not including a FHWA proven bicycle/pedestrian countermeasure or one of the STEP Spectacular Seven countermeasures, crash reports are not required. You can still receive preventive safety points if one or more of these countermeasures are included but no crashes occurred between 2014-2019.

## **Q7: What is the maximum a project can request?**

There is no funding maximum per project. However Missouri projects requesting over \$1,500,000 in TAP funds and Illinois projects requesting over \$500,000 in TAP funds should indicate if it is possible to split the project into constructible segments.

## **Q8: I want to submit a Community Improvement or Environmental Mitigation Activity application. Do I have to fill out the entire application?**

Only fill out the section of the application related to the specific activity type you are proposing. These are listed on page 8 of the application with references to which pages you should complete for each type.

**Q9: What is the minimum amount of information that should be submitted with a preliminary application?**

Enough information must be provided for EWG reviewers to understand the project's scope, schedule, and financial plan. This information is all included in the application itself. However, the more information you provide in your preliminary application, the better able EWG will be to provide detailed comments. If you are attending a Project Review Workshop, you have the option of submitting either a preliminary application, or a Project Review Workshop Information Form which is a simplified form which only asks for the core information needed for the workshop.

**Q10: What is the current link to MoDOT LPA Basic Training?**

Missouri project sponsors are required to have an agency staff member who is certified under MoDOT's LPA Basic Training program. This training offers information on the Local Public Agency process. MoDOT has recently updated the link to this online training. Please use the new link: <https://www.modot.org/lpa-basic-training-class-link>.

**Q11: How do I know if my Missouri Person of Responsible Charge certification is still current?**

Sponsors in Missouri should check this link to ensure they have a current LPA Basic Training certification:

[https://www.modot.org/sites/default/files/documents/Official%20LPA%20Basic%20Training%20Roster%20Master\\_68.pdf](https://www.modot.org/sites/default/files/documents/Official%20LPA%20Basic%20Training%20Roster%20Master_68.pdf). If the name of the person at your agency who is to be the Person of Responsible Charge is not listed, they will need to use the link in Question 10 to take the class. Certifications are valid for two years.

**Q12: When are TAP funds available?**

Preliminary engineering funds are available in FY 2022, right-of-way in FY 2022 or FY 2023, and construction/construction engineering in FY 2022, FY 2023, or FY 2024.

**Q13: If a municipality has multiple projects, can they apply for all of them?**

East-West Gateway does not discourage cities from submitting multiple project applications.

**Q14: If a municipality has applied for funding in STP or CMAQ for a separate project, does that impact their chances of being awarded a TAP project?**

STP, CMAQ and TAP are all separate funding programs, so applications are scored against other applications within those same programs. Municipalities can receive funding for STP, CMAQ, and TAP projects in the same year.

**Q15: May bond funds be used as local match?**

Yes, you may use bond funding as local match.

**Q16: If we are unsure of whether our project will impact another agency's facilities, should we provide a letter of support from them?**

Coordinate with the other agency to determine what the scope of your project may be and what impacts to their system may be caused by your project. If there is no impact, then no letter of support is necessary. Otherwise, please ensure that they have time to review the project and draft a letter of support prior to the application due date.

**Q17: What are the requirements if a project is phased?**

If a project is over \$1.5 million in Missouri or \$500,000 in Illinois, we ask the sponsor to identify potential phases in case the entire project cannot be funded at this time. Each phase should have logical termini (start and end at an intersection, destination, or another logical endpoint). This gives sponsors the ability to identify their priority segments for funding.

**Q18: What is "average daily use" on the Bicycle and Pedestrian Facilities application in reference to?**

Average daily use refers to the usage of the facility by bicyclists and pedestrians. If you have counts for an existing facility, please provide those. If the facility is new, you may leave this question blank.