

Transportation Alternatives Project (TAP) Workshop – November 4, 2015

ADDENDUM 1

Administrative Fee:

Question: The MPO Submittal Guide indicates that the administrative fee is 10%. Instructions from TxDOT to municipalities in association with other projects have included a 15% administrative fee. Can you provide some clarification?

Response: The TAP Submittal Guide published by the MPO in association with the FY 2017 TAP application indicates that applicants should plan for a TxDOT administrative fee of approximately 10%. Preliminary guidance from TxDOT is the basis for this estimate. That said, the maximum possible TxDOT administrative fee is 15%; applicants may wish to use this figure for budgeting as it represents the most conservative scenario. Please note: this administrative fee is an eligible expense, which means that the fee is reimbursable with awarded TAP funds.

Environmental Check:

Question: The guidance published by the MPO indicates that project applications must have environmental clearance prior to the close of projects on January 29, 2016. However, environmental review by TxDOT is part of the AFA process, which comes after TAP awards are made. Can you clarify this timing?

Response: TxDOT conducts a basic environmental check as part of the process of establishing an Advance Funding Agreement (AFA)—after TAP project selections have been made—to confirm that the project under consideration does not require specialized/supplemental environmental review or permitting. If a project will require supplemental environmental review or clearance, such as US Army Corps of Engineers permitting, this review and permitting must be complete/in place prior to submitting a TAP application for the project. As noted in the guidance for applicants, TAP awardees must establish an AFA with TxDOT within a year of receiving their award; this time frame would not allow for the completion of supplemental environmental review/permitting, which is why any such supplemental environmental must be in place prior to submittal of the TAP application.

Design Phase:

Question: Can a TAP application be submitted for a project for which design is not complete?

Response: Project design must be complete or demonstrably near completion by the time of submittal of the TAP application. TAP awards support construction only; the AFA that is established (after TAP projects are selected) between the awardee and TxDOT defines the terms of the award and requires various project details. The availability of these project details necessitates that project design be completed prior to establishing the AFA. As stated above, the TAP awardee must establish the AFA within a year of receipt of the TAP award, and thus project design must be complete or demonstrably near completion when the application is submitted.

Eligible Funding:

Question: Can the TAP fund an on-going project?

Response: Whether proposed as an independent project or as an element of a larger transportation project, the project must be limited to a logical unit of work and be constructible as an independent project (43 Tex. Admin. Code §11.304(c)).

Eligible In-kind Expense:

Question: Are project design expenses eligible as in-kind match?

Response: State rules relating to TAP are contained in 43 Tex. Admin. Code Chapter 11, Subchapter F. As detailed in the TAP Submittal Guide published by the MPO, applicants may use design expenses as in-kind match (43 Tex. Admin. Code §11.306).