

# Application

## Application Requirements

Without evidence of the following, projects will not be eligible for consideration.

1. Project applications **MUST** be complete and contain all supporting materials as outlined in the application. (Do not submit application packet as part of the submission)
2. Projects **MUST** include a letter of support from the corresponding (RPO) Executive Board.
3. Project applications **MUST** be accompanied by a resolution from the municipal legislative body that includes written acknowledgement and commitment of 10 percent local match.

## Instructions

- Provide one (1) electronic copy in PDF format of your completed application by the deadline to the respective RPO Coordinator for your jurisdiction. The two highest scored applications shall be submitted to TDOT by (January 29, 2016 at 4:00 PM -CST)

Attention: Tanisha Hall  
Long Range Planning Director  
James K. Polk Building, Suite 900  
505 Deaderick Street  
Nashville, Tennessee 37243-0344

- Attach supporting documents as necessary such as support letters, any planning documents, engineering plans, feasibility studies, reports, etc. Be sure to label each attachment with the project name and submitting jurisdiction/entity.
- Address all questions and criteria as concisely as possible. Provide attachments if additional space is needed. If you are unsure of any question or criteria, please contact Jack Qualls, [jack.qualls@tn.gov](mailto:jack.qualls@tn.gov) or 865.594.2662.
- Applications are available online at <http://www.tn.gov/tdot/article/longrange-planning-grant>

## I. Project Information

**1. Project Title:** \_\_\_\_\_ **Total Project Cost:** \_\_\_\_\_

**2. RPO:** \_\_\_\_\_

**3. Project County:** \_\_\_\_\_ **City:** \_\_\_\_\_

**4. Termini/Intersection:** \_\_\_\_\_

### 5. Agency Contact Information:

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City and Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**1. Project Activity:**

*Please check only one*

- Corridor Studies
- Complete Street Plan
- Pedestrian and Bicycle Master Plans
- Road Diet Analysis
- TSM&O (Transportation systems management and operations)

For RPO Review  
Total Points: \_\_\_\_\_

**2. Project Description:**

Please provide a brief description of the proposed project and the scope of all work to be performed (please include termini). Applicant must illustrate the project's relationship to surface transportation in the project proposal. (Please limit the description to a maximum of 500 words. Do not include more than five pages of supporting documentation including maps/photos/ letters)

## II. Evaluation Criteria (Check Yes or No)

Is this a resubmittal application from a previous CTPG cycle? Yes  or No

The city is willing to match the required 10% of the total planning service cost in the approximate amount of \_\_\_\_\_

Does the Grantee have any current TDOT Projects / Grants open or active? Yes  or No  If yes, please explain the project(s) (e.g., Transportation Enhancement/ Multimodal Grant /new highway construction / intersection modification / Safety RSAR) and list the completion date.

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Will the requested Planning Grant activity be sponsored financially by more than one jurisdiction? (e.g., The City is leading the project with County support, or more than one municipality.) If yes, list all parties and their involvement to the project.

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Has the transportation planning activity being requested previously been studied by TDOT or another agency or organization? (If yes  subtract 10 points)(If no  add 5 points)

Points: \_\_\_\_\_

Is the grantee willing to adopt municipal ordinances to implement the recommendations resulting from the study? (If yes  add 10 points)(If no  subtract 15 points)

Points: \_\_\_\_\_

Did the Planning Commission (if applicable) for the grantee's jurisdiction review or assist in developing the grant application? (If yes  add 10 points)(If no  subtract 10 points) If no, please explain

Points: \_\_\_\_\_

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The project clearly and effectively addresses a local or regional transportation or transportation-related land use issue, problem, need, or opportunity through achieving one or more of the following CTPG objectives. (Please limit the description to a maximum of 300 words) *(Up to 20 points)*

Points: \_\_\_\_\_

Please explain how the overall statewide transportation system benefits from the development of the request planning activity. (Please limit the description to a maximum of 300 words.) *(Up to 20 points)*

Points: \_\_\_\_\_

The project approach will receive more points if the project needs and objectives are clearly addressed, and are achievable considering the scope of work, and are at a level of detail appropriate to the community. Do not elaborate on direct or specific outcomes desired by the community as the result of the study. (Please limit the description to a maximum of 300 words.) *(Up to 15 points)*

Points: \_\_\_\_\_

The application demonstrates that there is local support for the project objectives, a commitment to participate, and a desire to implement the expected outcome. (Please limit the description to a maximum of 300 words) *(Up to 10 points)*

Points: \_\_\_\_\_

*Explain how the local government will meet the CTPG timetable and how the dedicated local project manager has previous experience managing similar TDOT complex grant programs when it comes to coordination with other local, regional, and state planning efforts. All of the partners are ready and able to begin the project within the CTPG timetable. (Please limit the description to a maximum of 300 words) (Up to 5 points)*

Points: \_\_\_\_\_

The application demonstrates that the project will be innovative in its subject matter, approach, or expected outcomes. For example, the project will use health impact assessments or economic impact analysis as part of the evaluation of transportation alternatives. (Please limit the description to a maximum of 300 words) (Up to 5 points)

Points: \_\_\_\_\_