



TAP PROGRAM APPLICATION WORKSHOP

Meeting Minutes – July 7, 2016 • 2-3PM

City of Fairbanks, FMATS Conference Room
Fairbanks, Alaska

1. Donna called the meeting to order at 2:03 p.m.

2. The following were present:

Name	Representing
Donna Gardino	FMATS Coordinator
Alicia Giamichael	FMATS Transportation Planner
Deborah Todd	FMATS Administrative Assistant
Jackson Fox	City Engineer-City of Fairbanks

3. Overview

Ms. Gardino provided a brief overview of the TAP Program. Ms. Gardino explained that the TAP Program was created under MAP-21 and replaced the Transportation Enhancement Program, Safe Routes to School Program, Transportation Recreational Trails Program and other programs that were previously funded under SAFETEA-LU. Ms. Gardino stated that the TAP Program was created under MAP-21 and continued under the FAST Act and provided funding for a variety of projects, mostly non-motorized transportation. Ms. Gardino stated that the eligible projects and eligible sponsors were listed in the application. Ms. Gardino stated that this award was for \$227,744 of federal funding and required a 9.03% non-federal share. Ms. Gardino stated that FMATS intended to solicit for additional projects that came to about \$900,000 by the end of the year. Ms. Gardino stated that FMATS was doing that because they wanted to come up with a more thoughtful and robust process and criteria that ensured fairness to all potential applicants.

4. Deadline

Ms. Gardino advised that the deadline for application submission was 12 noon on July 18, 2016.

5. Question Period

Ms. Gardino explained that they would try to answer any questions while here and if they were unable to answer their questions, they would research them and find out the answer by the tomorrow (July 8, 2016).

1. **Jackson Fox-City of Fairbanks** – Mr. Fox stated that Page 2 of the Application read: “State the source of the non-federal share, 9.03% of the total project cost including ICAP, which will be delivered by August 15, 2016.”

Question: Mr. Fox inquired what was meant by the statement, “will be delivered by August 15, 2016.” Mr. Fox stated that the City of Fairbanks would have a Resolution committing to the match amount using their Capital fund and inquired if that Resolution would be sufficient for the “will be delivered” statement?

Answer: Ms. Gardino stated that meant that FMATS expected to have the check by August 15, 2016. If that changes, we will notify the applicants.

Ms. Gardino stated that she wanted to point out that as of July 7, 2016, she was notified that the ICAP amount had increased and they would have to amend the application. Ms. Gardino stated that FMATS had no control over ICAP and the application would have to include that total amount. Ms. Gardino stated that on the last page of the application the 4.65% ICAP amount should be changed to **4.96%**. Ms. Gardino stated that the application amount would have to be amended to reflect that change. Ms. Gardino requested that Mr. Fox ensure that the amount on his application included the new 4.96% ICAP amount. Ms. Gardino stated that the FMATS website would also be changed to reflect the new amount. Mr. Fox stated that he would change the City of Fairbanks application.

***Note: The amount would have to include that total amount. On the last page of the application the amount was 4.96% ICAP instead of 4.65%.**

2. **Question:** Mr. Fox stated that on the second page of the application at the bottom where it said: "Explain how the project will be developed under 23 USC." Mr. Fox asked if FMATS had received an answer as to whether a HUD NEPA document would be sufficient documentation.

Answer: Ms. Gardino stated that she had not received that information but would research that and find out the answer by 7/8/16. Ms. Gardino pointed out that on Page 5, under the Treatment of Projects" it explained what was required under Title 23.

3. **Question:** Mr. Fox inquired if the purchase of equipment for conducting a sidewalk survey required a NEPA document?

Answer: Ms. Gardino stated that the sidewalk survey did not require a NEPA document and thought that the purchase of equipment would not but would find out for sure by 7/8/16.

4. **Question:** Mr. Fox stated that Page 3 of the application at the top of page it said; "Explain how the match and maintenance agreements will be in place by August 15, 2016. These agreements will be with the Northern Region ADOT&PF and the Fairbanks Area Planner is the point of contact." Mr. Fox asked if the City used the money to build a sidewalk on a city street whether they still had to enter into a maintenance agreement between the City of Fairbanks and the DOT to say that if the City built it; they would maintain it.

Answer: Ms. Gardino stated that they would have to enter into a maintenance agreement with the State of AK DOT&PF and recommended that Mr. Fox contact Margaret Carpenter at DOT, before they applied, to let her know what they were doing in order to have a Maintenance Agreement in place by August 15, 2016. Ms. Gardino stated that she was told by Marcheta Moulton of DOT Headquarters at one point that she was to be the primary point of contact for this, but thought that the region was trying to make that a local point of contact.

5. **Question:** Mr. Fox stated that there were two budget worksheets in the packet and for the Statewide TAP Program there had only been a single budget worksheet and asked the reason for that.

Answer: Ms. Gardino stated that FMATS wanted it broken down by phase, with a description of work, but the totals should match. Ms. Gardino stated that there was more of a description of funding sources as well and the other budget worksheet split it out by year.

Question: Mr. Fox indicated that the Autofill feature for the blanks on the application was not working properly and he had tried to fill it out, but could not complete it.

Answer: Ms. Gardino stated that Ms. Giamichael would fix that issue on the application.

Ms. Gardino explained that the TAP Application Review Team would meet on July 19, 2016 to review the applications and submit their recommendations to the Policy Committee who would make their decision at the July 20, 2016 meeting. Meeting adjourned at 2:20 p.m.

Follow-up:

Answer to Question #2: NEPA requirements vary between funding sources. If your project is funded through FHWA, it must follow the FHWA NEPA process. Any type of NEPA requirements that have been met for your proposed TAP project should be submitted with your application or upon request.

Answer to Question #3: Yes, if Federal funds are involved, DOT would need to do a NEPA document for the purchase. Equipment purchases are typically a c-list activity per 23 CFR 117.771, meaning that DOT can usually do an expedited Categorical Exclusion*. For example, sidewalk maintenance equipment was once processed as a (c)(17) CE.

*An expedited Categorical Exclusion can usually be done in 1-2 days.

Answer to Question #4, Part 2: As to our knowledge, Margaret Carpenter is the point of contact for DOT&PF.