



# TDOT Multimodal Access Grant 2019 Guidelines



**Notices of Intent to Apply** must be received by **Friday, June 28, 2019** at 4:00 PM (Central)

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## I. Overview/Summary

Multimodal facilities play an important role in providing transportation choices for people across Tennessee. With half of all trips in the United States three miles or less, good walking, biking, and transit facilities are essential to the continued growth and success of our towns and cities. In 2013, TDOT set aside state funds to create a Multimodal Access Grant in order to support the transportation needs of transit users, pedestrians, and bicyclists through infrastructure projects that address accessibility and existing gaps along state routes and at transit hubs. Successful applicants may receive up to **95%** in State grant funds. Applicants are responsible for a minimum **5%** local match. The State portion of a Multimodal Access project may not exceed \$950,000. Large projects should be separated into phases. Applicants may apply for additional grant funding for future phases.

### A. Eligible Projects

Multimodal Access Grant funding is available for scoping and design, acquisition of right-of-way, and construction of projects that support multimodal transportation choices and connectivity. Eligible projects include, but are not limited to:

- Pedestrian crossing improvements, including signage, signalization, median pedestrian refuge islands and crosswalks
- Shoulders
- Sidewalks
- Bicycle lanes (on-road facility delineated with pavement markings and signs)
- Improvements that address requirements of the Americans with Disabilities Act
- Shared-use paths located within the transportation corridor. Shared-use paths (pedestrian plus bicycle traffic) must be a minimum of 10-feet wide.
- Pedestrian-scale lighting (will not rank highly as a standalone project, but eligible as a project component)
- Transit stop amenities
- Road diets or traffic calming measures that enhance bicycle and/or pedestrian safety
- Separated bicycle facilities
- Park and ride facilities for carpooling or access to transit
- Utility relocation (eligible as a project component **only** if located on private property or as part of an urban revitalization plan)

Projects may be combinations of any of the above facilities and **MUST** meet ADA and PROWAG (Proposed Guidelines for Pedestrian Facilities in the Public Right-of-Way) standards.

**In order to qualify for the Multimodal Access Grant, projects SHALL be located along a State Route.** Proposed projects can provide links to important destinations located within .25 miles from the State Route as long as the primary project scope is located along a State Route.

Requests may be for construction of new facilities, reconstruction of existing facilities to meet current design standards, and rehabilitation of existing facilities. Project must be contiguous, meaning the applicant is not applying for two separate projects under one application. **Operating costs, rolling stock, and preventative maintenance are NOT considered eligible activities.**

Projects with the following emphasis will be considered favorably:

- Facilities that provide safe and accessible traveling options for pedestrians, cyclists, and transit-users
- Demonstrate coordination with transit agencies
- Provide last mile connectivity for users of public transportation
- Increase connectivity among a mix of land uses including neighborhoods, schools, employment centers, parks and public spaces, retail, etc.

**Projects that do not meet a transportation purpose are not eligible for funding.** Examples of ineligible projects include recreational trails, trailhead facilities, or facilities that do not serve population centers and destinations.

### **B. Eligible Applicants**

Tennessee cities and counties are the only entities eligible to submit project requests. Please be aware that funding will be competitive and submission of projects does not guarantee those projects will be awarded funding.

A municipality or county government is the only entity eligible to receive funding since successful applicants will be required to sign a grant agreement that commits them to a five percent local match (of total project costs) and ongoing maintenance responsibility for completed projects.

### **C. Funding**

The Multimodal Access Grant is a reimbursement program. The successful applicant will be expected to submit paid invoices for project expenses to TDOT for reimbursement. Funding awards will be capped at the amount initially awarded for a specific project. Applicants will be allowed to apply for additional funding in subsequent years of the program.

**Project Match Requirements** - Multimodal Access projects can receive up to 95% in State grant funds at a maximum of \$950,000. The applicant is responsible for a minimum 5% match. The local match must be a cash match and project sponsors should indicate their ability to contribute at least the 5% local match in their application.

In the event that construction cost exceeds the original estimate provided in the final application, the grantee would need to request a scope reduction to fit within the budget, secure additional local funds to complete the project, or cancel the project. The grantee shall be obligated to repay TDOT for any expenses invoiced against a project that is cancelled before completion.

### **D. Letters of Support**

Final applications must be accompanied by the following required letters of support:

1. Letter of support from the corresponding Rural Planning Organization (RPO) or Metropolitan Planning Organization (MPO/TPO). See Attachments A through C for a map and contact info of MPOs/TPOs and RPOs.
2. Letter of support or resolution from the county or municipal Mayor or legislative body and a written acknowledgement of the 5% local match and future maintenance responsibility. The Multimodal Access Grant is a reimbursable program. Local governments are required to pay 100% of all project invoices up-front prior to seeking reimbursement of the 95% state share.
3. Letter of support from a corresponding state legislator.

## **II. Project Selection**

### **A. Selection Process**

Applicants will submit a Notice of Intent to Apply (NOI) directly to the TDOT Multimodal Planning Office at [tdot.multimodalplanning@tn.gov](mailto:tdot.multimodalplanning@tn.gov). The NOI will be reviewed and applicants will either be invited to submit a full application or notified that their project does not meet basic eligibility. The selection process will be based on the thoroughness and strength of the information provided in the NOI and supporting materials, and an assessment of project feasibility.

Applicants that are invited to submit a full application will do so through TDOT’s eGrants system.

### **B. Selection Criteria**

Once final applications are received by TDOT, projects will be screened to determine if they meet minimum requirements. Minimum requirements include: a complete project application and provision of all supporting materials. Projects that meet these minimum requirements will then be evaluated by a Selection Committee according to the Evaluation Criteria listed below in Section D. Final project selection will be based on the evaluation criteria as well as TDOT’s interest in building a balanced grouping of projects across the state.

### **C. Selection Committee**

The Selection Committee will consist of members representing a variety of disciplines. The Selection Committee is charged with reviewing applications and recommends projects to be funded to the Commissioner of Transportation for approval.

### **D. Evaluation Criteria**

<b>Criteria</b>	<b>Guidance</b>	<b>Maximum Points</b>
Does project address location with history of bicycle and/or pedestrian crashes?	Document how this project will improve an unsafe condition and enhance pedestrian or bicyclist safety by noting, as appropriate, police reports, school reports, a road safety audit report, existing conditions, photos, etc.	30

Will the project contribute to an integrated transportation system linking a variety of activity centers such as transit, residential neighborhoods, low-income housing, medical centers, schools, retail, parks, & employment centers?	Demonstrate how the proposed project will link the community's desired trip origins and destinations. A map showing the connections between the various activity centers/residential areas, etc. is advised. If your City/County has fixed route transit service, be sure to demonstrate how the project will address connectivity between modes of transportation. Cities/Counties without fixed route transit will not be penalized, but should show connectivity between a variety of activity centers.	25
Is this project identified in State and/or Local Plans? Is there coordination between local governmental agencies in regard to this project?	Examples of plans include but are not limited to: local neighborhood or community plans, comprehensive plans, corridor studies, major thoroughfare plans, MPO plans, TDOT Long Range Plan, TDOT Bicycle and Pedestrian Plan, etc. Applicants are encouraged to include supporting documents (or relevant pages) that show inclusion of the project in state and/or local plans and any coordination efforts between local governmental agencies.	20
Is there a likelihood the project will be ready for construction within 24 months of an executed contract based on readiness demonstrated?	What level of preliminary engineering has been completed? Note any anticipated delays, ex. utility relocations, ROW issues, etc. Does the applicant have a history of completing TDOT Local Programs projects within schedule?	15
Will the proposed project support economic development? Will it serve economically disadvantaged populations?	Please explain how this project will aid economic development in the community? How does the project serve a transportation need for economically disadvantaged populations?	10

**Maximum Total Points: 100**

**III. Post Award Information**

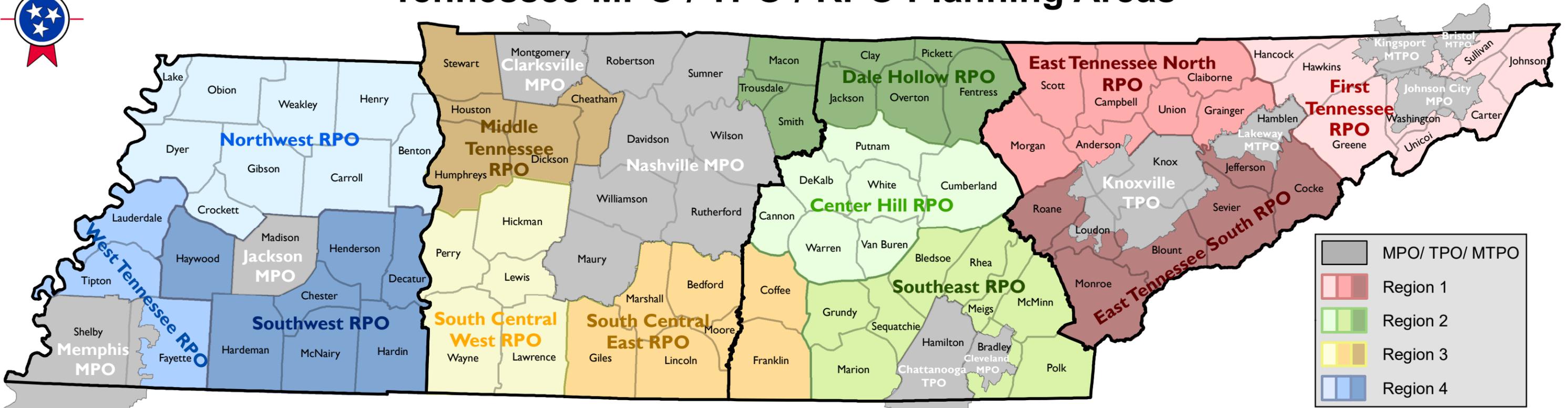
<b>Project Management</b>	All awarded projects will be locally managed and will follow the TDOT Locally Managed Projects Process. A successful grantee may opt to procure a consultant to manage any aspect of the project.
<b>Grant Agreement</b>	After the award is made, the project sponsor will enter into a Grant Agreement with TDOT. The Grant Agreement identifies the responsibilities of both parties and establishes the required match to be paid by the sponsor agency. By entering into the agreement, the sponsor agrees to follow TDOT requirements and assume responsibility for the long-term maintenance of the project.
<b>Local Project Manager</b>	Sponsors are required to have a local project manager. Local project managers are responsible for the day-to-day management and administrative duties and advancing the project to completion. Sponsors can contract with a TDOT pre-qualified consultant. The cost of local project management by a consultant is an eligible project cost

	and should be included in the project budget. TDOT assigns a Program Monitor to each project who collaborates with the sponsor throughout the development of the project. TDOT Local Programs' Monitors will provide the local project manager with technical assistance in such areas as funding eligibility, procurement, right-of-way acquisition and environmental permitting to keep the project moving forward in a timely manner and to ensure that federal and state laws, policies, and standards are met.
<b>Environmental Documentation</b>	The project will require an approved TEER document as outlined in the <a href="#">Tennessee Environmental Procedures Manual</a> . TDOT will be responsible for completing the required environmental document and will submit applicable charges to the project for reimbursement by the grantee.
<b>Design Standards</b>	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. Please refer to <a href="#">TDOT's Multimodal Project Scoping Manual</a> and <a href="#">TDOT Roadway Design Guidelines-Section 9</a> (Multimodal Design).
<b>Right-of-Way (ROW) Acquisition</b>	Any ROW to be acquired must be done in compliance with the policy set forth under the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. For more information, refer to Local Government Guidelines for the Management of Federal and State Funded Transportation Projects. For projects within the state highway ROW, municipalities are required to coordinate with TDOT's Regional Excess Land Committee.
<b>Time Frame</b>	Projects developed through the Multimodal Access grant program will vary in the time that it takes to have a completed project. A typical project will take 24 months from the time a grant agreement is signed until they go to construction.

**Local Government Guidelines for the Management of Federal and State Funded Transportation Projects** - All projects are developed in accordance with TDOT's *Local Government Guidelines for the Management of Federal and State-Funded Transportation Projects*. This guidebook can be found online at: [https://www.tn.gov/content/dam/tn/tdot/programdevelopment/localprograms/documents-and-forms/LGG\\_Manual.pdf](https://www.tn.gov/content/dam/tn/tdot/programdevelopment/localprograms/documents-and-forms/LGG_Manual.pdf).



# Tennessee MPO / TPO / RPO Planning Areas



	MPO/ TPO/ MTPO
	Region 1
	Region 2
	Region 3
	Region 4

## Office of Community Transportation Staff

<b>OCT Manager</b>
<b>Region 1</b>
Troy Ebbert
Michelle Christian
Ronda Sawyer
<b>Region 2</b>
Stacy Morrison
Andrea Noel
<b>Region 3</b>
Jonathan Russell
Ian Preston
Melanie Murphy
<b>Region 4</b>
Calvin Abram
Antoine Hawkins

## RPO Coordinators

<b>Center Hill RPO</b>	Virginia Alexander
<b>Dale Hollow RPO</b>	Mark Dudney
<b>East Tennessee North RPO</b>	Don Brown
<b>East Tennessee South RPO</b>	Don Brown
<b>First Tennessee RPO</b>	Chase Milner
<b>Middle Tennessee RPO</b>	Karyssa Helton
<b>Northwest RPO</b>	Ben Bradberry
<b>South Central East RPO</b>	Lisa Cross
<b>South Central West RPO</b>	Lisa Cross
<b>Southeast RPO</b>	Chad Reese
<b>Southwest RPO</b>	Shelton Merrell
<b>West Tennessee RPO</b>	Kamillah Kelly

## MPO, MTPO, and TPO Coordinators

<b>Bristol MPO</b>	Rex Montgomery
<b>Chattanooga TPO</b>	Karen Rennich
<b>Clarksville MPO</b>	Stan Williams
<b>Cleveland MPO</b>	Greg Thomas
<b>Jackson MPO</b>	James Matthews
<b>Johnson City MPO</b>	Glenn Berry
<b>Kingsport MTPO</b>	Bill Albright
<b>Knoxville TPO</b>	Jeff Welch
<b>Lakeway MTPO</b>	Rich DesGroseilliers
<b>Memphis MPO</b>	Pragati Srivastava
<b>Nashville MPO</b>	Sean Pfalzer

MPO - Metropolitan Planning Organization  
 MTPO - Metropolitan Transportation Planning Organization  
 TPO - Transportation Planning Organization  
 RPO - Rural Planning Organization



Prepared by:  
 Tennessee Department of Transportation  
 Long Range Planning Division  
 Data Visualization Office

## **Attachment B: MPO/TPO Contact Information**

### **BRISTOL**

Mr. Rex Montgomery  
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Email: [rmontgomery@bristoltn.org](mailto:rmontgomery@bristoltn.org)

### **CLARKSVILLE**

Mr. J. Stan Williams  
Transportation Planning Coordinator  
Clarksville-Montgomery County  
Regional Planning Commission  
329 Main Street  
Clarksville, TN 37040  
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### **JACKSON**

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Transportation Planning Coordinator  
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### **KINGSPORT**

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Transportation Planning Coordinator  
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### **LAKEWAY (Morristown & Jefferson City)**

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Email: [richd@mymorristown.com](mailto:richd@mymorristown.com)

### **NASHVILLE**

Ms. Mary Connelly  
Transportation Planning Coordinator  
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Ste. 300  
Nashville, TN 37201  
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### **CHATTANOOGA**

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Chattanooga-Hamilton County  
Regional Planning Agency  
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(423) 643-5903  
Email: [TPO@chattanooga.gov](mailto:TPO@chattanooga.gov)

### **CLEVELAND**

Mr. Greg Thomas  
Transportation Planning Coordinator  
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Cleveland, TN 37311  
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### **JOHNSON CITY**

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Transportation Planning Coordinator  
Johnson City Planning Department  
137 West Market Street  
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### **KNOXVILLE**

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Planning Organization  
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### **MEMPHIS**

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Transportation Planning Coordinator  
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## Attachment C: RPO Contact Information

### **East Tennessee RPO North**

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East Tennessee Development District  
P. O. Box 249  
Alcoa, TN 37701-0249  
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Email: [dbrown@etdd.org](mailto:dbrown@etdd.org)

### **First Tennessee RPO**

Chase Milner, RPO Coordinator  
First TN Development District  
3211 N. Roan Street  
Johnson City, TN 37601  
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### **West Tennessee RPO**

Kamillah Kelly, RPO Coordinator  
Memphis Area Association of Governments  
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### **South Central Tennessee RPO East**

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South Central TN Development District  
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Mt. Pleasant, TN 38474  
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### **Southeast Tennessee RPO**

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Southeast TN Development District  
1000 Riverfront Parkway  
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### **Dale Hollow RPO**

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### **East Tennessee RPO South**

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### **Middle Tennessee Regional RPO**

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### **Northwest Tennessee RPO**

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### **South Central Tennessee RPO West**

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### **Southwest Tennessee RPO**

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### **Center Hill RPO**

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