



STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION
DIVISION OF MULTIMODAL TRANSPORTATION RESOURCES
SUITE 1200, JAMES K. POLK BUILDING
505 DEADERICK STREET
NASHVILLE, TENNESSEE 37243-1402
(615) 741-2781

BUTCH ELEY
DEPUTY GOVERNOR &
COMMISSIONER OF TRANSPORTATION

BILL LEE
GOVERNOR

August 8, 2023

Dear Transit Providers:

The Tennessee Department of Transportation (TDOT) is pleased to announce the allocation of Critical Trips funds (CRIT) for State Fiscal Year 2024 (July 1, 2023 – June 30, 2024). The Critical Trips program provides operating assistance for demand response transit service in Tennessee urban fringe areas. CRIT funds are to supplement other available transit funds.

Critical Trips funding is based on urbanized area (UZA) population reported in the 2010 Census. The Oak Ridge allocation is determined before the population distribution. In SFY2024, formula grantees will receive the formula allocation and a one-time reallocation of residual funds. The reallocation amount is also based on UZA population and is subject to change year over year. The table below shows the allocated funds to each eligible UZA demand response transit provider.

Agency	Base Allocation	Residual Budget Reallocation	SFY23 CRIT Allocation
Knox CAC	\$361,764	\$448,505	\$810,269
ETHRA - Knoxville	\$340,740	\$422,440	\$763,180
FTHRA	\$220,000	\$272,750	\$492,750
Oak Ridge	\$170,500	\$0	\$170,500
Total	\$1,093,004	\$1,143,695	\$2,236,699

Beginning in SFY2022, TDOT will match 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 Section 5307 program for capital and/or operating expenses must be drawn down before invoicing TDOT for CRIT 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 CRIT contract, grantees must submit the following documents to TDOT Multimodal, via email to TDOT.MultiModalAdmin@tn.gov:

- A PDF of the full final report from the agency's most recent FTA Triennial Review, if the agency receives Section 5307 funds from the Federal Transit Administration, if applicable.

- Documentation of the status of corrective actions associated with any findings from the most recent Triennial Review, if applicable.
- 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)

TDOT staff will initiate contracts upon receipt of the required documentation. The SFY2023 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 CRIT allocation, please notify TDOT as soon as possible.

If you have any questions, please contact Dequantez Sandifer via email at 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 Manager
Jason Spain, TPTA Executive Director