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*C: Foreman, Ramos, Jones, Carter*

April 13, 2015

Honorable Don Keil  
City of Seguin  
P O Box 591  
Seguin, TX 78155

Dear Mayor Keil,

The Texas Department of Transportation (TxDOT) administers Transportation Alternatives Program (TAP) funding to population areas less than 200,000. On January 16, 2015, TxDOT announced its 2015 TAP Call for Projects. The purpose of this correspondence is to remind potential TAP project sponsors of the **Monday, May 4, 2015**, deadline to submit TAP project nominations to TxDOT. TAP funding administered by TxDOT will be for construction only, and eligible project activities have been limited to pedestrian and bicycle infrastructure projects.

It is recommended that TAP project sponsors review the submittal deadline and delivery requirements outlined on pages 3-4 of TxDOT's 2015 TAP Program Guide. Project sponsors must complete the 2015 TAP Nomination Form in Microsoft Windows Excel 2010 format (.xlsm). TxDOT's TAP program guide, nomination form, and program information are available on TxDOT's website at: <http://www.txdot.gov/inside-txdot/division/public-transportation/local-assistance.html>

A TAP project nomination packet may be submitted using TxDOT's drop box or by using a CD/DVD (one TAP nomination per CD/DVD) via in-person delivery, delivery via courier service, or delivery via the United States Postal Service. All deliveries, regardless of the method of submission, **must be received by 5:00 p.m., CDT, on Monday, May 4, 2015**. Please allow sufficient time for delivery. Electronic TAP project packet submission(s) via TxDOT's drop box may take longer than one might imagine due to high volume and large file size submissions. DO NOT exit from the drop box screen until you receive the drop box confirmation (this process could take 10 minutes +/-). Drop box instructions and example confirmation screen are attached. **Please use the drop box early in the day.** TAP project nominations received after the submission deadline are ineligible and will not be considered for TAP funding.

An update to the 2015 TAP Nomination Form was posted in late March 2015. If you are submitting a TAP project nomination, please be sure to use the nomination form currently posted on TxDOT's website shown above.

TAP project selection is expected in the fall of 2015.

Thank you,

Mark Mosley  
TxDOT's San Antonio District TAP Coordinator

# TxDOT Drop Box Instructions for Submission of 2015 TAP Project Nominations

TAP Project Nomination Forms must be received by the Public Transportation Division no later than 5:00 p.m., CDT, on Monday, May 4, 2015.

TAP Nomination Forms may be sent electronically (**pdf files only**) to PTN Program Management using TxDOT's Drop Box feature at <https://ftp.dot.state.tx.us/dropbox/?action=mainmenu>. Click the Drop Off tab and enter the information requested. Follow these steps:

1. Information about the Sender
2. Information about the Recipient (For Name: enter **TAP Manager**, For Email: enter [PTN\\_PlanningandTechSppt@txdot.gov](mailto:PTN_PlanningandTechSppt@txdot.gov))
3. Choose the Files You Would Like to Upload
4. Click the tab labeled "Drop off the File(s)"
5. Once you click the "Drop off the File(s)" tab, you will immediately be directed to a completion page with confirmation of your drop-off including the date and time of your drop-off (on a submission deadline day the confirmation page may take longer to be generated). **Keep a copy of this confirmation page for your records (example below). This page may be requested in the event there are questions concerning timeliness of submissions. The time it takes to receive this confirmation page may take longer than anticipated, depending on the size of the submitted file.**

The complete 2015 TAP Nomination Form with attachments must be received by the Public Transportation Division no later than 5:00 pm CDT, Monday, May 4, 2015.

Below is a sample of the Dropbox confirmation page.

**Dropbox Service**

**PLEASE NOTE**  
To download a file, click the filename once. Exercise the same degree of caution as you would with any other file you download from the internet, if you don't know what this is don't download it.

Drop Off Summary	Filename	Type	Size	Description
Claim ID: P1k4fm9a8b5gc1TE Claim Passcode: ffaH0eQapHfZmav Name: Teri Kaplan Organization: TxDOT Email: teri.kaplan@txdot.gov Sent From: ptm-740019-1.dot.state.tx.us 09 Apr 2015 10:19:52 AM Confirm Delivery: yes Name & Email: TAP Manager (ptn_planningandtechsppt@txdot.gov)	April 2015 Reminder Notice.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document	176.7 KB	1 file

None of the files have been picked-up yet.

[Returns to the Dropbox Service main menu.](#)

Version 2.1 | TxDOT Dropbox Service

Please Use the TxDOT's Drop Box early in the day.