

TAPWeb Webinar: A Step-by Step User Guide

August 2025

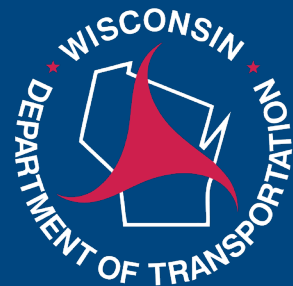


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About the Transportation Alternatives Program (TAP)

- Funds smaller-scale projects using federal Transportation Alternatives (TA) Set-Aside contract authority and state budget authority
- Emphasis on funding **human powered, daily utilitarian transportation** rather than purely recreational activities
- Eligible projects:
 - **Planning studies**
 - **Non-infrastructure projects** (e.g., Safe Routes to School Initiatives)
 - **Infrastructure projects** (e.g., construction or enhancement of bicycle and pedestrian facilities and recreational trails)
- **Reimbursement of up to 80%** of eligible project costs



Source: Dave Schlawbowski



Sponsor Eligibility

- The following entities are eligible to receive federal TAP/CMAQ funding:
 - Local governments
 - Tribal governments
 - Nonprofit entities responsible for the administration of local transportation safety programs
 - School districts, local education agencies, or schools
 - Regional transportation authorities
 - Natural resource or public land agencies
 - Public transit agencies



Source: West Central Wisconsin Regional Planning Commission



About TAPWeb

- **New!** Online platform for submission of applications
 - Available starting in the 2026-2030 solicitation cycle
- The TAPWeb online platform is available for eligible sponsors to:
 - Apply for TAP project
 - Access pending tasks via the "View My Work Queue" function
 - Manage their approved TAP projects
 - View project documents

[Click Here to Access TAPWeb](#)



Registering for TAPWeb

- Click **'Need to Register'** in the lower left-hand corner of the portal sign in
- All applicants, regardless of whether you have submitted a Word application for TAP in the past, will need to register
 - **TAPWeb is not linked to WebTAS**
- All registrations are reviewed and approved by the WisDOT TAP Statewide Program Manager




TAP Web Portal Sign In

Sign In with WisDOT

— OR —

E-mail*

Password* 

[Need to Register?](#) [Reset Password](#)

Sign In

Registering for TAPWeb: User Profile

User Self-Registration — Profile
** Asterisk indicates a required field*

Name

First* Middle

Last*

Primary Phone *

Secondary Phone

(The contact information provided will be used for business use only and will not be shared for marketing purposes)

Email *

(Used for login purposes)

Previous **Next**

- All applicants must complete the following fields to advance to:
 - First name
 - Last name
 - Primary phone number
 - Email
- Press the blue 'next' button to advance to the next page for additional applicant details



Registering for TAPWeb: User Detail

User Self-Registration — Detail

** Asterisk indicates a required field*

Name: Wheely Nelson

Email: ilovebikes@gmail.com

I am registering an account to: *

(Check all that apply)

- ☐ Submit or Manage TAP Applications and Reimbursements
- ☐ Participate in Statewide Selection Committee
- ☐ Participate as a TMA Reviewer

Entity *

Any Additional Information (Optional)

Previous

Next

- Select the box most appropriate role for your intended use of TAPWeb
 - Multiple boxes can be selected
 - All selections will be reviewed before approval
- The entity box is how the program connects other users of the same organization to the same applications





Registering for TAPWeb: Entity

- Selecting an **entity type** will prompt a second drop-down box to be completed.
- The second drop down specifies the **entity** an applicant is applying on behalf of
 - If an entity is not listed, please select 'Other' and write-in the name of the entity.
 - Applicants can type into the drop-down allowing for a quicker search.
- Applicants can include additional notes for the Statewide Program Manager prior to approval, including if the applicant is partnering with another organization on an application.



Registering for TAPWeb: Entity Categories (1 of 2)


 *Most popular applicant selection*

Entity Category Options <i>First Drop Down</i>	Entity Subcategory Examples <i>Second Drop Down</i>
Business	Various businesses in Wisconsin
Government – Local, WI	Highway Departments, Departments of Development, Departments of Admin, Government Centers
Government – State, WI	WDNR, WI Department of Tourism, WI Department of Health Services, etc.
Government – State, Other	Michigan DOT, Minnesota DOT, Iowa DOT, etc.
Government – Fed	US Army Corps of Engineers, Bureau of Indian Affairs, National Highway Traffic Safety Administration, etc.
Higher Education	University of Wisconsin System, technical colleges, private colleges, etc.
Municipality 	Counties, cities, towns, and villages
Nonprofit 	Various nonprofits in Wisconsin
Parks Departments	Various counties and forest services in Wisconsin



Registering for TAPWeb: Entity Categories (2 of 2)

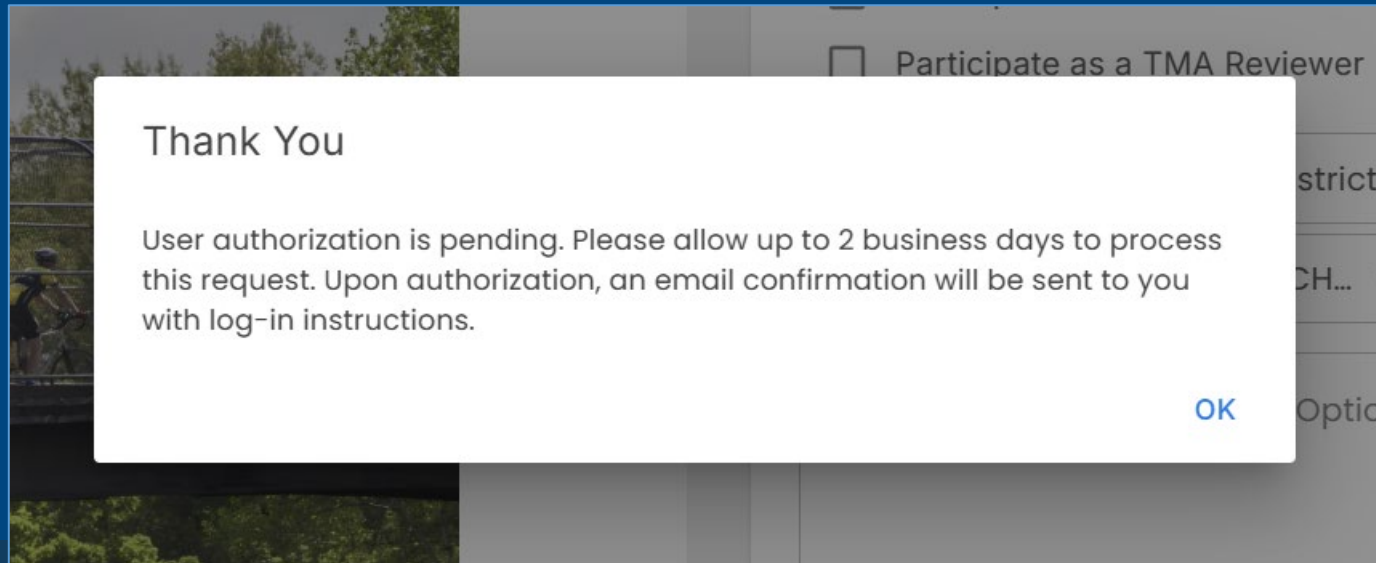
 *Most popular applicant selection*

Entity Category Options <i>First Drop Down</i>	Entity Subcategory Examples <i>Second Drop Down</i>
Planning	MPOs, planning commissions, etc.
Railroad	Various railroad companies that operate in Wisconsin
School District 	Various school districts in Wisconsin
Transit	Various county transit services
Transportation District	Transportation districts
Transportation Hub	Airports, ports
Tribe	All federally recognized Tribal Nations of Wisconsin
Utility	Telephone, water, sanitary, etc.
VTAE	Vocational, Technical, and Adult Education system districts
Other	Open-ended description box



Registering for TAPWeb

- After selecting the appropriate entity, press the blue 'next' button to advance to submit registration request.
 - WisDOT will review and approve all profile requests.
 - Applicants will receive an auto-generated email upon approval prompting them to create a password for their profile.



Logging Into TAPWeb


- Once approved, applicants can return to the TAPWeb page and log in using the email and password they used for registration.

TAP Web Portal Sign In

[SIGN IN WITH WISDOT](#)

OR

E-mail*

Password* 


[Need to Register?](#) [Reset Password](#)

[SIGN IN](#)

TAPWeb Dashboard

- On the homepage, applicants can:
 - Start an application
 - View their work queue
 - Search their applications and awarded projects
 - Upload their Sponsor's Guide Training Certificate
 - Access TAP resources





Stephanie Mertens
Local Sponsor

Dashboard

Start an Application

View My Work Queue

Search Applications/Projects

Transportation Alternatives Program (TAP) Web

Applications are being accepted: 2026-2030 TAP Cycle

Have you completed Program Guideline training?

Program Applicant Dashboard

Start an Application

View My Work Queue

Search Applications/Projects

Request Reimbursement

Application and Project Synopsis

Applications in Progress

EXPORT

Application ID	Sponsor	Project Title	Funding Type	Priority	Status	Estimated Cost	Requested Federal Share Amount	Action
000006	BICYCLE FEDERATION OF WI	TEST	TAP-Rural (<5,000 pop.)	1	Pending Local Sponsor	\$50,000.00	\$40,000.00	<div></div>

Rows per page: 50 1-1 of 1

Open Projects

EXPORT

FIIPS Project ID	Sponsor	Project Title	Cycle	Funding Category	Status	All Work Complete Date	Federal Share Amount	Project Award	Authorization Date	Last Activity	Action
No projects found											

Rows per page: 50 0-0 of 0

Open Requests

EXPORT

FIIPS Project ID	Request Number	Request Type	Sponsor	Project Title	Status	Federal Share Amount	Project Award	Final Reimbursement	Amount Remaining	Action
No requests found										

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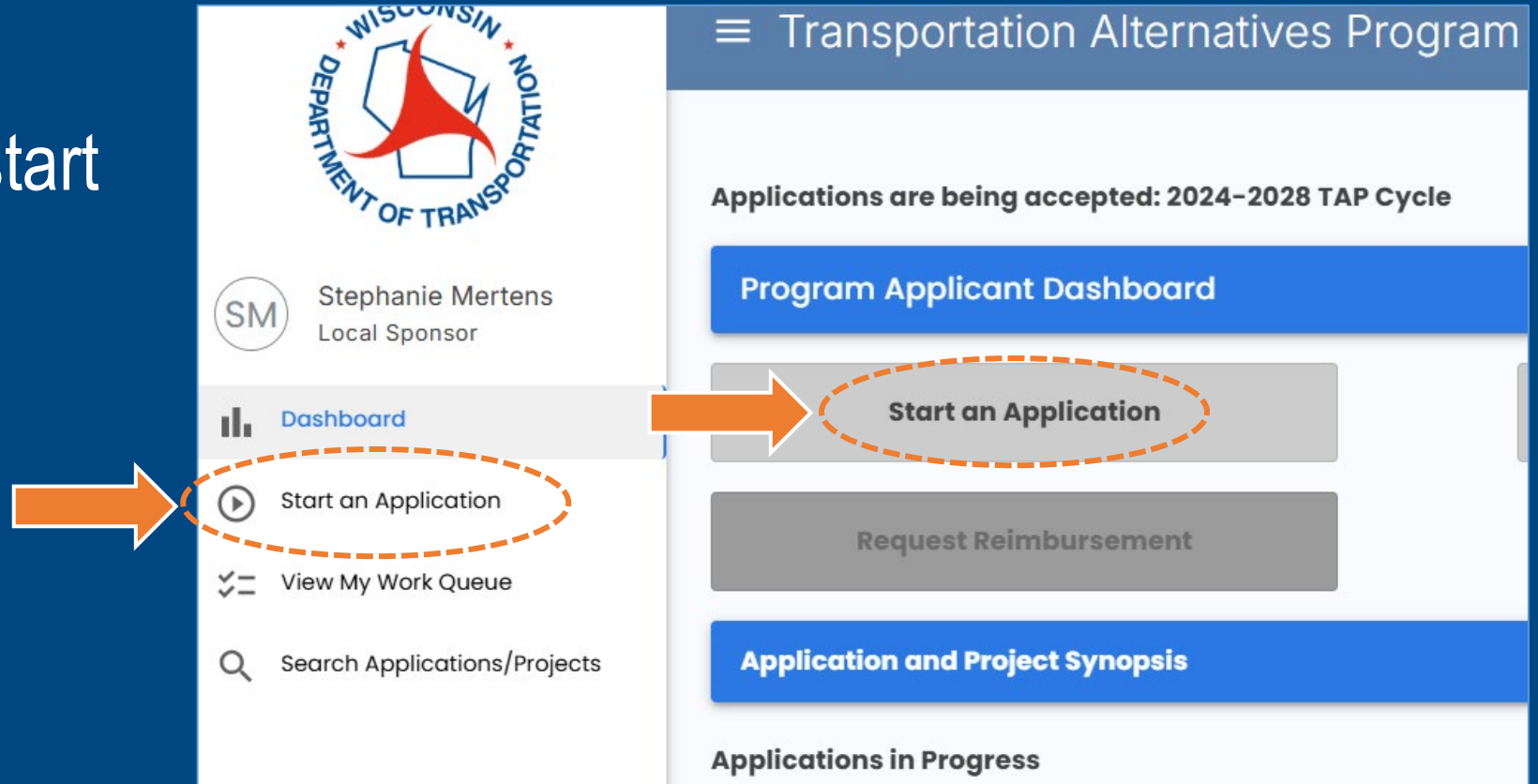
The Application

- The application remains largely the same as previous cycles.
 - The TAPWeb application and the Word document version on WisDOT's website have the same questions.
- Noticeable changes include:
 - The reorganization and formatting of questions, which past applicants may notice if referring to past applications.
 - Questions regarding census tracts and project's municipality or census designated place have been added.

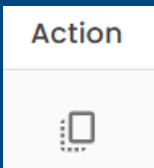


Starting an Application

- There are two ways to start an application:
 - The main dashboard
 - The side panel



Starting an Application

- After clicking, a box will open asking whether to copy a previously started or submitted application
 - Applicants can click the  button on the right side of the box to duplicate a previous application.
 - The option to select from a previous cycle is available at the top of the box, however, no prior applications are available currently.

OR

- Applicants can skip and start a new application by pressing the blue button in the lower left corner of the box.

Welcome to the TAP Web Application Process!

Edit Application - 000006

Review and utilize TAP guidelines and application instructions when completing this document. Visit the [WisDOT TAP webpage](#) for more information and program resources.

Applicants will be notified if their application is found ineligible.

VIEW APPLICATION PDF

DELETE

Application Type



Respond to the following questions to identify your application type:

Check the primary location of your project below (Select **only one** option below)

NOTE: If located primarily within a TMA area, select the appropriate TMA from the list.

- ☐ **Rural** (Population **less than 5,000**)
- ☐ **Urban** (Population **5,000 - 49,999**)
- ☐ **Urban Metropolitan Planning Organization (MPO)** (Population **50,000 - 199,999**)

MPO Name

- ☐ **Urban Transportation Management Area (TMA)** (Population **200,000 or greater**)

- | | |
|-------------------------------------|---|
| <input type="radio"/> Appleton, WI | <input type="radio"/> Milwaukee, WI |
| <input type="radio"/> Green Bay, WI | <input type="radio"/> Round Lake Beach - McHenry - Grayslake, IL - WI |
| <input type="radio"/> Madison, WI | |

SAVE

SAVE AND NEXT

SAVE AND EXIT

Welcome to the TAP Web Application Process!

[TAP GUIDELINES](#)[TAP APPLICATION INSTRUCTIONS](#)

Edit Application - 000018

Review and utilize TAP guidelines and application instructions when completing this document. Visit the [WisDOT TAP webpage](#) for more information and program resources.

Applicants will be notified if their application is found ineligible.

[DELETE](#)

Application Type



Project Applicant Information



Proposed Activity and Location



Brief Project Summary



Project Benefit



Real Estate (RE) / Right of Way



Environmental / Cultural Issues



Planning Considerations

Other Funding Sources



School Demographics

Budget



Narrative Response



Local Resolution of Support and Other Attachments



Key Program Requirements Confirmation



> SUBMIT TO REGIONAL STAFF



SAVE AND EXIT

Welcome to the TAP Web Application Process!

Edit Application - 000010

Review and utilize TAP guidelines and application instructions when completing this document. Visit the [WisDOT TAP webpage](#) for more information and program resources.

Applicants will be notified if their application is found ineligible.

 VIEW APPLICATION PDF

DELETE

Application Type	 
Project Applicant Information	 
Proposed Activity and Location	 
Brief Project Summary	
Project Benefit	 
Real Estate (RE) / Right of Way	
Environmental / Cultural Issues	 
Planning Considerations	
Other Funding Sources	
School Demographics	
Budget	
Narrative Response	
Local Resolution of Support and Other Attachments	
Key Program Requirements Confirmation	

> SUBMIT TO REGIONAL STAFF



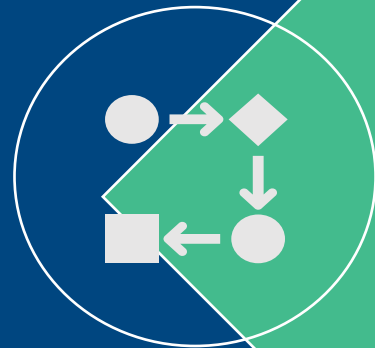
SAVE AND EXIT

Navigating the Application



Editable

- Applicants can work on different sections at different times, by clicking save and choosing the preferred accordion section to open.
- Applicants can save and return to the application later.
- Attachments can be uploaded and removed.



Dynamic

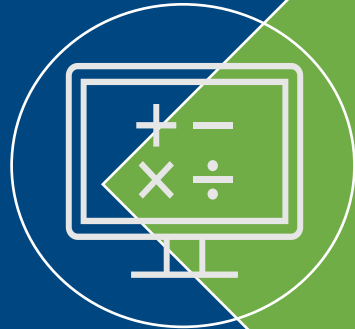
- The application will only show you the required questions and application sections based on selections made in previous application sections.
- The application will notify applicants if sections are incomplete or missing information.

Navigating the Application



Collaborative

- Multiple people from the same organization, who have registered under the same entity, can work on the same application together.
- Once submitted to the Regional Staff, WisDOT Regional Staff can comment within the application for review and return the application for edits.

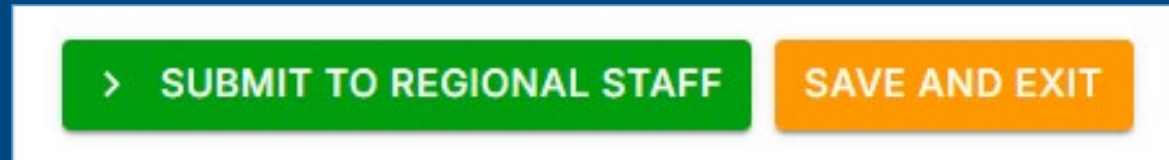


Automatic

- Certain application sections, such as the budget, will auto calculate sums and percentages reducing mathematical errors.

Submitting an Application

- Once an application has been completed in full, the button at the very bottom of the application will become green and applicants can submit it for review by the WisDOT Regional Staff.
 - If the button is greyed out, this indicates that the applicant has not answered all required questions.



- After submission to regional staff, applicants cannot modify their application unless it is returned by the WisDOT regional staff.

After Submitting



Submit Another Application



Search Applications



View Work Queue



Upload Training Certificate

Additional Resources

- WisDOT TAP Website
 - <https://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/aid/tap.aspx>
- FHWA Transportation Alternatives Website
 - https://www.fhwa.dot.gov/environment/transportation_alternatives/
- TAPWeb Manual
 - <https://wisconsindot.gov/Documents/doing-bus/local-gov/astnce-pgms/aid/tap/tapweb-manual.pdf>
- Sponsor's Guide to Non-Traditional Transportation Project Implementation
 - <https://wisconsindot.gov/Pages/doing-bus/local-gov/lpm/guide-man.aspx>



Thank you!

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