

TDOT Final Application Submission
Deadline: Wednesday, December 10, 2014
4:00 p.m.

Contents	<u>Page</u>
Application Checklist	2
Introduction & Grant Basics	3
Grant Project Eligibility	4
Eligible Applicants Requirements	4
Grant Selection	5
Grantee Obligation	7
Grant Timeline	8
Eligible Planning Document Details	9
Contact Information	10
Grant Application	1

TDOT – Community Transportation Planning Grant Checklist

Project Name: _____

Applicant: _____

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 and Signed Application Form

Eligible Planning Documents – request services (select only one)

Corridor Studies

Complete Street Plans

Local Road Concepts

Transportation Ordinances

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 improvements will impact the state transportation system

How will the plan contribute to a future implementation phase?

Include maps and photos

Community Involvement, Support and Commitment Narrative

Board Resolution (Letter of endorsement) that local funding is available if necessary



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 2014 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) coordinates the state's transportation planning efforts to provide technical guidance for local jurisdiction's visions and land use decisions that impact the safety and efficiency of the statewide transportation system.

The CTPG program will provide funding to non-MPO municipalities on a reimbursement basis for consultant services to produce transportation planning documents that demonstrate benefits to both the local community and the state at large. Only TDOT pre-qualified consultants may be used to develop these documents. Services must be procured and provided in accordance with all applicable State and Federal requirements. The grant requires local match of 10 percent of the total work performed. The maximum cost of planning services shall not to exceed \$250,000.

All awarded grants have a preferred completion period of 12 months from time of the Grant Agreement.

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 the creation of planning documents that support improvements in traffic flow, safety, and overall efficiency of the transportation system.
- Provide rural city governments with planning resources to achieve community visions as related to 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.
- 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 Plans
- Local Road Concepts
- Transportation Ordinances
- Pedestrian and Bicycle Master Plans
- Road Diet Analysis
- Transportation systems management and operations (TSM&O)

ELIGIBLE APPLICANTS 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 if necessary.

GRANT SELECTION PROCESS

Projects are selected on a competitive basis within 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 adopted by the RPO Executive Board. These two applications will be submitted to TDOT for consideration. The OCT will then assemble a TDOT selection committee comprised of staff from various disciplines to score submittals to determine the highest scoring application and to ensure grant eligibility before presenting to the Commissioner for final selection. **No more than six (6) projects will be selected from the state during the first year of the grant to gauge participation and interest in the program.**

After the grant selection process, successful applicants will receive a “Notice of Award” letter. The successful applicant and the CTPG grant manager for that region will work together to prepare a Grant Agreement identifying scope of work, deliverables, timelines and outlining the required local match. A resolution with the required local match shall be submitted to TDOT prior to finalizing the Grant Agreement.

Initial project statement of work must be completed within three months from the Notice of Award or the grant award may be withdrawn by TDOT. The grant award is not finalized until the Grant Agreement is signed by all parties.

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, 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 Awardees for implementation phases or construction projects derived as part of the final plan documentation.

1. Meets one or more of the objectives: Up to 40 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.

2. Proposed Project Approach is Reasonable: Up to 25 points

Project approaches will receive more points if they clearly address the project need, are achievable considering scope, objectives, and benefits of the project, 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.

3. Community Support: Up to 20 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.

4. Sponsor Readiness and Capacity: Up to 10 points

The application demonstrates that the local government is ready and able to begin the project within the CTPG timetable and that there is local commitment and capability for a dedicated local project manager considering the complexity of the project, the size of the jurisdiction, and performance on previous TDOT projects. Where substantial coordination with other local, regional, and state planning efforts occurs (or will need to occur), 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 will receive fewer points.

5. 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

Match: This grant provides the awarded entity with defined transportation planning services that are outlined specifically within a contractual grant agreement. Any planning services identified in the agreement shall be conducted by a TDOT pre-qualified consultant(s) and shall be reimbursed by TDOT up to 90 percent of the total cost. The remaining 10 percent of the cost shall be paid by the Grantee.

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, deliverable products, and the required match to be paid by the Grantee. The Grant Agreement also identifies the responsibilities of both parties. By entering into the agreement, the Grantee agrees to follow the State of Tennessee and other Federal regulations required by law.

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 any issues that arise.

Local Project Manager

Awarded Grantee's are required to have a Local Project Manager. Local Project Managers are responsible for the day-to-day management of consultant activities and duties required to advance the plan 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.

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



CTGP TIMELINE

December 10, 2014

**Grant Applications due to TDOT by 4:00 p.m.
Attention: Tanisha Hall
Long Range Planning Director
James K. Polk Building, Suite 900
505 Deaderick Street
Nashville, Tennessee 37243-0344**

January 1, 2015

Project award announcements

March 1, 2015

All parties shall have reached consensus on a detailed statement of work and completed a signed Grant Agreement

Please Note:

Grant projects should be completed 12 months from Grant Agreement.

The CTPG Program is committed to coordinating with and supporting other state programs. CTPG planning grants can provide local governments with long range planning documents that guide a community's vision for other types of state and federally funding programs such as:

- **Tennessee Main Street Revitalization Programs - www.tennesseeainstreet.org/**
- **TDOT Transportation Alternative Program - www.tdot.state.tn.us/local/grants.htm**
- **TDOT - Multimodal Division - www.tdot.state.tn.us/publictrans/**
- **TDOT Safe Routes to School - www.tdot.state.tn.us/bikeped/saferoutes.htm**



ELIGIBLE PLANNING DOCUMENT DETAILS

Corridor Studies

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.

Local Road Concepts

Guidelines or standards developed for local streets can promote safe, walkable, human-scaled communities by specifying widths, street geometry, utility placement, and provision of bicycle and pedestrian facilities.

Transportation Ordinances

Create model ordinances for transit-oriented development, traditional neighborhood development, or other growth patterns that improve transportation and land use integration. These ordinances are designed to be modified and adopted by local jurisdictions with fewer resources to attribute to ordinance research and creation. Trucking Routes that detour the downtown area of a city would be an example of a transportation ordinance.

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.

CONTACT INFORMATION

For more information about the application or grant program please contact:

Jack Qualls

Long Range Planning Division, Community Transportation Planner

Region 1 – Knoxville
7345 Region Lane
Knoxville, Tennessee 37914

Phone: 865.594.2662

Email: Jack.Qualls@tn.gov

www.tdot.state.tn.us/longrange/planninggrant.htm



Application Requirements

Without evidence of the following, projects will not be eligible for consideration.

1. Project applications MUST be complete and contain all supporting materials as outlined in the application.
2. Projects MUST include a letter of support from the corresponding Rural Planning Organization (RPO) Executive Board.
3. Project applications MUST be accompanied by a resolution from the municipal legislative body that includes written acknowledgement and commitment of 10 percent local match.

Instructions

- Provide one (1) electronic copy in pdf format of your completed application by the deadline to the respective RPO Coordinator for your jurisdiction. The two highest scored applications shall be submitted to TDOT by (December 10, 2014 at 4:00 PM -Applicable time zone)

Attention: Tanisha Hall
Long Range Planning Director
James K. Polk Building, Suite 900
505 Deaderick Street
Nashville, Tennessee 37243-0344

- Attach supporting documents as necessary such as support letters, any planning documents, engineering plans, feasibility studies, reports, etc. Be sure to label each attachment with the project name and submitting jurisdiction/entity.
- Address all questions and criteria as concisely as possible. Provide attachments if additional space is needed. If you are unsure of any question or criteria, please contact Jack Qualls, jack.qualls@tn.gov or 865.594.2662.

I. Project Information

1. Project Title: _____

2. RPO: _____

3. Project County/City: _____

4. Termini/Intersection: _____

5. Agency Contact Information:

Contact Name: _____

Mailing Address: _____

City and Zip Code: _____

Email Address: _____

Phone Number: _____ Fax Number: _____

6. Project Activity:

Please check only one.

Corridor Studies

Complete Street Plan

Local Road Concepts

Transportation Ordinances

Pedestrian and Bicycle Master Plans

Road Diet Analysis

TSM&O (Transportation systems management and operations)

7. Project Description:

Please provide a brief description (please include termini) of the proposed project and the scope of all work to be performed. Applicant must illustrate the project’s relationship to surface transportation in the project proposal. (Please limit the description to a maximum of 500 words. Do not include more than five pages of supporting documentation including maps/photos/ letters)

8. Funding (Enter total estimated amount of planning services being requested) _____

The city is willing to match the required 10% of the total planning service cost in the approximate amount of _____ Yes No

Has the community sought funding from other sources for this project? Yes No
If yes, list the source(s) of funding below?

II. Evaluation Criteria

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. (Please limit the description to a maximum of 300 words) ***(Up to 40 points)***

Project approaches will receive more points if they clearly address the project need, are achievable considering scope, objectives, and benefits of the project, and are at a level of detail appropriate to the community. (Please limit the description to a maximum of 300 words) **(Up to 25 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. (Please limit the description to a maximum of 300 words) **(Up to 20 points)**

The application demonstrates that the local government is ready and able to begin the project within the CTPG timetable and that there is local commitment and capability for a dedicated local project manager considering the complexity of the project, the size of the jurisdiction, and performance on previous TDOT projects. Where substantial coordination with other local, regional, and state planning efforts occurs (or will need to occur), all of the partners are ready and able to begin the project within the CTPG timetable. (Please limit the description to a maximum of 300 words) ***(Up to 10 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. (Please limit the description to a maximum of 300 words) ***(Up to 5 points)***