



## FY 2011 TRANSPORTATION ENHANCEMENT PROGRAM

### INSTRUCTION BOOKLET



#### **Shoals Overlook & Riverwalk in Knoxville**

awarded by Governor Phil Bredesen on 8/25/09

*Example of eligible Activities One and Five (1 & 5):  
Facilities for Pedestrian or Bicycles and Landscaping or other Scenic Beautification*

**DEADLINE FOR 2011 SUBMITTALS:  
November 1, 2010 at 4:00 PM**

**Submit applications electronically at [tdot.enhancements@tn.gov](mailto:tdot.enhancements@tn.gov)**  
(for more submittal information see page 3 of this document)

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

## 2011 Transportation Enhancement Program Updates

- Multi-modal facilities (pedestrian plus bicycle traffic) must be a minimum of 10-feet wide.
- Prior to submitting a 2011 application, all applicants must hold a design public involvement meeting to notify the local community of the intended project scope. In addition, 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. 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 or applicable as in-kind (soft) match.
- 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 project is selected for funding, the State or Local Governmental Agency must certify by its signature that it has disclosed and provided to TDOT a copy of any and all contracts with any third party that relate to the project or any work funded for this project. The Agency must further certify that it will not enter into any contract with a third party that relates to this project or to any work funded for this project without prior disclosure of such proposed contract to TDOT. Failure to comply with these provisions shall be a material breach of the subsequent contract and may subject the Agency to the repayment of funds received from or through TDOT and for the payment of all damages suffered by TDOT as a result of said breach.
- If the proposed application is selected for project funding, only the specific description and approved budget items will be eligible for construction. The Transportation Enhancement funds will not be transferable nor will the project be eligible for major project scope changes.
- Once the project is selected, the federal authorization of funding must be obtained within three (3) years of the award date and all construction activities must be completed within five (5) years of the award date.
- After the project is constructed per the contract description, all remaining federal funds will revert to TDOT for redistribution in the next funding cycle.

Please access [www.tdot.state.tn.us/local/documents/localgovernmentguidelines.pdf](http://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. Please familiarize yourself with the procedures specified in the manual before submitting an application for Transportation Enhancement Funding.

**If the procedures included in this manual are not followed, all funding will be withdrawn from the project.**

The manual will be updated continuously as changes occur and will remain available electronically on TDOT's website at <http://www.tdot.state.tn.us/local/projectinfo.htm>.

For additional assistance, please e-mail the Transportation Enhancement Office at [tdot.enhancements@tn.gov](mailto:tdot.enhancements@tn.gov).

## APPLICATION GUIDELINES: GENERAL INFORMATION

Applications will be accepted through November 1, 2010. Applications received with a postmark later than November 1, 2010 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.**

Applications must be submitted by local governments (cities or counties), commissions established by local governments, or other state 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, local commission or state agency.

Local governments will be required to designate a Project Manager.

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. If these procedures are not followed, all federal funding will be withdrawn from the project.

Transportation Enhancement (TE) 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 enhancement activity must relate to the intermodal transportation system in function, proximity or impact, exclusive of aviation.

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

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TDOT will accept applications electronically at [tdot.enhancements@tn.gov](mailto:tdot.enhancements@tn.gov). By submitting electronically, you eliminate the need to send in additional hard copies of the application. However, 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.** If you choose not to submit electronically you must send one (1) complete bound application, in a hard cover 3-ring binder, and four (4) stapled copies of your application (these extra four (4) copies **SHOULD NOT** be bound):

The original application and the extra four (4) copies should be submitted to:

Tennessee Department of Transportation  
Transportation Enhancement Office  
Suite 600 James K. Polk Building  
505 Deaderick Street  
Nashville, Tennessee 37243-0341

**Applications must be received or postmarked by  
November 1, 2010**

## 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://www.fhwa.dot.gov/environment/te/relate.htm> or [http://www.enhancements.org/relate\\_stp.asp](http://www.enhancements.org/relate_stp.asp))

### 1. Pedestrian and Bicycle Facilities

All facilities must be hard-surfaced. TE funds can be used to reconstruct, refurbish, or rehabilitate an existing pedestrian/bicycle facility but may not be used for routine maintenance activities. This would include upgrading the structure to meet Federal, State and/or local responsibilities for compliance with ADA requirements (such as ramps, and/or other necessary design features). **Multi-modal facilities must be a minimum of 10-feet wide.**

- New or reconstructed sidewalks, walkways, or curb ramps;
- Bike lane striping and wide paved shoulders;
- Bike parking and bike racks for buses;
- New or reconstructed hard surfaced off-road trails;
- Bike and pedestrian bridges and underpasses.

### 2. Pedestrian and Bicycle Safety and Education

- Non-construction safety-related activities, such as safety promotional campaigns;
- Bicycle and pedestrian safety training;
- Training materials such as videotapes, brochures, and maps;
- Rent for leased class space and limited/short-term staff salaries.

### 3. Acquisition of Scenic or Historic Easements and Sites

**TDOT does not accept applications from local agencies for this activity.**

- Acquisition of scenic or historic lands;
- Acquisition of easements to preserve historic cultural landscapes, battlefields, or scenic vistas.
- Purchase of buildings in historic districts or historic properties.

### 4. Scenic or Historic Highway Programs (including Visitor Center Facilities)

**Visitor Centers must be within walking distance of an approved scenic or historic site, facility or roadway and each application must provide both an elevation and labeled floor plan. TDOT reserves the right to limit the number of visitor center facilities to one per county governmental agency and one per local municipality.**

- Construction or restoration of publically owned visitor centers related to scenic or historic highway programs, including interior fixtures and parking areas;
- Purchase and installation of items which support or interpret the scenic or historic highway program site such as brochure racks, maps, or kiosks;
- Construction of turnouts and overlooks;
- Design, fabrication, and installation of designation signs, markers, and interpretive displays.

### 5. Landscaping and Other Scenic Beautification

- Landscaping, including planting native wildflowers;
- Pedestrian light fixtures (**vehicular street lighting is not eligible**);
- Public art and street furniture such as benches and trash receptacles;
- Enhanced roadside vegetation management, restoring native plants and controlling invasive species.

### 6. Historic Preservation

**To be eligible, the historic property must be on or eligible for listing with the National Register of Historic Sites. All work must be accomplished in accordance with *The Secretary of the Interior's Standards for Rehabilitation*.**

- Preservation of buildings and facades in historic districts;
- Restoration and reuse of historic structures with a strong relationship to transportation history;
- Restoration and reuse of historic buildings for transportation related purposes;
- Interpretive displays as historic sites;
- Creation of surface transportation history archives;
- Access improvements to historic sites and buildings.

## **7. Rehabilitation and Operation of Historic Transportation Buildings, Structures or Facilities (Including Historic Railroad Facilities and Canals)**

**All work must be accomplished in accordance with *The Secretary of the Interior's Standards for Rehabilitation*. Routine maintenance and operating costs of historic transportation buildings, facilities, or structures are not eligible for funding.**

- Restoration of railroad depots, bus stations, ferry terminals and piers, and lighthouses;
- Rehabilitation of rail trestles, tunnels, and bridges;
- Restoration of historic canals, including towpaths, locks, and bridges.

## **8. Conversion of Abandoned Railway Corridors to Trails**

Abandoned railway corridors are rail corridors which have been authorized for abandonment by the Surface Transportation Board or for which abandonment proceedings are pending before the Commission, or rail corridors that have been set aside for future transportation use (i.e. "rail banking") under applicable federal or state authority.

- Construction of non-motorized multi-use "rails-to-trails" on abandoned rail corridors;
- Construction of non-motorized multi-use "rails-with-trails: alongside abandoned rail corridors.

## **9. Inventory, Control And Removal of Outdoor Advertising**

Billboards are defined as off-premise signs that advertise goods and services not found at the site of the signs. Non-conforming signs are those signs that were lawfully erected but do not now comply with the Highway Beautification Act of 1965.

- Billboard inventories, including those done with GIS/GPS;
- Removal of illegal and non-conforming billboards;
- Removal of other off-premise advertising signs on the federal-aid system, if permitted or mandated by state law.

## **10. Archeological Planning and Research**

- Research, preservation planning, and interpretation as it relates to surface transportation;
- Developing interpretive signs, exhibits, and guides;
- Preparation and cataloguing of artifacts for exhibition;
- Inventories and surveys.

## **11. Environmental Mitigation of Runoff Pollution and Provision of Wildlife Connectivity**

- Projects that address water pollution due to highway runoff:
  - Wetlands acquisition and restoration;
  - Detention and sediment basins;
  - Water pollution studies;
  - Channel stabilization, storm drain stenciling and river clean-ups;
- Wildlife under or overpasses, including bridge extensions to provide or improve wildlife passage and habitat connectivity;
- Monitoring and data collection on habitat fragmentation and vehicle-caused wildlife mortality;

## **12. Establishment of Transportation Museums**

**Funds cannot be used to preserve aircraft or create an airport or air and space museum.**

The facility must: (1) be a legally organized not-for-profit institution or part of a not-for-profit institution or government-entity; (2) be essentially educational in nature with a formally stated mission; (3) have one full-time paid professional staff member who has museum knowledge and experience; (4) present regularly scheduled programs and exhibits that use and interpret objects for the public according to accepted standards; (5) have a formal and appropriate program of documentation, care, and use of collections and/or tangible objects; and (6) have a formal and appropriate program of presentations and maintenance of exhibits.

- Construction of a new facility or wing to an existing facility;
- Conversion of an existing facility, such as railroad stations or historic properties;
- The purchase of artifacts necessary for the creation and operation of the facility.

## INSTRUCTIONS FOR COMPLETING THE APPLICATION

### Section 1: Enhancement Activities

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

### Section 2: Project Description and Relationship to Surface Transportation

Include project name, project location, scope of work, and compatibility with existing and future projects. The project location should run from west to east or south to north and must include local road names. You must include a color coded map that clearly delineates the project, **(including road names, a north arrow and the highlighted project location)**, any photographs, plans, drawings and applicable preliminary sketches. MAPS MAY NOT BE LARGER THAN 11" x 17".

If this is a pedestrian facility project, including sidewalks, you must provide distinct termini. For example, *"The Volunteer State Greenway is a 10' wide asphalt trail which will be constructed parallel to State Route 147, beginning at a trailhead on Neal Street, proceeding in a northerly direction and terminating at Highland Elementary School located at Highland Avenue for a total distance of 4,670 linear feet."* Please note that all pedestrian facility projects must either connect to an existing pedestrian facility or terminate at an eligible destination point, resulting in a complete stand-alone project. Future pedestrian facility connectors are not eligible termini.

Federal regulations require that a project have a surface transportation link to be eligible for TE funds. Describe specifically how this project provides a surface transportation link. Please refer to [www.fhwa.dot.gov/environment/te/relate.htm](http://www.fhwa.dot.gov/environment/te/relate.htm) or [http://www.enhancements.org/relate\\_stp.asp](http://www.enhancements.org/relate_stp.asp) for more information pertaining to surface transportation links.

### Section 3: Project Budget

Please Note: All enhancement projects must be competitively bid and awarded to the lowest responsive bidder. List a schedule of itemized activities and the cost of each utilizing the appropriate budget template provided at the end of the application. Line items can be added or deleted as needed for any stage; however, this is the format in which the budget must be submitted. Include calculations to support the budget. Include labor costs, supplies and materials and other direct costs. Include a statement verifying the source of the matching funds that will be provided by the Local Government: these funds cannot be from another FHWA surface transportation source. Funds awarded cannot be augmented 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 attach any available documentation.

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.

Please provide the legislative districts corresponding to the proposed project location, NOT the address of the applicant.

## 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 within 200 feet of a federally-funded transportation project, including all enhancement projects, be mitigated to provide adequate protective devices (see *Chapter 6: Procedures for Dealing with Railroad 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 Enhancement Office.

## PROJECT FUNDING

Up to eighty percent (80%) of a Transportation Enhancement 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 will allow the value of preliminary engineering, right-of-way donations and donated services, material or equipment to be used toward the 20% matching share **provided the services were incurred after the appropriate authorization to proceed.** In addition, the consulting firm must have been chosen in accordance with TDOT consultant selection procedures. To reference TDOT's consultant selection information please access our web site at <http://www.tdot.state.tn.us/consultantinfo.htm>.

**In-kind (Soft) Match:** If you intend on utilizing in-kind match (formerly known as soft match) for your project, you must notify the Department when you return the contract documents. The following items are eligible:

1. **Preliminary Engineering** - the value of the preliminary engineering services must be established by a copy of the fully executed contract between the Agency and a TDOT pre-qualified engineering firm. In addition, the Agency needs to submit documentation of the procurement process, copies of all invoices and applicable canceled checks, and a copy of all advertisements for engineering services.
2. **Right-of-Way/Land Donation** - the value of land donations as determined by appraisals from a TDOT pre-qualified appraiser.
3. **Donated services, material or equipment** - the value of donated services, material, or equipment will be determined and approved by TDOT on a case by case basis.

**After in-kind match has been calculated by TDOT it cannot be changed and/or modified once federal funding has been obligated for construction.**

**Reimbursement:** The Transportation Enhancement Program is a reimbursable program for competitively bid construction related expenses and does not provide funding for planning, preliminary engineering or right-of-way acquisition. Local Government's are required to pay 100% of all project invoices and then seek reimbursement for the federal share of all eligible construction related expenses. The remaining balance is the responsibility of the local government.

When all construction is complete, the Local Government shall make, and TDOT will 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.

**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:** Sponsors cannot make any major changes to the design or scope of the original application if the project is selected for funding. TDOT pre-approval is required for all minor scope changes or alterations. **Unapproved changes may prohibit the reimbursement of funding.**

## APPLICATION EVALUATION CRITERIA

Applications must represent one or more of the twelve eligible activities. Applications that do not represent an eligible activity will not be considered eligible to receive funding.

The Transportation Enhancement Office will compile a report of all projects eligible 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 12 eligible activities
- Maps provided illustrate how the project will enhance access to local and regional transportation networks
- Relationship of the project to existing, proposed or future state and local transportation plans
- Detailed project budget as shown in the application.

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 TE project proposal to establish the relationship to transportation.
- The funded activities must be accessible to the general public.
- It is not necessary to have a TE activity function as an active transportation facility, either past or current, to qualify as an eligible TE activity. For example, a scenic or historic site may have a relationship to transportation but not function as a transportation facility.
- TE funds may not be used for routine maintenance or standard environmental mitigation.
- Where a TE activity proposes to acquire right-of-way for scenic preservation purposes, and proposes to contribute to the visual experience of the traveler, but is a substantial distance away with respect to a highway or transportation project, the TE activity must be determined to make a substantial contribution to the scenic viewshed.

## PROJECT SELECTION AND ADMINISTRATION

TDOT staff reviews all applications for eligibility and provides the list of eligible and ineligible projects to the Commissioner. Once project selections are made, the Enhancement Coordinator will provide written confirmation of the funds awarded along with an implementation contract and schedule. This notification usually occurs in the following late 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 TE 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 Enhancement Office.** These activities include but are not limited to:

- Signing of the implementation contract and schedule including the submittal of the following documents;
  - Reimbursement signatures (must be at least 2 original signatures)
  - List of all local agency employees scheduled to work on project & qualifications
  - Certificate copies of all employees who attended the TDOT right-of-way training
  - Certificate copies of all employees who attended the Local Government Guidelines Manual Training
  - Copy of most recent audit
  - Receipt of local share of TDOT Oversight
- Approved environmental clearance;
- 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 review and approval (if project is on a State Route);
- TDOT Structures review & approval (if a pedestrian or vehicular bridge/underpass/overpass involved)
- In-Kind (Soft) match documentation submittal;
- Title VI, AA/EEO compliance; DBE Goal Participation Guarantee;
- National Bridge Inspection Standards Compliance;
- 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); 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. Projects receiving funding 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. 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: [www.tdot.state.tn.us/civil-rights/index/htm](http://www.tdot.state.tn.us/civil-rights/index/htm).

When the Local Government has completed all the requirements contained within the Local Government Guidelines (<http://www.tdot.state.tn.us/local/Documents/LocalAgencyGuidelines.pdf>), the Enhancement Office will send the Local Government a letter informing the agency that they are to proceed with the construction phase of the project. **Any work done prior to this letter of authorization, including the advertisement for bids, will not be eligible for reimbursement and may jeopardize funding for the remainder of the project.**

## STATE CONTACT INFORMATION

### Local Programs Manager

Teresa Estes ..... [teresa.estes@tn.gov](mailto:teresa.estes@tn.gov) ..... (615) 741-5314

### Transportation Enhancement Coordinator

Neil Hansen ..... [neil.hansen@tn.gov](mailto:neil.hansen@tn.gov) ..... (615) 741-4850

### Environmental Planning & Permitting Division

Joe Matlock ..... [joe.matlock@tn.gov](mailto:joe.matlock@tn.gov) ..... (615) 741-5365

### Environmental Permits

John Hewitt ..... [john.hewitt@tn.gov](mailto:john.hewitt@tn.gov) ..... (615) 253-2477

### Scenic Byways, Roadscapes and Highway Beautification

Shawn Bible ..... [shawn.a.bible@tn.gov](mailto:shawn.a.bible@tn.gov) ..... (615) 532-3488

### Historic Preservation

Martha Carver ..... [martha.carver@tn.gov](mailto:martha.carver@tn.gov) ..... (615) 253-2461

### Certification of Historic Properties

State Historic Preservation Office (SHPO) ..... [patrick.mcintyre@tn.gov](mailto:patrick.mcintyre@tn.gov) ..... (615) 532-1550

### Small Business Development Program

Ross Webb ..... [ross.h.webb@tn.gov](mailto:ross.h.webb@tn.gov) ..... (615) 741-3681

### Title VI Program

Cynthia Howard ..... [cynthia.howard@tn.gov](mailto:cynthia.howard@tn.gov) ..... (615) 741-3681

### Right-of-Way and Land Acquisition

Jeff Hoge ..... [jeff.hoge@tn.gov](mailto:jeff.hoge@tn.gov) ..... (615) 741-6802

### Railroad Safety

Brian Hurst ..... [brian.hurst@tn.gov](mailto:brian.hurst@tn.gov) ..... (615) 253-2433

### Region I (Knoxville)

#### Traffic Engineer

Amanda Snowden ..... [amanda.snowden@tn.gov](mailto:amanda.snowden@tn.gov) ..... (865) 594-2456

#### Right-of-Way Coordinators

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Kim Davis ..... [kimberly.davis@tn.gov](mailto:kimberly.davis@tn.gov) ..... (865) 594-2488

#### Utilities Coordinator

Tom Foley ..... [tom.foley@tn.gov](mailto:tom.foley@tn.gov) ..... (865) 594-2680

#### Construction Manager

Clint Bane ..... [clint.bane@tn.gov](mailto:clint.bane@tn.gov) ..... (865) 594-2408

#### Materials & Test Specialist

Pam Porter ..... [pam.porter@tn.gov](mailto:pam.porter@tn.gov) ..... (865) 594-4553

### Region II (Chattanooga)

#### Traffic Engineer

Alan Wolfe ..... [alan.wolfe@tn.gov](mailto:alan.wolfe@tn.gov) ..... (423) 510-1139

#### Right-of-Way Coordinator

Jackie Wolfe ..... [jackie.wolfe@tn.gov](mailto:jackie.wolfe@tn.gov) ..... (423) 510-1100

#### Utility Coordinator

Steve Langford ..... [steve.langford@tn.gov](mailto:steve.langford@tn.gov) ..... (423) 510-1243

#### Construction Manager

Ken Flynn ..... [ken.flynn@tn.gov](mailto:ken.flynn@tn.gov) ..... (423) 510-1219

#### Materials & Test Specialist

David Nelson ..... [david.nelson@tn.gov](mailto:david.nelson@tn.gov) ..... (423) 510-1251

### Region III (Nashville)

#### Traffic Engineer

Phil Trammel ..... [phil.trammel@tn.gov](mailto:phil.trammel@tn.gov) ..... (615) 350-4189

#### Right-of-Way Coordinator

Casey Ponders ..... [casey.ponders@tn.gov](mailto:casey.ponders@tn.gov) ..... (615) 350-4214

#### Utility Coordinator

Jim Nikahd ..... [jim.nikahd@tn.gov](mailto:jim.nikahd@tn.gov) ..... (615) 350-4233

#### Construction Manager

Chuck Graves ..... [chuck.graves@tn.gov](mailto:chuck.graves@tn.gov) ..... (615) 350-4382

#### Materials & Test Specialist

Kevin Isenberg ..... [kevin.isenberg@tn.gov](mailto:kevin.isenberg@tn.gov) ..... (615) 350-4314

### Region IV (Jackson)

#### Traffic Engineer

Joe Warren ..... [joe.warren@tn.gov](mailto:joe.warren@tn.gov) ..... (731) 935-0191

#### Right-of-Way Coordinator

Paula Taylor ..... [paula.taylor@tn.gov](mailto:paula.taylor@tn.gov) ..... (731) 935-0134

#### Utility Coordinator

Charles Green ..... [charles.green@tn.gov](mailto:charles.green@tn.gov) ..... (731) 935-0110

#### Construction Manager

Scotty Plunk ..... [scotty.plunk@tn.gov](mailto:scotty.plunk@tn.gov) ..... (731) 935-0708

#### Materials & Test Specialist

Mitch Blankenship ..... [mitch.blankenship@tn.gov](mailto:mitch.blankenship@tn.gov) ..... (731) 935-0215

## WEB RESOURCES

<b>American Disability Act</b>	<a href="http://www.ada.gov">www.ada.gov</a>
<b>American Association of State Highway and Transportation Officials (AASHTO)</b>	<a href="http://www.aashto.org">www.aashto.org</a>
<b>Code of Federal Regulations</b>	<a href="http://www.access.gpo.gov/nara/cfr/waisidx_03/49cfr18_03.html">www.access.gpo.gov/nara/cfr/waisidx_03/49cfr18_03.html</a>
<b>Federal-Aid Policy Guide Part 635 Construction and Maintenance</b>	<a href="http://www.access.gpo.gov/nara/cfr/waisidx_03/23cfr635_03.html">www.access.gpo.gov/nara/cfr/waisidx_03/23cfr635_03.html</a>
<b>Federal Highway Administration</b>	<a href="http://www.fhwa.dot.gov/environment/te/index.htm">www.fhwa.dot.gov/environment/te/index.htm</a>
<b>Local Government Guidelines</b>	<a href="http://www.tdot.state.tn.us/local/Documents/LocalAgencyGuidelines.pdf">http://www.tdot.state.tn.us/local/Documents/LocalAgencyGuidelines.pdf</a>
<b>Manual of Uniform Traffic Control Devices (MUTCD)</b>	<a href="http://mutcd.fhwa.dot.gov">http://mutcd.fhwa.dot.gov</a>
<b>National Register of Historic Places</b>	<a href="http://www.cr.nps.gov/nr">www.cr.nps.gov/nr</a>
<b>National Transportation Enhancements Clearinghouse (NTEC)</b>	<a href="http://www.enhancements.org">www.enhancements.org</a>
<b>National Trust for Historic Preservation</b>	<a href="http://www.nthp.org">www.nthp.org</a>
<b>Pedestrian and Bicycle Information Center</b>	<a href="http://www.pedbikeinfo.org">www.pedbikeinfo.org</a>
<b>Rails-to-Trails Conservancy</b>	<a href="http://www.railstrails.org">www.railstrails.org</a>
<b>Scenic America</b>	<a href="http://www.scenic.org">www.scenic.org</a>
<b>Standard Specifications for Construction of Roads and Bridges on Federal Highway Projects (FPR-96)</b>	<a href="http://www.elf.fhwa.dot.gov/design/manual/Fp96_Eng.pdf">www.elf.fhwa.dot.gov/design/manual/Fp96_Eng.pdf</a>
<b>TDOT Civil Rights, Small Business Development, Title VI, AA</b>	<a href="http://www.tdot.state.tn.us/civil-rights/index.htm">www.tdot.state.tn.us/civil-rights/index.htm</a>
<b>TDOT Construction Division</b>	<a href="http://www.tdot.state.tn.us/construction">www.tdot.state.tn.us/construction</a>
<b>TDOT Consultant Selection Information</b>	<a href="http://www.tdot.state.tn.us/consultantinfo.htm">www.tdot.state.tn.us/consultantinfo.htm</a>
<b>TDOT Enhancement website</b>	<a href="http://www.tdot.state.tn.us/local/grants.htm">www.tdot.state.tn.us/local/grants.htm</a>
<b>TDOT Environmental Procedures Manual</b>	<a href="http://www.tdot.state.tn.us/environment/tepm.htm">www.tdot.state.tn.us/environment/tepm.htm</a>
<b>TN Historical Commission/State Historic Preservation Office (SHPO)</b>	<a href="http://www.state.tn.us/environment/hist">www.state.tn.us/environment/hist</a>
<b>Trails and Greenways Clearinghouse</b>	<a href="http://www.trailsandgreenways.org">www.trailsandgreenways.org</a>

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## 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](http://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](http://www.sedev.org)

### **Southwest Tennessee Development District**

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

27 Conrad Drive, Suite 150

Jackson, TN 38305-2850

Tel: 731-668-7112 Fax: 731-668-6421

[www.swtdd.org](http://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.nwtdhira.org](http://www.nwtdhira.org)

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### **South Central Tennessee Development District**

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TDOT will accept applications electronically at [tdot.enhancements@tn.gov](mailto:tdot.enhancements@tn.gov). By submitting electronically, you eliminate the need to send in additional hard copies of the application. However, 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.** If you choose not to submit electronically you must send one (1) complete bound application, in a hard cover 3-ring binder, and four (4) stapled copies of your application (these extra four (4) copies **SHOULD NOT** be bound) and should be submitted to:

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

**Applications must be received or postmarked by  
4:00 PM November 1, 2010.**