



**STATE OF TENNESSEE**  
**DEPARTMENT OF TRANSPORTATION**  
**DIVISION OF PASSENGER TRANSPORTATION, RAIL & FREIGHT**  
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**BUTCH ELEY**  
DEPUTY GOVERNOR &  
COMMISSIONER OF TRANSPORTATION

**BILL LEE**  
GOVERNOR

July 17, 2024

Dear Transit Providers:

The Tennessee Department of Transportation (TDOT) is pleased to announce the allocation of Critical Trips funds (CRIT) for State Fiscal Year 2025 (July 1, 2024 – June 30, 2025). 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 2020 Census. The Oak Ridge allocation is determined before the population distribution. In SFY2025, 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	SFY25 CRIT Allocation
Knox CAC	\$361,764	\$463,446	\$825,210
ETHRA - Knoxville	\$340,740	\$436,513	\$777,253
FTHRA	\$220,000	\$281,837	\$501,837
Oak Ridge	\$170,500	\$0	\$170,500
<b>Total</b>	<b>\$1,093,004</b>	<b>\$1,181,796</b>	<b>\$2,274,800</b>

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](mailto: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.

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- 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 SFY2025 contracts will be dated from July 1, 2024 – June 30, 2025. 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 SFY2025 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](mailto:Dequantez.Sandifer@tn.gov), or by phone at 615-770-1921.

Best regards,

*Daniel Pallme*

Dan Pallme  
Assistant Bureau Chief

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