



**STATE OF TENNESSEE**  
**DEPARTMENT OF TRANSPORTATION**  
**DIVISION OF MULTIMODAL TRANSPORTATION RESOURCES**  
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**BUTCH ELEY**  
DEPUTY GOVERNOR &  
COMMISSIONER OF TRANSPORTATION

**BILL LEE**  
GOVERNOR

August 8, 2023

Dear Transit Agencies:

TDOT is pleased to announce the allocation of Urban Operating Assistance Program (UROP) funds for State Fiscal Year 2024 (July 1, 2023 – June 30, 2024). Allocations are based on UZA population reported in the 2010 Census. Gatlinburg and Pigeon Forge are taken off the top before the distribution by population, due to the high impact of tourism in those communities. The UROP program provides capital and operating assistance to support fixed route and complementary paratransit service in urban core areas of Tennessee. UROP funds are to supplement other available funds in support of urban transit agencies. The table below shows the allocated funds to each urban fixed route transit agency.

<b>Agency</b>	<b>SFY24 Allocation</b>
City of Bristol	\$234,500
Chattanooga Area Regional Transportation Authority (CARTA)	\$2,474,000
City of Clarksville (Clarksville Transit System)	\$1,029,900
Southeast Tennessee Human Resource Agency (CUATS)	\$433,500
Jackson Transit Authority (JTA)	\$466,600
City of Johnson City (Johnson City Transit System -JCTS)	\$781,700
City of Kingsport (Kingsport Area Transit System - KATS)	\$691,800
City of Knoxville (Knoxville Area Transit)	\$3,626,800
Memphis Area Transit Authority (MATA)	\$6,881,500
East Tennessee Human Resource Agency (Morristown)	\$383,200
City of Murfreesboro	\$864,900
City of Gatlinburg (Gatlinburg Mass Transit System -GMTS)	\$414,700
City of Pigeon Forge (Pigeon Forge Fun Time Trolleys + Sevierville)	\$710,800
Nashville-Metropolitan Transit Authority (MTA)	\$5,340,300
Regional Transportation Authority (RTA)	\$663,400
Franklin Transit Authority (FTA)	\$290,600
<b>Total</b>	<b>\$25,288,200</b>

Grantees may budget up to \$1 million in UROP funds for capital expenses. Beginning in SFY2022, TDOT will reimburse at 80% the first \$1,000,000 in total expenses (80% state, 20% local). Above \$1,000,000 in total expenses, TDOT will reimburse expenses at a 50% match (50% state, 50% local).

Federal funds obligated under the 5307 program for capital and/or operating expenses must be drawn down before invoicing TDOT for UROP funds within the same reimbursement period. **Invoices must be submitted at least quarterly, but monthly is preferred.** TDOT Multimodal has provided a Grantee Invoice Reimbursement Checklist to assist agencies in compiling the necessary documentation for invoice submissions.

To receive a UROP contract, grantees must submit the following documents to TDOT Multimodal, via email to [TDOT.MultiModalAdmin@tn.gov](mailto:TDOT.MultiModalAdmin@tn.gov):

- A PDF of the full final report from the agency's most recent FTA Triennial Review, if applicable
- Documentation of the status of corrective actions associated with any findings from the most recent Triennial Review
- An indirect cost allocation plan, current indirect rate calculation, and a letter from the cognizant agency approving the plan. (Applies only if indirect costs are charged to UROP)
- A brief narrative and budget is only required if the agency requests to use UROP funds in a capital line item. The narrative should include details about the procurement method(s) and a timeline for delivery/implementation.

TDOT staff will initiate contracts upon receipt of the required documentation. The SFY2024 contracts will be dated from July 1, 2023 – June 30, 2024. All contracts will be written for the entire allocated amount and there will be no contract extensions. Unspent funds will be reallocated based on TDOT discretion. If a grantee is unable to accept their SFY2024 UROP allocation, please notify TDOT as soon as possible.

If you have any questions, please contact Dequantez Sandifer via email at [Dequantez.Sandifer@tn.gov](mailto:Dequantez.Sandifer@tn.gov), or by phone at 615-770-1921.

Best regards,

*Daniel E. Pallme*

Dan Pallme  
Interim Multimodal Division Director

cc: Preston Elliott, TDOT Deputy Commissioner/Chief  
Larry Sanborn, TDOT Multimodal Assistant Director  
Kaitlyn McClanahan, TDOT Transit Programs Manager  
Jason Spain, TPTA Executive Director