

## Application Packet

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**TDOT Final Application Submission Deadline:  
Friday, January 29, 2016  
4:00 p.m. CST**

# TDOT – Community Transportation Planning Grant Checklist

Project Name: \_\_\_\_\_

Applicant: \_\_\_\_\_

Total Study Amount Requested: \_\_\_\_\_

*This checklist is to be used by applicants to assist in assembling the application package. Be sure to carefully read all instructions in the grant package in order to complete the application properly. Make sure all items below are checked (if applicable)*

- Completed Application Form (All answers in the boxes/spaces provided)**
- Eligible Planning Documents – Requested services (select only one)**
  - Corridor Studies
  - Complete Street Plans
  - Pedestrian and Bicycle Master Plans
  - Road Diet Analysis
  - Transportation Systems Management and Operations (TSM&O)
- Project Background Narrative (include the following)**
  - Identify the need for plan
  - How will the plan benefit the community?
  - Detail how a study will impact the state transportation system
  - How will the plan contribute to a future implementation phase?
  - Include maps and photos (limit to 5 items)
- Community Involvement, Support and Commitment Narrative**
  - Board Resolution (Letter of Endorsement) for the local match of funds
  - Community Letters of Support (limit to 4)

## **INTRODUCTIONS AND GRANT BASICS**

The Tennessee Department of Transportation (TDOT) Long Range Planning Division is accepting applications for the Community Transportation Planning Grant (CTPG) funding for the 2015-2016 grant cycle. The CTPG program provides resources that assist Tennessee communities develop transportation and land use plans for preparation of future transportation, land use, and growth management issues.

The CTPG is an initiative by the Long Range Planning Division to link land use and transportation planning efforts to achieve the best multimodal transportation system in the nation. The Office of Community Transportation (OCT) assist local jurisdiction's by providing technical guidance for transportation planning efforts and land use decisions that impact the safety and efficiency of the statewide transportation system.

The CTPG program will provide transportation planning services to non-MPO municipalities that are awarded through the grant application process. The transportation planning services will be conducted by consultants and TDOT staff. Consultant firms are selected by the awarded municipality from a provided list.

The maximum cost of planning services shall not to exceed \$250,000. A minimum 10 percent local match is required. All awarded grants have a preferred completion period of 12 months from time of the Grant Agreement.

Services shall be procured and provided in accordance with all applicable State and Federal requirements. The developed transportation planning documents should demonstrate the benefits to both the local community and the state at large.

### **CTPG Program Goals:**

- Assist rural municipalities with planning efforts that define the transportation cohesiveness between multimodal transportation systems and local land use objectives that achieve the statewide transportation goals.
- Aid rural municipalities with developing planning documents that recommend transportation strategies which improve traffic flow, safety, and overall operational efficiency of the transportation system.
- Provide rural city governments with planning resources to achieve community visions as transportation and land use needs that promote future economic growth.

**The intent of the CTPG is to foster a collaborative planning process between rural municipalities and TDOT through the development of plans related to the state transportation system and local land use patterns to promote mobility choices**

**and economic growth. The CTPG can be utilized to achieve the following objectives:**

- a) Develop transportation and land use plans containing deliverables that can be used as guiding tools for future transportation projects.
- b) Develop real-world transportation and land use solutions that are cost effective and feasible for local governments to implement.
- c) Ensure that planning documents are consistent with TDOT & FHWA traffic/design/construction specifications/TDOT's Multimodal Access Policy and complete street guidance
- d) Improve safety within the statewide transportation system through planning documents that can be utilized in future phases of a transportation project.
- e) Create policies and procedures that link all transportation modes and provide alternative mobility options within communities and the State of Tennessee.
- f) Utilize Context Sensitive Design and Context Sensitive Solutions (CSD/CSS) that preserve and enhance scenic, aesthetic, historic, community, and environmental resources, while improving or maintaining safety, mobility, and infrastructure conditions.

## **GRANT PROJECT ELIGIBILITY**

**Eligible Planning Documents include:**

- Corridor Studies
- Complete Streets
- Pedestrian and Bicycle Master Plans
- Road Diet Analysis
- Transportation Systems Management and Operations (TSM&O)

## **ELIGIBLE APPLICANT REQUIREMENTS**

- A Tennessee municipality not located inside of a Metropolitan Planning Organization Planning Boundary.
- Projects should be located on, connecting to, or within ¼ mile of a State Route.

**Eligible Grant Applications** are reviewed and scored based on award criteria. Only planning documents that can be implemented upon the completion of the grant deliverables will be eligible. Applications that do not meet each of these requirements will not be scored against the award criteria and cannot be awarded.

### **1. Clear Transportation Relationship**

A proposed project must demonstrate a clear transportation and land use relationship and produce a document that endorses the overall goals of the statewide long range transportation plan. A project must entail research, analysis, evaluation of alternative scenarios, development of implementation measures, or public involvement that results in a transportation plan, land use plan, or other planning product that addresses a transportation problem, need, opportunity, or issue of local or regional importance.

### **2. Adoption of Products to capitalize Project Objectives**

A proposed project must include preparation of feasible/implementable products that directly address the project objectives, such as an access management plan, traffic corridor study or sidewalk master plan. Projects that will primarily perform outreach, research, or collect and compile data are not eligible.

### **3. Support of Local Officials**

A proposed project must clearly demonstrate that local officials understand the purpose of the grant application. This includes support for the project costs and the outcome of the project. A resolution from the governing body of the applying jurisdiction is required as part of the application submittal with an agreement to the local matching of funds. Local officials should be prepared to adopt ordinances to sustain the planning activities associated with the grant program.

## **GRANT SELECTION PROCESS**

Projects are selected on a competitive basis within each Rural Planning Organization (RPO) designated planning areas. Applications will be scored using the selection criteria outlined below by the RPO Technical Advisory Committee to determine a maximum of two projects. The two highest ranked applications selected shall be presented to each RPO Executive Board for adoption. An original copy should be included as part of the RPO submission to TDOT that includes the scores in areas provided on the application.

Next, each RPO will submit the two highest ranked projects to TDOT for consideration. OCT will then assemble a TDOT selection committee comprised of staff from various disciplines to score the submittals to determine the highest scoring application and to ensure grant eligibility before presenting to the Commissioner for final selection.

After the grant selection process, successful applicants will receive a “Notice of Award” letter. The Awarded Grantee and the CTPG Project Administrator for that region will work together to prepare a Grant Agreement.

**The number of projects awarded for this grant cycle will be determined based on availability of funding and program participation.**

## **Award Criteria**

Applications are scored on a range of criteria and can receive up to 100 points. Projects are selected based on the points scored, benefit to the overall statewide transportation system, demonstration of need, the estimated amount of time for plan completion, and the availability of project specific data required to meet the scope of work.

*There is no assurance or guarantee by TDOT to award additional funds to Awarded Grantees for implementation phases or construction projects derived as part of the final plan documentation.*

Some of the questions on the application automatically receive points based on a yes or no response. Other questions, like those listed below, may require additional details about the project and should be answered in the spaces provided.

❖ **Meets one or more of the objectives: Up to 20 points**

*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:*

- a) Accommodation of future transportation demands within the framework of the existing system.
- b) Provide transportation choices to support communities with balanced and interconnected transportation.
- c) Create communities composed of livable neighborhoods that encourage healthy and safe modes of transportation linked with mixed-use developments.
- d) Support economic vitality by planning for sustainable land uses and the movement of people and goods.

❖ **Explain how overall transportation system benefits: Up to 20 points**

*Please explain how the overall statewide transportation system benefits from the development of the request planning activity.*

- a) Explain how the community will benefit from a planning investment from TDOT. Describe the local significance of a plan or study and the impacts it will have on the statewide transportation system.

❖ **Proposed Project Approach is Reasonable:** Up to 15 points

*Project approaches will receive more points if the project need, objectives, and benefits are clearly addressed and are achievable considering the scope of work, and are at a level of detail appropriate to the community.*

- a) The application demonstrates a clear approach to achieving the expected outcome and results in consideration for adoption. Where substantial coordination with other local, regional, and state planning efforts occurs (or will need to occur), the mechanisms and responsibilities for the coordination are clear.

❖ **Community Support:** Up to 10 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.*

- a) Projects with written support from stakeholders including partner jurisdictions, community institutions, or businesses will receive more points. Letters of support should demonstrate a clear understanding of the project.

❖ **Sponsor Readiness and Capacity:** Up to 5 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.*

- a) Projects with a clear description of the jurisdiction's capabilities and experience relative to the complexity of the proposed project will receive more points. Projects that lack a clear description of how the projects will be managed will receive fewer points. Projects that do not include a description of previous CTPG projects or planning studies (if any in past 10 years) and their performance may receive fewer points.

❖ **Innovative / Approach:** Up to 5 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.*

- a) By the nature of this criterion, most projects will not receive any points. Projects may receive some points for innovative project elements. Projects with innovative subject matter will receive more points.

## **GRANTEE OBLIGATIONS**

### **CTPG Match:**

This grant provides the awarded entity with defined transportation planning services that are outlined specifically within a contractual Grant Agreement, 90 percent of the projects total cost is funded by TDOT and the remaining 10 percent total cost by the Grantee.

Any planning services identified in the Grant Agreement shall be conducted by TDOT staff in conjunction with consultants that are selected by the Grantee from a pre-qualified provided list from TDOT. Once a Grant Agreement is signed the 10 percent matching funds shall be sent to TDOT prior to any work being conducted.

The Grantee match must be in the form of cash; any local in-kind match shall not be accepted. The total project amount of funds eligible for plan awarded cannot exceed \$250,000.

### **Grant Agreement**

After the award is made, the project Grantee will enter into a Grant Agreement with TDOT that defines the plan scope of work, timeframe, and deliverable products. The Grant Agreement also identifies the responsibilities of both parties and the local agency funding match necessary to be paid by the Grantee. By entering into the agreement, the Grantee agrees to follow the State of Tennessee and other Federal regulations required by law.

### **Local Project Manager**

Awarded Grantee's are required to have a Local Project Manager. Local Project Managers are responsible for the day-to-day assistance to the Project Administrator / consultants involved and duties required to advance the project to completion. The cost to employ a consultant to be a local project manager is not an eligible project cost.

### **Design Standards**

Projects must be in accordance with the American Association of State Highway Transportation Officials (AASHTO), the Manual on Uniform Traffic Control Devices (MUTCD), the Americans with Disabilities Act (ADA), Public Rights of Way Guidelines (PROWAG), TDOT Design Standards, and all applicable state and federal statutes, standards, specifications and guidelines.

### OCT Project Administrator

Upon award, the Long Range Planning Division will assign an OCT Project Administrator to the project that will work directly with the Local Project Manager and the project team to ensure compliance and assist with the Grant Agreement process and the TDOT lead person throughout the project.

### Title VI/Environmental Justice/Americans with Disabilities

Awarded projects are expected to consider environmental justice issues, which is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. Grants that include planning for pedestrians must consider Americans with Disabilities Act requirements.

For more information, see:

<http://www.fhwa.dot.gov/environment/ej2000.htm>

<http://www.justice.gov/crt/about/cor/coord/titlevi.php>

[http://www.ada.gov//2010ADAstandards\\_index.htm](http://www.ada.gov//2010ADAstandards_index.htm)



## **ELIGIBLE PLANNING DOCUMENT DETAILS**

### **Corridor Study**

Access and corridor management studies could include driveway entrance inventory combined with local regulations that would manage access to land developments while simultaneously preserving the flow of traffic on the surrounding public road system in terms of safety, capacity, and speed. Access management provides a systematic means of balancing access needs and movement/mobility requirements of streets and roads.

### **Complete Streets Plan**

Complete streets are streets designed to be accessible to people of all ages and abilities, and all modal uses. These streets typically include sidewalks, safe crossings, bicycle lanes, automobile lanes, parking, and transit. Streetscape project design is not eligible.

### **Pedestrian and Bicycle Master Plans**

Provide technical assistance to develop pedestrian and bicycle facility improvement plans. This assistance can include guidelines, or strategies on land use and site design to support pedestrian, bicycle, and transit access. Includes sidewalk inventory /analysis, design guidelines, and educational/awareness programs.

### **Road Diets**

A road diet is a low-cost strategy to improve the efficiency of an existing road or street, improve bicycle and pedestrian access, and/or to update the design of a road which over time has become inconsistent with local travel needs. Common road diets reduce four lanes of traffic to three lanes of traffic, often adding bicycle lanes or median crossings. The three lanes of traffic include one lane in each direction, and a central lane for turning.

### **Transportation Systems Management and Operations (TSM&O)**

TSM&O offers the potential to provide an integrated program to optimize the performance of existing transportation infrastructure through the implementation of specific systems and services that preserve capacity and improve reliability and safety. Examples of TSM&O Planning Studies include corridor signalization timing analysis, optimization, system device inventory, analysis for compliance with TDOT and MUTCD. Individual intersection signalization warrant requests are not eligible.

## **CTPG Contacts**

### **RPO Contact Information**

#### East Tennessee RPO North & South

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#### South Central Tennessee RPO East & West

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***For more information from TDOT about the CTPG application, questions about submissions, or grant program please contact:***

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#### Northwest Tennessee RPO

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#### Southwest Tennessee RPO

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