

Multimodal Access Grant

Instructions for the 2024 Notice of Intent to Apply

Submissions accepted from through May 13, 2024

Notice of Intent to Apply Overview

Submitting a Notice of Intent to Apply (NOI) is the first step in competing for a 2024 Multimodal Access Grant award. The NOI collects general project information and allows the Office of Multimodal Planning to assess whether the proposed project fulfills minimum eligibility requirements.

After review of the final NOI document, applicants with eligible projects will be invited to submit a full application - requiring a higher level of detail - in the eGrants system.

The NOI review does not assess project competitiveness, and an invitation to submit a full application does not imply that a project will be awarded. Being invited to apply simply means that the project is eligible to compete for funding.

Applicants may submit one project per annual grant cycle. If invited to submit a full application, the primary scope of the final application must be the same as submitted at the NOI phase. Applicants should familiarize themselves with the 2024 Program Guidelines (found on the [Multimodal Access Grant website](#)) *before* submitting the NOI. Similarly, potential applicants should reach out to the Office of Multimodal Planning with any questions well before the submission deadline.

Submitting the NOI

Once completed, please submit the Notice of Intent to Apply by attaching the filled PDF plus map to an e-mail to tdot.multimodalplanning@tn.gov. If the filled PDF attachment is larger than 15GB, please split the document into multiple files and send by multiple e-mails to avoid rejection by the server, or contact the Office of Multimodal Planning to coordinate submission via TNCloud.

Deadline

Notices of Intent to Apply must be received by 11:59pm Central on 5/13/24.

Questions

Questions about the program, the NOI/application process, or about the specifics of a proposed project may be directed to Owen Knight at owen.knight@tn.gov, or (615) 253-7691.

Scope of the NOI Document Sections

The Notice of Intent to Apply form is broken into two sections:

1. **“Project Description”** (pg. 1)

Please enter information regarding the project scope and location, including a map of the project area. This section includes the primary components used in assessing project eligibility.

2. **“Preliminary Data Collection”** (pg. 2)

Please begin collecting and entering more detailed information about the project. While some answers may be used in the eligibility screening process - such as assessing whether the project fulfills a transportation need – many of the questions are designed to encourage applicants to begin collecting preliminary data that will be requested in more detail in the full application.

Applicants are *not* required to have significant detail for the questions in this section at the NOI stage but should make a good faith effort to answer these questions to the best of their ability. As these questions mirror questions that will be considered when scoring full applications, it is in the best interest of the applicant to identify potential challenges at the NOI stage, as this will help the applicant submit the most competitive project.

Applicants may complete additional due diligence between the NOI and full application stages. Deviations between the data entered in the “Preliminary Data Collection” fields of the NOI form and in similar fields of the full application *will not* disqualify an application from consideration if the primary scope of the project is not modified between these stages.

NOI Instructions by Section

Project Description

Applicant Information

Applicant Information			
City/County			
Distressed & At-Risk Counties	Is the proposed project located in a distressed or at-risk county ?		
Contact Information	Name:		
	Title:		
	E-mail:		
	Phone:		
Carbon Copy <i>Please identify anyone to be copied on NOI-related correspondence</i>	Name:		E-mail:

In this section, applicants will identify the municipality or county applying. Applicants will also identify anyone who should be included on correspondence regarding the NOI. Please note, while there are no prohibitions on a community working with a consultant, MPO/RPO, or external agency to develop a project application, the municipality or county is viewed as the lead agency for the project, and at least one representative from the municipality or county should be identified in this section.

Project Scope:

Project Scope	
Scope of Improvement <i>Mark all that apply</i>	<input type="checkbox"/> Construct new multimodal facilities <input type="checkbox"/> Reconstruct/upgrade existing multimodal facilities <input type="checkbox"/> Rehabilitate/maintain existing multimodal facilities
Improvement Type <i>Mark all that apply</i>	<input type="checkbox"/> Sidewalks <input type="checkbox"/> Pedestrian crossing improvements, including high-visibility crosswalks, curb ramps, signs & pavement markings, signalization, and median refuge islands <input type="checkbox"/> Bicycle facilities (including on-road bike lanes/cycle tracks) <input type="checkbox"/> Multi-use paths (pedestrian plus bicycle traffic) <input type="checkbox"/> Transit stop amenities (shelters, benches, sidewalks, curb ramps, lighting) <input type="checkbox"/> Complete streets, road diet, or traffic calming measures <input type="checkbox"/> Bicycle, pedestrian, or transit-related improvements that address requirements of the Americans with Disabilities Act (ADA) <input type="checkbox"/> Pedestrian-scale lighting <input type="checkbox"/> Other: <input style="width: 200px;" type="text"/>

In this section, applicants identify the type of work to be undertaken if the project is awarded. Applicants should check all boxes that apply and should note that a project can contain multiple project components from both the “scope of improvement” and “improvement type” categories.

No option in the “Project Scope” section will remove a project from consideration at the NOI stage unless ineligible items are added as improvement types. However, while all the listed improvement types and scopes are *eligible* to compete for full funding, applicants are advised to consider the scope of the project when attempting to assess potential competitiveness. As an example, a comprehensive sidewalk project that includes pedestrian-scale lighting is likely to be more competitive than a project which includes *only* the installation of pedestrian-scale lighting. Similarly, projects which seek to primarily rehabilitate existing infrastructure may score less favorably than projects which aim to address a need in an area where there are no existing accommodations.

Project Location:

Project Location	
Project Title	
State Route	
Termini	Please explicitly describe the project termini. For example: Segment 1, SR-X from Y Street to Z Avenue; Segment 2, SR-A from Z Avenue to approximately 500 feet south of B Street; etc.
Project Coordination	Does the project overlap with any current TDOT projects?
	If yes, please give TDOT PIN(s) or other details(s):
	How much of the proposed project will be along a state route?
Project Map	
Applicants are required to submit an annotated aerial map(s) of the project location, including notation showing any potential phasing, with the Notice of Intent to Apply. Please either merge a map to this PDF document before submission, or submit this map as a secondary attachment in your submission to TDOT.MultimodalPlanning@tn.gov	

In this section, applicants will identify the proposed project location, which is a primary consideration in eligibility. To be eligible, projects *must* be located along a State Route.

While there are often connectivity needs that are not directly along the State Route, the program requires that improvements funded by the Multimodal Access Grant program occur primarily along a State Route. Projects with improvements solely along the State Route will be prioritized at all stages, and *projects with significant deviations from the State Route will be marked as ineligible at the NOI stage.*

Please note, project areas submitted at the full application phase that differ significantly from the project area submitted in the NOI will make an application ineligible – especially modifications adding new areas not included in the NOI.

State Route: When filling in this field, applicants should identify the State Route number (ex. SR1) for the roadway where improvements are proposed. If applicants would also like to include other names for the roadway, such as “Example Road” or “US route #,” this is allowed – but it is highly encouraged that the applicant work to identify the State Route as early as possible to ensure that the proposed improvements are in an eligible project area. For assistance in determining State Route number, please contact the Multimodal Planning Office.

In the event that the proposed project impacts two State Routes, please list both in this field – but keep in mind that *the project must be in one continuous project area and will be determined as ineligible if the project area is spread across multiple, disconnected areas.*

Termini: The project termini are the two points where the project will start and end. Preferred formats for the termini are intersecting street names, log miles along the State Route, or the number of feet in a cardinal direction from the nearest intersecting street. If the project includes

multiple State Routes, please be sure to identify which State Route is implicated at each termini (ex. From SR1 at Example Street to SR2 at Example Landmark).

Project Coordination: These fields ask the applicant to identify other TDOT projects that might impact, or be impacted by, the proposal.

The percentage of the proposal that is along a State Route is used to determine eligibility. While applicants are encouraged to submit proposals that include connections to adjacent land uses, significant improvements off State Routes are ineligible. If such improvements are proposed, please estimate what percentage of the total project area (by length, not project cost) will be on the State Route. *As a reminder, deviations from the State Route should be minimal for a project to be considered eligible.*

Please note, multimodal infrastructure that has a buffer from the State Route - such as a Shared Use Path paralleling the State Route separated by a grass strip, or a sidewalk with a grass strip and ditch between the sidewalk and the State Route - is considered to be directly along the State Route for the purposes of this section.

Project Map:

Project Map

Applicants are required to submit an annotated aerial map(s) of the project location, including notation showing any potential phasing, with the Notice of Intent to Apply. Please either merge a map to this PDF document before submission, or submit this map as a secondary attachment in your submission to TDOT.MultimodalPlanning@tn.gov

Applicants are asked to submit an annotated map of the project location clearly showing the project termini and identifying the State Route. Map images should be of a sufficiently high image quality that there are no difficulties reading or interpreting the submission.

The NOI form does not contain a field to attach the map directly to the PDF. Instead, applicants are asked to either: 1. Attach the map as a secondary attachment to the NOI submission e-mail, or 2. Merge the map to the NOI PDF submitted via e-mail.

Preliminary Data Collection

Purpose and Need:

Purpose and Need	
Project Purpose <i>Please describe the intent of the proposed project</i>	
Connectivity Need <i>Please identify trip generators or multimodal infrastructure connected by the project</i>	
Safety Need <i>Please list any known safety needs within the proposed project area</i>	
Prior Planning <i>Please list any planning documents that describe a need for the project</i>	

This section asks the applicant to provide a short summary describing why the project is needed. At the NOI stage, the information provided should be succinct, and summarize purpose and need in no more than a few sentences per category. More detailed narrative will be requested in the full application phase.

The PDF form does not limit the length of text entry, but the entered text will shrink to fit the field. If the text entered in these fields is too small to read, please work to shorten the description. In sections which ask for a list of items, such as the “Prior Planning” section, full sentences are discouraged, as are detailed descriptions of the items listed – simply listing the names of relevant items is sufficient.

As a reminder, Multimodal Access Grant projects must primarily fulfill a transportation need, and applications that are primarily recreational in nature are not eligible.

Project Purpose: In this section, applicants are asked to list in general the central goals in building the proposed project. This entry should be no more than few sentences.

Connectivity Need: In this section, applicants should identify and list origins and destinations that will be connected by the project. Examples of potential origins and destinations are transit stops, residential neighborhoods, low-income housing, medical facilities, schools, retail, parks, employment centers, etc.

Safety Need: In this section, applicants should generally describe any known safety needs in the project area. At the NOI phase, this should be no more than a few sentences, and should only paint a general picture of potential hazards in the area. However, applicants should consider how to illustrate these safety needs with supporting data in preparation for submitting a full application. Applicants should also begin to consider how the specific infrastructure proposed will address the identified safety needs.

Prior Planning: In this section, applicants are asked to list any planning documents which support the need for the proposed project. At the NOI stage, only the name of documents supporting the project are needed. Please do not include descriptions of the findings, or details regarding the planning process that was undertaken.

Prior planning will not be used to assess eligibility at the NOI phase, but projects which are supported by prior planning will be prioritized at the full application stage.

Applicants in RPO areas which do not have existing planning products supporting the need for the project are advised to consider competing for the [Community Transportation Planning Grant](#) to improve the competitiveness of a potential Multimodal Access Grant application. Similarly, applicants in MPO areas without support of prior planning processes for the proposed project should consider avenues to engage in such processes to support the project need and increase the competitiveness of the application.

Scope Considerations:

Scope Considerations	
<p>Phase Identification <i>If possible, please identify potential phasing within the proposed termini</i></p>	
<p>Engineering / ROW Considerations <i>Please mark all elements that may be included in the final project scope</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Impact to existing bridge/structure <input type="checkbox"/> Modification of existing roadway/lane configuration <input type="checkbox"/> Construction of bicycle or pedestrian bridge <input type="checkbox"/> Impact to a rail line <input type="checkbox"/> Modification of adjacent slopes, drainage, or buildings <input type="checkbox"/> Right of Way Acquisition <input type="checkbox"/> Utility Relocation <ul style="list-style-type: none"> <input type="checkbox"/> Utilities to be moved, such as power poles or stormwater drainage, are in the public ROW <input type="checkbox"/> For any utilities to be moved in the public ROW, an urban revitalization plan exists describing a need to move the utility

The “Scope Considerations” section will not be used to assess eligibility during the NOI phase, but includes elements that will be considered as part of the Feasibility Review at the full application phase. If invited to submit a full application, applicants will be able to address these considerations in detail. At the NOI phase, this section is included to encourage applicants to consider potential challenges to project feasibility that may impact competitiveness if management strategies are not developed.

Phase Identification: In this field, applicants are asked to identify any potential phasing for the submitted project, in case it is not plausible to complete the full project with a single funding award. Like the above sections, significant detail is not required for this field at the NOI phase, and proposed phasing can change between the NOI and full application.

The preferred format for text entry in this field mirrors the “Termini” field above (ex. “phase 1 – from SR1 at Example Street to Example Road, phase 2 - from Example Road to Example Landmark”). If potential phasing is identified in the NOI, please show that phasing on the map submitted with the application.

Submitted projects are not required to identify potential phasing or plausible scope reductions, but a project that does so will be scored favorably in the Feasibility Review in the full application phase. Identifying possible reductions in scope helps ensure that any awarded projects can still provide meaningful improvements, even if the project incurs unforeseen costs during project development.

Engineering / ROW Considerations: In this section, applicants should identify potential challenges which may make the project more difficult to complete in a timely and cost-effective manner. Applicants should check all boxes that *may* apply. Discrepancies in response between the NOI phase and the full application *will not* disqualify a project, as it is expected that applicants will likely complete additional due diligence regarding these considerations between the NOI and application phase.

During the NOI phase, these items *will not* be considered when assessing project eligibility, but they will be formally scored in the Feasibility Review at the full application stage. Projects with the listed potential challenges are often still competitive, but applicants should begin preparing strategies for addressing these challenges for the full application. The full application will allow descriptions of management strategies for any potential challenges to project readiness.

Please note, program guidelines *only* allow relocation of utilities from the public ROW using Multimodal Access Grant funds if the need for relocation is identified in a public revitalization plan. Otherwise, these costs must be covered locally or by the Utility owner, and will not be considered part of the local match.

Multimodal Access Grant History:

Multimodal Access Grant History	
Award History	Does the applicant have any active MMAG, CMAQ, or TAP projects awarded since 2014?
Project Status <i>If yes, what is the status of the open project(s)?</i>	

In this section, applicants are asked to describe the status of any previously funded, locally managed, multimodal facility grants in their community awarded since 2014. The Multimodal Access Grant program does not prohibit communities from applying for additional award funding – in fact, some communities have been awarded for later phases of a previously awarded project.

During the NOI phase, this information will not be used to assess project eligibility, but this information will be considered in the Feasibility Review during the full application phase. During the full application phase, applications from communities with prior awards that are complete or on-schedule will be prioritized over applications from communities with prior awards that are experiencing any significant delays.

Americans with Disabilities Act (ADA):

Americans with Disabilities Act (ADA)	
ADA Transition Plan <i>If your community employs more than 50 people full or part-time, please check if you have:</i>	<input type="checkbox"/> Completed an ADA self-evaluation <input type="checkbox"/> Named an ADA coordinator <input type="checkbox"/> Developed a publicly available ADA grievance procedure <input type="checkbox"/> Developed a publicly available ADA Transition Plan

In this section, applicants are asked to confirm the status of their community’s compliance with the ADA. TDOT continues to work towards accessibility for all and requires all recipients of its funds to do the same.

During the NOI phase, this information will not be used to assess project eligibility, but this information may be considered in the Feasibility Review or Full Scoring of the full application phase.

Unresolved Outstanding Payments to TDOT:

Unresolved or Outstanding Payments

To be considered for an award, local agencies must be current on any payments owed to TDOT. Upon review of this Notice of Intent to Apply, TDOT staff will reach out to make payment arrangements as needed. Local agencies with unresolved, unpaid balances owed to TDOT will be ineligible to submit full applications.

Local agencies must be current on any payments owed to TDOT on any project or have an agreed payment plan. Upon review of all submitted NOIs, TDOT staff will reach out to any local agencies that require attention from the Finance Division to arrange a payment plan as needed.

Local agencies are advised to check their payments status in good time, to enable any necessary payment plan to be acceptable to TDOT, before the deadline for full applications closes.

Local agencies having any unresolved unpaid balances owed to TDOT will not be invited to submit a full application.

Design Guidelines

For resources regarding TDOT design standards for multimodal transportation facilities, see [TDOT's Multimodal Design Guidelines](#) and [Multimodal Standard Drawings](#). These resources provide significant detail on requirement for multimodal improvements, including the minimums described below:

Minimum Pedestrian Facilities Design Guidelines		
Roadway Classification / Context	Sidewalk / Walkway	Width
Rural Highways (< 2,000 ADT)	Sidewalks on both sides	SW (5 ft)
	Shared-Use Path	SUP (10 ft)
Rural / Suburban Highway (> 2,000 ADT)	Sidewalks on both sides	SW (5 ft)
	Shared-Use Path	SUP (10 ft)
Suburban Highway	Sidewalks on both sides	SW (5 ft)
	Sidewalk + Shared-Use Path	SUP (10 ft)
Major Arterial (Residential)	Sidewalks on both sides	SW (6 ft)
Minor Arterial and Urban Collector (Residential)	Sidewalks on both sides	SW (5 ft)
All Commercial Urban Streets	Sidewalks on both sides	SW (6 ft)
All Streets in Industrial Areas	Sidewalks on both sides	SW (5 ft)

SW = Sidewalk, SUP = Shared-Use Path

Table 9-1: Minimum Pedestrian Facilities for Various Roadway Functional Classifications and Context

Pedestrian Facility Separation Requirements (ft.)		
Posted Speed	Buffer (Min.)	Buffer Preferred
≤ 35 mph	0 *	5
40 mph	4.5	8
45 - 55 mph	12.5	16.5

*A sidewalk buffer is not required at this speed range. However, a 5-foot buffer (min.) shall be provided between the travel lane and a shared-use path, see Section 9-606.00 for additional guidance.

Table 9-2: Pedestrian Facility Buffer Requirements by Vehicle Operating Speed

Minimum Bicycle Facility Guidance for Urban (Curb and Gutter) Cross Sections					
		ADT	< 2,000	2,000 - 10,000	> 10,000
Posted Speed Limit	≤ 35 mph		SL or WOL	BL	BL
	40 - 45 mph		BL (5 ft)	BL (5 ft) or BBL (4 ft▲)	BL (5 ft) or BBL (4 ft▲) or SBL (5 ft▲)
	50 - 55 mph		BBL (4 ft▲) or SBL (5 ft▲)	BBL (4 ft▲) or SBL (5 ft▲)	BBL (4 ft▲) or SBL (5 ft▲)
	> 55 mph		SUP	SUP	SUP

SL = Shared Lane BBL = Buffered Bike Lane WOL = Wide Outside Lane
 SUP = Shared-Use Path SBL = Separated Bike Lane (Min. 14 Ft Wide)
 BL = Conventional Bike Lane

▲ Add buffer a minimum of 3 feet in width; buffered bike lanes are preferred when on-street parking is present regardless of the speed.

Table 9-5: Bicycle Facilities on Urban Roadways Design Guidance (For Mono Directional Only)