



FY2016 TRANSPORTATION ALTERNATIVES INSTRUCTION BOOKLET



Downtown Improvement Project
Dyersburg, Dyer County

*Example of eligible Activity One (1):
Pedestrian and Bicycle Facilities*

**Deadline for 2016 submittals:
November 3, 2015 @ 3:00PM (Central)**

Submit applications electronically via tdot.enhancements@tn.gov

TDOT - Transportation Alternatives Office
Suite 600 James K. Polk Building, 505 Deaderick Street
Nashville, Tennessee 37243-0341
Phone: 615-741-5314 Fax: 615-741-9673

2016 Transportation Alternatives Updates

- 2016 TAP funding must be authorized for construction on or before July 1, 2019 or the funds will be automatically withdrawn by FHWA. No contract extensions can be provided by TDOT to secure the funding.
- All applications must include both an appropriate indoor and outdoor location for award announcement if the project is selected for funding.
- All TAP projects, regardless of scope or complexity, must be designed per TDOT Standards for Roadway Design and Bridge Construction and be submitted in the required TDOT format.
- All bicycle and pedestrian facilities must be hard-surfaced, ADA compliant and provide adequate linear connectivity to existing facilities. Funding may not be used for spot improvements, repairs or maintenance and all new construction for multi-modal (shared use) facilities must be a minimum of 10-feet wide.
- All local governmental agencies, including those within the Chattanooga, Knoxville, Memphis and Nashville MPO/TPO's, may submit an application to the State Competitive Program. Please contact your MPO/TPO for additional information and specific guidelines regarding their regional competitive program schedule.
- Applicants with an outstanding uncommitted STP balance are advised to utilize such funds in lieu of submitting a TA application through the competitive program.
- Per the Americans with Disabilities Act (ADA) of 1990, legislation prohibits discrimination on the basis of disability. Other Federal laws which affect the design, construction, alteration, and operation of federally-funded facilities include the Architectural Barriers Act of 1968 (ABA), and the Rehabilitation Act of 1973. Newly constructed and altered facilities covered by Titles II and III of the ADA, including all Transportation Alternatives-type projects, must be readily accessible to and usable by people with disabilities per the Public Rights-of-Way Accessibility Guidelines (PROWAG).
- The 20% non-federal construction share of the proposed project must be provided as a hard cash match, and all preliminary engineering (PE), design and right-of-way expenditures are solely the responsibility of the local governmental agency.
- Prior to submitting a 2016 application, all applicants must hold a design public involvement meeting to notify the local community of the intended project scope. You must include the date(s) and time(s) of public meetings that were held as well as the sign-in sheet, the record of all public comments received and the disposition of said comments with the completed application.
- Costs associated with application preparation and design public involvement meeting are not eligible for federal reimbursement.
- All line items listed in the application budget are subject to TDOT review and eligibility verification. Ineligible items will be excluded from federal reimbursement but may be included at the local agency's expense.
- If the proposed application is selected for project funding, only the specific description and approved budget items will be eligible for construction. The Transportation Alternatives (TA) funding will not be transferable nor will the project be eligible for major project scope changes. All remaining federal funds will revert to TDOT for re-distribution in the next funding cycle.
- Applications and proposed design plans selected for award have not been fully vetted, reviewed or approved by TDOT and may require further modification.

Please access www.tdot.state.tn.us/local/documents/localgovernmentguidelines.pdf for *The Local Government Guidelines for the Management of Federal and State Funded Transportation Projects* manual which provides State and Local Governmental Agencies with the procedures that are required by law, regulation, rule, policy and standards for the use of Federal Highway Administration (FHWA) transportation projects.

APPLICATION GUIDELINES: GENERAL INFORMATION

Applications will be accepted through November 3, 2015. Applications received with a postmark later than November 3, 2015 will not be considered for funding in the current funding cycle. **PLEASE NOTE THAT DUE TO THE LARGE VOLUME OF APPLICATIONS RECEIVED EACH YEAR, TDOT WILL NOT ROLL OVER PREVIOUSLY SUBMITTED APPLICATIONS. YOU MUST RESUBMIT YOUR APPLICATION WITH UPDATED INFORMATION AND CHECK THE RESUBMITTAL BOX ON THE APPLICATION PAGE.**

All local governmental agencies within the Chattanooga, Knoxville, Memphis and Nashville MPO/TPO's may submit applicable applications directly to their respective MPO/TPO for funding consideration through their specific competitive process. Please contact your MPO/TPO for additional information and program schedule.

Applications must be submitted by local governments (cities or counties) or state natural resource or public land agencies. Local governments may work with other public agencies or private organizations, but the Tennessee Department of Transportation (TDOT) will only contract with a local government or applicable state agency.

Projects that are within a Metropolitan Planning Organization (MPO)/Transportation Planning Organization (TPO) will require the endorsement of the appropriate MPO/TPO before they can be implemented. MPO/TPO endorsement is not necessary for application; however, correspondence must be sent to the appropriate Metropolitan Planning Organization (MPO) / Transportation Planning Organization (TPO) or Rural Planning Organization (RPO) describing the proposed activity and inviting input regarding the project.

Applicants must follow all procedures that are required by law, regulation, rule, policies and standard for the use of Federal Highway Administration (FHWA) and State Highway funds for transportation projects, including the Americans with Disabilities Act (ADA) of 1990 and the Public Rights-of-Way Accessibility Guidelines (PROWAG). If these procedures are not followed, all federal funding will be withdrawn from the project.

Transportation Alternatives (TA) activities can be separate projects in and of themselves or they can be a part of any transportation project being developed. In either case, the surface transportation alternatives activity must relate to the surface transportation system in function, proximity or impact, exclusive of aviation. In addition, All bicycle and pedestrian facilities must be hard-surfaced, ADA compliant and provide adequate linear connectivity to existing accessible facilities. Funding may not be used for spot improvements, repairs or maintenance and all new construction for multi-modal (shared use) facilities must be a minimum of 10-feet wide.

Please Note: Federal-aid transportation alternatives projects must be competitively bid.

TDOT will accept applications electronically via tdot.enhancements@tn.gov. The electronic submission must still include the scanned signature of the applicable Mayor or State Agency Head as well as all necessary detailed maps, photographs, preliminary sketches, plans and support letters. **Please note that only Word, PDF and JPG documents will be accepted for electronic submissions and limit only one application per e-mail.**

All applications must include the County, Applicant and Project Title in the subject line. Limit one application per e-mail. If more than one e-mail is necessary per application submittal, you must label each e-mail accordingly, e.g. County, Applicant, Title of Project, Part 1 of 2. NOTE: TDOT's mailbox limit is 15MB per e-mail.

If you choose not to submit electronically, you must submit one (1) CD containing the complete application. All CD's must be labeled County, Applicant, Title of Project. Submissions are to be made to:

TDOT - Transportation Alternatives Office
Suite 600 James K. Polk Building, 505 Deaderick Street
Nashville, Tennessee 37243-0341

**Applications must be received or postmarked by
November 3, 2015 at 3:00PM (Central)**

ELIGIBLE ACTIVITIES

In order to be considered for project funding, the application must fall into one or more of the following categories as defined by federal legislation and relate to surface transportation (see http://trade.railstotrails.org/relate_stp and http://trade.railstotrails.org/10_definitions)

1. Pedestrian and Bicycle Facilities

All facilities must be hard-surfaced, ADA compliant and provide adequate connectivity. Multi-modal facilities must be a minimum of 10-feet wide. TA funds can be used for sidewalks, walkways or curb ramps; bike lane striping, wide paved shoulders, bike parking and bus racks; traffic calming; off-road trails; bike and pedestrian bridges and underpasses; ADA compliance

2. Safe Routes for Non-Drivers

Access and accommodation for children, older adults and individuals with disabilities

3. Conversion of Abandoned Railway Corridors to Trails

Acquisition of railroad rights- of-way; planning, design and construction of multi-use hard-surfaced, ADA accessible trails and rail-with-trail projects

4. Scenic Turnouts and Overlooks

Construction of scenic turnouts, overlooks and viewing areas

5. Outdoor Advertising Management

Billboard inventories and removal of illegal and nonconforming billboards. Inventory control may include, but not be limited to, data collection, acquisition and maintenance of digital aerial photography, video logging, scanning and imaging of data, developing and maintain an inventory and control database and hiring of outside legal counsel

6. Historic Preservation & Rehab of Historic Transportation Facilities

Preservation of buildings and facades in historical districts; restoration of historic buildings for transportation-related purposes; access improvements to historic sites. Restoration of railroad depots, bus stations and lighthouses; rehabilitation of rail trestles, tunnels, bridges and canals

7. Vegetation Management

Improvement of roadway safety; prevention of invasive species; providing erosion control

8. Archaeological Activities

Projects related to impacts from implementation of current highway construction projects

9. Stormwater Mitigation

Pollution prevention and abatement activities to address stormwater management; water pollution prevention related to highway construction or due to highway runoff

10. Wildlife Management

Reduction of vehicle-caused wildlife mortality; restoration and maintenance of connectivity among terrestrial and aquatic habitats

INSTRUCTIONS FOR COMPLETING THE APPLICATION

Section 1: Transportation Alternatives Activities

Please check only the project categories that apply to the proposed project. Complete descriptions of each activity may be found on Page 4 of this booklet.

Section 2: Project Description including Purpose and Need

Federal regulations require that a project must have a surface transportation link to be eligible. Please refer to http://trade.railstotrails.org/relate_stp for more information pertaining to surface transportation links.

You must include a color coded map that clearly delineates the project, **(including applicable road names, a north arrow and the highlighted project location)**, as well as any photographs, plans, drawings and preliminary sketches. You must also provide a photograph of the beginning and ending termini if you are submitting for an Activity 1 project. Please note MAPS MAY NOT BE LARGER THAN 11" x 17".

If available, you must provide the master plan that incorporates the requested project scope. In addition, you must break out the master plan into individual project phases if applicable. Please clearly highlight and title the phase for which you are seeking funding, e.g:

Capital City Master Plan (define scope of work)

Phase I – Johnson Walkway (define scope of work and funding source)

Phase II – Main Street Pedestrian Path (define scope of work and funding source)

Phase III – Downtown Improvement Project (define scope of work and funding source)

NOTE: If this is a pedestrian facility project, including sidewalks, you must provide distinct termini or link to an existing eligible accessible pedestrian facility. Eligible termini include: governmental offices, historic sites, schools, post office, public library, trailhead, etc. - **future pedestrian facility connectors are not eligible termini**. All bicycle and pedestrian facilities must be ADA compliant and provide adequate linear connectivity to existing accessible facilities. Funding may not be used for spot improvements, repairs or maintenance and all new construction for multi-modal (shared use) facilities must be a minimum of 10-foot wide.

Pedestrians cannot utilize bike lanes and all pedestrian facilities must provide adequate separation from vehicular traffic, typically accomplished with the installation of a 6-inch non-mountable curb.

PURPOSE AND NEED:

Briefly specify the underlying purpose and need to which the applicant is responding in proposing the alternatives including the proposed action. FHWA requires a clear statement of identified objectives that the proposed project is intended to achieve for improving transportation conditions. The objectives should be derived from needs and may include, but are not limited to, the following:

- 1: Achieving a transportation objective;
- 2: Supporting land use, economic development or growth objectives established in applicable Federal, State or Local plans.

The items listed below may not be applicable to every project, but those that are should be discussed, as appropriate, to help explain and justify the project's purpose and need. For those which do not apply, simply answer "NA".

Project Status: Provide a brief project history, including all actions taken, other state and federal agencies involved, and project schedule. List any existing transportation plans or other relevant studies which include the project.

System Linkage: Is the project a needed connecting link in a transportation system? How does the project fit into both the current and future transportation system? Explain how the proposed improvement would address the needs of the community and the transportation system.

Social or Economic Conditions: Explain how the benefits and adverse impacts to interest groups in the project area were considered during the planning process.

Land Use: Describe projected changes in land use that spur the need for improving the area's transportation capacity. Reference the local area's land use plan and describe how it was considered in the transportation planning process. Explain how the project may impact major existing or planned development.

Safety: Is the project needed to correct an existing safety hazard?

Section 3: Project Budget

The 20% non-federal construction share of the proposed project must be provided as a hard cash match, and all preliminary engineering, design and right-of-way expenditures are solely the responsibility of the locals. No retainage can be withheld and all TA projects must be competitively bid and awarded to the lowest responsive bidder. **No add alternates or deductions will be allowed in the final construction cost estimate or bid documents.**

Standardized budget templates are located at <http://www.tdot.state.tn.us/local/docs/BudgetTemplates.xlsx>. Line items can be added or deleted as needed for any stage utilizing TDOT line item numbers when available; however, this is the required format in which all budgets must be submitted. Note: structural template tab is for Historic Preservation and Rehabilitation of Historic Transportation Facilities only.

Access TDOT Line Item Numbers at <https://www.tdot.tn.gov/APPLICATIONS/RoadwayItems>

Pending applications will not be selected for funding until the fall of the following year with most projects not proceeding to construction for an additional two to three years. Please adjust your budget accordingly and verify your calculations.

Verify the source of the matching funds that will be provided by the Local Government: these funds cannot be from another FHWA surface transportation source. The funding award total cannot be increased by the Department and **cost overruns are the responsibility of the Local Government.** All figures must be rounded to the nearest whole dollar.

Section 4: Investment of Public Funds

Please note the project sponsor's requirement to be a party to a maintenance agreement for this project based on the amount of the federal investment (see page 5 of the application).

Section 5: Support and Public Involvement

Include the local, statewide, and legislative support for the proposed project and provide the legislative districts corresponding to the proposed project location, NOT the applicants address.

Projects that are within the boundaries of a Metropolitan Planning Organization (MPO)/Transportation Planning Organization (TPO) will require the endorsement of the appropriate MPO/TPO before they can be implemented. MPO/TPO endorsement is not necessary for application. However, if you are able to obtain a letter of endorsement at the time of application, please attach to this section.

Section 6: Right-of-Way Impact

Indicate whether all of the land required for the project falls within public ownership or lease. All land required for the project must be acquired in accordance with the *Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs*, or 49CFR24. If the project falls within State highway right-of-way and is chosen for funding, you will be required to submit a set of plans to the TDOT Regional Traffic Engineer in order to obtain approval for the use of State highway right-of-way, and you may be required to obtain a State license agreement. This approval and agreement must be received **before** we can authorize you to proceed with the construction phase, including advertising for bids.

FHWA and the State of Tennessee, in compliance with the Supreme Court Shanklin judgment, require that any rail-highway crossing or parallel facility impacting that will be impacted by a federally-funded transportation project, including all TA projects and parallel pedestrian facilities, be mitigated to provide adequate protective devices (see *Chapter 6: Procedures for Dealing with RR Involvement on a Locally Managed Federally-Funded Project* of the **Local Government Guidelines Manual** for more detailed information). The identification of those rail-highway crossing locations is the responsibility of the local agency. The cost of the protection must be included in the application budget in order for it to be a reimbursable element of the project scope.

Please indicate whether or not the application will include a pedestrian/bike bridge or tunnel or impact any existing TDOT structure. If so, the application must be reviewed and approved by the TDOT Structures Division through the Transportation Alternatives Office.

Up to eighty percent (80%) of eligible construction expenditures of a Transportation Alternatives project can be financed with Federal Surface Transportation Program (STP) funds. A minimum of twenty percent (20%) must come from sources other than FHWA surface transportation funds. **TDOT no longer allows the value of preliminary engineering, right-of-way donations and donated services, material or equipment to be used toward the 20% matching share** and all preliminary engineering (PE), design and right-of-way expenditures are solely the responsibility of the local governmental agency. The consulting firm procured for PE/Design services must be TDOT pre-qualified. This list is located on TDOT's website at <http://www.tdot.state.tn.us/ConsultantInfo/FirmDisciplines.pdf>

Reimbursement: The Transportation Alternatives Program is a reimbursable program for competitively bid construction eligible related expenses and does not provide funding for preliminary engineering, design or right-of-way acquisition. Local Government's are required to pay 100% of all project invoices up-front prior to seeking reimbursement for the federal share (80%) of all eligible construction related expenses. The preliminary engineering, design, right-of-way, twenty percent (20%) construction match and all items deemed ineligible for construction reimbursement are the sole responsibility of the local government.

When all construction is complete, the Local Government shall make (and TDOT and local government CEI must participate in) a final inspection of the project to determine the quality, completeness, and acceptability of the work and to assure that the authorized project was constructed in accordance with the contract requirements before the final reimbursement payment will be made. A copy of as-built plans must be submitted to the Transportation Alternative Office with the End of Job Certificate.

Cost Increases: The sponsor is responsible for any cost in excess of the initial award. Sponsors should carefully control cost increases and overruns as they may jeopardize completion of the project. If the recipient decides not to complete a project, they must reimburse all federal expenditures to the Department of Transportation.

Changes in Project Scope: The project is to be constructed as submitted. Changes to the original project scope or the redirection of awarded funding is prohibited. Change orders cannot be used to reduce the construction bid once TDOT has provided concurrence of the lowest responsive bid. Any necessary change orders must be reviewed and pre-approved by TDOT. Unapproved changes may prohibit the reimbursement of funding.

APPLICATION EVALUATION CRITERIA

The Transportation Alternatives Office will evaluate all projects for funding based on the following criteria:

- Relationship of the proposed project to surface transportation
- Verification that the project meets one or more of the 10 eligible activities
- Maps provided illustrate how the project will enhance local transportation infrastructure
- Relationship of the project to existing, proposed or future state and local transportation plans
- Detailed project budget template prepared per the instructions.

Please note:

- The projects proximity to a road or transportation facility does not in itself establish eligibility. Additional discussion beyond proximity is needed in the TA project proposal to establish the relationship to transportation.
- The funded activities must be accessible to the general public at no charge.
- TA funds may not be used for routine maintenance activities including the repair or replacement of non-maintained sidewalk or pedestrian facilities.

PROJECT SELECTION AND ADMINISTRATION

TDOT staff reviews all applications for eligibility and provides a final report to the Commissioner. Once final project selections are made, the TA Coordinator will provide written confirmation of the funds awarded along with an implementation contract and schedule. This notification usually occurs in the following summer prior to the next application deadline. The recipient will be responsible for administration of the project in accordance with federal and state requirements and any other special conditions as set forth in the contract.

The TA Program is federally funded and requires the completion of many activities prior to the actual initiation of construction. **Local Governments must not proceed with any phase of project development until they receive the appropriate Notice to Proceed from the Transportation Alternatives Office.** These activities include but are not limited to:

- Signing of the implementation contract and schedule including the submittal of the Project Initiation Checklist and Form (Form 3-1) found at <http://www.tdot.state.tn.us/local/forms.htm>;
- Approved environmental clearance (NEPA);
- TDOT Certification that the property was acquired according to Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs (49CFR24);
- Utility Certification;
- Permit application review;
- Regional Traffic Engineer design plan review and approval (if project is on or adjacent to a SR);
- TDOT Structures design plan review & approval (if a pedestrian or vehicular bridge/underpass/overpass involved)
- Title VI, AA/EEO compliance; DBE Goal Participation Guarantee;
- Inclusion of the project in the appropriate Transportation Improvement Plan (for projects under the jurisdiction of a Metropolitan Planning Organization);
- Building Commission Review (for projects in which the state has real-property interest)
- Design Certification Letter (Form 5-3) found at <http://www.tdot.state.tn.us/local/forms.htm>;
- Review and approval of bid advertisement;
- Copy of Design Consultant/Engineer Contract;
- Copy of CEI contract; and
- Review and concurrence by TDOT of Plans, Specifications and Estimates (PS&E).

All applications which are awarded federal funding will be subject to Disadvantage Business Enterprise (DBE) goals. Total project costs equal to or greater than \$500,000 are required to assess a goal and submit it to TDOT for review and approval. It is the responsibility of the sponsor to assign the goal and ensure goals are met or exceeded. For assistance in this matter, you may contact the TDOT Civil Rights Division, Small Business Development Program at (615) 741-3681 or visit the website at: <http://www.tdot.state.tn.us/civil-rights/smallbusiness/>

When the Local Government has completed all the requirements contained within the Local Government Guidelines Manual found at <http://www.tdot.state.tn.us/local/>, the TA Office will send the Local Government a Notice to Proceed (NTP) to Construction informing the agency that they are to advertise the project for construction. **Any work done prior to the NTP, including the advertisement for bids, will not be eligible for reimbursement and may jeopardize funding for the remainder of the project.**

American with Disabilities Act	www.ada.gov
ADA Standards Access Board Home Page	www.access-board.gov/
American Association of State Highway and Transportation Officials (AASHTO)	www.aashto.org
Code of Federal Regulations	www.access.gpo.gov/nara/cfr/waisidx_03/49cfr18_03.html
Department of Labor (Building Wage Rates)	http://tn.gov/generalserv/psm/rpa/documents/007344-Jan2013.pdf
Federal-Aid Policy Guide Part 635 Construction and Maintenance	www.access.gpo.gov/nara/cfr/waisidx_03/23cfr635_03.html
Federal Highway Administration	www.fhwa.dot.gov/environment/transportation_enhancements/legislation/map21.cfm
Local Government Guidelines	www.tdot.state.tn.us/local/Docs/LGG_Manual.pdf
Manual of Uniform Traffic Control Devices (MUTCD)	http://mutcd.fhwa.dot.gov
National Register of Historic Places	www.nps.gov/nr/
National Trust for Historic Preservation	www.preservation.org/
Pedestrian and Bicycle Information Center	www.pedbikeinfo.org
Public Rights-of-Way Accessibility Guidelines www.access-board.gov/guidelines-and-standards/streets-sidewalks/public-rights-of-way/proposed-rights-of-way-guidelines	
Rails-to-Trails Conservancy	www.railstrails.org
Scenic America	www.scenic.org
TDOT Civil Rights, SBD, Title VI, AA	www.tdot.state.tn.us/civil-rights/index.htm
TDOT Construction Division	www.tdot.state.tn.us/construction
TDOT Consultant Selection Information	www.tdot.state.tn.us/consultantinfo.htm
TDOT Alternatives Website	www.tdot.state.tn.us/local/grants.htm
TDOT Environmental Procedures Manual	www.tdot.state.tn.us/environment/planning/docs/2013-SDC-Guidance.pdf
TDOT Environmental Template for PCE and C List Projects	www.tdot.state.nt.us/environment/planning/docs/SDC-Template.dotx
TDOT Local Programs Development Office	www.tdot.state.tn.us/local/
TN Historical Commission/State Historic Preservation Office	www.state.tn.us/environment/history/
Transportation Alternatives Data Exchange (TRADE)	http://trade.railstotrails.org/index

STATE CONTACT INFORMATION

Transportation Alternatives CoordinatorNeil Hansen neil.hansen@tn.gov (615) 741-4850**Environmental Planning & Permitting Division**Drew Gaskins drew.gaskins@tn.gov (615) 253-2473**Environmental Permits**John Hewitt john.hewitt@tn.gov (615) 253-2477**Certification of Historic Properties**State Historic Preservation Office (SHPO) ask.TDEC@tn.gov (615) 532-1550**Small Business Development Program**Ross Webb ross.h.webb@tn.gov (615) 741-3681**Title VI Program**Cynthia Howard cynthia.howard@tn.gov (615) 741-3681**Railroad Coordination**Jim Byrd (Regions 3 & 4) jim.byrd@tn.gov (615) 253-1119Ben Greeson (Regions 1 & 2) ben.greeson@tn.gov (615) 741-2892**Region I (Knoxville)**

Traffic Engineer

Nathan Vatter nathan.vatter@tn.gov (865) 594-2456

Right-of-Way Coordinators

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Excess Land Coordinator

Tim Webster tim.webster@tn.gov (865) 594-2465

Utilities Coordinator

Michael Palmer michael.palmer@tn.gov (865) 594-2682

Construction Manager

Ben Price ben.price@tn.gov (865) 594-2458

Materials & Test Specialist

Jay Rosen jay.rosen@tn.gov (865) 594-4553**Region II (Chattanooga)**

Traffic Engineer

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Excess Land Coordinator

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Utility Coordinator

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Construction Manager

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Materials & Test Specialist

Russell Layne russell.layne@tn.gov (423) 510-1251**Region III (Nashville)**

Traffic Engineer

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Excess Land Coordinator

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Utility Coordinator

Jim Nikahd jim.nikahd@tn.gov (615) 350-4233

Construction Manager

Chuck Graves chuck.graves@tn.gov (615) 350-4382

Materials & Test Specialist

Kevin Isenberg kevin.isenberg@tn.gov (615) 350-4314**Region IV (Jackson)**

Traffic Engineer

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Utility Coordinator

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Construction Manager

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Materials & Test Specialist

Mitch Blankenship mitch.blankenship@tn.gov (731) 935-0215**MPO/TPO CONTACT INFORMATION**

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Bristol Metropolitan Planning Org.
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CLARKSVILLE

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Clarksville-Montgomery County
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JACKSON

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Jackson Municipal Regional
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KINGSPORT

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LAKEWAY (Morristown)

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NASHVILLE

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CHATTANOOGA

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Regional Planning Commission
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CLEVELAND

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JOHNSON CITY

Mr. Glenn K. Berry
Transportation Planning Coordinator
Johnson City Planning Department
137 West Market Street
Johnson City, TN 37601
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KNOXVILLE

Mr. Jeff Welch
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Knoxville Regional Transportation
Planning Organization
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MEMPHIS

Ms. Pragati Srivastava
Transportation Planning Administrator
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Memphis, TN 38103
(901) 576-7198
Email: pragati.srivastava@memphistn.gov

RPO CONTACT INFORMATION

Center Hill RPO

Upper Cumberland Development District
1225 South Willow Avenue
Cookeville, TN 38506
(931) 476-4121

East Tennessee RPO North

East Tennessee Development District
P. O. Box 249
Alcoa, TN 37701-0249
(865) 273-6003

First Tennessee RPO

First TN Development District
3211 N. Roan Street
Johnson City, TN 37601
(423) 722-5091

West Tennessee RPO

Memphis Area Association of Governments
8289 Cordova Road, Ste 103
Cordova, TN 38016
(901) 729-2871

South Central Tennessee RPO East

South Central TN Development District
101 Sam Watkins Blvd.
Mt. Pleasant, TN 38474
(931) 379-2915

Southeast Tennessee RPO

Southeast TN Development District
1000 Riverfront Parkway
P. O. Box 4757
Chattanooga, TN 37405-0757
(423) 424-4263

Dale Hollow RPO

Upper Cumberland Development District
1255 South Willow Avenue
Cookeville, TN 38506
(931) 476-4152

East Tennessee RPO South

East Tennessee Development District
P. O. Box 249
Alcoa, TN 37701-0249
(865) 273-6003

Middle Tennessee RPO

Mid Cumberland Human Resource Agency
1101 Kermit Drive, Suite 300
Nashville, TN 37217
(615) 850-3937

Northwest Tennessee RPO

P. O. Box 963
124 Weldon Drive
Martin, TN 38237-0963
(731) 587-4213 ext. 230

South Central Tennessee RPO West

South Central TN Development District
101 Sam Watkins Blvd.
Mt. Pleasant, TN 38474
(931) 379-2915

Southwest Tennessee RPO

Southwest TN Development District
102 E. College Street
Jackson, TN 38301
(731) 668-6430

DEVELOPMENT DISTRICTS

First Tennessee Development District

(Carter, Greene, Hancock, Hawkins, Johnson, Sullivan, Unicoi and Washington Counties)

3211 N. Roan Street
Johnson City, TN 37601
Tel: 423-928-0224 Fax: 423-928-5209
www.ftdd.org

Southeast Tennessee Development District

(Bledsoe, Bradley, Hamilton, Grundy, Marion, McMinn, Meigs, Polk, Rhea and Sequatchie Counties)

1000 Riverfront Parkway
P. O. Box 4757
Chattanooga, TN 37405
Tel: 423-266-5781 Fax: 423-267-7705
www.sedev.org

Southwest Tennessee Development District

(Chester, Decatur, Hardeman, Hardin, Haywood, Henderson, McNairy and Madison Counties)

102 E. College Street
Jackson, TN 38301
Tel: 731-668-6440 Fax: 731-668-6421
www.swtdd.org

Northwest Tennessee Development District

(Benton, Carroll, Crockett, Dyer, Gibson, Henry, Lake, Obion and Weakley Counties)

P. O. Box 963
Martin, TN 38237
Tel: 731-587-4213 Fax: 731-587-4587
www.nwtddhra.org

Middle Tennessee RPO

(Cheatham, Davidson, Dickson, Houston, Humphreys, Montgomery, Robertson, Rutherford, Stewart, Sumner, Trousdale, Williamson and Wilson Counties)

1101 Kermit Drive, Suite 300
Nashville, TN 37217
Tel: 615-850-3937 Fax: 615-833-2585

South Central Tennessee Development District

(Bedford, Coffee, Franklin, Giles, Hickman, Lawrence, Lewis, Lincoln, Marshall, Maury, Moore, Perry and Wayne Counties)

101 Sam Watkins Boulevard
Mt. Pleasant, TN 38474
Tel: 931-379-2829 Fax: 931-379-2640
www.sctdd.org

West Tennessee RPO

(Fayette, Lauderdale, Shelby and Tipton Counties)

8289 Cordova Road, Ste 103
Cordova, TN 38016
Tel: 901-729-2871 Fax: 901-729-4107

East Tennessee Development District

(Anderson, Blount, Claiborne, Campbell, Cocke, Grainger, Hamblen, Jefferson, Knox, Loudon, Knox, Monroe, Morgan, Roane, Scott, Sevier and Union Counties)

P. O. Box 249
Alcoa, TN 37701
Tel: 865-273-6003 Fax: 865-273-6010
www.etdd.org

Upper Cumberland Development District

(Cannon, Clay, Cumberland, Dekalb, Fentress, Jackson, Macon, Overton, Pickett, Putnam, Smith, Van Buren, Warren, and White Counties)

1225 South Willow Avenue
Cookeville, TN 38506-4194
Tel: 931-432-4111 Fax: 931-432-6010
www.ucdd.org

TDOT will accept applications electronically via tdot.enhancements@tn.gov. The electronic submission must still include the scanned signature of the applicable Mayor or State Agency Head as well as all necessary detailed maps, photographs, preliminary sketches, plans and support letters. **Please note that only Word, PDF and JPG documents will be accepted for electronic submissions and limit only one application per e-mail.**

All applications must include the County, Applicant and Project Title in the subject line. Limit one application per e-mail. If more than one e-mail is necessary per application submittal, you must label each e-mail accordingly, e.g. County, Applicant, Title of Project, Part 1 of 2.

NOTE: TDOT's mailbox limit is 15MB per e-mail.

If you choose not to submit electronically, you must submit one (1) CD containing the complete application. All CD's must be labeled County, Applicant, Title of Project. Submissions are to be made to:

TDOT - Transportation Alternatives Office
Suite 600 James K. Polk Building, 505 Deaderick Street
Nashville, Tennessee 37243-0341

**Applications must be received or postmarked by
November 3, 2015 at 3:00PM (Central)**